Vice President’s Welcome

Dear Woodbury students:

A warm welcome as you enter or return to the Woodbury community. Regardless of your class standing, you will be in the company of students, faculty, and staff who are committed to providing you the highest level of professional education while preparing you to be articulate, ethical, and innovative life-long learners.

This handbook is designed to encourage your full involvement in campus life, and to help ensure your success as a student. We are dedicated to making your college experience an enjoyable one. As such, I encourage you to familiarize yourself with the information on student organizations, university services, campus policies and resources.

You are in charge of your experience at Woodbury, and I urge you to become fully engaged in your education, and challenge yourself constantly.

I wish you all the success in your educational and personal endeavors during your Woodbury experience.

Heemanshu M. Bhagat
Vice President for Student Affairs

Student Life

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs, in partnership with the University community, is responsible for the quality of student life for all Woodbury University students. Student Affairs staff provide coordination and direction to programs that broaden and enhance the learning experience on campus. Student Affairs works closely with other departments to ensure that activities, programs, policies, procedures, and services nurture the total development of students and foster the achievement of their academic, professional, and personal goals. The Office emphasizes student empowerment and an atmosphere of trust, support, and student advocacy. The Division of Student Affairs, in conjunction with the campus community, is also responsible for creating an environment that respects the cultural, racial, religious, and other forms of diversity each student brings to Woodbury. The Office oversees a variety of educational, cultural, social and recreational programs for the University community; it also advises and assists all student organizations, plans and coordinates new student orientation programs, and publishes The Pulse, the campus newspaper.

Some of the activities sponsored throughout the year at Woodbury include student leadership training and retreats, lectures, concerts, field trips, and a variety of other
events. In addition, discount concert and theater tickets are occasionally made available to help students take part in the rich cultural life of the greater Los Angeles area. The departments within the Division of Student Affairs are:

- Bookstore
- Campus Security
- Career Services
- Counseling Center
- Fitness Center
- Food Services
- Health Services
- International Student Programs
- Intramural Sports Programs
- Judicial Affairs
- New Student Orientation Programs
- Parking Services
- Program Board
- Residence Life
- Special Events & Conference Services
- Student Activities, including Greek Life
- Student Government
- Student Leadership Development

The hours of the Division of Student Affairs while classes are in session during Fall and Spring semesters are Monday - Friday: 8:00am - 5:00pm. Students at the San Diego campus should contact the Administrative Office on the San Diego campus for a list of services available to them.

Campus Store
The Woodbury University Bookstore is owned and operated by Follett Higher Education Group. The store, which is located on the lower level of South Hall, offers competitive prices on books, supplies, art supplies, and other materials needed for classes taken at Woodbury University. They also carry a selection of Woodbury University imprinted general merchandise.

Hours of operation
Regular bookstore hours:
Monday - Thursday: 9:30 AM - 6 PM
Fridays: 10AM - 4 PM
Saturdays: See “Extended Hours” below
Sundays: Closed

Extended Hours:
Monday - Thursday: Open until 6:30 PM the first two weeks of instruction for the regular semester programs and the first week of instruction for the 5-week and 7-week programs.
Saturdays: 10 AM - 2 PM during the first two weekends of instruction (weekend and traditional schedules), the last two weekends of instruction (weekend and traditional schedules).
schedules), and the weekend before the first day of instruction for the 5-week and 7-week programs.
Store hours are subject to change. Special hours will be posted at various locations on campus. To check hours, please call the Campus Store or the University switchboard.

Buying Textbooks
Books for classes are available for sale one week prior to the beginning of each semester. Books remain on sale for approximately one month or until the deadline to add and drop classes. Unless the Campus Store has other instructions all books are sent back to their publishers at that time. If you need a book held beyond that date please notify the Campus Store manager.
Books and software may also be purchased on line by visiting the Woodbury University Bookstore at www.woodbury.bkstr.com. The website also offers a variety of academic resources for faculty members.

Returns
1. All Returns and refunds are at the discretion of the Campus Store Manager.
2. All Basswood sales are final
3. Books and software may be returned for a full refund providing the following conditions are met.

Books
A valid receipt must accompany all returned books. No exceptions will be made. Books that were purchased as new must be returned in new condition, free of any markings. Books may be returned within one week of purchase. A student that buys a book and then drops the class may return the book up to one week after the last day to drop a class provided they have a drop slip for the class. The full text of the returns policy with all the important dates related to deadlines for returning books is posted in the Campus Store each semester.

Refunds
If a returnable item was paid for with cash, the refund will be made with cash, providing the purchaser meets the criterion above. If a returnable item was paid for by check, a cash refund will be issued after a 10-day check verification period. If a returnable item was paid by credit card, the customer must present a valid receipt and their original copy of the credit card receipt. Credits can only be made to the original credit card account or by a store credit voucher. If a returnable item was paid for by a Woodbury University Voucher, the bookstore will issue a cash refund.

Career Services
Career Development is an on-going, lifetime process of connecting your interests and talents with opportunities in the right environments. To prepare for a life of meaningful contribution, Career Services facilitates the link between classroom experience and your professional goals. The term “professional” refers not only to the theoretical principles that direct the activity within your major field of endeavor, but also to your ability to work with others, and the ways in which you manage both your time and the tasks for
which you are responsible. In fact, interpersonal and intercultural effectiveness is as important as technical competence in the workplace today. Your career success will be the result of a conscious, deliberate drive toward the fulfillment of your potential. And your time in college helps to clarify your capability to perform at professional level. The connection between school and the workplace happens through your learning and performance in the classroom, as well as through internships and jobs, and participation in organizations, clubs, professional activities and career programs. Involvement of this kind leads to industry knowledge, skill building, and confidence in interacting with others for the purpose of achieving a shared goal. Our Mission Statement is “Teaching, learning, communicating personal, proactive behaviors that convert career visions to reality through values, imagination, research, insight and courage.”

The online recruitment system is always accessible to both students and employers: www.ecampusrecruiters.com/woodbury. Computers and fax machines are available during office hours to assist students in their job search. Day or evening appointments can be scheduled for career counseling, coaching for interviewing, or resume development. Drop-in hours are from 10 to 2 everyday.

Career Services makes use of a developmental approach in the design of career activities to address each student’s specific needs for preparation and practice. Starting in the career modules for the OR 100 Freshman Orientation Class, students will complete interest, personality and values assessments, begin exploration in their interest areas on CHOICES Software, and create a career plan that identifies individual goals and processes for achievement in subsequent years at Woodbury. Concepts of emotional intelligence, self-management, and career self-reliance are emphasized as important qualities that are the expected outcomes of successful collegiate activity.

Second and third year students are encouraged to further clarify career interests through expanded exploration, participation in career programs that target specific majors, and involvement in organizational activities to build confidence in leadership and teamwork. Annual career programming includes a variety of industry-specific activities and panels of professionals who provide information about internships, new and developing trends in the industries, and examples of successful career paths. Career Services also hosts networking activities as well as job and internship fairs twice a year so that students will become familiar with professional level expectations for presentation and performance in their areas of interest.

Resume workshops, presented in the design professional practice classes and in the business management and organizational communication classes, and the annual program on Portfolios for students whose majors require a portfolio review, ensure that students at this level are aware of the requirements in their majors and have the knowledge and resources to produce a winning resume and/or portfolio.

Fourth year, fifth year and MBA students are offered individual interview coaching, internship resources, and professional level networking opportunities. Career Services partners with the School of Business & Management to host the annual Etiquette Dinner. Senior recruitment luncheons and on-campus interviews with employers targeting senior-level and graduate students are also scheduled annually.

Successful transitions into workplace activity are the result of exploration and research in identifying companies and resources, and a pro-active, self-directed focus toward developing effective career skills and strategies. In view of the changing nature of
careers, the Office of Career Services encourages all students to experiment, to seek challenge, cooperatives, and the capacity to adapt. We are partners in your career development and encourage the growth of personal and professional competencies for success! Take advantage of the resources we provide throughout the year.

Counseling Center
Woodbury University seeks to foster the well-being of all of its students in the belief that mental and emotional health is conducive to academic success. The Counseling Center provides counseling and psychological services to students, and consultation to faculty and staff. Services include short-term individual, couples, and/or family sessions; outreach activities; special interest workshops (e.g. stress reduction); support groups (based on student interest) and personalized referrals to psychiatric and other community services as needed. A wide variety of educational booklets and brochures are available and students may come by the center during open hours (Monday - Friday, 9 am to 5 pm) to pick them up. The Counseling Center also provides assessment and referrals for substance abuse concerns. All services are confidential.

The Counseling Center, together with the Health Services Office, works closely with the student Health and Wellness Club and other student organizations to bring peer sponsored wellness programs to the campus community. Programs throughout the year include awareness and screenings for depressions, anxiety, alcohol, eating disorders, stress reduction and sexual assault prevention.

San Diego students may contact the Counseling Center by telephone to schedule an appointment at the Burbank campus, or for assistance in locating appropriate services in the San Diego area.

Making an Appointment
You can make an appointment by speaking directly, leaving a message, or sending an e-mail to the Director of the Counseling Center. Calls are made to (818) 767-0888, extension 237. If you receive a voice mail message when you call, leave the following information:
• Your name
• Your telephone number
• Times when it may be convenient for you to come in.

The Director of the Counseling Center will call you back and set the appointment with you. If you are not at home, a message will be left stating that your call had been returned, along with a return telephone number. You can also send an e-mail with your name, telephone number, and times when it would be convenient for you to come in. E-mail is not recommended for the transmission of confidential information because it is possible that someone other than the Director of the Counseling Center may intercept and read the e-mail. E-mail is also not recommended for urgent matters. It is recommended that you include as little information as possible in your e-mail transmission, and only use e-mail for setting or canceling appointments. Please contact the Office of Student Affairs to obtain the e-mail address.

Office hours are from 9am to 5pm, Monday through Friday during Fall and Spring semesters while classes are in session.

Woodbury’s Online Screening for Depression, Alcohol and Eating Disorders
http://www.mentalhealthscreening.org/screening/welcome.asp (Keyword: Woodbury) Students have access year round to this anonymous screening program for depression, alcohol and eating disorders and will be connected with local resources for treatment, if necessary. If you have any questions, please call the Counseling Center.

What happens when you come in?
At your first visit to the Counseling Center, there are information forms to complete. During the first appointment, a mutual assessment of your needs and the ways in which counseling may be able to help shall be conducted.
Counseling services are confidential and no information can be shared with any other department on campus without your (the client’s) written permission. This means that in normal situations, no comments may be made on whether or not you have made an appointment or are coming to the Counseling Center, even if asked by a family member or spouse. The Woodbury University Counseling Center operates within professional guidelines and state laws which insure and protect students’ rights to privileged communications. Confidentiality and exceptions to privilege will be explained during the initial appointment.
If you and the Director of the Counseling Center agree that individual counseling is appropriate, you will be offered further appointments. A brief therapy model is used and most students meet for 4-5 weekly sessions that last for about an hour. If appropriate, you may also be referred to another campus office or community agency. It is also possible that you may leave the initial appointment feeling able to handle the problem on your own.

In case of an emergency
In the case of a true emergency where you (or someone you know) are in danger of physically harming yourself or someone else, call 9-1-1 immediately and request help. If you are at a university telephone, it is necessary to dial ‘9’ first to obtain an outside line. In the event that 9-1-1 is out of service for any reason, call the telephone company operator and request emergency assistance.
If the matter is urgent, but is not a life-threatening emergency, please note the following procedures:
On-Campus:
- If you have an urgent matter, you can contact the Woodbury University operator at (818) 767-0888 during regular business hours and have the Director of the Counseling Center paged.
- If it is after normal business hours and you live on campus in the residence halls, you can contact a Residence Life Staff member by paging him/her at one of the following numbers:
  North Hall pager ext. 449
  South Hall pager ext. 451
On campus telephones are located in the North Hall and South Hall lobbies. Detailed instructions on how to page a Residence Life Staff member on duty are located above the telephone.
Off-Campus:
During regular business hours, you may call (818) 767-0888 and ask the operator to page the Director of the Counseling Center. A call will be returned and an urgent appointment arranged.

If it is after regular business hours and you have an urgent matter off-campus, please call the appropriate telephone number:
Crisis/Suicide Hotline (310) 391-1253 : 24 hours/7 days a week
Crisis/Suicide Hotline Toll-Free in Los Angeles County 1-877-7CRISIS
Suicide and Depression Support National Hotline 800-SUICIDE
Rape Hotline (626) 793-3385: 24 hours/7 days a week
Domestic Violence (800) 799-7233; 24 hours/7 days a week
Child Abuse (800) 540-4000; 24 hours/7 days a week
Elder Abuse (800) 992-1660
National Center on Elder Abuse 800-677-1116
Planned Parenthood (800) 230-7526
Drug and Alcohol (800) 662-HELP
All other services: INFO-LINE (800) 339-6993

Food Services
Woodbury University provides an excellent dining service program for all students, faculty, staff and guests. Bon Appétit, our food service company, is an industry trendsetter and has won many awards for its non-traditional approach to food service. Bon Appétit tailors its menus to suit the tastes and needs of students, faculty and staff. New Woody’s is the University’s main dining area and is located in the upper portion of Cabrini Hall near the central quad in the middle of campus. This attractive facility offers a variety of meals throughout the day. Boasting a selection of hot entrees, vegetarian meals, a full salad bar, and variety of drinks and snacks, New Woody’s is the place to relax between classes. The staff of New Woody’s prepares and serves a variety of options for three meal times on weekdays, and provides brunch and dinner service on weekends. While students living on-campus are required to subscribe to a meal plan, off-campus students and all members of the Woodbury community are welcome to make use of Woody’s by purchasing flex dollars, or subscribing to a meal plan themselves.

Meal Plan Allowances
The following is a guideline of offerings for students who are on the 8, 10, 12 or 14 meal plan.
Breakfast - Select one of the 2 service choices offered: 1) Classics- Includes up to three hot items; 2) MTO- Eggs or omelet, potatoes and protein.
All service choices also include 1 selection from the fruit bar, bowl of cereal, and a bread item. Also allowed is 1 large 20 oz. beverage or 2 small 12 oz. beverages from the beverage bar.
Lunch - Select one of the 3 service choices offered: 1) Classics- Includes 1 entrée (vegetarian or protein), vegetable, starch and bread; 2) MTO- includes plated special as shown; 3) Stacks- Includes any grilled or cold sandwich offered with fries or substitute of a bag of chips.
All service choices also include a bowl of soup of the day or a salad bar selection.
Choose 1 large 20 oz. beverage or 2 small 12 oz. beverages from the beverage bar. Also
included is 1 dessert- Ice cream from freezer, soft serve ice cream, or fresh baked item offered.
Dinner - Select one of the 3 service choices offered: 1) Classics- Includes 1 entrée (vegetarian or protein), vegetable, starch and bread; 2) MTO- includes plated special as shown; 3) Stacks- Includes any grilled or cold sandwich offered with fries or substitute of a bag of chips.
All service choices also include a bowl of soup of the day or a salad bar selection.
Choose 1 large 20 oz. beverage or 2 small 12 oz. beverages from the beverage bar. Also included is 1 dessert- Ice cream from freezer, soft serve ice cream, or fresh baked item offered.

It is advised that you take only what you will be able to eat.

Meal Plan Options
A: 14 meals per week plus $150 Flex Dollars
B: 12 meals per week plus $200 Flex Dollars
C: 10 meals per week plus $150 Flex Dollars
D: 8 meals per week plus $200 Flex Dollars
The meal plan program entitles the student to any 8, 10, 12 or 14 of the nineteen meals served each week from Monday breakfast through Sunday dinner. Students on the resident meal plan are entitled to utilize one meal during any single meal period and may use flex dollars anytime New Woody’s is open.
This meal plan is also available to any Woodbury University student and may be purchased through the Business Office at the time of registration each semester.
Information about the meal plan is also available at the Office of Student Affairs as well as the Business Office.

Vegetarian Meals/Special Diets
Vegetarian meals are prepared daily as part of the regular dining menu. Any student who possesses a meal plan and has been placed on a limited diet by a physician should notify the Manager of New Woody’s to plan special menu items.

University Cards
Students have a University Card which serves as a multipurpose card that includes their meal card, library card, ID card, etc. All students will need to have their photo taken in the library during the first week of Fall Semester to be issued a University Card. Students will need to pick up their University Card and activate their flex dollar account at the beginning of the Fall Semester. Students must bring their University Card to every meal.

Lost or Stolen University Cards
If your University Card, which includes your Meal Card, is lost or stolen, you must notify the Manager at New Woody’s and the University Library immediately. Until you replace or find your lost University Card, you will be required to pay $5.00 for each meal you eat. The guidelines for refunding this money are as follows:
• If the ID Card is presented by the end of the week, all money paid during the week will be refunded.
• If the ID Card is not replaced by dinner on Friday, the student will forfeit all money paid for that week.
Once a card is reported as stolen or lost, it is inactivated and the electronic access unit will sound an alarm if use of the card is attempted. Fraudulent use of any meal card will immediately be reported to the Office of Student Affairs for appropriate judicial action.

A Word about Flex Dollars
Additional flex dollars may be purchased at New Woody’s. If your University Card is lost or stolen, you should notify the Manager at New Woody’s immediately.

Extras
The majority of items in the beverage cooler are not offered as part of the meal plan allowance. However, they may be purchased with flex dollars. Items are appropriately marked.

Retail Items
Items such as large bags of chips or candy bars are not offered as part of the meal plan allowance but may be purchased with flex dollars.

Meal Refunds
No meal refunds will be given under any circumstances. Students missing meals because of work or authorized campus activities are eligible for the sack meal program.

Sack Meals
In the event a campus activity or work schedule prevents a student from eating during regular meal hours, he/she may request a sack meal. All sack meals must be requested at least 24 hours before they are to be picked up. A University Card must be provided at the time the sack meal is arranged. Any student who does not pick up a pre-arranged sack meal for two days will automatically be dropped from the sack meal plan.

Policy on Sick Trays
All students unable to eat at New Woody’s because of illness will be provided a meal by observing the following procedure:
1. A sick tray request must be made by a member of the Residence Life Staff.
2. The University Card of the person who is sick must accompany the sick tray request.
3. The sick tray may be obtained from the Manager or Chef on duty.

Faculty/Staff Lunch Program
The Office of Student Affairs and New Woody’s co-sponsor the “Faculty/Staff Lunch Program.” Students may invite any faculty or staff member to New Woody’s for a free meal. This idea is to encourage students, faculty, and staff to get to know each other better on an informal basis.
Program Guidelines of the Faculty/Staff Lunch Program:
1. Any Woodbury student enrolled at least half-time is eligible to participate.
2. A student may invite any current Woodbury faculty member or staff person employed at least half-time by the University.
3. The student checks out a flex dollar card from the Office of Student Affairs (or the Weekend College Office on weekends.) New Woody’s will allow the student to use the card to pay for the faculty/staff member’s meal (up to $6.00 maximum) and the student pays for his or her own meal with cash or a University/Meal Card. The flex dollars are available on a first-come, first-served basis.
4. Faculty and staff members may also participate in the “Faculty/Staff Lunch Program” by taking a student to the cafe. The procedures are the same as described above.

Family Visits
New Woody’s is happy to provide a meal for a residential student’s parents who may be visiting. (Limit: Twice per year.)

Friends Fly Free (on your flex dollars...)
Students may use their flex dollars to purchase meals for friends. Students may not use their meal card to purchase meals for others.
Note: Any meal card used by someone other than the proper owner will be confiscated and turned over to the Office of Student Affairs for appropriate judicial action.

Student Employment
Students desiring part-time employment in New Woody’s should speak with the Manager. Various jobs are offered with flexible hours, competitive wages, as well as an excellent place to work.

Posting of Notices and Menus
Notices pertinent to Food Service may be posted on the bulletin boards within Woody’s. Student event flyers and table tents may be placed in New Woody’s with the Manager’s permission.
Menus for resident meals will be posted at various locations on campus each week. You may request copies of the weekly menu from the Manager. E-mail copies are also available by request.

Comments/Suggestions
We encourage students to provide open and honest feedback about Woody’s food and service and ask that you talk with us often. It is important to remember that we can easily make changes to adapt to different palates, so tell us and not just your friends!

New Woody’s Hours
New Woody’s is open the following hours during Fall and Spring Semesters*:
Mon. - Thurs. 7 a.m. - 9 p.m.
Friday 7:30 a.m. - 6:30 p.m.
Sat. & Sun. 11 a.m. - 6 p.m.
WEC Weekends 7:30 a.m. - 6 p.m.
* Limited hours during University holidays
During the Summer Session Woody’s hours are:
Mon. - Fri. 11 a.m. - 6 p.m.

**Fitness Center**
Woodbury University’s Fitness Center is for the use and enjoyment of students, staff and faculty members, and authorized guests. Students have first use priority. Fitness Center’s visitors are required to adhere to the center’s rules and encouraged to be courteous to others.

Woodbury University ID or other form of identification is required.
Guest should log in their name on the Fitness Center Visitors Log
A trained Fitness Center Attendant must be present at all times.
If the Fitness Center is unattended, guest should contact the office of Student Affairs at extension 254.

Hours of operation are posted on the door and may vary depending on the availability of attendants. If the center is closed during regular posted hours, a special sign will be placed on the door to inform guests of the closure.
Under age students may use the fitness center after completing the Acknowledgement and Release form available in the office of Student Affairs.
Other minors may not use the Fitness Center, unless previously authorized by the university and under proper adult supervision.
Guest must wear appropriate attire at all times. This includes closed-toed shoes.
Heavy lifting should be done only if a spotter is present.
Exercise equipment must be returned to its proper place and should be wiped after each use.
Inappropriate or unsafe behavior will cause suspension or expulsion from the center.
Guests should limit the use of each station, especially during busy periods.
Woodbury University is not responsible for lost, stolen, or damage personal items.
Member of the Alumni Association may use the Fitness Center and must adhere to the above rules and regulations.
Guests are not allowed to bring food or drinks to the Fitness Center. The university provides water until further notice.
In accordance to university policy, to smoking is permitted in the Fitness Center.

**Health Services**
The Health Services Office offers preventative and therapeutic care to the students of Woodbury University, aiming to prepare them to be conscientious and resourceful in maintaining a lifetime of health. Students may receive on-campus evaluation and treatment for a variety of health-related concerns, as well as have access to resource material covering a myriad of topics. The Health Services Office also provides several workshops and events throughout the academic year to promote health and well being of its diverse student population.
For health related concerns outside the realm of the Health Services Office there are several healthcare providers in the local community, which have alliances and are able to
provide referrals and resources. Providence Saint Joseph Medical Center provides 24-hour emergency services and is located at 501 South Buena Vista Ave in Burbank. Providence Saint Joseph Urgent Care Center is located at 3413 West Pacific Ave in Burbank.

Students at the San Diego campus may seek 24-hour emergency medical services at the University of California Medical Center San Diego located at 200 West Arbor Drive in San Diego. The Health Services staff is available to the San Diego students for consultation by phone.

**International Student Programs**
The Office of International Student Programs within the Division of Student Affairs is committed to providing services that promote educational and cultural experiences for international students and other members of the Woodbury community. The Office provides assistance with student visas and information about the Bureau of Citizenship and Immigration Services (BCIS, formerly INS) requirements, and advising on a variety of matters, including adjustment to life in the United States and issues pertaining to study at Woodbury University.

Special cultural programs and events, such as International Student Orientation, International Week and Lunar New Year celebrations, allow international students to share their personal experiences and cultures with the campus community.

**Basic Immigration Regulations for International Students**
There are privileges associated with international student status which are not available to students who have violated their status. The following is a summary of some of the BCIS regulations that apply to international students on F-1 visas to maintain legal status in the United States.

- Keep a valid passport at all times. Renewals may be arranged through the student’s consulate in the U.S.
- Maintain a continuous enrollment and a full course study each semester of the academic year. This means that students must be enrolled in at least 12 units as an undergraduate, or at least 6 units as a graduate (MBA) student.
- Complete extensions before the student’s I-20 form expires.
- Acquire the signature of your International Student Advisor before travelling.

**Work Permission**
- On campus work is permitted up to 20 hours a week during the academic year unless Practical Training has been authorized. Full-time on-campus employment is possible during vacation periods. Please contact the International Student Advisor before accepting any employment offers.

**Off-campus work permission prior to graduation** may be granted under the following conditions:
- The student maintained a legal F-1 visa status for at least 9 months.
- The student elects to work in his/her field of study and use Practical Training.
- The student experiences severe unexpected financial hardship.

For questions call extension 254 to schedule an appointment.

**Judicial Affairs**
The Office of Judicial Affairs oversees and conducts student discipline hearings, interprets general university guidelines and regulations, and helps ensure due process standards associated with student conduct. The Office also consults with students, faculty, and staff and investigates complaints of student misconduct. For more information, please refer to the Student Code of Conduct and the Residence Life Judicial Process outlined respectively in the Campus Information and Residence Life sections of this Handbook.

**Residence Life**

Living in the residence halls may be an ideal transition between living at home and being on your own. If you live in one of the residence halls, you do not worry about rent, food, and utilities. You make decisions about what to do with your day and how to manage your time between studies, sleep, meals, recreation and work. Living on campus is convenient. Classes and campus resources—library, computer labs, faculty/staff offices, campus activities and events—are all within walking distance. No wonder research shows that students who live on campus have a 10 to 15 percent better chance for college success. This means that most students who live in residence halls have a higher GPA, take more units, and are more likely to graduate. You’re on the cutting edge when you live on campus.

Residence life gives you the opportunity to form lifelong friendships and develop a network of support which will prove useful while in college and once you begin your career.

**North Halls**

North Hall is a three-story air-conditioned building. Each wing houses up to fourteen students who share a kitchen and bathroom. Each room is furnished with a bed, dresser, desk and chair for each student. Rooms are also Internet-ready. North Hall also has a common central lounge (with a large-screen TV and ping-pong table), drink and snack machines, laundry facilities and a gated parking lot.

South Hall is a traditional single-story co-ed residence built around a central courtyard. The rooms are furnished with a bed, dresser, desk, chair and sink for each student. Rooms are not air conditioned, but are equipped with ceiling fans. Community bathrooms are conveniently located in the male and female hallways. South Hall is equipped with laundry facilities, drink and snack machines, a central lounge (with a large-screen TV and recreation center), and a common kitchen.

Both Residence Halls are co-ed, have modern laundry facilities and have a common “living room” area for studying, socializing, watching television and “hanging out.” All rooms are provided with cable television service and internet connectivity. Additional information concerning off-campus housing is available from the Division of Student Affairs or the Office of Residence Life.

**Security**

Woodbury University is committed to providing a safe environment for its community members. Private security officers monitor the campus 24 hours a day, seven days a week. They provide traffic assistance to visitors as well as providing general security and safety to members of the Woodbury University community.
The Security Officer at the main entrance to campus may be reached by using a campus phone at extension 208. If the Security Officer does not answer, you may leave a message or page an officer by using a campus phone and dialing 412 or an off-campus phone by dialing 818-629-0446. The Security Officers are on campus to protect people and property and to provide assistance whenever necessary. Campus Security Officers work closely with the Burbank Police Department and the Los Angeles Police Department (Foothill Division). Students and guests are required to present proper identification and follow any directive given by a Campus Security Officer. Campus Security Officers provide many functions for Woodbury University, such as:

- Campus safety inspections
- Campus building walkthroughs
- Campus safety escorts
- Crowd control at campus events
- Traffic and parking enforcement

Safety Measures for Campus
All members of the campus community play an important role in helping to make the campus safe and secure for everyone. By taking reasonable precautions, students can make themselves less likely to be victimized by crime. Some of these include:

- Locking your car and not leaving valuables where they are visible.
- Walking alone after dark. If no one is available, call or page the security officer and ask for an escort.
- Report any suspicious activity to campus security.

Residence Hall Safety
- Always lock the door to your room when leaving, even if it’s “only for a minute.” A minute is all it takes for someone to enter your room and steal something or to wait inside for your return.
- Always sleep with your door locked. If you live on the ground floor, lock your windows too.
- Never prop open an exterior door.
- Don’t loan your keys to anyone. Losing your keys will result in a fine and presents a potential security risk for everyone in your building. If you lose your keys, notify a Residence Life Staff member immediately.
- Mark your valuable items. The Los Angeles Police Department can give you more information on how to mark your valuables by calling their Community Relations Office at (818) 756-8866.

Occurrences of Violent and Non-Violent Crimes
Even in the most secure environment, the possibility of criminal behavior exists. Woodbury acknowledges this and periodically reviews its policies and procedures to make the campus as safe as possible.
In the event of an emergency or a criminal activity in progress, the following actions are recommended:

- Call 9-1-1 or the local police department (L.A. City) for emergencies.
- Notify campus security at ext. 208.
If the suspicious behavior is witnessed in or near one of the residence halls, please notify the residence life staff person on duty as well as security. Programs to raise awareness about campus security issues and procedures are held during orientation and throughout the academic year.

Notification of Violent Crimes
Students, faculty and staff are informed periodically about campus security procedures and crime-preventing behavior through the use of University publications and special memos. The Policy and Procedures Manual and the Emergency Procedures Handbook also provide security information to faculty and staff. In the event of a reported crime on campus, the University will provide the community a timely notice in an effort to prevent similar occurrences. Notices will be posted and distributed on campus.
The University cooperates with local police in the investigation of all reported crimes which occur on campus. The University follows federal, state, and local laws with respect to alcohol and drugs. Questions about the University’s security policies, crime statistics, or definitions of crimes may be addressed by the Office of Student Affairs.

Student Life
The Office of Student Life within the Division of Student Affairs facilitates and supervises a variety of activities and events. It advises and supports student organizations such as the Associated Student Government (ASG), Greek organizations and other student groups on the Woodbury campus. The Office of Student Life offers a variety of services and programs designed to create a campus environment that compliments the academic experience and cultivates the social and personal development of Woodbury students.

With a variety of student organizations to choose from, students have the opportunity to learn about themselves and appreciate the diversity and uniqueness of others.

Welcome Days
A special Welcome Days program is offered to all new students during the first few days of the academic year. Welcome Days is designed as an orientation program to assist students in becoming familiar with the campus and its facilities, the University faculty and staff, and the greater Burbank and Los Angeles communities. In addition, information is provided on University policies, services, and special programs. Welcome Days provides new students the opportunity to meet fellow students and to make friends. Participation in Welcome Days is required of all entering first-year students; transfer students are encouraged to attend.
The San Diego campus has an orientation program for all incoming students. Attendance is encouraged, as information will be provided on university policies, services, programs, and concerns particular to the San Diego campus.

ASG (Day Undergraduate) Welcome

Dear Fellow Students,
ASG is honored to serve you, the student body of Woodbury University. Many adventures lie ahead of us as a new academic year arrives, and together, we can make it a wonderful experience.

ASG co-sponsors many campus social, cultural, and educational programs. I encourage you to attend and participate in events planned for you as we celebrate a strong student life on campus!

Welcome to a new year with exciting challenges and experiences!

Sincerely,

Woodbury University Associated Student Government

**Student Leadership Development**
Woodbury University emphasizes the importance of a variety of experiences and skills that lend to the leadership development of students. Student leaders assume an important role in leading the campus community. The Student Leader Luncheon is hosted by the university every Spring semester after student leaders have been elected and selected.

**Student Leadership Development**
Students who develop leadership skills and abilities promote their own personal growth and are likely to leave Woodbury with an enhanced college experience. Involvement in leadership development fosters self-development, improved performance as a campus leader, valuable campus and community contacts, and employment advantage after graduation. Student leadership also enhances communication among all campus groups, and prepares leaders to address issues and solve problems.

**Associated Student Government (day undergraduate)**
The undergraduate student government at Woodbury University is known as the Associated Student Government (ASG). The ASG Executive Board consists of four undergraduate student members elected each spring for a one-year term. The purpose of this organization is to advocate and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of the student body.
Yelena Oganesyan - President
Jose Garcia - Vice President for Finance
Giancarlo Nencini - Vice President for Public Relations and Marketing
Jessica Medina - Executive Secretary

**Greek Council**
The Greek Council consists of members of the Greek community. It is compiled of all Chapter presidents, the executive board and one representative from each House. Its primary role is to serve as a governing body for Greek life. The purpose is to establish and maintain a strong sense of Greek tradition through programs, practices and
community events; to promote a positive greek community; and to educate and enforce federal, state and local hazing laws.

The Greek Council is chaired by the Executive Board:
Matthew Beauseheil - President
Greg Vergara - Vice President and Rush Director
Juandly Urena - Controller
TBA – Secretary

Program Board
The Program Board consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Programs that have been organized include entertainers such as live bands (jazz, blues, rock, swing, etc.), magicians, and comedians; traditional programs such as Spring Fest, a psychic fair, the annual Winter Formal held off-campus each year, and off-campus theater tickets.
Joy Castanares - Chair
Iris Casco
Irma Arrogoes
Nancy Nichols
Janett Delgado

Residence Life Staff
The Residence Life Student Staff consists of two Community Advisors and six Resident Advisors who live in the residence hall community. They provide information, peer counseling, and social & academic activities that add to a student’s total college experience.
Rosie Flores
Anu Patel
Gladys Jimenez
Abigail Potter
Jorge Martinez
Katie Toka

Student Organizations

The educational experience at Woodbury extends beyond classroom work. Student organizations allow opportunities to develop leadership skills, meet new people and have some fun. Student interest drives the development of each organization. We are confident that you will find one that matches your interests, and you are even welcome to start a new organization.
All student organizations using the Woodbury University name in any capacity are required to minimally be registered with the Office of Student Affairs.

Organization List by Function
Academic
Cel Art
Fashion Guild
I.I.D.A. (International Interior Design Association)
Society of Accounting and Business
S.I.F.E. (Students in Free Enterprise)

Cultural
International Student Organization

Greek
Greek Council
• Beta Lambda Chi Fraternity
• Delta Sigma Phi Fraternity
• Omega Psi Delta Sorority
• Phi Sigma Sigma Sorority
• Sigma Omega Nu Sorority

Honor
Alpha Sigma Lambda National Honor Society
Delta Mu Delta

Social/Service
Health and Wellness Club
L.I.G.H.T (Living in God's Hands Today)
Residence Life Council

**Sample List of Student Organizations**
* indicates that they operate under the guidelines and have been officially recognized by the ASG (day):

Alpha Sigma Lambda National Honor Society
Alpha Sigma Lambda is Woodbury University's Lambda Psi chapter of a national honor society which recognizes the non-traditional adult student's scholastic achievement while facing competing interests of family, work, and the community. Potential inductees must be matriculated and have a minimum of 30 graded semester hours. Members shall be selected only from the highest ten percent of the class, and have a minimum GPA of 3.2 on a 4.0 scale.
Advisor: Ruth Luna

Beta Lambda Chi Fraternity *
Beta Lambda Chi is a local male philanthropic fraternity; located solely on the Woodbury University campus. Beta Lambda Chi was founded in 1991 with education and cultural ideals as the driving force of this organization.
President: Selvino Rubio
Advisor: Mauro Diaz

Delta Mu Delta
Delta Mu Delta is a national society in the field of business administration. Its mission is to promote higher scholarship in training for business and to recognize and reward business administration students who have distinguished themselves scholastically. Becoming a member of the Society is an honor indicative of earnest, intelligent purpose and rewarding achievement. Woodbury’s chapter is Theta Omega, and chapter authorization stems from accreditation of the School of Business and Management by the Association of Collegiate Business Schools and Programs.
Advisor: Jon Myers

Greek Council *
Greek Council establishes and maintains a strong sense of Greek tradition through programs, practices, and events. It promotes the Greek way of life in the best interest of the University and each fraternity and sorority. Greek Council supports education as the purpose of Woodbury University.
President:
Advisor: TBA

International Student Organization (I.S.O) *
The purpose of this organization is to serve and assist in the support of all international and national students at Woodbury University. This organization is designed to introduce international visiting and exchange students to American and Californian culture, through diverse modalities of fun, adventure and new friendships. While transcending all cultural, lingual and educational barriers the International Student Organization intends to create an interconnected transnational network of support and friendship to aid in the acceptance and adaptation of various ethnic cultural backgrounds between the United States and other nations.
President: Vay Ho
Advisor: Julie Oinonen

L.I.G.H.T (Living in God's Hands Today) *
L.I.G.H.T. is a group dedicated to discovering God’s truth through study of the Bible, personal sharing, and the power of prayer. All are welcome to attend our meetings regardless of personal beliefs or circumstance. L.I.G.H.T. is focused on growing together spiritually and ministering to the community through service. It is not about (a) arguing over doctrinal issues, (b) judging others or putting them down, or (c) “pushing” faith in others. We do not represent any particular denomination.
President: Amanda Bear
Advisor: Seta Javor

Omega Psi Delta *
Omega Psi Delta is a local sorority founded in 1991 at Woodbury University in order to establish a sisterhood among women. It is an organization of respectful, proud, and sincere women. The women of Omega Psi Delta develop sisterhood and lasting relationships through social and philanthropic activities. The organization continues to offer love, diversity, and dedication as it did when it was founded. Membership is open to all women on campus.
President: Daisy Aguayo
Advisor: Jennifer Gomez

Phi Sigma Sigma *
Phi Sigma Sigma is a national sorority. Membership is open to all full time and part time undergraduate women. The sorority is involved in philanthropic and social service projects, fundraisers and other events for members and the entire Woodbury community. E-mail: info@phisigza.com. Website: www.phisigza.com.
President: Ramona Doerning
Advisor: Ruth Luna

Residence Life Council *
Residence Life Council provides residents the opportunity for leadership, self-governance and responsibility for building their own community. Residence Life Council organizes social, recreational, and educational events throughout the year including weekend events.
President: Lauren Calderon
Advisor: Ryan Burtanog
S.I.F.E. (Students in Free Enterprise)
President: Kelly Wong
Advisor: E.B. Gendel

Sigma Omega Nu *
Sigma Omega Nu is an organization that strives for sisterhood, scholastic excellence, self-improvement and Latina awareness at Woodbury University, as well as the community. Membership is open to all full time female students on campus.
President: Lizette Lopez
Advisor: Arturo Medina

Student Organization Information

Privileges, Rights, and Responsibilities of a Registered and Recognized Student Organization

Registered and Recognized student organizations may:
• Present ideas, information, and suggestions on topics of concern to the constituent to the University faculty, administration and Board of Trustees.
• Request funding for events from the Associated Student Government and the MBA Association.
• Pursue activities and directions that are of interest to their members, as long as they are legal, ethical, and not in violation of any University policy or procedure and/or state/federal law.
• Advertise and promote their group and its activities on campus and in campus publications with approval of the Division of Student Affairs.
• Hold membership drives on campus.
• Have limited use of campus copying and duplicating services with approval of the Division of Student Affairs for materials related to student organization business.
• Have the use of a mailbox on campus for mail and messages.
• Hold fundraisers for the organization’s use or charitable causes. Fundraising off campus must be approved by the Division of Student Affairs.
• Maintain an account in the Business Office where funds may be deposited and withdrawn according to University procedures.
• Reserve campus facilities for meetings and events through the Division of Student Affairs.

Registered and Recognized student organizations are obliged to:
• Adhere to all federal, state, and local laws.
• Read, understand, and adhere to all University policies and procedures.
• Understand and follow all University procedures for the use of campus services such as printing, mailing, posting, facilities reservations, financial services, etc.
• Promote and foster the educational and developmental mission of the University.
• Respect the rights and privacy of other groups or individuals in pursuit of their plans, goals, and activities.
• Keep in mind the interests and needs of the total membership of the organization as well as the entire University community in all of its activities.
• Participate in official campus-wide events such as Welcome Days and the Organizational Fair.
• Be responsible for themselves and their guests at all group functions and at University events in which the group participates.
• Have a faculty/staff advisor. Organizations must consult regularly with their advisors and keep them informed of all relevant plans and activities. The advisor’s signature is required on all requests for ASG funding, check requests, invoices, and other financial transactions.
• Pay all financial obligations in a timely manner from the organization’s available funds.
• Have representation at appropriate ASG meetings.
• Meet with the Director of Student Life as appropriate.

Reinstatement of Inactive Student Organizations
Those student organizations that fail to renew and re-register themselves in the Spring semester are deemed inactive by the Office of Student Affairs and ASG (day undergraduate). Reinstatement allows inactive student organizations to become active again if the student organization was inactive for no more than 12 months as of the date it was last deemed active.
If a student organization wishes to seek reinstatement, the group would need to complete the current year’s Student Organization Registration Renewal Form and submit it to the Office of Student Affairs. The student organization would then be eligible for ASG OAC funding as well as access to the student organization account with the Business Office, and assumes all debts and credits associated.
If a student organization has been inactive for over 12 months of the last academic year the student organization was in active status, a new student organization registration form
would need to be submitted and a new organization account would be set up with the Business Office.

**Student Organization Fundraising**

Guidelines for On-Campus Fundraising
1. Any fundraising efforts performed on campus must be planned, sponsored, and coordinated by a registered student organization.
2. Advertising of any fundraising event must comply with the University’s Publicity Policy and clearly state the name of the organization sponsoring the fundraising event.
3. All organizations are expected to obey applicable federal, state and local laws. It is the responsibility of the sponsoring organization to meet state health and sanitary standard for food handlers and food preparation.
4. Using the Facility Reservation and Event Authorization form, organizations that are fundraising must request tables and chairs from Maintenance.
5. If utilizing the quad area, the permanent green Woody’s Quad tables may not be used.
   a. Placement of the tables in the quad must be indicated on the reverse of the Facility Reservation and Event Authorization form and will be available on a first-come, first-serve basis.
   b. No limit will be set on the number of organizations that will be allowed to fundraise in the Quad at any one time. Notification of potential conflicts may be given via student organization mailboxes. It is up to the organizations to determine whether conflicts will occur.
   c. Failure to properly request and utilize tables and chairs may result in the immediate closure of your fundraising event.
6. Fundraising by sponsoring an individual or a for-profit company must follow the Solicitation Policy.
7. Failure to comply with this policy may result in the loss of fundraising privileges.

Procedures
1. Approval for student organization fundraising must be obtained from the Division of Student Affairs through the Facility Reservation and Event Authorization Procedure. Fundraising in the residence halls must be approved by the Director of Residence Life.
2. A Facility Reservation and Event Authorization Form must be completed in attendance with the Facility Reservation Procedure outlined on page 89 of this Student Handbook.
3. The organization sponsoring the fundraising event must coordinate the event. This coordination may include obtaining the product to be sold, advertising, delivery of the product, and handling any complaints.

**Guidelines for Off-Campus Fundraising**
Any organization that fundraisers off campus must obtain all necessary permits, and adhere to federal, state and local law. Approval for student organization fundraising must be obtained from the Division of Student Affairs.

**ASG Fees**
All undergraduate students are assessed an Associated Student Government Fee each semester.

Graduate students pay a MBA Fee each semester.

These funds are administered by the Associated Student Government and the MBA Association and are used to support a wide variety of campus programs and services. For more information, contact the Associated Student Government (day population) at ext. 255, or the ASG (weekend population) at http://www.woodburywecasg.com/.

**ASG (Weekend/Evening)**
The undergraduate student government for the weekend college at Woodbury University is known as the WEC ASG. The WEC ASG consists of undergraduate student members elected each spring for a one-year term. The purpose of this organization is to act as a liaison between the students and the Faculty/Administration. The duty of the WEC ASG is to establish and facilitate communication between all campus constituencies; to provide assistance, as needed, to all members of the community; to assist in the formulation and implementation of University policies and practices. The WEC ASG exists to represent and act in the interests of the Weekend & Evening Students. It has created an academic and extra-curricular environment benefiting adult students through its programs. The WEC ASG is responsible for the Associated Student Government fees paid by weekend & evening undergraduate students. Website:
www.woodburywecasg.com
E-mail: woodburywecasg@yahoo.com

President: Gail Furey
Advisor: Ruth Luna

**MBA Association**
As an MBA student you understand the value of maximizing your experience at Woodbury. With this in mind, the MBA Association (MBAA) is committed to increasing the return on your investment in education. Guided by eight MBA students – with input from advisors Dr. Satinder K. Dhiman and Professor Jon Myers – MBAA provides activities, opportunities, and other services designed to benefit you! Acting as an advocate for students in the MBA program, MBAA is focused on:

- Professional Development
- MBAA strives to assist MBA students with the opportunity for professional development and to promote the ideals of lifelong learning and leadership.
- Academic Quality
- MBAA represents MBA students before the University administration in matters concerning quality of education and qualification of instructors.
- Social Interaction
- MBAA provides a social environment where MBA students can plan events and activities for themselves as well as for the benefit of the University in general.

The 2004-2005 MBAA Board of Directors has developed an ambitious strategy for the year that includes increased efforts into career development, improved internal communication, strengthened services for international students and greater external
visibility. Look for the launch of a new MBAA Extranet at [http://mbaa.woodbury.edu](http://mbaa.woodbury.edu) where you can find everything from course syllabi to student profiles followed by an external awareness effort in the near future.

Advisor: Jon Myers
Email: jon.myers@woodbury.edu

*New Student Organizations*

If a number of students have an interest or concern not met by one of the existing student organizations, it is possible to start a new group. To be registered, the new organization must present a constitution and a current Student Organization Registration Form to the Office of Student Affairs. Once the registration has been approved, the new student organization must seek official recognition through the ASG.
Residence Life

Community Living

Woodbury University strives to offer a residential experience that provides students with opportunities to learn, grow and participate in a community outside of the classroom. The residence halls contribute to this experience by creating a living, learning community that is healthy, safe, clean and comfortable for all residential students. As a Woodbury student you have rights as well as responsibilities when living in or visiting the residence halls. The policies contained in this handbook and other University publications are designed to ensure respect for all individuals and their property. In any community members must learn to understand and accept differences, and mediate conflicts in a constructive manner while respecting the rights of their peers. The success of any community depends on the willingness of residents to act responsibly for themselves for the greater community.

Community Living Standards
Members of the residence hall community are expected to respect themselves and the rights of others within their community. There will be instances when members of the community will either inadvertently or intentionally violate community standards. In these instances it will be necessary to hold the community member responsible for his or her actions. It is the intent of the University to approach these violations primarily from an educational perspective. However, at times other sanctions or requirements may be necessary to ensure the residential community continues to be a positive living/learning environment. In striving to provide an environment for all residents to study, sleep, and have fun, it is expected that students are familiar with and abide by the policies and procedures in this Student Handbook as well as other University policies and expectations.

Community Damages
A community area is defined as any area other than individual student rooms. For example: bathrooms, hallways, lounges, exterior doors, stairwells, balconies, etc. Charges for damage to community areas in a residence hall will be the responsibility of:
1. Any individual who accepts responsibility for or is found to be responsible for the damage; or
2. All of the residents of a particular wing, hall, floor, or building where the damage occurs. The Office of Residence Life, in consultation with the Maintenance Department, shall determine this charge.

Residence Life Staff
The Residence Life Staff is a well-trained team that lives in the residence hall community. Residence Life Staff members provide information, peer counseling and plan activities that add to the student’s total college experience. The overall goal of the Residence Life Staff is to make sure that the residence halls run smoothly so that all individuals will have a positive living/learning experience in the residence halls.
Connecting with this team keeps you informed about campus - whether it involves locating university resources or identifying activities that are right for you.

**Residence Hall Coordinator**
The Residence Hall Coordinator is a full time professional staff member at Woodbury. This person lives on campus and is available for consultation should a Residence Life Staff member or student need assistance. The Residence Hall Coordinator is responsible for seeing that the residence halls maintain a supportive educational environment for everyone. A professional staff member from the Division of Student Affairs is always on-call 24 hours a day to address crisis situations.

**Community Advisors**
The Community Advisors are carefully selected for their maturity, excellent communication with peers and other members of the University community as well as ability to aid in the development of the residence hall community. As a senior Residence Life Staff member, Community Advisors are responsible for actively engaging all members of the residential community. They provide opportunities for students to expand their experiences, explore new perspectives and reflect upon the way they interact with the community.

**Resident Advisors**
The Resident Advisors are carefully selected for their maturity, concern for others, and ability to communicate well with both their peers and other members of the University community. Resident Advisors are familiar with both the rewards and challenges that come with living in a community. The RAs receive special training in specific areas such as medical emergencies, counseling techniques, community building through programming, conflict management and resources available to challenge and support students.

**Residence Life Policies and Procedures (alphabetical order)**

**Alcohol and Illegal Drugs**
Alcohol and drugs are not allowed in the residence halls. Use or possession of alcohol, illegal drugs, drug paraphernalia or other controlled substances is strictly prohibited.

**Cable Television**
Basic cable service is provided to North and South Hall residents. North and South Hall cable television is provided in each individual room and lobby. In order to provide quality service to all members of the community, no one may illegally splice cables or otherwise alter the cable service. Only authorized individuals may perform maintenance or other alterations to the cable service and property. Additional cable channels are available to order if desired. Please see the Office of Residence Life for more information.

**Check-In Procedure**
On move-in day, students should go to their assigned residence hall lobby area to check in. A Residence Life Staff member will show each student their room and will complete
a Room Condition Report (RCR) with the student. This report is designed to record the precise condition of the room and its contents when the student takes possession of the keys. (It is extremely important that this report be filled out accurately and in detail.) At the end of the year when the student checks out of the room this will be the official record to determine what alterations have been made, and ascertain any damages the student may be charged for. Anything not recorded on this form will be considered a change in the condition of the room. Both the student and staff member must sign this form before any keys can be issued. The student will get a copy for his/her files and the remaining copies will be kept for reference during the check-out process. Once a Room Condition Report has been completed, the student will sign for the keys to his or her room and mailbox. The student is then free to move in their personal possessions.

**Check-Out Procedure**

When checking out of a room during the semester, residents must comply with the following check out procedures:

1. If you are going to be checking out of your room before 5:00 p.m., make an appointment with the Residence Hall Coordinator at least 24 hours in advance to check out. If you plan to check out of your room after 5:00 p.m., inform the Residence Hall Coordinator at least 24 hours in advance to make arrangements.

2. Change your mailing address with Central Services and the Registrar’s Office.

3. Remove all personal possessions from the room and restore the room to its original condition.

4. Leave the room clean: vacuum, dust, wipe down all flat surfaces and insides of drawers and remove all trash to the OUTSIDE DUMPSTER. MicroFridges must also be cleaned.

5. Defrost and clean Microfridges.

6. Check the bathrooms and kitchens for any personal possessions.

7. At the time of your check out appointment, complete the Room Condition Report to determine any changes in the room from when you checked in.

8. Turn in your keys to the Residence Life Staff member.

9. Check to make sure windows are closed and locked, the lights turned off, and the door is locked. Residents who check out improperly are subject to a loss of the housing deposit as well as any fines or damage charges that may apply.

When checking out of your room at the end of the Spring semester, residents must comply with these additional check-out procedures:

1. Check-outs are only done through appointment with a Residence Life Staff member.

2. You have within 48 hours of your last final examination to check out of the residence halls. Anyone needing extensions must get approval from the Office of Residence Life.

3. There are no check outs during the Commencement exercises.

Please see the University Breaks section of this handbook for additional information regarding the residence halls.

**Consolidation Policy**
Due to space limitations, all residents without roommates who are not in an assigned single room may be required to consolidate. Consolidation generally takes place during the second week of classes of each semester. In this situation, students have the following options:

- move in with another resident
- find a student to move into your room

If neither of these options are chosen, the Office of Residence Life will decide on consolidation. This may include moving students to different rooms and/or floors. The residents involved will be notified of their status and given one week to consolidate. The Office of Residence Life will provide students with information on other residents who need roommates. Refusal to move when asked, or refusal to accept a roommate as part of consolidation process, may result in removal from University Housing and/or additional charges.

**Cooking**

Cooking in rooms is strictly prohibited. Cooking appliances, except for coffee pots and microfridges, are not permitted in resident's rooms. South Hall's kitchen is located in the lobby and is equipped with a refrigerator, stove and microwave. In North Hall there is a kitchen located near the entrance of each hallway. These kitchens contain a stove and refrigerator. Microfridges are available to all residents for a rental fee of $150 per year.

**Duty**

A Residence Life Staff member is available to help students with questions, problems or emergencies. In case of illness, injury, theft, security issues, maintenance problems or other situations residents can contact one of the following:

- The Office of Residence Life in Cabrini Hall at (818)767-0888 ext. 253 - weekdays between 8am to 5pm
- The Residence Life Staff member on duty - between 5pm and 8am Monday through Thursday, and 5pm Friday to 8am Monday

  - To find the Residence Life Staff member on duty, check the duty schedule. These schedules are posted in a variety of places including each hallway, the main lobby and outside each Residence Life Staff member's door. The Residence Life Staff member on duty will be on campus during his or her duty period and will be in the building no later than 10pm.
  - Residents may also contact a Residence Life Staff member by paging the number listed on the duty schedule. To page a Residence Life Staff member, dial the pager number listed on the duty sheet, wait for the voice instructions and dial in the phone number or extension where you can be reached after the beep. The Residence Life Staff member on duty will return the call as soon as possible. (It is not necessary to enter "911" after your message unless it is an emergency situation.) Residence Life Staff members have been trained to return ALL pages.

**Equipment Check Out**

Each residence hall has various items that can be checked out. These items include a vacuum, VCR, movies, various board games, pool cues, and ping pong equipment. In order to check out equipment, a resident must contact the Residence Life Staff member
on duty. The Residence Life Staff member will hold the resident's Student Identification Card until the equipment is returned. These items are for use by the entire community, therefore we ask that they are returned within 24 hours of check out.

**Fireworks, Firearms, and Other Weapons**
Firearms, ammunition, deadly weapons, large knives, martial arts equipment and explosives or incendiary devices that pose a serious safety hazard are not permitted in residence halls or on campus. Additional information on the University policy on fireworks, firearms and other weapons, can be found in the Student Code of Conduct Section of this Handbook.

**Guests**
A "guest" is defined as any individual who does not live on campus. Residents are allowed to have overnight guests in their rooms for three consecutive nights under the following circumstances:
- If a resident has a roommate, the roommate's consent is needed.
- Residents assume responsibility for their guests. Guests are subject to the same rules, regulations and expectations as their host and their host is responsible for informing the guest of the rules, regulations and expectations in advance.
- Guests can stay for a maximum of 15 nights per semester. Additional nights will require written permission from the Office of Residence Life.
- Guests must respect the privacy of other students. Violation of University policies or abuse of the guest policy will result in revocation of the resident's guest privileges.
- Guests must carry identification with them at all times and show it upon request to Residence Life Staff members, Student Affairs Staff, or Campus Security.
- Guests should be accompanied in the residence hall community at all times.
- Guests must leave the building at the request of the Residence Life Staff, Security, or Student Affairs Staff.

**Housekeeping**
Housekeeping services are provided in the community areas of the residence halls. These areas include lounges, hallways, stairwells, kitchens, and restrooms with primary attention given to sanitation, vacuuming, and trash removal. Residents are responsible for keeping their own rooms clean, taking their trash to the outside dumpster, and keeping common areas clean.

**Internet Services**
Each room in the residence halls is equipped with internet access. Internet access is provided through Comcast. Please see your move in packet for more information regarding connection and technical issues. If you have any questions or concerns regarding your internet access, please see the Residence Hall Coordinator.

**Judicial Process (Residence Life)**
From time to time, conflicts arise between residents in University housing or between residents and the University over issues of residential life. The first step in resolving these conflicts is through a one-on-one effort with those involved, sometimes with the
help of the Residence Life Staff. If the conflict involves residents allegedly in violation of
the terms of the Student Housing Contract, Meal Plan Agreement, Student Handbook, or
of other University policies, the Residence Life judicial process is utilized. Incidents that
are unrelated to and/or occur outside of the residence halls, or that involve alleged
violations by non-residents, are handled through the University's judicial process (see
page 104 for more information).

1. Any student, professional staff, faculty member or community members may submit
a complaint for alleged misconduct against any residential student. These complaints
must be submitted in writing to the Associate Director of Student Life (Residence
Life) shortly after the incident takes place.
2. After receiving a complaint, the Associate Director of Student Life (Residence Life)
will review the complaint to determine if the complaint has basis.
   a) The Associate Director of Student Life (Residence Life) will consider matters
      as expeditiously as possible in order to remove any question of a student's
      continuance in University-sponsored Housing.
   b) The Associate Director of Student Life (Residence Life) may choose to
      forward any complaint to the Director of Student Life for adjudication.
   c) The Associate Director of Student Life (Residence Life) may dismiss any
      complaint or charges deemed to be without basis.
3. If a student is charged, he or she will be notified in writing at least two calendar days
   prior to the scheduled judicial conference.
4. A judicial conference is an informal educational meeting between the Associate
   Director of Student Life (Residence Life) and the charged student. The purpose of
   the judicial conference is to discuss behavior and assist the student in utilizing his or
   her critical thinking skills when making decisions that may impact their life in a
   positive or negative manner.
5. If a charged student fails to appear at a scheduled judicial conference following
   proper written notification, the Associate Director of Student Life (Residence Life)
   may review the information in support of the charges and render a decision in the
   student’s absence.
   a) Findings and sanctions, if applicable, will be based on the information and not
      on the charged student's failure to appear.
   b) The decision rendered by the Associate Director of Student Life (Residence
      Life) will be final contingent upon the Residence Life Judicial system appeal
      procedure.
6. At the beginning of the meeting, the Associate Director of Student Life (Residence
   Life) will explain the judicial process to the student and grant the student the option
to resolve it in the form of an agreement, or choose to adjudicate it with the Director
of Student Life and/or the University Committee on Student Behavior.
7. In cases involving possible suspension, expulsion and/or severe violations of the
   Student Code of Conduct, the Associate Director of Student Life (Residence Life)
   may elect for adjudication through the UCSB.
8. Judicial sanctions for residence hall violations may include but are not limited to:
   a) Verbal or Written Warnings
   b) Residence Hall Probation
c) Change in room assignment  
d) Referral to an outside agency for assessment  
e) Restitution for damages  
f) Termination of Student Housing License Agreement

Appeal Guidelines:
1. If a student chooses to file an appeal, the sanction determined by the hearing body will be held in effect throughout the appeal process.
2. An appeal of a judicial decision must be made in writing within three (3) business days of delivery of the judicial decision.
3. In order to appeal a judicial decision, the said appeal must fall into one of the following categories:
   a) The charged student has new evidence that was not available prior to the judicial conference. This evidence would have had a substantial effect on the outcome of the judicial decision.
   b) The judicial process, as outlined, was not adhered to during the student's original judicial conference. This break in process was substantial enough to have possibly effected the outcome.
   c) The sanction(s) do not appropriately relate to the violation for which the student has been charged.

Appeal Procedure:
1. Appeals must be submitted, in writing, to the Director of Student Life within three business days of delivery of the judicial decision.
2. The Director of Student Life will review the appeal to determine if there is a basis for appeal.
3. If there is a basis for appeal, the Director of Student Life will review the appeal and render a decision.
4. If there is no basis for appeal, the Director of Student Life will dismiss the appeal.
5. The decision of the Director of Student Life is final and may not be appealed.

Keys
Residents will be issued keys to their mailbox, room and exterior doors, which they are expected to use responsibly. The effectiveness of our safety precautions are dependent upon members of the community.
• Students are not to loan their keys to others at any time.  
• Tampering with any lock is strictly prohibited.  
• Keys are the property of the University and must be returned when a student checks out of the room or at the request of the Office of Residence Life.  
• No keys may be duplicated. Residents caught duplicating University keys are subject to judicial action as well as the cost of replacing the residence hall’s locks and keys.  
• Should a key be lost or stolen, the resident is responsible for immediately reporting this to the Residence Life Staff so that appropriate steps can be taken to prevent illegal entry. There will be a mandatory lock and key replacement fee to
be determined by the locksmith. Arrangements for a new lock and/or key must be made with the Office of Residence Life.

**Laundry Machines**
Both residence halls have laundry rooms equipped with washers and dryers. These machines are operated by quarters. A change machine is located in North Hall Laundry Room only. Please contact the Residence Hall Coordinator for refunds or if a machine is damaged or needs repair.

**Locked Entrances and Door Alarms**
Residents are free to come and go as they choose from their residence halls 24 hours a day. However, it is critical for personal safety as well as protection of property that doors are never propped open. Door propping is strictly prohibited because of the safety risk it poses to all residents. In North Hall, each exterior door and the lobby doors are locked entrances. In order to gain entry, a key must be used. Each hallway has a rear fire door that is alarmed at all times and should only be opened in the event of a fire or emergency. It is a serious offense to set off an alarm of any sort without just cause. In South Hall, each exterior door and lobby door is also a locked entrance. The exterior doors are not currently alarmed, but if there is a problem with people propping doors open, thereby endangering other people’s safety, door alarms may be reactivated. Residents will be given notice if such action is necessary.

**Lock Outs**
If a resident is locked out of their room between 8am and 5pm, Monday through Friday, he or she should go to the Division of Student Affairs in Cabrini Hall. The Office of Residence Life will verify their residency and will unlock a resident’s door. If a resident is locked out in the evening or any time the Division of Student Affairs is closed, he or she should contact the Residence Life Staff member on duty. Residence Life Staff members will only open the door for the room occupant. After three lock-outs a student will be charged $5.00 for each lock out service provided.

**Mail**
Every resident is assigned a mailbox within his/her residence hall. Mail delivery will be expedited if the following format is used:
Student Name
Woodbury University
_____ Hall, Box # ___
7500 Glenoaks Blvd.
Burbank, CA 91510-7846
All correspondents should use the above format. Placing a room number on a mailing address will delay mail delivery. When moving out of the residence halls, a student should notify Central Services of his/her forwarding address. If a student fails to provide this information, there may be a substantial delay in forwarding mail after one has moved out.

**Maintenance**
If something breaks or is in need of repair, a Maintenance Request should be filled out. Maintenance Requests are available in the Office of Residence Life or by contacting a Residence Life Staff member. Once a resident has filled out the Maintenance Request, they should give it to a Residence Life Staff member or deliver it to the Office of Residence Life. When there is a maintenance emergency after 5pm, such as a broken water pipe or overflowing toilet, it should be reported immediately to the Residence Life Staff member on duty.

**Meal Plan Agreement**
Every resident is required to have a meal plan. A meal plan will be waived only in extreme cases and with the approval of the Vice President for Student Affairs. Each meal plan includes a specific number of meals per week and flex dollars. The meal plans are:
A (14 meals/week + $150 in flex dollars)
B (12 meals/week + $200 in flex dollars)
C (10 meals/week + $150 in flex dollars)
D (8 meals/week + $200 in flex dollars)
These meal plans entitle a student to any meal, beginning with Monday breakfast and ending with Sunday dinner. Students can utilize only one meal during a given meal period, however flex dollars can be utilized anytime New Woody’s is open. Refunds will not be given for meals not used on a weekly basis. Meal plans can be changed during the first week of each semester, with the authorization of New Woody’s manager and the Residence Hall Coordinator.

**Musical Instruments**
Practicing musical instruments in residence halls is prohibited if it can be heard outside of the room.

**Noise/Quiet Hours**
Noise can be very disruptive to a community and therefore courtesy hours are in effect twenty four hours a day, seven days a week. If someone asks a resident to reduce the volume of his or her stereo, voice, etc., the request should be honored. Residents are expected to anticipate and respect the needs of other residents; specifically the need to live in an environment with minimum annoyances to pursue academic goals and promote student wellness. In the spirit of community consideration, stereo speakers and stereos must not be directed out of windows/doors or used outside the living unit. Stereos should be played at levels that do not disturb others. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. Repeated disregard for appropriate sound levels will result in the removal of the equipment from the student room.
In addition to courtesy hours, quiet hours are in effect during the following times:
Sunday - Thursday 10pm to 8am
Friday - Saturday Midnight to 9am
During exam periods quiet hours will be in effect 24 hours a day.

**Pets**
Animals, except for fish, are not allowed in the residence halls at any time, including brief visits by family or friends. Fish, and fish alone swimming in the confines of the tank, are allowed in the residence halls with a maximum tank size of 20 gallons. The resident is responsible for any water damage caused by the tank. All electrical fish tank equipment must be unplugged during times when the halls are closed.

**Personal Furnishings and Appliances**
Woodbury encourages residents to personalize their residence hall rooms, however there are certain guidelines that should be followed:
- Appliances with exposed heating elements are not allowed in student rooms.
- Microwave ovens, hot plates, toasters and toaster ovens are not permitted in student rooms (with the exception of MicroFridges).
- A surge protector should be used with all stereo, computer, television or other sensitive electronic equipment. The University is not responsible for any damages that occur due to electrical surges.
- Waterbeds are not permitted.

Electrical Appliances and Electronic Equipment: Residents may have one small (3.0 cubic feet or smaller capacity, 1.5 amps or smaller rating) refrigerator in each room. Residents may bring their own refrigerators or rent a MicroFridge from the Division of Student Affairs. The MicroFridge is specially designed for residence hall rooms because the refrigerator shuts off when the microwave is in use.

**Residence Life Council**
Both residence halls are represented through the Residence Life Council. Every resident is automatically a member of the Residence Life Council, and meetings are open to all residents. The Residence Life Council provides residents the opportunity for leadership, self-governance and responsibility for building their own community. Residence Life Council organizes social, recreational and educational events throughout the year including weekend events. One of their most popular events is the annual Luau.

**Rightful Occupancy**
The University’s rooms are designed for occupancy by one, two, or three students (as assigned). Students may not sublet a University room to another person. Residence hall rooms are for the exclusive use of full-time Woodbury University students, and not intended for families, spouses, and/or domestic partners. Exception to this policy is subject to the approval of the Vice President for Student Affairs.

**Room Assignments**
Room assignments are based on space availability, housing deposit date and students’ preferences. The University makes room and roommate assignments without regard to disability, race, religious beliefs or sexual orientation. In order to secure a residence hall room for the following academic year, returning students utilize the Room Selection process that takes place in the Spring semester. New student room assignments are based on availability.

**Room Changes**
Room changes within a building or even a hall must be approved by the Office of Residence Life PRIOR to moving. No room changes will be allowed during the first two week or last two weeks of a semester. Requests for room assignment changes will not be honored on the basis of age, race, color, national origin, sexual orientation, disability or religion. Unapproved room changes will be subject to a $100 Improper Check Out Fee.

**Room Inspection**
The University and its staff members have the right to enter an occupied room for the purposes of emergency, health, safety, maintenance, management of the Student Code of Conduct, or for any other lawful or reasonable purpose. The University shall exercise these rights with respect for the student's right to be free from unreasonable searches and intrusion into individual privacy.

**Room Personalization**
Residents are encouraged to make their residence hall room their home by personalizing their rooms. The following rules should be kept in mind when decorating to avoid damage charges:

- Building alterations, additions or changes to rooms may not be made. Alterations may result in charges to return the room to its original condition.
- Damage to wall surfaces can be prevented. When hanging things on walls avoid using nails and/or tape. By using a product such as "Sticky Tac", "Hold It", or "Blu-Tac" you can minimize damage to walls. Scotch and duct tape will also remove paint and damage walls. Students will be charged for damaged walls regardless if steps were taken to repair such damage.
- For fire safety please adhere to the following guidelines when decorating individual rooms and public areas.

1. No burning candles, incense, lanterns or other "open flame" receptacles are permitted in the residence halls.
2. No sheets or other material may be used to create a "tent" over or around a bed.
3. Do not cover any halogen lamp with any type of material. These bulbs are extremely hot and can easily start fires if covered.

Furniture: The University provides each resident with a bed frame or loft, mattress, desk, chair, chest of drawers and closet space. No University owned furniture may be removed from the room that it is assigned without authorization from the Office of Residence Life. Residents may rearrange the furniture inside their room provided it is returned in its original condition and location at the time of checkout. Furniture from any vacant room or community area may not be moved into another room. Students who are found to be in possession of University furniture not assigned to that specific room may be subject to judicial action.

Non-University Furniture: Upholstered furniture used in University residence halls must have fabrics that meet the criteria of California Flammability Bulletin 117. Only furniture that meets this fire retardant code will be allowed in University residences. It is the student's responsibility to ensure that any furniture he/she brings onto campus meets
these codes. This automatically eliminates vinyl furniture such as bean bag chairs and upholstered furniture that is not classified as being fire retardant. Students bringing furniture on to campus must have written verification that the furniture is up to code. Lofts: In buildings where homemade or rented lofts are permitted, lofts must meet all fire retardant and safety codes. Wood material used must either be pre-treated wood and stamped indicating that it is flame resistant material or be coated with a UL flame retardant coating that has been rated for flame spread of 25 or less or has a zero flash point. All surfaces must be treated. All lofts must be inspected and approved by an authorized representative of the Office of Residence Life within 24 hours of being set up. Lofts which do not pass inspection must be removed from the premises within 24 hours. Students failing to comply with these requirements may be subject to judicial action or penalty.

Roommate Bill of Rights
Your enjoyment of life in the residence halls will depend, in part, on the consideration and respect that you demonstrate to others. Below are basic rights of roommates:
• The right to a clean room in which to reside.
• The right to personal privacy.
• The right to expect that a roommate will respect personal belongings.
• The right to free access to their room without pressure from a roommate.
• The right to sleep without unjust disturbances.
• The right to read and study in their room. Unreasonable noise and distractions prevent this right.
• The right to be free from intimidation and physical or emotional harm.
• The right to have guests with the expectation that the guests respect the rights of the host's roommate and other community residents.
• The right to expect reasonable cooperation in the use of the room telephone.
• The right to redress grievances. Residence Life Staff members are available for assistance in mediating conflicts.

Safety
Campus Security and the Residence Life Staff provide security for the residence halls. However, residents are expected to be actively involved in maintaining a safe and secure environment. The residence halls are now your home and you are part of the residence hall community. As a community member, there are several preventative measures you can take to promote safety for yourself and others.
1. Lock your doors and windows when leaving your room, taking naps or when going to sleep for the night.
2. Always use the peephole (the small, eye window that allows you to see the person at the door) before answering your door.
3. Never open the door to someone you do not know or if someone is covering the peephole.
4. Keep all money and valuables in a safe place. Consider purchasing a small fire proof safe, or leave your valuables at your permanent residence.
5. Never prop open doors. This includes lobby doors, access doors and fire exit doors. When you prop open doors you are allowing anyone entrance into your community.
6. You are responsible for the actions of your non-resident guests. Therefore, do not allow anyone into the building or your room if you do not know them.

7. If you see someone suspicious in or around your building, immediately report it to the Residence Life Staff member on duty, Campus Security or the Office of Student Affairs.

8. Avoid walking alone at night. Campus Security is available to escort you anywhere on campus.

**Emergency Information**

**Electricity Outage**
The loss of power can be frightening, but it is important to remain calm. Each residence hall is equipped with the Emergency Battery Lighting System. In the event of a power outage, this system will light the main corridors of the buildings for 60 minutes. After that time, if the power is not restored, the lights will go off and the buildings will be dark.

During the electricity outage:
1. Do not "hang out" in the hallways. Stay in your room.
2. Do not turn on the stove or oven for cooking or as a source of heat. There will not be proper ventilation, which could result in carbon monoxide poisoning.
3. Refrain from using candles.
4. Due to the blackout, refrigerators will not be working. If the refrigerator door is kept closed, most foods will last up to 12 hours. Eat the food in the refrigerator before eating non-perishable food.

**Earthquake Procedures**
Each resident needs to be prepared in the event of an earthquake. The following things are helpful to have or know in the case of an earthquake:
1. Know the location of the emergency exits in the building. Emergency exit signs are posted throughout the residence halls.
2. Create a 'Peace of Mind' card with the names and phone numbers people you would need to contact.
3. Create an earthquake/emergency kit and keep it easily accessible. Some items to include are:
   - Water
   - First aid kit
   - Flashlight
   - Cellular Phone
   - Essential medication and eyeglasses
   - Battery operated radio and batteries
   - Blankets
   - Extra clothes, close-toed shoes
   - Non-perishable food
   - Sanitation supplies including soap, toilet paper, feminine products, toothpaste and toothbrush
During an Earthquake:
1. Remain calm.
2. If you are in your room, seek cover under a sturdy table or desk. Stay away from windows and watch for falling objects.
3. Do not exit the building unless there is an immediate threat or you are directed to do so.
4. Wait until after the shaking completely stops before leaving your cover.
5. If outside, remain outside. If possible, move to an open area away from all potential hazards.

After an Earthquake:
1. Check the area for injured persons. Do not attempt to move those seriously injured unless they are in immediate danger from falling objects, dangerous fumes, etc.
2. If necessary or instructed to do so, leave the building and get away from trees. Dress appropriately for the weather and bring your purse or wallet, keys and earthquake/emergency kit.
3. Do not re-enter the building after the quake until notification is given that the building is habitable by a Residence Life Staff member or a University Official.
4. Do not use any electricity, gas appliances or running water until a Residence Life Staff member or a University Official has directed you to do so. Do not use matches, candles, and other open flames until you are certain no dangerous fumes are present.
5. Do not use the telephone except for emergency (medical, fire) calls. Keep the lines open to report serious injuries and hazardous situations, such as fires, etc.

Fire Safety and Regulations
The safety of students living in the residence halls begins with an awareness of fire procedures and proper usage of fire detection and alarm equipment in the residence halls. The protection of life and personal possessions is dependent upon the quick and responsible actions of all residents and staff members. Residents must take special precautions to reduce the potential of fire within their living space. All residents should be aware of these dangers:
- Flammable liquids MAY NOT be stored in the residence halls.
- No smoking is allowed in Woodbury University buildings, including the residence halls.
- Storage of any items (bicycles, chairs, desks and bed frames) in the hallways or stairways are prohibited. Exits MUST NOT be blocked.
- The possession or use of firearms, fireworks, or weapons of any kind is prohibited.

Fire Drill Procedure:
Fire drills will be held at various times throughout the year. They are utilized for the protection of all residents and should be treated as an emergency. While the fire drill is taking place, all residents must evacuate the building immediately. North Hall residents should evacuate to the North Hall parking lot. South Hall residents should evacuate to the west parking lot, near the pool. Do not return to the building until authorized to do so by a Residence Life Staff member or University Official.
Fire drills are scheduled periodically to ensure everyone understands evacuation procedures. All residents must vacate the building immediately any time the fire alarm is sounded or an emergency situation arises that requires evacuation of the building. All individuals of the building must follow evacuation procedures and/ or emergency personnel. Residents and their guests may not re-enter the building until a university official gives permission. Residence Hall staff and/or emergency personnel may enter the rooms to verify the evacuation of residents.

Fire Procedure:
In case of an actual fire, follow these directions (time and safety permitting):
1. If you smell smoke, feel heat or hear someone screaming "fire," alert the authorities
2. If there is a fire and the fire alarm is not sounding, PULL THE NEAREST FIRE ALARM AND CALL 911.
3. If your are in your room and hear the building fire alarm sounding, check your door. If your door is hot, DO NOT OPEN YOUR DOOR. Go to your window, signal for help and call 911.
4. If your door is not hot, EVACUATE IMMEDIATELY using the nearest emergency exit.
5. Go to the evacuation location for your building and remain there until a Residence Life Staff member or University Official instructs you to return to the building.

Fire Regulations:
Misuse of fire extinguishing equipment, or tampering with fire detection devices and alarms, will not be tolerated. Below are specific regulations for the safety of all residents:
1. Illegal use of fire alarms and fire-fighting equipment will not be tolerated.
2. Activating a fire alarm without just cause, refusing to evacuate the building when the fire alarm is activated, or tampering with the smoke detectors in the residence halls will result in disciplinary action.
3. Fire hoses and extinguishers are installed for the protection of the residents. Use for any purpose other than to extinguish a fire is a misdemeanor and is punishable by a $500 fine, six months in jail or both (Los Angeles Fire Codes).

Fire Safety Equipment
Fire extinguishers, smoke detectors and fire alarm systems are there for the protection of residents and their property. Fire safety equipment is to be used only for emergency services. Tampering with fire safety equipment will result in immediate judicial action. Smoke detectors in student rooms are not to be tampered with or disconnected. Tampering with pull stations, fire extinguishers and other fire safety equipment is prohibited.

Severe Storms
In the event of a severe storm it is important to be prepared.
1. Know where your earthquake/emergency kit is.
2. If you are staying on the first floor, remove all of your belongings from the floor and place them on a higher structure. This is particularly important for computer and electronic equipment.
3. If the building is flooded, stay in your room as much as possible. Walking around can be a safety hazard and might obstruct the work the maintenance staff is involved in.
4. Be careful not to wade through any standing water due to the danger of electrocution.
5. If the power goes out, the Emergency Battery Lighting System will light the main corridors of the buildings for 60 minutes. (Please review the Blackout section regarding what to do in the event of a power outage.)

**Smoking**
In accordance with Section 41.5 of the Los Angeles Municipal Code, smoking is prohibited in the University residence halls. This includes individual rooms, lobbies, lounges, corridors, bathrooms, etc. Smoking is also not permitted within fifty feet of any doorway, window, or air circulation unit.

**Solicitation**
Non-residents are not permitted to solicit door-to-door in the residence halls for any reason. If a student is approached by a solicitor, they should contact the Division of Student Affairs or the Residence Life Staff member on duty immediately. Solicitation or sales by residents or student organizations must be approved in writing by the Division of Student Affairs. This includes, but is not limited to: selling food, cosmetics, housewares, clothing, magazines, compact discs, tickets, etc.; holding demonstration parties such as for Tupperware, Mary Kay, etc.; distributing flyers or soliciting donations for religious, charitable, or political causes. Violations of this policy will result in judicial action.

**Sports**
Playing sports or outdoor recreational activities is not permitted within the residence halls as these activities increase the potential for personal injury and property damage, as well as creating a disturbance in the community.

**Student Housing License Agreement**
The Student Housing License Agreement is a legally binding document between the University and the student. This License Agreement is valid for one full academic year and additional copies are available in the Office of Residence Life. All on-campus residents must sign a License Agreement before they can move in. When a student signs the aforementioned agreement, the student agrees to certain stated conditions regarding the usage of the residence hall facilities and the rights of others who live there. The student is responsible and accountable for upholding her/his part of the License Agreement.

**Telephone Service**
Students wishing to establish independent telephone service may do so by calling SBC. While arranging for a residential phone line you will need to tell the operator your
specific building (North Hall or South Hall) and room number. All rooms are equipped
with a single phone jack. Therefore, roommates will need to share a phone and all
expenses associated with that phone, including all basic service and all local and long
distance calls.
All residence hall students must register their phone with the Office of Residence Life in
order to be eligible for any initial wire/jack issues. By registering their phone, the
University will be able to assist the resident should problems arise within that first week
of school. After the first two weeks of school the student is responsible for all costs
associated with the repair and servicing of the phone.

Trash
Residents are responsible for keeping their rooms and community areas clean and free
from litter. Trash must be taken to trash dumpsters located outside of the building. Trash
may not be taken to or left in lounges, kitchens, bathrooms or other community areas.

Unauthorized Entry
Only residents, their escorted guests and authorized persons are allowed in the residence
halls. Only authorized persons are allowed to enter restricted areas in the residence hall.
These areas include but are not limited to storage rooms, electrical rooms and boxes,
maintenance and housekeeping closets, roof areas and University offices. Additional
information on the University's policy on Unauthorized Entry can be found in the Student
Code of Conduct in this Handbook.

University Breaks

Winter Break
The Residence Halls are closed during Winter Break. All residents must leave their
rooms by the designated closing time and may not return until the residence halls re-
open. Residents who do not vacate the residence halls by check-out time will be assessed
a $100 fine. The Meal Plan does not include Winter Break and no flex dollars or meal
plans may be used during this time.

Thanksgiving Break
The Residence Halls remain open during Thanksgiving Break and students may stay in
their room without cost. The Meal Plan does not include Thanksgiving Break and cannot
be used during this time. However, flex dollars may be used.

Spring Break
The Residence Halls remain open during Spring Break and students may stay in their
room without cost. The Meal Plan does not include Spring Break and cannot be used
during this time. However, flex dollars may be used.
Campus Information

Campus Services

Check Cashing/Return Check Policy
The Business Office will cash students’ checks and money orders for up to $100.00 at a time, with proper ID. All checks must be made payable to “Woodbury University.” If a check is returned, students will be charged a $100.00 Returned Check Fee. The fee is charged directly to their student account. The charge must be paid and the check cleared with cash, a cashier’s check, or money order. If students have two checks returned to the University they will be unable to cash a check at the Business Office.

CLEP and DANTES Examination Programs
Woodbury University recognizes and accepts credits earned by examination through the College Level Examination Program (CLEP), and DANTES Testing Program, ACT-PEP, and Advanced Placement by the College Board. Matriculated students who believe that they have the equivalent academic knowledge required in specific subject areas are encouraged to pursue the earning of credit by examination. The University administers CLEP examinations by appointment in the Office of Academic Success and Instructional Services (OASIS).
Successful completion of selected CLEP exams will fulfill some Woodbury requirements for lower division courses for the Bachelor’s degree. Selected DANTES exams will fulfill requirements for some 300 or 400 level courses. It is the responsibility of the student to confirm with the Registrar’s Office that the test you want to take will satisfy the requirement you are seeking to fulfill and your eligibility for taking the test. For full details contact the CLEP administrator in the Office of Academic Success and Instructional Services (OASIS).

Registration Procedure
Bring in your completed CLEP Registration Form along with the approved concurrent enrollment form signed by the Registrar’s Office and the required payment to the Office of Academic Success and Instructional Services (OASIS). The CLEP Examination fee is $46 (fees are subject to change). The University administration fee is $12, and this nonrefundable fee is paid when you make the appointment. Pay the administration fee by cash or check made out to Woodbury University. If you miss your appointment, a new fee will be collected. In the event of an emergency, the fee may be returned, at the discretion of the CLEP administrator.
The $46 examination fee to CLEP is paid by credit card via the Internet directly to the ETS. The CLEP tests are administered by computer and only provided by appointment, not on a scheduled basis. Study guides for all exams are available in the Career Center, the Office of Academic Success and Instructional Services (OASIS), and on the CLEP website at www.collegeboard.com/clep.

Emergency Student Loans
Registered students at Woodbury University are eligible to apply for an emergency student loan. Emergency Student Loan Applications are available in the Office of Student
Affairs during regular business hours. The Emergency Student Loan Fund has a limited amount of financial resources and relies on the student to pay back the borrowed amount on time so other students may utilize the fund. Please see the Emergency Student Loan Fund Procedure on page 88 of this handbook for details on how to take out a loan.

**Financial Aid Information**

Woodbury University has a long history of providing educational opportunities to qualified students from all types of economic backgrounds. Many families are concerned that their resources are not sufficient to meet the cost of a private undergraduate or graduate education, others assume that their income is too high to qualify for financial assistance. Managing the costs of obtaining an education, particularly at a private college, can be a challenge for most families. The staff in the financial aid office, encourage all students attending Woodbury University to apply for admission and financial aid, regardless of family financial circumstances. Approximately 91% of the students attending Woodbury in this last year received some form of financial aid. The Woodbury community and financial aid office staff are committed to making Woodbury University an affordable experience for you and your family. It is our pleasure to take this opportunity to share with you some important information on financial aid programs here at Woodbury University.

**How and when to apply**

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<th>When</th>
<th>What</th>
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<tr>
<td>November</td>
<td>You should obtain a FAFSA from the Financial Aid Office. Renewal students will be sent a Renewal FAFSA by mail. You can also get this form by connecting to FAFSA on the Web (<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>). You and/or your parents should start collecting the income information needed to complete the application.</td>
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<tr>
<td>January</td>
<td>January 1, you can submit (mail) your FAFSA or Renewal FAFSA application to the processing center or complete and submit it on-line through FAFSA on the Web (<a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>). Contact the financial aid office to ask if additional information is required from you.</td>
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**Important:** Be sure to write Woodbury University’s correct college code number in the appropriate section on the financial aid form (FAFSA).

Woodbury University 001343

**February**

February 25 will be the last day for currently enrolled students who do not have a Cal Grant to submit CSAC GPA Verification Forms to Woodbury’s Registrar’s Office for completion in order to meet mailing deadline.

**March**

March 2 is the deadline to apply for California State Scholarship Programs, Cal Grant A, B or C. The FAFSA and completed GPA
Verification forms must be filed by this deadline. Must be postmarked on or before March 2.

Priority Filing Deadlines for Financial Aid
The following dates are established priority deadlines for processing aid applications. To maximize the financial aid office processing period’s students should submit all required information and documents by the dates listed below.
• April 3 is the priority deadline for returning students to complete their applications for financial aid for the upcoming Fall semester.
• November 1 is the priority deadline for students applying for aid for the Spring semester.
• May 15 is the priority deadline for students applying for aid in the Summer Semester.

Special Circumstances
If you have special circumstances send us a letter as soon as possible. Explain in detail your special circumstances and be sure to include supporting documentation. Submit this information directly to the Financial Aid Office; do not send it with your FAFSA.

Types of Financial Aid Available
Woodbury coordinates a comprehensive financial aid program consisting of scholarships, grants, loans and part-time employment through funding from state and federal programs, its own resources and outside/private donors. The Free Application for Federal Student Aid (FAFSA) is required to be completed by all entering and returning students in order to apply for financial aid. The following list provides an idea of the resources available to our students.

University Sponsored Grants and Scholarships
Woodbury University Grant is awarded to undergraduate students with demonstrated financial need.

Woodbury University Merit Awards
Merit awards are awarded to entering freshman or entering transfer students on the basis of academic standing and achievement. These awards are renewable if the required GPA is maintained.

Donor Sponsored Scholarships
Woodbury University administers various scholarships derived from gifts and endowments given to the university by individuals and organizations. Special applications are not necessary for these funds; they are awarded based upon fund availability and a combination of eligibility requirements, such as academic standing, financial need or other criteria as specified by the donor.

FEDERAL PROGRAMS - Federal grants/employment/loans
Federal Pell Grant is a direct grant from the federal government to financially needy students. The range for Pell in 2005-2006 is $400 - $4050.
Federal Supplemental Educational Opportunity Grant (SEOG) is federal funding provided to Woodbury, specifically to make awards to high need students. Federal Work Study (FWS) enables students to earn part of their financial award through part-time employment while attending Woodbury University. Federal Perkins Loan is offered to students from a combination of funds received from the federal government and former Woodbury students who are in the process of repaying their Perkins loan obligation to the school. It is a need-based loan and award amounts can vary year to year. Federal Stafford Loan (subsidized and unsubsidized) are loans made available by banks, credit unions, savings and loan associations and secondary loan markets. Federal Parent Loan to assist Undergraduate Students (PLUS) is a credit based loan for parents of eligible undergraduate students. Parents are able to borrow on behalf of their dependent son or daughter.

Understanding Your Award Letter Can Be A Challenge  
The following information is provided to help you understand the terms of your aid package. If you have questions please contact our office for assistance.

Enrollment: The award amounts indicated on your award letter are the maximum amounts that you may receive for 2005-06 and are based on full time attendance. Full time attendance is accomplished by enrolling in at least 12 units each semester. A change in enrollment status may affect the types of aid for which you are eligible. There are several aid programs that require full-time status, see descriptions below for consequences of less than full-time enrollment. Please check with your financial aid counselor prior to making changes in your expected enrollment.

Housing Status: Your expected housing status or type is indicated on your award letter. A change in your housing status (living arrangements) may also affect the types and amounts of financial aid you are eligible to receive. If your expected housing status is not accurately reflected on the award letter, please contact your financial aid counselor to report the change. You will receive a Revised Award Letter showing the impact of the change if any.

Estimated Budget: We have estimated your tuition & fee educational costs for a nine-month period only. Direct costs are what you are charged to attend Woodbury University. Financial aid pays direct costs first.

- Direct costs include:
  - Tuition
  - Fees
    - Parking Fee (if applicable)
    - Lab or Studio Fees (if applicable)
    - Health Insurance Fee (if applicable)
    - Residence Halls – Housing charges (if applicable)
    - Meal plan charges (if applicable)
Indirect costs include: books and supplies/transportation/personal expenses and off campus housing costs such as rent. Funds remaining after direct costs are paid will be disbursed to you to be used toward your indirect costs.

If your sources include:
Woodbury University Grant (WUG) is applied to tuition charges and if you are not enrolled full-time will be prorated based on your registered units. You must be at least half-time (6 units) to receive any payments. You must also maintain a cumulative GPA of 2.00 and financial need for the grant to be renewed in subsequent years. Proration of grants occurs as such; if you register for 11 units, you will receive _% of your scheduled award for the semester; 8 units you will receive _% of your scheduled award for the semester, less than 6 units you lose the grant for the semester.

Woodbury Academic/Achievement or Transfer Scholarships are merit-based awards applied to tuition charges only. You are required to be full-time each semester. If your registered units are less than 12 the award will be cancelled. You must also maintain the GPA requirements as stated in your award notification letter that you receive from the Admissions office. If you have questions as to the specific requirements of your merit award contact this office or the admissions office.

California State Scholarship (Cal Grant A or B), new applicants will receive separate notification directly from the California Student Aid Commission if you completed and filed a Grade Point Average (GPA) form by 3/2/2005. We have estimated your eligibility for a Cal Grant. Should you not receive a Cal grant award, there is no guarantee that we can replace that award with other aid eligibility. This award is also subject to proration based upon registered units per semester. You must be at least half-time to receive any funding from Cal Grants.

Federal Pell Grant is awarded to exceptionally needy undergraduate students working towards their first Bachelors’ degree. The amount of this grant is prorated based on your enrollment status. Less than half time (below 6 units) enrollment may be eligible to receive a substantially reduced award. See a financial aid counselor.

Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to undergraduate students who are at least half time (6 units). Students must be eligible for Pell grant and have exceptional need.

Federal Work-Study, this is the amount you can earn during the award year. You must be at least half time (6 units). Job listings are posted in the Financial Aid Office. You will receive additional information from the work-study coordinator.

Federal Perkins Loan, this a 5% interest loan you must repay to Woodbury University following graduation and/or separation from school. You will be required to sign a separate promissory note indicating your understanding of repayment options and borrower responsibilities.

Federal Subsidized Stafford Loan is awarded based on your financial need. It has a variable interest rate which starts to accrue six (6) months after graduation or you cease enrollment at Woodbury University and does require that you complete and submit a separate student loan application, if this is your first time borrowing. Repeat borrowers who previously completed a master promissory note (MPN) only have to sign and return their award letter for loan processing to continue.
Federal Unsubsidized Stafford Loan is not determined based on financial need. Students found to not have financial need will have their eligibility for unsubsidized Stafford determined based on the overall costs of education or budget. It also has a variable interest rate, however the interest begins accruing once the loan is disbursed so repayment can begin while in school.

First time borrowers in the Federal Stafford Loan program Subsidized and Unsubsidized must also complete an Entrance Counseling Interview. The easiest way to fulfill this requirement is to go online at: www.woodbury.edu/admissions/financialAid.shtml and select the 'Entrance' icon to begin the session or go to www.collegeexit.com and select Woodbury University from the drop down box. If you do not have internet access contact the financial aid office for an alternative method of completing the Entrance Counseling requirement.

Federal Plus Loan, this is a loan for dependent students’ parents and requires parents to complete and submit a separate Parent Loan for Undergraduate Students (PLUS MPN) application and Promissory Note. The PLUS loan is subject to credit approval through participating lenders. In some cases, the PLUS loan may be increased to meet the expected family contribution (EFC) as well. Parents that have borrowed PLUS in 2004-05 for the same student only have to complete a loan request form for a new loan to be processed.

Alternative Loan sources, please contact the Financial Aid Office for loan counseling on the various programs and application materials.

Anticipated disbursement dates:
In order to offset your Student Account in the Business Office with any pending aid funds, you must complete all documents included with your 'approved' letter of offer. Federal Regulations require that all financial aid awards be divided into equal payments, fifty percent is disbursed in the Fall semester and the remaining fifty percent in the Spring semester. Fifty (50%) percent of your funds will be credited to your student account following the add/drop period of each semester or enrollment period. The Business Office will determine the amount to be disbursed or refunded directly to you for other educational related expenses after your tuition is paid.

Federal Stafford and PLUS Loan funds are also received for disbursement at the end of the add/drop period of each semester. A disbursement schedule will be indicated on the loan disclosure statement you will receive from your lender. All first time borrowers MUST have completed an Entrance Loan Counseling session to be eligible for disbursement. Upon receipt of loan funds, the financial aid office will verify your continued eligibility, you must be enrolled at least half time (6 units for undergraduate and 3 units for graduate students) to remain eligible for disbursement. Once eligibility has been confirmed, your funds will be released to the Business office for crediting to your account. The business office will contact you regarding the handling of monies in excess of your account charges.

Federal Perkins Loan, you must have a promissory note on record for disbursement to occur.

Federal Work-Study funds are paid according to the work-study payroll schedules once a student is employed. Students are paid bi-weekly based on verified hours worked.
Counselors are available to answer questions or address concerns, by appointment or on a first-come, first-served walk-in basis during regular office hours. Office Hours are:
Monday through Thursday 8:00 am to 6:00 p.m.
Friday 8:00 am to 5:00 p.m.
If you have any questions or concerns regarding your financial aid, please feel free to contact this office at (818) 767-0888, ext. 273.

More Information and Web Sites
While the Financial Aid Office may be your first contact with issues related to financing your education, general information about loans, grants and other forms of financial aid can be obtained through the following Internet web sites as well.

- The Financial Aid Information Page http://www.finaid.org
- Fastweb http://www.fastweb.com
- California Student Aid Commission http://www.csac.ca.gov
- College Board Online http://www.collegeboard.org

For more information, please contact the Financial Aid Office at 818.767.0888, ext. 273.

REFUND POLICY FOR STUDENTS RECEIVING STUDENT FINANCIAL ASSISTANCE (TITLE IV FUNDS)
Woodbury University complies with the Higher Education Amendments of 1998, Public Law 105-244, for students who completely withdraw from the University. Accordingly, a refund if applicable will be calculated based upon the Federal refund methodology. Calculated refunds to Federal Title IV programs are based on the amount of aid unearned at the time of withdrawal and have no relationship to the student’s incurred institutional charges for the same period. Consequently, financial aid refunds and tuition charged can represent two independent sources of debt a student may incur.

Financial aid refunds are calculated on a per diem basis (days attended at time of withdrawal) for withdrawals up through the 60% point in time for each semester. After 60% of the semester has elapsed there is no refund calculation for federal aid programs. Non-institutional charges and non-refundable fees are excluded from the refund calculation. Calculated refunds are returned to the appropriate aid programs. CAUTION: you could owe a repayment to federal aid programs if you have received more aid than you have earned for the payment period and owe money to the university for tuition charges not refunded.

Students withdrawing from the university must follow the procedures for official withdrawal from courses as indicated in this catalog (see ‘Withdrawal from Courses’). It is the student’s responsibility to indicate the last date of attendance. In the event a student does not comply with the procedures for withdrawal, the last date of attendance will be the later of the withdrawal date recorded by the Registrar or the date recorded by the Office of Residence Life. A student completely withdrawing from the university will be assessed a $100 administrative fee.

Example: Fall Semester Start date 8/29/05 End date 12/16/05 [110 days in length]

Student A
Begins class on 8/29/05 and attends three weeks before withdrawing from classes for the fall term on 9/13/05.
Student has attended 16 days of the fall semester.
16 divided by 110 = .15%
Student A has only earned .15% of their aid for the fall semester.
Fall aid package is $9102
$9102 x .15% = $1365.30 earned
Based on the days in attendance, student A has only earned $1365.30 of the aid disbursed to their account. $7736.40 is refunded to the appropriate programs.
University refund policy states that a student withdrawing from all classes in the third week is eligible for a 50% refund. Tuition charged is $9102, 50% refund would be $4551.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$9102</th>
</tr>
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<tbody>
<tr>
<td>Aid</td>
<td>$9102</td>
</tr>
<tr>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>0 balance</td>
<td></td>
</tr>
</tbody>
</table>

Adjusted tuition  $4551
Adjusted aid     $1365.30

$3185.70 balance owed by student to school

This student now owes the school for tuition once covered by financial aid although they are no longer enrolled.

Satisfactory Academic Progress and Requirements
Satisfactory Academic Progress for students receiving financial assistance is defined in the following chart which indicates the minimum number of semester units which need to be completed each academic year, based on full-time and part-time enrollment status. Fulfillment of the university’s satisfactory academic progress requirement does not guarantee degree completion in four years. Please see the section entitled Academic Load regarding the average unit completion per academic year necessary to accomplish this goal.

Satisfactory Academic Progress
Criteria for satisfactory academic progress include both qualitative and quantitative standards. These satisfactory academic policies apply to those who receive financial aid. Qualitative Standards: Cumulative Grade Point Average (GPA) - All students, including recipients of financial aid, are subject to the academic regulations governing scholastic status as outlined in this catalog. To maintain academic progress, undergraduate students earn a GPA of 2.0 or better, graduate students earn a cumulative GPA of 3.0 or better. Recipients of financial aid who fail to maintain the prerequisite GPA place themselves on financial aid probation and may become ineligible for financial aid. Failure at the undergraduate level to achieve a cumulative 2.0 GPA by the end of the second year of enrollment at Woodbury University will result in loss of eligibility for financial aid.
Quantitative Standards (Units) - Each academic year, recipients of financial aid are expected to achieve a minimum number of units based on their enrollment status. When the minimum units are not achieved, students place themselves on financial aid probation and may become ineligible for financial aid.

EXAMPLE OF MINIMUM SATISFACTORY ACADEMIC PROGRESS WITHIN THE TIME RESTRICTION
FOR FULL- AND PART-TIME STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Full-Time* (Entered with Freshman Status)</th>
<th>Part-Time** (Entered with Freshman Status)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min. per Sem. Units</td>
<td>Cumulative Units</td>
</tr>
<tr>
<td>Year #1</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Year #2</td>
<td>12</td>
<td>48</td>
</tr>
<tr>
<td>Year #3</td>
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<td>Year #5</td>
<td>12</td>
<td>120</td>
</tr>
<tr>
<td>Year #6</td>
<td>12</td>
<td>144</td>
</tr>
</tbody>
</table>

(Maximum, 6 yrs. to complete the BS Degree, minimum 126 units)

<table>
<thead>
<tr>
<th></th>
<th>Full-Time* (Entered with Freshman Status)</th>
<th>Part-Time** (Entered with Freshman Status)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min. per Sem. Units</td>
<td>Cumulative Units</td>
</tr>
<tr>
<td>Year #7</td>
<td>12</td>
<td>168</td>
</tr>
</tbody>
</table>

(Maximum, 7 yrs. to complete the BArch Degree, minimum 160 units)

Year #8

(Maximum 8 yrs. to complete the BS Degree, minimum 126 units)

Year #9

Year #10

(Maximum 10 yrs. to complete the BArch Degree, minimum 160 units)

*Full-time Enrollment Status: Students are expected to pass a minimum 24 semester hour units each academic year, an average of 12 units each semester, Fall and Spring.

**Part-time Enrollment Status: Students are expected to pass a minimum 12 semester hour units each academic year, an average of six (6) units each semester, Fall and Spring. Note: Summer session at Woodbury University allows students to accelerate or remediate unit or grade point deficiencies from the previous academic semester through full-time or part-time enrollment.
Full-Time Enrollment Status
Undergraduate: Full-time undergraduates enroll in 12 to 18 units per semester, Fall and Spring semesters. Summer session enrollments, full-time or part-time, may be used to accelerate a study program or remediate academic progress.

Completion time limits:
• Full-time Bachelor of Science degree candidates who entered with freshman status and without transferable credit must complete their degree requirements within six academic years after matriculation. For transfer students, the time limit for completion of the degree and continued eligibility for financial aid is reduced when transferable units are applied upon matriculation. Eligibility for financial aid ceases six years after matriculation or earlier when the time limit for completion is reduced.
• Full-time Bachelor of Architecture degree candidates who entered with freshman status and without transferable credit must complete their degree requirements within seven academic years after matriculation. For transfer students, the time limit for completion of the degree and continued eligibility for financial aid is reduced when transferable units are applied upon matriculation or extended when the enrollment status varies from full-time to part-time. Eligibility for financial aid ceases seven years after matriculation or earlier when the time limit for completion is reduced.
• When enrolled full-time, undergraduate students must complete an average of 12 units per semester, 24 units during each academic year (Fall and Spring semesters) and maintain a GPA of 2.0 or better. Failure to meet these quantitative and qualitative standards each academic term will result in the loss of eligibility for financial aid.
• At the conclusion of the second academic year at Woodbury, all undergraduate students must achieve a cumulative GPA of 2.0 or better in order to avoid financial aid probation and possible loss of eligibility for financial aid.

Graduate: Full-time graduates enroll in 6 to 12 units per semester during the Fall and Spring semesters. Summer session enrollments, on a full-time or part-time enrollment basis, may be used to accelerate a study program or remediate progress.

Completion time limits:
• Full-time graduate degree candidates who entered without transferable credit must complete their degree requirements within three years after matriculation. For transfer students, the time limit for completion of the degree and continued eligibility for financial aid are reduced when transferable units are applied upon matriculation or extended when the enrollment status varies from full-time to part-time. Eligibility for financial aid ceases three years after matriculation or earlier when the time limit for completion is reduced.
• When enrolled full-time, graduate students must complete a minimum of 6 units per semester, 12 units per academic year (Fall and Spring semesters) and maintain a GPA of 3.0 or better. Failure to meet these quantitative and qualitative standards each academic term will result in placement on financial aid probation.
• At the conclusion of the second academic year at Woodbury, all graduate students must achieve a cumulative GPA of 3.0 or better to qualify for financial aid during a third year of study.
Part-Time Enrollment Status
During each semester with part-time enrollment, students are expected to complete all units attempted.
Undergraduate: Part-time undergraduates enroll in less than 12 units per academic semester during the Fall and Spring semesters. Summer session enrollments, full-time or part-time, may be used to accelerate a study program or remediate academic progress.

Completion time limits:
• Part-time Bachelor of Science degree candidates who entered with freshman status and without transferable credit must complete their degree requirements within eight academic years after matriculation. For transfer students, the time limit for completion of the degree and continued eligibility for financial aid is reduced when transferable units are applied upon matriculation. Eligibility for financial aid ceases eight years after matriculation or earlier when the time limit for completion is reduced.
• Part-time Bachelor of Architecture degree candidates who entered with freshman status and without transferable credit must complete their degree requirements within ten academic years after matriculation. For transfer students, the time limit for completion of the degree and continued eligibility for financial aid is reduced when transferable units are applied upon matriculation or extended when the enrollment status varies from full-time to part-time. Eligibility for financial aid ceases seven years after matriculation or earlier when the time limit for completion is reduced.
• When enrolled part-time, undergraduate students must complete all units attempted per semester (Fall and Spring semesters) and maintain a GPA of 2.0 or better. Failure to meet these quantitative and qualitative standards each academic term will result in placement on financial aid probation and possible loss of eligibility for financial aid.
• At the conclusion of the second academic year at Woodbury, all undergraduate students must achieve a cumulative GPA of 2.0 or better in order to qualify for financial aid during a third year of study.

Graduate: Part-time graduate students enroll in less than 6 units Fall and Spring semesters. Summer session enrollments, full-time or part-time, may be used to accelerate a study program or remediate academic progress.

Completion time limits:
• Part-time graduate degree candidates who entered without transferable credit must complete their degree requirements within six years after matriculation. For transfer students, the time limit for completion of the degree and for continued eligibility for financial aid are reduced when transferable units are applied upon matriculation or when the enrollment status varies from part-time to full-time. Eligibility for financial aid ceases three years after matriculation or earlier when the time limit for completion is reduced.
• When enrolled part-time, graduate students must complete all units attempted per semester and maintain a GPA of 3.0 or better. Failure to meet these quantitative and qualitative standards each academic term will result in placement of financial aid probation.
• At the conclusion of the second academic year at Woodbury, all graduate students must achieve a cumulative GPA of 3.0 or better in order to qualify for financial aid during a third year of study.

Definitions and Clarifications Applicable to Requirements for Satisfactory Academic Progress (SAP):
• Satisfactory academic progress: based on both qualitative (GPA) and quantitative (units) criteria.
• When a student’s semesterly enrollment status varies between full-time and part-time he/she is expected to complete at least twelve units during each semester of full-time enrollment; during each semester of part-time enrollment, he/she is expected to complete all units attempted.
• Failure and No Pass Grades: Courses for which a grade of “F” or “NP” is recorded cannot be counted as units completed toward SAP requirements.
• Withdrawal: Courses for which a grade of “W” is recorded cannot be counted as units completed toward SAP requirements.
• Audit Courses: Audit course units do not apply as units of progress during an academic semester, and the units graded “AU” are not applied as units completed toward SAP requirements.
• Incomplete: Courses for which a grade of “I” is recorded cannot count as units toward SAP requirements. When the final grade is recorded, then the units and letter grade will be applied toward the quantitative and qualitative SAP requirements.
• In Progress: Courses for which an interim mark of “IP” is assigned do not count as units completed toward the requirement until the course is completed and a final grade is recorded.
• Repeated Courses: A student may repeat a course for the purpose of remediating a grade. The final grade of the repeated course applies toward the cumulative GPA. The units for the repeated course may only be counted once as units applicable to SAP requirements.
• Non-credit Prerequisite of Remedial Courses: Units of enrollment for prerequisite and non-credit prerequisite or remedial courses do not earn credit toward the degree but are counted as units completed toward meeting SAP requirements.
• Time Restriction: Full-time students pursuing the Bachelor of Science degree must complete all requirements within six years from matriculation. Full-time Bachelor of Architecture candidates must complete all requirements within seven years from matriculation. Part-time students pursuing the four-year Bachelor of Science degree must complete all requirements eight years after matriculation. Part-time students in the five-year Bachelor of Architecture program must complete all degree requirements ten years after matriculation.

Health Insurance
All International and Residence Life students, as well as all undergraduate students taking 6 or more units are required to purchase the Woodbury University sponsored Student Health Insurance Plan or are able to verify comparable coverage from a personal or family health insurance plan. Students who have shown proof by means of completing and submitting a hard waiver form and a copy of their current insurance card may waive out of the University sponsored health insurance plan.
The University sponsored student health insurance plan is charged on a semesterly basis. The deadline for waiver submission is determined each semester as the last day of the add/drop period. No waivers will be accepted after the add/drop deadline and a refund of the premium will not be issued. Students who have had private health insurance but may have lost coverage may purchase the university-sponsored student health insurance plan. In order to add after the add/drop deadline the student must show proof of a qualifying credible event. Students who add after the add/drop period will be covered from the date they added through the end of the coverage eligibility period.

**OASIS**
OASIS (Office of Academic Success and Instructional Services) is an integrated and proactive approach to teaching and learning for students, faculty, and staff at Woodbury University. The resources and services that the Office offers is academic advising, peer mentoring, supplemental instruction, tutoring, CLEP and PLATO. There are Macs and PC for use as well as group and individual study areas. The hours of operation are Monday-Thursday from 8:00 AM to 8:00 PM, Friday from 8:00 AM to 5:00 PM, and teaching weekends (Saturday and Sunday) from 7:30 AM to 1:30 PM. OASIS is located in Wilshire Hall, room 105. Contact 818.252.5232 for more information.

**The Library**
The Library houses a collection of more than 175,000 items, including books, periodicals, maps, CD’s, video tapes, and DVD’s. The Library provides study areas for students and has an Electronic Study Hall that is wired for Internet access. Numerous databases are accessible both on-campus and off-campus through the Library’s web page. Both black & white and color copiers are available in the Library, and a digital scanner is provided for student use. An experienced, well-trained staff is available to help students take advantage of the Library’s resources. To check out materials, a valid Woodbury University Card is required. The card can be obtained in the Library, and must be updated at the Library each semester. If the card is lost or stolen, a new one can be obtained by first paying a $5 replacement fee.

A small, non-circulating library is maintained at the San Diego campus. The entire library at Mesa College, its architecture holdings, and electronic databases are fully accessible to Woodbury Students with their University Card. The full range of Woodbury University electronic databases are available to San Diego students via the web. Students and faculty may obtain materials not owned by the Woodbury University Library by using interlibrary loan. Books, photocopies of journal articles, and some audio-visual materials can be obtained, generally at no cost to the patron. Interlibrary loan forms are available at the reference desk in the library and on the library’s website. Questions concerning interlibrary loan may be directed to the Interlibrary Loan Desk at 818-252-5202.

**Office of Academic Advising**
The mission of the Office of Academic Advising is to assist students in the development of meaningful educational plans that are consistent with their academic, personal, and professional goals through direct service to the student and collaboration with faculty and other campus resources. The advising program at Woodbury is directed through the Office of Academic Advising and Office of Academic Affairs. These offices coordinate advising activities and provide direction and assistance to both faculty and students who have advising concerns. They administer probationary actions and monitor the performance of the general student body and specific groups of students identified to be at risk academically. The advising offices also oversee and coordinate assistance for students with disabilities and other students who may require social academic accommodations.

Though a student may at times need to consult with a variety of individuals, each student us required to have one primary faculty advisor. The function of this association is to support and challenge the student in career and educational decisions. During the registration for each semester, students are required to consult with their faculty advisor and to obtain their major and/or general education course requirements.

The Office of Academic Advising also coordinates the Freshmen Peer Advising and the Academic Mentoring Program. It is open Monday through Friday from 9 am to 5 pm. The phone number is 818-767-0888, ext. 322.

Study Abroad
Woodbury students can study and possibly earn credit toward their degrees through a variety of programs abroad. Proficiency in a foreign language is not always necessary. The Architecture department conducts a 9-unit summer semester traveling studio and urban theory course in Paris and Barcelona. To be eligible students must have successfully completed the third year of the architecture program.

The Fashion Design department offers a 3-unit elective course that includes a trip to Paris and/or London, where students have access to collections and designer studios.

Students are responsible for consulting with the registrar and their academic advisor about acceptable credits.

Transcripts
Official copies of student transcripts are available from the Registrar’s Office at $5.00 each. It takes approximately three working days to process transcript requests.

University Card
Within one week of enrollment at the University, students must obtain a University Card, which is the official student identification card. The University Card also serves as your library card, meal card, and ID card, and gives you access to many university services including the computer labs. All students are required to carry their University Card at all times.

New students are issued their University Card at the Library by presenting proof of paid registration either during Summer Orientation, Advising and Registration or during Welcome Days. A photograph must be taken at the Library. The Library staff will inform students when to return to the Library to pick up a finished University Card. Each semester, students should have the University Card updated at the Library by
presenting current proof of registration. University Cards are only valid when affixed with a sticker indicating the current semester and year. If lost or stolen, University Cards can be replaced for a $5.00 fee.

Policies and Procedures

Academic Policies

The University Catalog and it’s addendum is the final authority on all matters of academic policy. For questions or detailed information, consult the Catalog, the Registrar’s Office, or the Office of Academic Affairs.

Student Life Policies

Student Alcohol Policy:
Woodbury University is committed to creating a campus environment conducive to education, work, study and personal development. The University’s alcohol policy creates a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages. In order to create an atmosphere in which these goals can be pursued, the following policy has been adopted regarding student use of alcohol on campus:

Woodbury University is committed to creating a campus environment conducive to education, work, study and personal development. The University’s alcohol policy creates a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages. In order to create an atmosphere in which these goals can be pursued, the following policy has been adopted regarding student use of alcohol on campus:

A. Woodbury University Student Alcohol Guidelines:

1. In accordance with California State Law, only persons 21 years of age or older may consume alcoholic beverages in California.

2. No alcohol shall be possessed or consumed by students or guests in any University facility without an approved “Petition for a Student Function with Alcohol.”

3. Beer is the only type of “alcoholic beverage” permitted at approved on-campus student events.

4. The use of University funds to provide alcohol to students and / or their guests is prohibited. In addition, no student fees may be used to purchase alcohol.

5. Sale of alcohol by the University or any student, visitor or organization is prohibited.

6. Tickets to an event may not be redeemable for alcoholic beverages.

7. Alcoholic beverages are prohibited at student organization recruitment events.

8. Any exceptions to these guidelines requires the written permission of the Vice President for Student Affairs.

B. Procedure to Apply for an Event with Alcohol:
1. University recognized organizations that wish to have alcohol at a campus event must submit a “Petition for a Student Function with Alcohol” available in the Office of Student Affairs.

2. For events requiring ASG Funds, the “Petition for a Student Function with Alcohol” must be completed in its entirety and submitted to the Director of Student Life or designee at the Associated Student Government Organizational Allocations Committee meeting at the beginning of each semester. For events not requiring ASG Funds, requests for approval of alcohol usage during small events must be submitted to the Office of Student Affairs along with a Facility Request Form at least 2 weeks in advance to ensure timely process of request.

3. After the “Petition for a Student Function with Alcohol” is submitted, it is the responsibility of the student organization to schedule a meeting to discuss and plan the event with the Director of Student Life or designee no later than three weeks prior to the event date. This meeting must be attended by the student organization President and the event coordinator.

4. The Director of Student Life or designee will consider the request and inform the group in writing if the request is approved or denied within three working days of the initial meeting.

5. If the “Petition for a Student Function with Alcohol” is approved it will be the responsibility of the student organization to schedule a second meeting with the Director of Student Life or designee to finalize all plans and arrangements for the approved event. This meeting must be attended by the student organization President and the event coordinator.

C. Guidelines for a Student Organization Event with Alcohol:

1. A student organization that sponsors an event with alcoholic beverages is responsible for adherence to California State laws and University regulations.

2. Student organizations approved to have alcohol at an event must schedule and complete an alcohol education workshop. The workshop must be attended by 75% percent of the membership and the advisor. It is the responsibility of the student organization to follow through on scheduling the alcohol education workshop.

3. At on campus student functions where alcohol is served, an approved bartending service will be used to serve alcohol to any attendee of legal age within the Woodbury University Student Alcohol Guidelines. Student Organizations hiring a bartender for an event must require the vendor to provide a certificate of insurance at least three working days prior to the event. The certificate of insurance must be reviewed and approved by the Office of Student Affairs and the advisor.

4. All events involving alcohol on campus and approved by the Office of Student Affairs will be “Bring Your Own Beer” events.

5. Student organizations are not allowed to provide alcohol at events they sponsor.

6. The amount of beer brought to an on-campus event shall not exceed one six pack of 12-oz. beer per person. However, the University and/or the student organization may limit the amount of alcohol an individual may bring to the event.
7. Beer must be in individual serving cans. No glass containers, kegs or other large containers are permitted on campus.

8. At on-campus student functions hard liquor is strictly prohibited.

9. All types of fruit punch, lemonade and ice-tea dispensers are prohibited in large containers or punch bowl style containers. Individual servings of the above items are permitted in sealed individual serving containers.

10. Whenever alcoholic beverages are served at an event, sufficient amounts of non-alcoholic beverages and food must be provided throughout the event at the expense of the organization.

11. At student functions where alcohol is served, University Security must be present. Arrangements must be made through the Director of Campus Services or designee for University Security to be present at the event. The Director of Campus Services or designee shall determine if additional Security Officers are needed.

12. The sponsoring organization is responsible for the supervision of the event.

D. During the Event:

1. Student organization events with alcohol have a maximum duration of five hours, with the event concluding no later than 2:00 a.m. Members of the organization may stay up to two hours after the conclusion of the event for cleaning purposes.

2. Alcoholic beverages may be consumed only during the time of the registered event and may not be served during the final hour of the event. Only non-alcoholic beverages may be served the last hour.

3. The University and/or student organization has the right to deny entrance to any individual who they believe may cause a disruption to the event or may be providing false identification.

4. Any person requesting to bring alcohol to an on-campus event must produce a valid driver’s license or other valid picture identification card to the University Security Officer or student organization advisor to verify they are at least 21 years of age.

5. University Security or student organization advisor will issue a wristband and alcohol punch card to any individual approved to bring alcohol to the on-campus event. Only University-issued wristbands and punch cards may be used.

6. The student organization will maintain a legible and accurate guest log of all event attendees and will verify with a picture ID. University Security or student organization advisor will collect the guest log at the end of the event. This guest log will be maintained as an official document in the Office of Student Affairs for up to one year following the event.

7. Alcohol brought to an on-campus event shall be given to a University Security Officer or the student organization advisor who will take the alcohol to the serving area.

8. Those of legal age, who brought alcohol to an on-campus event, may then go to the designated serving area and show their wristband and punch card to receive one of their drinks. Only one can of beer will be served per hour.

9. The consumption of alcohol on campus is permitted only in the designated event location.

10. The University parking lot is not a designated event location and no alcohol may be consumed in this area at anytime.
11. All forms of “drinking contests” are prohibited.
12. All un-served alcohol will be disposed of at the end of the event under the supervision of Security and the bartending service.
13. No alcohol shall be returned to guests at the end of the event.
14. Students and organizations who violate these rules are subject to judicial charges.

E. University Security and Organization Advisors:
1. The sponsoring group incurs the cost of the University Security Officers during the time they are needed for the event. The number of University Security Officers will be determined based on individual events. This decision will be made by the Director of Campus Services or designee in consultation with the sponsoring organization.
2. The Office of Student Affairs will provide a written estimate of the cost to provide security officers at the scheduled event at least two weeks prior to the event date.
3. The organization will be responsible for paying the Security company within two weeks of receipt of the Security company’s invoice. In addition, any additional security charges incurred due to unforeseen circumstances such as the parking lot remaining crowded after the event ends will be billed to the organization.
4. University Security must be present throughout the event and if necessary beyond the event to ensure the parking lot and other areas of campus are vacated.
5. The sponsoring group may incur the cost for any service or enforcement needed of any State, Local or Federal officers.
6. The organization’s advisor(s) and a Woodbury University administrator, faculty or staff person must be present throughout the event in addition to University Security.

F. Publicity for any University or organization event where alcoholic beverages will be served must not include any reference to alcohol.
1. Because of the concerns revolving crowd control the following policies have been developed:
   a. Campus events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with Student Affairs approval. Specific groups include but are not limited to recognized organizations at other area universities.
   b. No outside group or individual may advertise the event on behalf of the organization.
   c. There may not be any publicity through general announcements to the public such as radio or newspaper advertising or flyers posted in public places.

G. Guest Responsibility:
1. A guest is defined as any person attending an event as a Woodbury University student or a member of the outside community.
2. The sponsoring organization is responsible for and will be held accountable for the actions and behaviors of their guests.

H. Violation by a Recognized Student Organization:
1. Anyone with information about an event or incident that violates University policy regarding alcohol or the Student Code of Conduct must report it to the Director of Student Life.
2. In the event of an alleged violation the Director of Student Life will contact the organization’s president and advisor(s).

3. The University Committee on Student Behavior may be convened to determine whether or not a violation has occurred and to recommend sanctions to the Director of Student Life.

4. Should the University Committee on Student Behavior be convened, those involved will be notified by the Office of Student Affairs.

5. It is possible that a governing student council (such as Greek Council) may hold its own hearing separate from the University Committee on Student Behavior for violating separate policies.

6. An individual in an organization may face charges independent of the student organization, the University Committee on Student Behavior or a governing student council.

I. Possible Sanctions for a Student Organization:

1. The following are possible sanctions that may be imposed if the University Committee on Student Behavior finds a student organization in violation. These sanctions will be designed to promote the positive development of the student organization.
   a. Placed on probationary status for a designated amount of time.
      i. Probation for an organization may include but is not limited to the suspension of select group activities such as social events, membership drives, and alcohol use at future events.
   b. Educational Group Projects.
   c. Community Service Projects.
   d. Restricted campus posting privileges.
   e. Restricted eligibility of future ASG allocations.
   f. Suspension of the Student Organization’s charter and/or campus recognition for a designated time period.
      i. Suspension of a student organization includes but is not limited to activities such as membership drives, social functions, officer elections, use of the organization’s offices, prohibited use of University facilities.

J. Off-Campus Student Events with Alcohol:

1. University recognized student organizations that wish to serve alcohol at off-campus events must submit a Master Calendar/Facility Request and a “Petition for a Student Function with Alcohol” forms to the Office of Student Affairs.

2. Publicity for an off-campus event sponsored by a campus organization will not be approved and may not be posted on campus unless the event conforms to all provisions of the University’s Student Alcohol Policy and the University’s Campus Publicity Policy.

3. At any off-campus event where alcohol will be present, the student organization must ensure that the hosting establishment (vendor) conforms to the following:
   a. Maintain a Valid Liquor License.
   b. Provide a professional licensed bartender.
   c. Maintain Liability and Insurance Coverage.

4. All types of alcohol (including mixed drinks) may be served at an off-campus functions.
5. The vendor (party hall, bartending service etc.) assumes the responsibility for serving alcohol in compliance with California State law.

6. The sponsoring student organization will be held responsible / accountable for any violations at off-campus functions.

7. The sponsoring student organization will adhere to the guidelines associated with alcohol education, and the issuance of wristbands and alcohol punch cards.

8. Transportation must be provided for student off-campus events at the cost of the student organization. Individual students may be charged for the cost of transportation.

**Campus Publicity**

For the purpose of this policy, "publicity" is defined as items affixed to bulletin boards, walls, or other surfaces and poster stands and items handed out or otherwise distributed. Publicity items include but are not limited to the following: Flyers, posters, table tents, banners and chalk art. Individuals or organizations violating this policy may be subject to University judicial action, which may include loss of privileges.

Publicity Specifications:

1. Banners:
   a. Paper banners may not exceed three feet by ten feet.
   b. Commercially printed vinyl or cloth banners must also be approved by the Office of Student Affairs and will be hung by Maintenance at the earliest convenience.
   c. Due to space constraints, banners will be limited to one banner per organization. A maximum of five banners will be approved for posting at any one time in the Woody's Quad area.
   d. One banner per event may be hung at North Hall, South Hall and the Architecture Quad. Any other possible space for a banner must receive special approval from the Office of Student Affairs.
   e. Banners may be hung only on cement and brick surfaces with the exception of North and South Hall where they may be hung from railings.
   f. Approved banners shall be posted for a maximum of two weeks.

2. Table Tents:
   a. Table tents shall be no larger than 3x5 inches.
   b. Only one table tent may be placed per table.
   c. Table tents inside of New Woody's must receive approval from both the Office of Student Affairs and the Woody's Manager.
   d. Approved table tents may not be taped to any surfaces including tables or umbrella stands.

3. Chalk Art:
   a. A sketch of the proposed chalk art must be presented to the Office of Student Affairs at the time of the request and include location, size, and quantity.
   b. Only chalk that can be removed with water may be used. No charcoal, conte crayon or any other material that cannot be removed with water is allowed.
   c. No chalk art allowed on walls or other raised surfaces.

4. Posters:
   a. A publicity item is considered a poster when it is larger than 8 x 14 inches.
b. Approved posters may be placed in poster stands or other locations in accordance with the Guidelines for Posting in this policy.

c. Poster stands are available from Maintenance on a first come-first served basis. Use the Facility Request form to request these and indicate desired location.

5. Flyers:
   a. A publicity item is considered a flyer when it is 8 x 14 inches or smaller.

6. Display Cases:
   a. Student organizations and university departments may use the display cases on the first floor of Cabrini Hall on a first come-first served basis.
   b. Display cases may be requested by following the Facility Reservation Procedure for Student Organizations and University Departments.
   c. Display cases may be reserved for a maximum of one month subject to availability.
   d. Keys to display cases may be checked out from the Office of Student Affairs during regular business hours and must be returned the same day unless other arrangements are made.
   e. Student organizations and university departments are responsible for removing the display by the end of the reserved time; neither the Office of Student Affairs nor the next group using the case is responsible for displayed materials left past the deadline.
   f. The Office of Student Affairs will not store any materials removed from the displays.
   g. Student organizations and university departments using the cases must provide their own supplies.

Publicity Approval Process:
1. All publicity must be approved for posting or distributing on campus by the Office of Student Affairs. This is intended to avoid calendar conflicts, keep the campus free of clutter and control materials and content.
2. Publicity for an event sponsored by a student organization or university department will be reviewed for approval after a Master Calendar/Facility Request Form has been submitted and approved.
3. All publicity material should be grammatically correct, and contain accurate and timely information for approval.
4. Advertising of alcoholic beverages is not permitted on publicity items for events held on- or off-campus.
5. Only publicity items with the original “Student Affairs Approved” stamp may be posted or distributed on campus. No copies shall be made from a stamped item.
6. Woodbury University and the Office of Student Affairs are not responsible for the damage or loss of any publicity items.

Guidelines For Posting:
1. No more than fifteen publicity items (excluding banners) may be posted in the Woody's Quad for any single event.
2. Publicity items may not be posted on the following areas: windows, doors, steps, ground, painted surfaces, administrative bulletin boards, fire alarms or cars parked on campus.

3. Publicity items that compromise safety will be removed. This includes, but is not limited to, items hung from trees and items posted on the ground or on steps.

4. Approved posters and flyers may be posted on general campus bulletin boards and unpainted brick or concrete surfaces only.

5. Posting on bulletin boards must meet the following guidelines:
   a. Only one poster or flyer may be posted per bulletin board.
   b. Publicity must be tacked or stapled to bulletin boards. Tape is not allowed.
   c. Publicity is permitted on bulletin boards designated for Student Affairs use.

6. Publicity items may not be posted over other current publicity.

7. Caution should be used by students, student organizations and/or individuals posting banners or other forms of publicity on campus. The University assumes no responsibility for accidents incurred during this process.

Removal of Publicity:
The Office of Student Affairs reserves the right to remove publicity at any time without notice.

1. Recognized student organizations and University departments are responsible for removing all publicity items one business day following the publicized event.

2. The University reserves the right to remove any publicity item that is unauthorized, defaced, improperly posted, or deemed unfit.

3. Student organizations and University departments will be assessed a $25 Publicity Removal Fine by the Office of Student Affairs or designee for failure to remove outdated publicity items or improper posting of publicity.

4. Approval of future forms of publicity shall be suspended until outdated publicity items have been removed and/or when fines are paid.

Publicity for Off-Campus Events:

1. Off-campus events may be publicized on campus after permission is obtained from the Office of Student Affairs and after publicity item is approved. This includes but is not limited to both University sponsored and non-University sponsored events.

2. Publicity for any University or organization event where alcoholic beverages will be served may not include any reference to alcohol.

3. Campus events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with Student Affairs approval. Specific groups include but are not limited to recognized organizations at other area universities.

4. No outside group or individual may advertise the event on behalf of the organization.

5. There may not be any publicity through general announcements to the public such as radio or newspaper advertising or flyers posted in public places.

**Campus Smoking Policy**
In compliance with Section 41.5 of the Los Angeles Municipal Code, the campus smoking policy is as follows:
• Smoking (designated as smoking of pipe, cigars, and cigarettes) is prohibited in all indoor areas.
• Smoking is allowed in outdoor areas on the campus except in the lobby of Cabrini Hall and the entrance ways to all other buildings.

This policy may be changed or updated without previous notice.

**Computer Use**

**Scope**

This policy is applicable to all members of the university community, whether being on the university campus, on university property, or elsewhere for a university-related purpose and refers to all computer hardware, software, and data resources whether shared, stand alone, portable, or networked. The University views the use of university computers, networks, and Internet access as a privilege, not a right, and seeks to protect legitimate computer users by imposing on those who abuse the privilege. Violations of Computer Use policies will be referred to the student judicial system or to the appropriate department head for action.

Woodbury University honors and respects the academic freedom of its members and strives to permit maximum freedom of computer use consistent with current university policy and state and federal laws. Within that guideline, the university expects responsible behavior when using computer technology in terms of behavior that is:
• respectful of fellow students
• preserves security
• law abiding
• ethical
• preserves computer system and network reliability.

**Expectations**

**Fellow students**

• Respect the differing standards of others but understand that the privileges provided by the First Amendment and by academic freedom do not extend to messages or images that would be considered
  • obscene or patently offensive
  • libelous
  • threats of violence
  • demeaning or harassing to individuals or groups
  • disruptive to the academic environment

Messages or images of this nature are a violation of university policy and may result in criminal prosecution and/or civil liability as well.

• Respect the specific rules regulating computer use, access, and hours for individual departments and labs. These rules exist to allow as much computer time for as many students as possible. If the rules are not explicit or you are unsure what the rules are – ask.

• Respect the classroom. Excessively large and lengthy Internet downloads could disrupt classes in session using the Internet. Any unusually large downloads should be done when no classes are being held.
Security
• Respect yourself. As a user, you are responsible for any use or misuse of any login by yourself or others using your computer or your account. Therefore, take all reasonable precautions to ensure that unauthorized use of your account is prevented:
  • Never leave your terminal or personal computer unattended once you have logged onto your account; always logoff your workstation upon leaving.
  • Never share your password, but do frequently change your password.

Laws
• Respect the legal protection provided by copyright and licensing of all materials including movies, images, music, software, data, and other sources of information that is copyrighted or licensed:
  do not download, distribute or make copies of these without a license or without the permission of the copyright holder.
• Respect the intended usage of systems to be only lawful, university related electronic information exchange, including electronic mail:
  • Do not send forged electronic mail
  • Do not use the campus network for electronic chain letters
  • Do not use the University computing and network resources for unlawful purposes or to promote commercial or profit making activities or for unsanctioned, non-university activities.
• Respect the laws governing the use of computer technology:
  • Do not engage in any computer “hacking” activity such as using any programs, transactions, data or processes that infiltrate a system, that damage or alter software or data, or that crash systems or networks.
  • Do not introduce or intentionally spread computer viruses.
  • Do not load illegally obtained software on any computers or networks.

NOTE: The University will not engage in monitoring of e-mail or computer files except for cause. If a need for such monitoring arises in an individual case, the recommendation to monitor electronic activity will come from a committee comprised of a representative from MIS, the individual’s supervisor, and either the Vice President for Student Affairs or the Human Resources Officer, as appropriate. That recommendation must also be approved by the university president before it can be implemented. The least intrusive method will be used, and information retrieved in this manner will be limited to those who need to know.

Ethics
• Respect the fact that everyone must behave ethically:
  • Do not seek ways to circumvent the system to avoid paying for things that are used and must be paid for such as copying and printing on campus.
• Respect the privacy of others:
  • Do not seek information on, obtain copies of, or modify files, data, tapes or passwords belonging to others.

Computer System and Network Reliability
• Respect the integrity of the network:
- Do not alter any system software or operating system.
- Do not install, uninstall, or modify any university hardware or software without explicit authorization from the appropriate service provider.
- Do not alter in any way university network cables or jacks.
- Do not install network cables or any network sharing devices such as hubs or wireless access points.
- Do not leave unused/no longer used files on university hard drives.
- Do not load software on university computers.
- Do not write to any network folder except to your own or to an instructor-authorized folder.

**Disabilities Policy**

Woodbury University’s policy and practice is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability, shall be denied access to or participation in services, programs, and activities of the University.

It is the policy of the University that qualified students who have disabilities should be given reasonable accommodation, including academic adjustments and auxiliary aids, where appropriate, necessary to ensure access to the institution’s overall educational program. Individual students shall receive a reasonable and necessary accommodation including adjustments and aids, based on specific information and assessment data provided by a qualified professional.

**Drug and Alcohol Policy**

The University seeks to foster good health and fitness for its students, faculty, and staff, both for their general well-being and the belief that sound physical and emotional health is conducive to academic and job related success.

Use, possession, sale, or purchase of illegal drugs, and reporting to work or class under the influence of illegal drugs or alcohol is strictly prohibited and is subject to actions and/or penalties as defined by University policy and state and federal laws.

A. Policy

1. The University recognizes chemical dependency and/or alcoholism as an illness for which there are effective treatments and rehabilitation programs. Under this policy, chemical dependency and alcoholism are defined as illnesses in which an individual’s use of mood-altering substances definitely and repeatedly interferes with that person’s general health and well-being. Substance abuse may affect one’s physical, emotional and psychological health; cause attitude and behavior changes; interfere with one’s academic or job performance and affect interpersonal relationships.

2. In compliance with the Schools and Communities Act Amendments of 1989 and the Drug Free Workplace Act of 1988, Woodbury University prohibits the manufacture, distribution, use, dispensation, or possession of illegal drugs in the workplace, on University property or at events.
3. This policy concerns the abuse by University employees and students of alcohol, drugs, and/or medications, which may be detrimental to one’s physical or emotional well-being.
4. Conviction of a criminal drug offense occurring on campus may require participation in a drug or alcohol rehabilitation program, and may result in suspension from school or termination from employment.
5. It is University policy to treat all health, counseling, and referral matters confidentially.
6. The use of, or addiction to, chemicals may have serious effects on one’s judgment. While participation in a chemical dependency treatment program is usually voluntary, each case must be evaluated individually to determine the most appropriate treatment plan. University involvement is determined on a case-by-case basis.
7. The University may institute a search for illegal drugs or alcohol if there are reasonable grounds to believe that such a search will reveal evidence that the individual has violated, or is violating policy.

B. Procedures
1. The University considers the student’s and/or employee’s right to privacy and to fair, equal, and consistent treatment in administering the program regarding illegal drug use and alcohol abuse.
2. Suspension of alcohol and/or drug abuse by an individual shall be based on observations and evaluations by faculty, supervisors, and/or peers of one’s academic or job behavior and performance. The following represent physical and emotional symptoms which individually or in combination may be associated with alcohol and/or substance abuse:
   • disciplinary problems
   • memory lapse
   • slurred or impaired speech
   • unhealthy appearance
   • difficulty in concentration
   • unexplained absenteeism or tardiness
3. The University maintains a current listing of “HELP” hotlines, but has no affiliation with these treatment centers which provide telephone consulting and referrals:
   Alcoholics Anonymous- San Fernando Valley
   (818) 988-3001
   Alcoholics Anonymous- Los Angeles
   (323) 936-4343 and (818) 998-0045
   Drug and Alcohol Hotline for California
   (800) 252-6465
   National Hotline for Alcohol and Drugs
   (800) 454-8966
   World Service Office of Narcotics Anonymous
   (818) 773-9999
4. Informational brochures are available in the Counseling Center, Health Services Office, the Office of Student Affairs and Human Resources to assist individuals
experiencing personal problems related to drug and/or alcohol abuse. Outpatient counseling referrals can be obtained from the Woodbury University Counseling Center, extension 237.

5. The University conducts campus-wide awareness programs at scheduled times.
6. The University fully cooperates with law enforcement agencies when drug and/or alcohol laws are violated on campus.
   a. Criminal violation: Drug laws are felony and misdemeanor crimes enforced by federal, state, and local law enforcement agencies. Alcohol laws are enforced by the California Highway Patrol, local law enforcement agencies, and other state regulatory agencies, and may result in arrests, citations, warnings, probation, treatment, and driver’s license revocation.
   b. Disciplinary problem: A student is given adequate notice of any policy violation charges. An opportunity is given for the individual to present his/her case through the student discipline and grievance procedures as outlined in the Student Handbook or in the University Policies and Procedures Manual.

**Emergency Student Loan Fund Procedure**

Emergency Loans are generally provided to support a student’s education and wellness while in attendance at Woodbury University. The Emergency Student Loan Fund has a limited amount of financial resources and relies on the student to pay back the borrowed amount on time so other students may utilize the fund. The Office of Student Affairs reserves the right to deny issuing a loan.

Eligibility:
Students that are registered for the current semester at Woodbury University are eligible to apply for an emergency student loan. To qualify for an Emergency Student Loan during the summer break, student must be enrolled for the upcoming Fall Semester. Emergency Student Loan Applications are available in the Office of Student Affairs during regular business hours.

Approval Procedure:
1. The student must complete an Emergency Student Loan Application.
2. Only one Emergency Student Loan will be approved for one student at any given time.
   *  
3. Emergency Student Loans will be limited to two loans per semester. *
4. If the loan is approved, the student will be given a Student Bank Cash Request for the amount approved by the Office of Student Affairs (not to exceed $150).
5. The student will bring the Student Bank Check Request to the Business Office to receive the money for the loan.
   * Exceptions may be granted under extraordinary circumstances.

Repayment Process:
1. All loans are to be paid in full within thirty days of the date the loan was approved. All payments are processed by the Business Office.
2. Any loan that is not paid in full within thirty days receives a $5.00 late fee.
3. A one-time repayment date extension may be requested on or before the due date of a loan. Requests for extensions must be made to The Office of Student Affairs. The extension period will not exceed two weeks.

4. The Business Office is responsible for providing you a payment receipt. It is suggested that you keep this receipt for your records.

Additional Information:
Late payment may result in a loss of one of the two Emergency Student Loans available in a semester. Late payments can also cause an account to be placed on financial hold; on grades and transcripts.

Event Calendar Procedure
The University Event Calendar lists dates and events pertinent to the University community. It includes important academic dates, university holidays, student events, and university events, held on or off campus.
Only recognized student organizations, faculty and staff may request to list an event on the University Event Calendar. The Event Calendar may be accessed through the University’s website and is displayed on various bulletin boards and/or displays throughout campus.
Campus offices and student organizations use the Event Calendar to plan events. It is useful to reserve a date on the Event Calendar so others do not plan conflicting events. To list your event on the University Event Calendar, a Facility Reservation and Event Authorization form must be submitted to the Office of Student Affairs.

Facility Reservation and Event Authorization Procedure
Student Organizations, campus offices and University departments planning a function on or off campus must have the event and/or facility approved by the Office of Student Affairs. The University facilities may be reserved for approved University events. Only student organizations, faculty and staff may reserve space on campus. Individual students may not reserve University facilities. The form must be submitted, regardless of facility need and is also used to request set-up for the event.
1. The Event Authorization Form must be completed and turned in to the Office of Student Affairs Office Manager 15 business days prior to the event. A location will be reserved tentatively for 7 business days.
2. It is mandatory to consult with an Office of Student Affairs advisor after tentatively reserving date and facility.
3. If needed, obtain authorization from other departments. Please refer to the Facility Reservation and Event Authorization Form for the appropriate office that reserves the facility space needed.
   a. Facilities are available on a limited basis.
   b. Any equipment needs or set up for an on-campus event must be requested on the Event Authorization Form.
   c. The Director of Student Life or designee must approve all event involves alcohol. (See Alcohol Policy).
   d. Events serving food or beverages impacting New Woody’s must meet with the New Woody’s Manager at least two weeks prior to the event. If food is provided
by an outside vendor, New Woody’s must also be notified at least two weeks
prior to the event for authorization to allow for food preparation adjustments (if
any). Please see the Usage Policy for New Woody’s for specific information
available from Student Affairs.
d. Events with special electrical/water needs or where special safety precautions are
needed must have a pre-event walk through by a Maintenance department staff
member and obtain the signature of the Director of Physical Plant. At this time,
the organization will be required to address safety concerns and modify their
event set-up if necessary.
e. Audio/Visual equipment required including sound equipment for New Woody’s
must be submitted to the Library at least two days in advance using an
Audio/Visual Equipment Request Form. This form can be obtained from the
Library.
f. Use of any flammable centerpieces or decorations (e.g. candles etc.) need
clearance from Maintenance, Student Affairs and/or Fire Department if necessary
and are limited to floating candles.
4. Return to Student Affairs advisor for final authorization.
5. Submit approved form to Student Affairs Office Manager for final reservation of
facility and date before the 7-day deadline. If the form is not submitted within this
time frame, the date/facility reservation may be released to other students or
University departments without prior notice.
6. Any facility used for an event must be cleaned upon completion of the event.
7. Only academic-related events may be held during Finals Week.
8. Student Organizations must have their advisor present at all student events on or off-
campus.
9. Student use of facilities on the San Diego campus are coordinated by the
Administrative Office at the San Diego campus.
10. If a problem arises, the office of Student Affairs will contact the person listed on the
Event Authorization Form.
11. The contact person is responsible for informing the Office of Student Affairs of any
changes in plans or cancellations of events. Failure to inform of cancellations may
result in the loss of facility reservation or event approval privileges.

Use of The New Woody’s and Cabrini Meeting Room
Due to the multipurpose nature and high usage of these locations, additional charges for
clean up may apply. These charges are the responsibility of the organization. Please refer
to the Usage Policy for The New Woody’s and Usage Policy for the Cabrini Meeting
Room for additional information. Copies of these policies are available from the display
rack outside the Office of Student Affairs.

Family Educational Rights & Privacy Act (FERPA)
Woodbury University adheres to the Family Educational Rights and Privacy Act of 1974
(FERPA), also known as the Buckley Amendment. FERPA pertains to directory and
academic information, disclosure policies, and grade reports. The amendment may be
viewed in its entirety in the Office of Student Affairs.
Woodbury will exercise every measure to protect student rights and privacy under the provisions of the Family Educational Rights and Privacy Act of 1974. There will be no unauthorized disclosure of information from the academic record.

The law provides that directory information may be unconditionally released without the consent of the student unless she/he has specifically asked that prior consent be obtained. Directory information includes a student’s full name, address, telephone number, date and place of birth, major field of study, full- or part-time status, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student. Any student who prefers not to make public their directory information must notify the Registrar in writing each academic semester.

The Family Educational Rights to Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. An exception to this general provision is that confidential letters of recommendation placed in the files of the Office of Admission or the Career Services files prior to January 1, 1975, are considered “closed” files. Each individual may decide whether to waive the right to view letters of recommendation placed in his/her file after January 1, 1975. If so, written notice to this effect must be placed in the file.

Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official to whom the request was submitted, shall advise the student that requests to view academic records must be directed to the Registrar’s Office, financial aid records to the Financial Aid Office, judicial records and/or medical records to the Office of Student Affairs and student account records to the Business Office.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Note: The University does have the right to designate certain demographic data from a student’s record as “directory information” for the purposes of published student directories. This information can include student’s name, address, phone numbers and more. Woodbury University does not make public student directories. This information is only made available to interested third parties with an established need to know. If any current Woodbury University student does not want such directory information to be disclosed under any circumstances, he or she must notify the Registrar’s Office in writing of the specific information not to be released.

**Health Insurance Procedure**

For students' convenience and protection, Woodbury University offers a Student Accident & Sickness Insurance Plan. Brochures detailing this policy are available in the University Health Services Office, the Business Office and the Office of Student Affairs. Procedure for Enrollment in Woodbury's Student Accident & Sickness Insurance Plan:

1. All students are required to have health insurance coverage to insure that, in the case of an accident or illness, the student receives quality medical care.
2. All full-time students are automatically enrolled in Woodbury University's Student Accident & Sickness Insurance Plan.
3. The Student Accident & Sickness Insurance Plan charge of $304 is billed to the student’s account on a semesterly basis. Your first $304 payment covers the Fall 2003 semester. Your second payment covers both the Spring 2004 and the Summer 2004 semesters.
4. The Insurance Plan will mail the Student Accident & Sickness Insurance cards to the covered students after the waiver deadline has passed. If a student needs their Student Accident & Sickness Insurance card before this date due to medical care, they may pick up their Student Accident & Sickness Insurance card from the Health Services Office.
5. If a student has health insurance, or is covered by a family health insurance policy, complete the procedure to waive the Student Accident & Sickness Insurance Plan.

Procedure to Waive the Woodbury's Student Accident & Sickness Insurance Plan:

1. Students who are automatically enrolled in the Student Accident & Sickness Insurance Plan but have additional health insurance coverage need to complete a Student Accident & Sickness Insurance waiver. These Student Accident & Sickness Insurance waivers are available at the Health Services Office, the Business Office or the Office of Student Affairs.
2. A waiver must be completed and returned to the Business Office within the first two weeks of the semester to avoid the charge on your student account.
3. Waiver deadlines for the Student Accident & Sickness Insurance Plan will be posted each semester at the Health Services Office, the Business Office, the Office of Student Affairs and throughout the residence halls.
4. Students who complete waivers after this deadline will not be eligible to have the Student Accident & Sickness Insurance Plan charges waived and will be responsible for payment.

In the Event of an Injury or Sickness:
For non-emergency injuries or sickness, students are advised to go to the University Health Services Office, located on the east side of the gym. The Campus Nurse will assist the student and/or provide them with a referral.
For additional information regarding health insurance benefits, please contact the Campus Nurse at the Office of Student Affairs.

Procedure to Submit a Claim:
1. In order to process a claim, the student must complete a Student Accident & Sickness Insurance claim form for each accident, sickness or prescription reimbursement. These claim forms can be obtained from the Health Services Office or the Office of Student Affairs.
2. A student must complete and sign the Student Accident & Sickness Insurance claim form for each doctors’ visit. Refer to the Student Health Insurance brochure for additional information on how to submit a claim. It is highly recommended that the student make a copy of the claim form before they mail it.
3. Student claims must be submitted to Administrative Concepts, Inc. at 1(888) 293-9229 or www.visit-aci.com within 90 days from the date an accident or sickness has occurred in order for the claim to be paid.
4. Students needing assistance with this claim process should call.

**HIV/AIDS and Related Conditions Policy**

A. Assumptions
1. The primary role and response of Woodbury University is educational.
2. The goal of Woodbury University is to focus on prevention.
3. Current medical evidence is that HIV/AIDS is not transmitted by casual contact.
4. Any policy needs to be flexible to allow for case-by-case analysis without surrendering consistency for purpose.

B. Education
1. The Health Services Office shall assure that current, comprehensive information about HIV/AIDS is available on campus.
2. Workshops, lectures, and/or training sessions regarding the prevention, detection, and treatment of HIV and other sexually transmitted diseases will be organized for the University’s students and employees.

C. Medical and Counseling Policy
1. The campus nurse will serve as the primary HIV/AIDS resource person to provide information and referrals to anyone who seeks them. The Director of the
Counseling Center will serve as the primary confidential counselor regarding HIV/AIDS.

2. The Health Services Office in conjunction with an outside agency will provide oral HIV screening at least once per academic year.

D. Residence Life
1. As long as there is no pressing medical reason to inform others living in University housing of the presence of any student with an HIV/AIDS-related condition, the medical condition of such students will be treated as confidential.
2. The University is responsible for logistical decisions regarding housing and will exercise reasonable judgment in the interests of the individual’s and community’s well-being.

E. Employment
1. Any student employee of the University having an HIV/AIDS-related condition will be allowed to continue working as long as s/he is able to perform the duties of the job.

F. Harassment
1. The University condemns and will not tolerate any incidents of harassment of persons known to have or suspected of carrying the AIDS virus. Complaints regarding such harassment should be directed to the Vice President for Student Affairs.

G. Class Attendance
1. Any affected students will be permitted to continue their education in an unrestricted manner until their medical condition prevents them from pursuing their educational responsibility within acceptable performance and attendance standards.

**Medical Transportation:**
To assist students needing transportation to a medical center for a non-emergency reason please follow the procedures below:

Emergency or Urgent Care:
Students needing off-campus emergency medical treatment or urgent care should immediately call 9-1-1 from any campus phone for emergency assistance.

Non-Emergency Care:
Student needing transportation to St. Joseph’s Medical Center for non-emergency care may follow the process listed below for assistance:
Proceed to one of the offices listed below to request and secure transportation for non-emergency care:
• Health Services Office
• Office of Student Affairs
• Residence Life Staff Member on Duty
  If after 5:00 p.m. or during the weekend proceed to one of the offices listed below to request and secure transportation for non-emergency care:
• University Security
• Residence Life Staff Member on Duty
The staff member you contact will arrange to have you transported to the Saint Joseph’s Medical Center in Burbank (Buena Vista and Alameda) by a local taxi company. It will be the student’s responsibility to pay for all transportation. Once the student is prepared to return to Woodbury University from St. Joseph’s Medical Center, the student must contact the University at 767-0888 the office that initially secured transportation on their behalf.

Woodbury University does not suggest any faculty or staff person transport any student to the hospital. This is for the protection of both the student and the University.

**Non-discrimination Policy**
Woodbury University is a community of diverse racial, ethnic and class backgrounds, national origins, religious beliefs, physical abilities and sexual orientations. Our activities are enriched by our acceptance of one another and we must strive to learn from each other in an atmosphere of supportive engagement and mutual respect. Woodbury University admits students regardless of race, color, gender, nationality, religion, age, sexual orientation, or disability and makes available to them all rights, privileges, programs, and activities provided by the University. The University does not discriminate against people in the administration of its educational policies, admission policies, or scholarship and loan programs.

Policy on Discriminatory Harassment
The University will not permit or tolerate prejudice in any form on its campus or in its programs or affairs. This includes but is not limited to discriminatory harassment. Discriminatory harassment is verbal, emotional or physical abuse to persons or property or the threat of such abuse, theft or non-accidental damages to property, obstruction or disruption of campus functions, or other behavior judged to constitute harassment by the University’s administration or agents authorized under the Campus Judicial System to consider such matters when such harassment is based upon or related to an individual’s race, color, gender, nationality, religion, age, sexual orientation, or disability.

**Payment Options**
Financial arrangements are the responsibility of the student. While the Business Office will send billing statements to students showing their balances due, it is not a prerequisite for payment of any outstanding balance. Students are responsible for keeping their billing addresses current with the Business Office. Payments can be made in person, over the telephone (for credit card payments), or mailed in advance of their respective due dates.

The University offers three payment options for students to pay their tuition, fees, and room and board charges. All Intensive Program students are required to elect Option 1 or Option 3.

**Option 1: Semester Payment Plan:**
The balance of the student’s account, less financial aid administered by the University, is due in full by the last day of the general registration period.

**Option 2: Deferred Payment Plan:**
Students in good financial standing are permitted to pay the charges for tuition, fees, and room and board, less financial aid administered by the University, in installments as described below. A payment contract must be completed and signed by the student in the Business Office. A $50 non-refundable fee will be charged for this service.

Option 3: Employer Payment Plan:
Students are required to pay 25% of the charges for tuition plus all fees and room and board, less financial aid administered by the University, by the last day of the General Registration period. The remaining student balances are due in full by the 4th week after the end of the respective semester. To qualify for this plan, the Business Office must receive a letter from the student’s employer (on the company’s letterhead) specifying the conditions under which the employer will pay for the student’s tuition charges. Any unpaid balances are the responsibility of the student.

Policy on Academic Honesty
A. The reputation of the University and the value of its degrees rest upon the integrity of its members. All students are responsible for understanding and abiding by the Policy on Academic Honesty. The following are examples of violations of academic honesty:
   1. Original work: Tests, oral and written assignments, design projects and computer programs that are not the work of the student presenting the material for course credit.
   2. Plagiarism: Students must identify sources when they quote directly, paraphrase (restate in their own words), and summarize (condense) materials produced by others. Woodbury University emphasizes the MLA and APA methods of documentation.
   3. Unauthorized collaboration: Deliberately supplying material to another student for the purposes of plagiarism (to take and present as one’s own ideas, writings, or words of another) is prohibited.
   4. Cheating: No student shall use, or make an effort to use, any unauthorized aid in any testing situation or any assignment.
   5. Alteration: No student shall change the content of a test or other assignment for the purpose of obtaining a higher score.
   6. Fabrication: No student shall create data or reference for any assignment.
   7. Falsehood: No student shall provide false information for the purpose of altering the score on an assignment or course requirement.

B. Each faculty member is responsible for maintaining a learning environment that is supportive of academic honesty.
   1. If a faculty member has reason to suspect academic dishonesty in or out of class, the faculty member may require additional and/or revised work, which is unquestionably the work of the student.
   2. A faculty member who has proof or strong suspicion that academic honesty has been violated shall report the incident to the Associate Dean of Academic Affairs.
   3. The Associate Dean of Academic Affairs shall notify the campus investigator who will investigate the matter.
Procedures for Investigating Violations of the Academic Honesty Policy

A. Structure of the Academic Honesty Board
   1. A campus investigator, who is a neutral party with the skills and resources to
discover original source materials. The ideal candidate is a member of the library
faculty.
   2. A member of the faculty.
   3. A member of the student body.
   4. A member of the staff.

B. Complaint process
   1. A complainant can be any member of the University community or the
community at large.
   2. The complainant’s identity is not kept confidential. The student has a right to
know who brought the complaint.
   3. The complainant must have documentation of the violation(s) of academic
honesty.
   4. The complaint is submitted to the Associate Dean of Academic Affairs.
   5. The Associate Dean forwards the complaint to the campus investigator.
   6. The campus investigator reviews the complaint and seeks additional information,
if needed, to determine if the student has violated the academic honesty policy. If
yes, the campus investigator determines if the violation was (a) intentional or (b)
unintentional.

C. Process for unintentional violations of the Policy on Academic Honesty
   1. The campus investigator submits his or her report to the Associate Dean of
Academic Affairs.
   2. The Associate Dean opens a disciplinary file on the student.
   3. The Associate Dean determines the appropriate academic remedy for the
violation. The purpose of an academic remedy is to help the student to reflect on
and learn from his or her behavior. (Subsequent violations of the Policy on
Academic Honesty are treated as intentional acts.)
   4. The academic remedies include:
      a. Discussing with the student academic honesty and his or her specific
         violation.
      b. Assigning a research paper or personal essay on academic honesty, ethics, or a
         related topic.
      c. Requiring the student to write a personal code of conduct.
      d. Attending a workshop on academic honesty or take/repeat CO 105,
         Information Literacy. A “NG” (no grade) grade is given for the course in
which the violation of academic honesty occurred. The student is required to
earn a “B” or higher in the original course AND a “B” or higher in CO 105. If
a “B” or higher is not earned in either course, the “NG” grade is changed to an
“F.”

D. Process for intentional violations of the Policy on Academic Honesty
   1. The campus investigator submits his or her report to the Associate Dean of
Academic Affairs.
   2. The Associate Dean opens a disciplinary file on the student and convenes the
Academic Honesty Board.
3. The Campus Investigator presents his or her report to the Academic Honesty Board.
4. The Academic Honesty Board questions any witnesses.
5. The Academic Honesty Board determines if a violation has occurred or not.
6. If a violation has occurred, the Board determines the sanction for the student. A letter describing the sanction(s) is sent to the student and a copy is placed in his or her disciplinary file with the Office of Academic Affairs and the Office of Student Affairs.
7. Sanctions include:
   a. A written reprimand or censure specifying the section(s) of the academic honesty policy that was/were violated. The student is also informed that continued or additional violations of the Policy on Academic Honesty will result in more severe disciplinary actions.
   b. Restitution for damage or misappropriation of University property or the property of others. The student is also informed that continued or further violations of the Policy on Academic Honesty will result in more severe action(s).
   c. Suspension or termination of student status for specified term(s). The student is also informed that continued or further violations of the Policy on Academic Honesty will result in more severe disciplinary action(s).
   d. Dismissal or termination of student status for an indefinite period of time. Readmission is possible but only under exceptional circumstances and must be approved by the Associate Dean of Academic Affairs. The student is also informed that continued or further violations of the Policy on Academic Honesty will result in more severe action(s).
   e. Revocation of degree(s) and/or award(s) can occur if the student received degree(s) based on behavior(s) that violated the Policy on Academic Honesty. The revocation letter must specify whether or not the student can re-enroll to earn the degree. The University attorney must be consulted to determine if the Academic Honesty Board followed due process.
8. Additional actions that can be taken by the Board include:
   a. Administrative holds may be placed on the student’s registration, transcript, diploma, and/or graduation pending the outcome of a case that is before the Academic Honesty Board or until sanctions have been satisfied.
   b. A notation may be added to the transcript for a student who has been suspended, dismissed or had a degree or degrees revoked. If a student is permitted to re-enroll at the University, then the notation is removed from the transcript.

E. Process for appealing the decision(s) of the Academic Honesty Board
1. Within three business days of the hearing, the student must submit a letter of appeal to the Vice President for Academic Affairs. The letter must state the grounds for the appeal.
2. Ground for appeal are:
   a. A violation of due process.
   b. The sanction(s) does/do not relate to the violation.
   c. New evidence has been discovered.
3. If the Vice President for Academic Affairs determines that there is grounds for an appeal, then he or she convenes an Appeals Board to rehear the student’s case. The decision of the Appeals Board replaces that of the Academic Honesty Board that originally heard the case.

**Policy on Self-Inflicted Harm**

Policy Statement
Students who intentionally or recklessly cause or threaten to cause harm to one’s own physical well-being, thereby disrupting the campus community, shall meet with the Director of the Counseling Center, or designated licensed mental health professional at the student’s expense, who shall establish an assessment. The Vice President for Student Affairs, or designee, shall determine if action prior to and/or following the completion of an assessment may be warranted. Actions include but are not limited to, suspension from residence halls and/or the University ranging from an interim to permanent basis pending a disciplinary hearing. Impact on student financial aid may apply.

This policy does not attempt to supercede any officially published and publicity available set(s) of policy and procedures that currently exist on the Student Handbook and in the Catalog.

**Program Change**

Program changes (course adds and/or drops) are accepted at the Registrar’s Office beginning with the Monday following the beginning of the Late Registration Period of each fifteen-week semester. Weekend College course program changes must be approved and processed through the Registrar’s Office during the first weekend session of each semester.

Program changes must be submitted by the student on an official Program Change Form and must have the student’s academic advisor approval (international students should also get clearance from the Office of International Student Programs before dropping courses). Courses dropped during Program Change Period will not appear on the student’s official transcript. Information of refunds for dropped courses may be found in the catalog. Courses may not be added after the Program Change Period.

Add/Drop ends after the first two weeks of the semester (day program), all program changes after the deadline are processed as “Withdraw”.

**Registration Procedure**

1. Make an appointment with your academic advisor. Go to the appointment with a list of the courses you want and any questions you have about requirements for graduation.
2. Record the courses you select on a registration form and obtain your academic advisor’s signature.
3. Take the form to the Registrar’s Office to reserve your courses. For the first two weeks registration is according to class standing with senior and juniors registering first. Check the schedule at the Registrar’s Office to determine what day you register.
4. If on financial aid, go to the Financial Aid Office before going to the Business Office.
5. Go to the Business Office and pay tuition and fees. Registration is completed when all financial obligations are satisfied.

*Religious Life Policy*
Woodbury University is a secular school. Individuals within the University community may form religiously-oriented clubs in accordance with campus regulations on student organizations. No proselytizing is allowed on the part of any religious group or individual on University property. Material of religious nature may be posted according to the University’s Policy on Publicity Materials.

*Residence Requirement*
The University requires undergraduate students to earn a minimum of 45 semester units of course work at Woodbury University. Also, students must complete a minimum of 32 out of their final 40 semester units at Woodbury. Credit for prior learning of a non-traditional nature (such as the CLEP program) is not applicable to the fulfillment of the University residence requirement.

*Sexual Harassment/Discrimination Policy*
Sexual Harassment is an assault on another’s personhood and is prohibited by law and by University policy. Sexual harassment shall be defined as unwelcome non-consensual sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such conduct is made explicitly or implicitly a term or condition of employment or educational opportunity; used as a basis for employment or academic decisions, has the purpose or effect of interfering with work or academic performance, and creates an offensive working or educational environment.

Members of the University community are expected to adhere to a standard of conduct that is respectful and courteous to others any time they are on campus or acting on behalf of the University.
The University will not tolerate any form of prejudice or harassment. This policy applies to employees, students, and guests of the University.
Student complaints of discrimination or sexual harassment against faculty or staff members should be made to the person’s supervisor. If the student feels that the supervisor has not adequately resolved the situation, he/she may pursue the matter with an administrator or the Office of the President. Charges against faculty or staff members will be handled according to procedures outlined in the University’s Policies and Procedures Manual. Student complaints involving other students should be made to the Office of Student Affairs and are dealt with according to the procedures of the Campus Judicial System. For further information on making a complaint under these policies see the Office of Student Affairs.

*Solicitation Policy*
Definition
Solicitation is defined as urging, inciting, requesting, promoting or advertising to a person or persons to purchase merchandise and/or services for personal profit or organizational gain. For the purposes of this policy, solicitation also includes any form of fundraising or posting of printed materials.
Solicitation Guidelines

1. Any person(s) or organization wanting to conduct solicitation on the Woodbury campus must request permission by using the Solicitation Request Application available from the Office of Student Affairs.

2. At that time a location will be assigned.

3. Approval for solicitation will be granted by the Office of Student Affairs. A confirmation will be issued within four working days.

4. The fee must be paid in advance to the Office of Student Affairs. The fee is $75.00 per day with a two-day maximum per semester. Fee may be adjusted at the discretion of the Vice President of Student Affairs.

5. Solicitation Sponsorship: When a student organization sponsors an individual or for-profit company, it is suggested that ten percent of the gross sales will be paid to the student organization. Student organizations, faculty and staff are cautioned against any solicitation sponsorship without adequate research into the background and business track record of any company or individual seeking such sponsorship. Refer to event approval procedures for additional information.

6. Posting Policy: All materials to be posted must be submitted to the Office of Student Affairs for approval.

Limitations:

1. No person or organization given approval to solicit on Woodbury University’s Campus may:
   a. interrupt the day-to-day academic and operational functions of the University or commit intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings or passages.
   b. engage in actions which intimidate, harass, threaten or coerce any student, staff, faculty, vendor or guest of the University.
   c. solicit in residence halls.
   d. post materials on vehicles parked on campus.

2. Incentives, give-aways, etc. may give in exchange for action.

3. Approval will be given if activities do not violate or conflict with the University mission statement or University policies, guidelines or other applicable laws; do not result in a breach of University contracts or compete with University or University-contracted operations; do not jeopardize public or individual safety; and are covered by insurance as deemed necessary by the University.

4. The Office of Student Affairs may deny approval for solicitation on any University facilities or grounds.

5. The University reserves the right to restrict access or immediately order the removal of any person(s) or vendor, sponsoring organization, etc. that is believed to behave in a manner not acceptable to the University community or if attempting to conduct business without prior approval.

6. The Office of Student Affairs may establish additional guidelines as needed for the facilitation of the vendors activities.

**Student Code of Conduct**

Introduction:
Woodbury University strives to maintain a community that values academic excellence, institutional integrity, and justice, equity and diversity. Such an environment is essential in fostering the intellectual growth and personal development of all students. Each member of the University community shares responsibility for maintaining conditions that support the University’s purpose. The Campus Judicial System is designed to provide basic guidelines to advance the University’s mission to prepare graduates who are articulate, ethical and innovative life-long learners.

A student voluntarily joins the Woodbury University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The University, through the Division of Student Affairs, maintains the exclusive authority to impose sanctions for behaviors that violate the Student Code of Conduct. Any student charged with alleged violations of the Student Code of Conduct shall be afforded the opportunity to be heard in an educational judicial hearing. However, the University reserves the right, in consultation with the Vice President for Student Affairs to suspend or expel a student at any time for any reason deemed sufficient by the University.

The University determines, publishes and makes known its rules and regulations concerning student conduct. In addition, the University has the right to determine when its rules are violated and to determine the appropriate course of action. The purpose of this handbook is to present the University’s rules and regulations that govern student conduct and student activities. These should be read broadly and are not designed to define prohibited rules and regulations that govern student conduct and student activities.

Article I: Rules and Regulations:

University regulations are set forth in writing in order to give students general notice of prohibited conduct. The list is not designed to be all-inclusive but should serve as an example of prohibited conduct and, thus, be read broadly. Any student found to have committed the following misconduct is subject to judicial sanctions.

1. Violation of Federal, State or Local Law. Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events or committing violations of federal, state, or local law that adversely affect the University and/or the pursuit of its objectives on or off-campus.

2. Alcoholic Beverages. California state law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. The unlawful manufacturing, possession, consumption and selling alcohol is also prohibited. Students age 21 or older are permitted to consume beer only at approved campus events where alcohol is served according to the University Alcohol Policy.

3. Controlled Substances. Unlawful manufacturing, possession, consumption, selling, transmitting, using, or being a party thereto of any dangerous drug, controlled substance, or drug paraphernalia on University premises or at a University-sponsored activity is prohibited.

4. Attempting, Aiding, Abetting. Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by this Code shall be considered to the same extent as completed violations.

5. Engaging in disorderly conduct or fighting. For purposes of this Code, disorderly conduct is defined to include, but is not limited to, acts that breach the peace or are
7. Sexual Misconduct. Committing acts of sexual assault (stranger, date or acquaintance) or sexual abuse or other forms of coerced sexual activity including unwanted non-consensual sexual contact.

8. Disruptive Behavior. Behavior which disrupts the academic, administrative or residential community, infringes on the rights of others in the community or corrupts the generally accepted sense of public decency and morals within the community are not tolerated. This includes, but is not limited to physically interfering with the use of University premises, buildings or passages.

9. Failure to Comply. Failure to comply with the proper and lawful directions of or obstructing a University official or public official acting in the performance of their duties; failure to present identification and/or identify oneself when requested to do so.

10. Firearms, Fireworks, Explosives, or Weapons. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the University campus. The term “weapon” includes any object or substance designed to inflict a wound, cause injury or incapacitate and may include, but is not limited to, all firearms, pellet/BB guns, home-manufactured cannons or devices, bows and arrows, sling-shots, martial arts devices, switchblade knives or knives with a blade four inches or longer, and clubs.

11. Fire, Health, and Building Safety. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits. Tampering with any equipment or fixtures used for the purpose of fire, health, or building safety. Making false reports of fire, bomb threat, or other dangerous conditions and failing to report a fire or other dangerous condition.

12. Hazing. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

13. Personal Integrity and Acts of Dishonesty. Committing acts of dishonesty including but not limited to the following: engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (see policy on Academic Honesty). The Office of Academic Affairs shall adjudicate cases of alleged violations of academic honesty.
   a. Furnishing false information to any University official, faculty member or office.
   b. Forging, altering, or misusing any University document, record, or instrument of identification.
   c. Tampering with the election of any University recognized student organization.
   d. Attempting to represent the University, any recognized student organization, or any official University group without the explicit prior consent of the officials of that group.
14. Student Employees. Any actions which serve to interfere with, impede, or harass students in the performance of their duties. The falsification of any official time sheet or record of employment by any student either employed by the University, or working in a position on University property is prohibited.

15. Violation of the Woodbury University Computer Use Policy as outlined in the General University Policies and Procedures and Resources Section of this handbook. This includes but is not limited to the following:
   a. Unauthorized entry into a file, to use, read, or change its contents.
   b. Unauthorized transfers of a file or files.
   c. Unauthorized use of another person’s identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
   e. Use of computing facilities to send obscene messages.
   f. Use of computing facilities to interfere with the normal operation of the University computing system.

16. Theft and Property Damage. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of University owned or leased property, equipment, programs, or materials, or of property, equipment, programs or materials belonging to any member of the University community, guest, visitor, vendor or contractor.

17. University Card/Student Identification Cards. Students shall be required to obtain a University Card which serves as the official student identification card within one week of enrollment at the University. Students are required to carry their University Card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The alteration of or misuse of a University Card is prohibited. Students must surrender their University Card to the Office of Student Affairs upon their withdrawal from the University.

18. University Facilities. Unauthorized entry into any University facility, or unauthorized use or abuse of any University building, facility or premise. Students are not permitted on the roofs of any building at any time. The unauthorized possession, duplication or use of any key that fits any University facility is prohibited.

19. Abuse of the Judicial System. Including but not limited to:
   a. Attempting to influence, intimidate or harass any student or member of the judicial board prior to, during or after a judicial proceeding.
   b. Failure to respond to a judicial notification and/or failing to comply with the sanction(s) imposed.
   c. Misrepresentation or falsification of information given as part of the judicial record.
   d. Disrupting or interfering with the orderly conduct of a judicial proceeding.
   e. Attempting to discourage an individual’s proper participation in a judicial proceeding.
   f. Instituting a judicial complaint knowingly without cause.

20. Committing violations of rules and regulations duly established and disseminated by other University departments and offices.
Article II: Judicial Process
A. Judicial Authority:
1. The Director of Student Life or designee shall determine the composition of the University Committee on Student Behavior (UCSB), within the guidelines stated.
2. The Director of Student Life or designee with the aid of the UCSB shall develop policies for the administration of the judicial process and procedural rules for the conduct of hearings.
3. Decisions made by the UCSB and/or the Director of Student Life or designee shall be final contingent upon the normal appeal process.

B. Adjudication Process
1. Any student charged with alleged violations of the Student Code of Conduct shall be afforded the opportunity to be heard in an educational judicial hearing by the University Committee on Student Behavior.
2. During finals week, between semesters, and in the summer when the UCSB is not in session, the Director of Student Life or designee shall have the authority to hear all cases.
3. Generally, violations of University residential housing policies are handled by the Director of Residence Life, but if needed may be referred to the Director of Student Life or designee.
4. Violations of University regulations by officially recognized student organizations are handled by the Director of Student Life or designee, and individuals may be referred to the UCSB for adjudication.
5. In cases involving possible suspension, expulsion and/or severe violations of the Student Code of Conduct, the Director of Student Life or designee may elect for adjudication through the UCSB.

C. Charges and Hearings
1. Any student, professional staff, faculty members or community members may submit to the Director of Student Life or designee a complaint against any student for alleged misconduct. Such complaints shall be submitted, in writing, to the Director of Student Life or designee as soon as possible after the incident takes place.
2. The Director of Student Life or designee shall make every effort to have alleged student misconduct matters considered as expeditiously as possible in order to remove any question of a student’s continuance at the University, in some instances however, it is possible that charges are not brought up during the current semester or academic year.
3. All available information concerning the alleged misconduct will be secured to determine if the complaints have merit.
4. If the student withdraws from the University before the matter is resolved, reentry shall not occur until the matter is resolved and an official hold will be placed on the student’s academic transcript until the complaint is resolved to the satisfaction of the University.
5. If the complaint has merit, all charges will be presented in writing to the accused student and shall inform the student of the scheduled hearing at least five business days prior to the educational hearing. Notification will be attempted to either an on-campus residence address, or to the last address provided by the student to the
University. It is incumbent upon the student to notify the University in the event of a change in his/her new address.

6. It is highly recommended that the accused student schedule a meeting with the Director of Student Life or designee to review hearing procedures and guidelines. In addition, the accused student shall receive a copy of the hearing agenda.

7. If the student fails to appear for a hearing and the Director of Student Life or designee has, in good faith, exhausted all reasonable efforts to contact the student, the Director of Student Life or designee and/or the UCSB, on the basis of the information available, may make a determination of a violation of the University General Behavior Standards and may impose a sanction for such violation.

8. This decision shall be given/mailed in writing to the student within five business days of the decision.

9. Temporary holds on registration, transcripts, residence may be instituted prior to the completion of sanctions contingent upon the normal appeal process.

D. Hearings shall be conducted by the UCSB according to the following guidelines:

1. Hearings on alleged violations of the Student Code of Conduct shall be private.

2. Admission of any person to the hearing shall be at the discretion of the UCSB and/or the Director of Student Life or designee. The accused student is responsible for presenting his/her case and may have an advisor present. The advisor may not take an active role or participate in any way during the hearing. They are simply observers.

3. In hearings involving more than one accused student, the chairperson of the UCSB, at his/her discretion, may permit the hearings concerning each student to be conducted separately.

4. The complainant, the accused student and the UCSB shall have the privilege of presenting witnesses, subject to cross questions by the UCSB. Witnesses shall be present in a hearing only during the offerings of their information.

5. All procedural questions are subject to the final decision of the chairperson of the UCSB.

6. The student shall be informed that the hearing is for the purpose of discussing the charges of alleged violation(s) of the Student Code of Conduct. Further, the student shall be:
   a. afforded the privilege to present witnesses of fact and information on his/her behalf;
   b. informed that any oral or written statements the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;
   c. afforded the privilege to prepare a written statement concerning the alleged violation;
   d. informed that the academic, behavior, and co-curricular activities record may be presented as a part of any subsequent proceeding;
   e. presumed not in violation until a violation is determined;
   f. afforded the privilege to appeal a decision by the UCSB to an Appeals Committee.

7. After the hearing, the UCSB shall determine (by majority vote) whether the student has violated the Student Code of Conduct which the student is charged with violating.
a. The UCSB’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct. The findings shall be made by an examination of the evidence and statements offered by the accused and the complainant in the hearing.

b. If the student is found to have violated the Student Code of Conduct, the UCSB shall determine a sanction to be imposed and inform the student at the conclusion of the hearing or in a subsequent meeting with the Director of Student Life or designee.

c. A student’s prior record (legal or judicial) shall not be used to determine or substantiate an alleged violation of the Student Code of Conduct. However, a prior record may be considered in determining appropriate sanctions if the UCSB has determined a violation occurred.

E. Sanctions: The following sanctions are among those which may be imposed upon any student determined to have violated the Student Code of Conduct. The following include but are not limited to:

1. Disciplinary Warning. A written notice that the student’s behavior violated University regulations.

2. Reprimand. A letter of disapproval for violation of University regulations that reflects unfavorably on the student or the University.

3. Probation. A strong statement of disapproval for violation of University regulations and the imposition of a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any University regulations(s) during the probationary period. A student on probation is deemed “not in good standing” with the University which includes the following requirements:
   a. Forfeit the privilege to represent the University in any event, competition, or other manner;
   b. Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University community assignment.

4. Restriction. Denial of specific privileges for a definite period of time but without the additional stipulations contained in probation. Restrictions will be clearly defined.

5. Fines. Previously established and appropriate fines may be imposed.

6. Restitution. Compensation for damage, loss, theft, or injury. The judicial body shall set the amount and form of restitution which shall not exceed the fair amount of damage, loss, theft, or injury incurred.

7. Educational Projects. Such sanctions include, but are not limited to, writing assignments, service to the University/Community or other educational requirements directly related to the violation. The provision will be clearly defined.

8. Residence Hall Probation. A strong statement of disapproval for a violation of residential housing policies and/or University regulations. Imposed for a specified period of time, hall probation includes the probability of more severe judicial sanctions, including removal from University housing, if the student is found in violation during the probationary period.
9. Residence Hall Suspension. Removal from University on-campus residence halls for a definite period of time. Conditions for return to housing may be specified. Students suspended from University on-campus residence halls are not permitted to visit any residence halls during the period or their suspension.

10. Residence Hall or Facility Ban. Restricting the privilege of a student to enter or visit a residence hall or specific facility on campus for a specified period of time.

11. Suspension. Termination of the student’s enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution, or be permitted to enter any University facility, or be on the property of the University, during the term of their suspension. Conditions for readmission may be specified.

12. Expulsion. Termination of the student’s enrollment and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two calendar years from the date of the imposition of this sanction. Students expelled from the University are not permitted to enter any University facility, or be on the property of the University. Violators of this sanctions could be subject to arrest for trespassing. This sanction includes the same restrictions listed for Suspension.

13. Enrollment Block. This states that the student may not register for classes and/or reenter Woodbury University without prior approval through the Division of Student Affairs when enrollment has been blocked for a previous disciplinary matter or medical reason. This may be effected retroactively as warranted.

14. Transcript Notation. An official notation on the student’s academic transcript indicating probation, suspension or expulsion for judicial reasons.

15. Parent Notification: Notification of a parent or legal guardian may occur for violations pertaining to substance abuse such as alcohol and/or drugs if the student is under the age of 21.

More than one of the sanctions listed above may be imposed for any single violation. In each case in which the UCSB determines that a student has violated the Student Code, the sanction(s) shall be recommended to the Director of Student Life or designee. The Director of Student Life or designee will utilize the UCSB’s recommendation in determining appropriate sanctions. The Director of Student Life or designee is not limited to sanctions recommended by the UCSB.

Interim Suspension. In certain circumstances, the Director of Student Life or designee may impose a University or on-campus housing suspension prior to a student’s judicial hearing. Interim suspension may be imposed only:
(a) to ensure the safety and well-being of members of the University;
(b) to ensure the student’s own physical or emotional safety and well-being; or
(c) if the student poses a definite threat of disruption of or interference with the normal operations of the University. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other
University activities or privileges for which the student might otherwise be eligible, as the Director of Student Life or designee may determine to be appropriate.

Departure From Campus Following Suspension or Expulsion and Request for Reinstatement.
1. Any student who has been required to withdraw from the University for judicial or medical reasons shall leave the premises immediately after being notified unless permission to remain longer is obtained from the Vice President for Student Affairs.
2. Any student required to withdraw from the University for judicial reasons and who desires to be readmitted shall present his/her request in writing to the Vice President for Student Affairs at least four weeks prior to the beginning of the semester for which readmission is being requested.
The status of any student resuming studies at the University after suspension or expulsion for disciplinary reasons shall be on Judicial Probation for the first semester of re-enrollment.
3. Any student required to withdraw from the University for medical reasons and who desires to be readmitted shall follow re-enrollment procedures obtained from the Vice President for Student Affairs.
4. After obtaining clearance for readmission, students must comply with deadlines and/or requirements of the University Catalog in effect at the time of their reentry.
5. Any on-campus residential student who is required to withdraw from the University for judicial reasons shall not be eligible for a refund of residential charges and/or fees as in accordance with their Housing Contract.

Article III: University Committee on Student Behavior:
1. A quorum of the UCSB to hear any case shall be two-thirds (2/3) of its voting members. Voting members are defined as all members not on leave of absence and not ineligible to vote because of a conflict of interest.
2. The UCSB shall not be obligated to hear cases ready for adjudication in the last week of classes, before final examinations of an academic term, or during the summer, or any other time at which the UCSB is unable to gather a quorum. In such instances, the Director of Student Life or designee shall have authority to hear all cases.
3. The proceeding of the UCSB hearings shall be tape-recorded by the university, and the recording maintained by the Director of Student Life or designee. The recordings of the proceedings will be maintained for a length of time equal to 5 years, then the recordings of the proceedings will be removed from the record. The student may review the recording in the presence of the Director of Student Life or designee. No copies of the recording may be made.

Article IV: Appeals:
1. Should a student choose to file an appeal the sanction determined by the hearing body will be held in force through the decision of the appeals committee.
2. A judicial decision reached or a sanction imposed by the UCSB or the Director of Student Life or designee may be appealed by accused students to the Vice President for Student Affairs within three business days of delivery of the decision. The Vice President for Student Affairs will determine if there are grounds for an appeal.
a. Appeal requests shall be in writing and shall be delivered to the Vice President for Student Affairs.

b. In appealing a judicial decision, the said appeal must fall into one of the following categories:
   (1) The student has new evidence available that was not available prior to the original hearing.
   (2) The judicial process as outlined was not adhered to during the student’s original hearing and the break in process was substantial enough to have possibly affected the outcome.
   (3) The sanctions do not relate appropriately to the violation for which the student has been found to have committed.

3. Upon receipt of the appeal request, the Vice President for Student Affairs shall appoint an Appeals Committee if the appeal falls into one of the three categories in Article IV, section 2(b). The Committee shall include the Vice President for Student Affairs or designee as Chair, along with students, faculty and staff.

   a. A time and place for the appeal hearing shall be set as soon as practicable. If the Board is unable to meet during the semester in which the alleged offense occurred, the appeal hearing shall take place no later than the fifth class day of the next semester.

   b. The Appeals Committee may elect to decide the appeal based solely on information contained in the written appeal and the record of the previous judicial proceeding. However, the Committee may elect to include a conference with the parties in the case.

   c. The burden of proof in an appeal shall be upon the accused student to prove his/her case by a preponderance of the evidence or information.

4. Immediately after hearing an appeal the Appeals Committee will deliberate. Upon conclusion of its deliberation, the Appeals Committee shall inform the student of its decision. A formal letter outlining the decision shall be sent by the chair of the Committee to the student and all parties indicated on the original disciplinary sanction letter.

   a. The Committee may either:
      (1) Uphold the University decision; or
      (2) Uphold the student appeal and vacate all or part of the University decision; or
      (3) Alter the sanctions among the alternatives listed in the original sanction letter.

   b. The decision of the Appeals Committee shall be the final appeal authority for the University for all cases of a judicial nature.

Article V: Standard of Evidence:
1. The standard of evidence used in an educational judicial hearing shall be that of a preponderance of the evidence or information presented it is “more likely than not” that the accused student violated the Student Code of Conduct.

2. The admissibility of evidence or information presented for consideration to the UCSB may be at the discretion of the chairperson and/or the Vice President for Student Affairs or designee.

Article VI: Judicial Files and Records:
1. Case referrals may result in the development of a judicial file in the name of the accused student. Other than University suspension or expulsion, judicial sanctions shall not be made part of the student’s academic record, but shall become part of the student's confidential educational record.
   a. Records of judicial proceedings for students found to have violated the Student Code of Conduct shall be retained as a judicial record by the Office of Judicial Affairs for a minimum of five years.
   b. Students may request copies of their judicial records. Such request should be made in writing to the Director of Student Life or designee. Students will only be granted access to written reports and sanction letters contained in their judicial file.

2. In all such cases where the accused student is found not in violation of the Student Code of Conduct, such finding shall be clearly noted in the records in the student’s file.

**Student Organization Fundraising**

See Student Organization Information in the Student Life section.

**Student Right-to-Know Act**

Woodbury University is in compliance with federal legislation known as the Student Right-to-Know Act. The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about campus safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus. More information regarding the Student Right-to-Know Act is available from the Office of Student Affairs.

**Studio Policy**

In any given studio section, every student is entitled to an equal amount of studio space and a learning and working environment that is conducive to receiving instruction, studying, and production. Students should foster a collegial and professional working environment at all times they are present in studio, whether or not a faculty member is present. This means not only displaying courteous comportment in respect to the gender, ethnicity, sexual orientation, and religion of other students but also responding to the restrictions that working in close quarters naturally implies. Thus, music or other possible acoustic distractions are not allowed during class time and headphones should be used when listening to music during non-studio hours.

The following are additional issues to be followed:
- Students should exercise appropriate caution and responsibility for their own safety and well-being as well as that of their fellow students.
- Taking or using the belongings of others without their permission is not allowed.
- Under no circumstances are students to consider the studio as their primary residence. Beds, clothing storage units, and other domestic furnishings are not allowed in studio. Cooking is not allowed in the studio.
- Drinking alcohol and use of illegal substances are not allowed in studio.
- Minimum 3’-8” aisles MUST be maintained throughout the studio.
- A minimum of 18” clear space must be maintained in front of all electrical panels.
- Students are responsible for cleaning out their workspaces and removing all personal belongings five business days after the last day of final examinations. Anything left in studio spaces after that date will be disposed of by the University. The University is not held responsible for any such items.
- Cabinets, personal drawing tables and chairs left in studio spaces for the proceeding academic term will need to be approved by the department Chair, with the approval, student’s name, mailing address and contact information clearly indicated on it.

For a more detailed policy specific to your academic major, contact your department Chair.

Traffic and Parking Policies

General Provisions:
For the safety and convenience of all members of the Woodbury University community, university parking regulations are in effect and enforced 24 hours a day, 365 days a year. All motor vehicles operated by students must be registered with the Business Office and must display a current, valid parking permit. This includes full-time, part-time, day, evening, weekend, Intensive Programs, summer, residential, and commuting students. Motorcycle operators and drivers with handicap placards/license plates must register their vehicles, display a current parking permit, and park in the proper parking spaces on campus.

Failure to register a vehicle and purchase a parking permit will result in denied entry to parking lots or citation and fine. Woodbury University has approximately one parking space for every three registered vehicles. Accordingly, possession of a parking permit only provides drivers the opportunity to look for a parking space on campus- it does not guarantee that a space will be available. All vehicles driven or parked on campus must be covered by liability and property damage insurance in accordance with the California Vehicle Code. The registered operator of a motor vehicle is responsible for its operation on campus at all times. The university assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time when it is parked in designated university parking areas. The San Diego campus is an urban campus in downtown San Diego, directly accessible by public transportation. Students are encouraged to use public transportation. The University provides subsidized trolley passes for students registered at the San Diego campus. These can be obtained in the Administrative Office. There are no parking spaces available for student use at the San Diego campus. Students may load and unload materials curbside at the entrance to the parking lot on 8th Street. Please coordinate the delivery with the guard station before leaving a vehicle unattended.

Registration
To receive a parking permit, vehicles must be registered with the Business Office according to the following schedule:

Day and evening students  By Friday of the first week of classes
Weekend and MBA students  By Sunday of the first weekend of classes
Intensive degree program students  By the first day of class

Student parking permits cost $65 and are valid for one registered vehicle for one semester. Summer session parking permits cost $45. Parking permits for students who drive a motorcycle exclusively cost $35.00. Students who purchase permits in Fall or Spring may continue to use those through summer at no extra charge. Students who operate more than one vehicle must purchase a separate parking permit for each vehicle (no exceptions). Parking tags must be hung from rearview mirror so that the entire permit is visible. Displaying the permit in any other location, or failure to display the permit will result in citation and fine. Motorcycle drivers are responsible for keeping the parking permit handy to show to university officials as needed.
The university has two primary parking areas at the Burbank campus: Main Lot and North Lot. Parking is also available in the Architecture, Library, and Faculty lots.
Parking is open in all parking lots for all students (students are no longer assigned to specific parking lots based on academic standing or residence status). The North Hall gate will remain open during lecture times (7 AM to 10 PM, Monday through Thursday). After hours access (Monday through Thursday after 10 PM, Fridays and Weekends) to North Hall parking lot is limited to students and staff or faculty members who have a gate clicker. Students who reside in North Hall and those who need to park in North Hall after lecture hours, can obtain a clicker from the Business Office. The Business office collects a $35.00 deposit for each clicker issued to students. This deposit is refunded upon return of the clicker at the end of the academic year. The gate code is changed every year so clickers previously issued and not returned, will not provide access to the campus past the end of the academic year.

Overflow Parking Lot:
Overflow parking is available at the Western Diocese Of The Armenian Church of North America located at 3325 North Glenoaks Blvd. Valid Woodbury University parking permits are required to park in designated over-flow parking lot. All Woodbury University traffic and parking policies, rules and regulations apply to vehicles parked in overflow parking lot. Since parking in the overflow lot is restricted to specific portions of that lot, students, staff, and faculty members should refer to posted signs pointing to designated parking spaces.
During peak periods of demand and if all parking spaces on campus and in the overflow parking lot are filled, it may be necessary for drivers to park on the street. The university will make every effort to post signs at the main entrance to notify drivers when the parking lots are full.

Designated Parking Spaces:
Motorcycle operators and drivers with handicap placards or license plates must register their vehicles and park in their assigned spaces on campus.

Vehicle Operation:
The speed limit on campus is 10 miles per hour. Vehicle use is limited to driveways and parking lots. Driving on lawns, sidewalks, and walkways is prohibited and will result in
citation and fine. Unsafe operation of vehicles, including reckless driving and going the
wrong way on one-way driveways, is prohibited and will result in citation and fine.

Removal of Vehicles:
In accordance with California State Law the following vehicles may be towed away at the
owner's expense: Abandoned, inoperative, or unregistered* vehicles, vehicles parked in
fire lanes, red zones, handicap spaces, or blue zones, vehicles blocking gates or
driveways, vehicles parked in temporary no parking zones where signs are posted

* Unregistered vehicles are vehicles not registered with Woodbury's Business Office
and/or vehicles with expired state license plates.

Parking Citations and Fines
Vehicle operators will be cited and fined for any of the following violations:
• Permit not displayed as required
• Expired permit
• Parking in the wrong lot
• Parking in a no parking zone
• Parking in visitor parking without proper visitor permit
• Parking in reserved spaces
• Parking outside the marked stall
• Parking in an area not designated for parking
• Parking in the Security parking area
• Blocking gates, driveways, or walkways
• Exceeding the posted time in a loading/unloading zone
• Parking in a handicap space/blue zone
• Parking in a fire lane/red zone
• Driving the wrong way on a one-way driveway
• Driving on lawns, sidewalks, and walkways
• Reckless driving
• Exceeding speed limit

A parking permit or handicap placard that is not properly displayed and readily visible
will be regarded as having no parking permit or handicap placard. Drivers with handicap
placards that are not properly displayed will be cited and fined if they park in a handicap
zone. Fine amounts are predetermined and range from $5 to $100 per violation. Fines
incurred by students are automatically charged to the student's account. Students may pay
this assessment by mailing a check to the Business Office using the envelope provided or
may pay upon receipt of financial statement from the Business Office. Unpaid fines
assume the same status as any other college debt. Students who do not pay parking tickets
will be put on financial hold and will be blocked from registering for the subsequent term
and denied transcript requests. A Behavioral Complaint and Incident Report will be filed
for students who receive three or more parking citations within a term; such students will
be subject to judicial sanctions.

Appeal:
Parking violations may be contested by filling out and submitting and appeal form, available in the office of Student Affairs. Appeals must be submitted within 10 calendar days of ticket issuance.

Judicial Charges:
Judicial charges will be assessed to students who:
• Duplicate or reproduce valid parking permits
• Create or generate illegal parking permits
• Use or distribute any illegally obtained or illegally created parking permits
• Receive three or more parking violations in one term.
• Commit moving violations.

Withdrawal from the University
Students withdrawing from the University must complete the formal withdrawal process. A petition form must be obtained from the Registrar’s Office and the process completed before leaving the University. Students who withdraw from the University and decide to return at a later date must reapply for admission under the degree requirements in effect at the time of readmission.

Policy on withdrawals due to U.S. Armed Forces military mobilization
Any current student who has been ordered to service due to emergency or other declared U.S. Armed Forces military mobilizations and must withdraw from the University will be given special consideration as follows:

Registration
a) Complete withdrawal from the term/s without penalty. A letter grade of ‘WM’ indicating withdrawal due to military service will be assigned.
b) The student can petition course credit based on work completed. The decision to grant credit will be at the discretion of the instructor and chair.
c) Degrees will be awarded if credit is granted in those courses that meet the completion (graduation) requirements for the program.

Refunds
Students will receive full refunds of tuition and pro-rated refunds of room and board, without any penalty charges, in those circumstances in which course credit is not awarded.

Re-entry
The two-year leave of absence for persons on active duty will be extended by up to six months following return to inactive service.

University Organizations

University Committees

Academic Appeals Committee
Petitions requesting exceptions to academic policy are filed in the Registrar’s Office. The petitions are forwarded to the Academic Appeals Committee for consideration and
action. The committee evaluates petitions on an individual basis and considers any special circumstances presented. Students are notified in writing of the committee’s decision. Those whose petitions are denied have the right to request a personal appearance before the committee. The committee is made up of full-time faculty members.

Commencement Committee
A committee comprised of administrators, faculty and students plan the University’s commencement and related events. For more information, contact the Vice President for Academic Affairs.

Curriculum & Instruction Committee
Made up of academic deans, department chairs and designated faculty and staff, this group discusses curriculum issues and recommends academic policy for approval by the Faculty Association.

Financial Aid Appeals Committee
Comprised of administrative staff, this committee reviews appeals made by students who have lost their financial aid due to unsatisfactory academic progress, or who seek exception to Woodbury’s financial aid policies. The committee approves or denies requests based on the special circumstances noted in each appeal. The Director of Financial Aid acts as ex-officio and is a non-voting member. For more information, contact the Financial Aid Office.

University Committee on Student Behavior (UCSB)
A judicial board made up of faculty, students and staff. The committee hears charges of alleged violations of the University’s behavior standards which are brought against students by faculty, staff, or students. For more information, contact the Director of Student Life.

University Governance

There are several groups which contribute to the administration of the University. They are:

The Board of Trustees
The governing board of the University consists of 23 community and business leaders. The trustees provide leadership and direction to the University as well as make policy and budget decisions. Board meetings are held three times a year.

The President’s Council
This group considers policies and hears reports relating to all academic and administrative matters of the University. The cabinet consists of the President, Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Enrollment Planning and University Marketing, Vice President for University Advancement, Chief Information Officer, the
Deans of all three schools, President of the Staff Association, President of the Faculty Association, and the Executive Assistant to the President.

Faculty Association
The purpose of the Woodbury University Faculty Association is, in cooperation with the Administration, to work for the general welfare of Woodbury University, its faculty and its students. The Faculty Senate is the representative body of the Faculty Association and is composed of nine members, including one from each School within the University, one from the Library, and four at-large members. The president of the Faculty Association serves as the dean of the faculty.

Staff Association
The Woodbury University Staff Association is a representative body and a forum for all staff. In cooperation with the Administration, it serves as a source of input into important University issues and decisions that relate to the general welfare of the Woodbury University staff.
1. It provides a forum for problems, potential problems, welfare, and working conditions of staff.
2. It serves as a resource for input and participation in major University decisions that impact staff.
3. It cooperates with other constituencies of the University.
4. It promotes institutional improvement and organizational development through collegiality, community, and an "esprit de corps" among staff members.