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## Woodbury University SOAR Fall 2006

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Your Confirmation Dates

Welcome to Woodbury!

You have taken an important first step in reserving your place for the Placement Exam and Student Orientation, Advising and Registration (SOAR) dates. This letter confirms your reservations. If you have any questions, please contact the Office of Admissions at 818.767.0888, ext. 221 or 800.784.9663. We are here for you!

PLACEMENT EXAMS

Your Placement Exam date has been highlighted. Please see below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Date</th>
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<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Saturday, May 20</td>
<td>8:00am-12:30pm</td>
<td>Monday, July 17</td>
<td>9:00am-1:30pm</td>
<td>Tuesday, August 9</td>
<td>2:00-6:30pm</td>
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<tr>
<td>Saturday, June 3</td>
<td>8:00am-12:30pm</td>
<td>Monday, July 17</td>
<td>2:00-6:30pm</td>
<td>Tuesday, August 15</td>
<td>9:00am-1:30pm</td>
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<tr>
<td>Thursday, June 22</td>
<td>9:00am-1:30pm</td>
<td>Thursday, July 28</td>
<td>9:00am-1:30pm</td>
<td>Tuesday, August 15</td>
<td>2:00-6:30pm</td>
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<tr>
<td>Thursday, June 22</td>
<td>2:00-6:30pm</td>
<td>Thursday, July 28</td>
<td>2:00-6:30pm</td>
<td>Saturday, August 19</td>
<td>9:00am-1:30pm</td>
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<tr>
<td>Thursday, June 29</td>
<td>9:00am-1:30pm</td>
<td>Tuesday, August 2</td>
<td>9:00am-1:30pm</td>
<td>Wednesday, August 24</td>
<td>9:00am-1:30pm</td>
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<tr>
<td>Thursday, June 29</td>
<td>2:00-6:30pm</td>
<td>Tuesday, August 2</td>
<td>2:00-6:30pm</td>
<td>Wednesday, August 24</td>
<td>2:00-6:30pm</td>
</tr>
<tr>
<td>Thursday, July 6</td>
<td>9:00am-1:30pm</td>
<td>Saturday, August 5</td>
<td>9:00am-1:30pm</td>
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<tr>
<td>Thursday, July 6</td>
<td>2:00-6:30pm</td>
<td>Tuesday, August 9</td>
<td>9:00am-1:30pm</td>
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</tbody>
</table>

Please check in 30 minutes before the designated starting time. Bring Photo ID.
For additional information on Placement Exams and a schedule for the day, see page 6.

SOAR

Freshman/First-Year SOAR (Overnight) Program: Check in between 8:30 and 9:30 am. See page 6 for a complete schedule. SOAR Overnighters: Be sure that both you and your parent/guardian complete the Parental/Guardian Permission slip on page 13.

Your SOAR date has been highlighted. Please see below.

Wednesday, July 11 – Thursday, July 12

Wednesday, July 25 – Thursday, July 26

Transfer (One-Day) Program: Check in between 7:45 a.m. and 8:30 am. See page 8 for Transfer student schedule.

Your SOAR date has been highlighted. Please see below.

Friday, July 28

Friday, August 4

Friday, August 11

Out-of-State/Out-of-Country (One-Day) Program: Check in between 7:45 a.m. and 8:30 am. See page 9 for the out-of-state/out-of-country student schedule.

Thursday, August 24

Adult and Graduate (One-Day) Program: Check in between 7:45 a.m. and 8:30 am. See page 9 for the schedule.

Saturday, August 26

Reminder: A one-time Orientation fee will be assessed to your account.
An Introduction to Woodbury University

OUR THREE SCHOOLS

School of Architecture and Design
Heather Kurze, Dean

Animation ........................................... Dori Littell-Herrick, Chair
Architecture ........................................... Norman Millar, Chair
Fashion Design ..................................... Penny Collins, Chair
Graphic Design ..................................... Sue Vessella, Chair
Interior Architecture ............................... Randall Stauffer, Chair

School of Business and Management
Andrè Van Niekerk, Dean

Accounting ........................................... Jon Myers, Chair
Business and Management ...................... Satinder Dhillon, Ed.D., Chair (Graduate)
                                      Robert Bjorklund, Ph.D., Chair (Undergraduate)
e-Commerce
Entrepreneurship
Finance
Human Resource Development
International Business
Management
Fashion Marketing ................................ Karen Kaigler-Walker, Ph.D., Chair
Information Technology ........................ Robert Schultz, Ph.D., Chair
Marketing .......................................... Karen Kaigler-Walker, Ph.D., Chair
Organizational Leadership ...................... Yael Hellman, Ph.D., Chair

School of Arts and Sciences

Communication ..................................... Eddie Clift, Ph.D., Chair
Interdisciplinary Studies ........................ Various
Politics and History ............................... Doug Cremer, Ph.D., Chair
Psychology ......................................... Joye Swan, Ph.D., Chair
DIRECTIONS TO WOODBURY UNIVERSITY

Coming from the north on the Golden State Freeway (5): Exit Hollywood Way. Turn left onto Hollywood Way. Turn right on Glenoaks and go 1/2 mile and turn left onto campus.

Coming from the south on the Golden State Freeway (5): Exit Buena Vista Street. Turn left onto Buena Vista. Turn left on Glenoaks and continue for three short blocks. Turn right onto campus.

Woodbury is located approximately one mile from the BURBANK / GLENDALE / PASADENA Airport.

Would you like door-to-door driving directions? Go to http://maps.yahoo.com/. Follow the “Driving Directions” link. The University's address is 7500 Glenoaks Blvd., Burbank, CA 91510.

WOODBURY UNIVERSITY CAMPUS MAP

1. Guard House/Information
2. Hensel Hall
3. Hensel Hall Breezeway
4. Miller Hall
5. Cabrini Hall
6. The New Woody's
7. School of Business
8. Campus Store
9. South Hall
10. ASG House/Pool
11. Design Center
12. North Hall
13. Kirby Hall
14. Sports Courts
15. Maintenance
16. Faculty Center
17. Wilshire Hall
18. Central Services
19. Library
20. Architecture Complex

Parking
P1 = North Lot
P2 = West Lot
P3 = East Lot
What to Bring (For Everyone)

- Any official admission documents that have not yet been turned in:
  - Statement of Intent
  - $100 Commitment Deposit ($355 for International Students)
  - Housing Application
  - $150 Housing Deposit ($500 for International Students)
  - AP Test Scores
  - Final High School Transcripts (have your final high school transcript forwarded to Admissions)
  - College/university transcripts

- Financial Aid documents (see page 11)

What to Bring to Freshman/First-Year Overnight SOAR

Please bring ALL of the following when attending your overnight SOAR:

- Permission slip (parent/guardian signatures are required for students under age 18)
- Alarm Clock
- Bath supplies, such as towels, shampoo and soap
- Casual and comfortable clothing, including a swimsuit/trunks

Who to Contact at Woodbury

While on campus, if you have any concerns or questions, please stop by the following offices for your answers:

All extensions can be reached by calling 818.767.0888 from an off-campus phone.

Admissions ............... Hensel Hall ........ ext. 221 (transcripts, document received)
Business Office ........ Miller Hall ........ ext. 243 (paying bills, due dates, parking pass)
Financial Aid Office .... Miller Hall ........ ext. 273 (financial aid package, loans)
Office of Academic Support Services .... Faculty Center .... ext. 117 (advising, tutoring)
Residence Life .......... Cabrini Hall ....... ext. 253 (residence hall/off-campus housing information)
Placement Exams

Saturday, May 20  8:00am-12:30pm
Saturday, June 3   8:00am-12:30pm
Thursday, June 22  2:00am-1:30pm
Thursday, June 22  2:00-6:30pm
Thursday, June 29  9:00am-1:30pm
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Monday, July 17   2:00-6:30pm
Thursday, July 28  9:00am-1:30pm
Thursday, July 28  2:00-6:30pm
Tuesday, August 2  9:00am-1:30pm
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Saturday, August 5 9:00am-1:30pm
Tuesday, August 9  9:00am-1:30pm
Tuesday, August 9  2:00-6:30pm
Tuesday, August 15 9:00am-1:30pm
Tuesday, August 15 2:00-6:30pm
Saturday, August 19 9:00am-1:30pm
Wednesday, August 24 9:00am-1:30pm
Wednesday, August 24 2:00-6:30pm

English and Mathematics:
All first-year students are required to complete English and Mathematics placement testing prior to registering for courses. Transfer students who have not yet completed the equivalent of Academic Writing I and/or college-level mathematics must also sit for placement exams. Based on the results of the placement exam scores, students are placed in the appropriate level of English and Mathematics courses.

English exams will be administered by taking an on-line essay or by submitting a portfolio. Review detailed information provided in the “Study Guide” sent with placement exam confirmation. Mathematics exams will be conducted by an on-line assessment called Accuplacer. Sample questions are provided in the “Study Guide” sent with placement exam confirmation.

Computer Literacy:
The computer literacy examination consists of mastery of hands-on exercises: personal computer operating systems, word processing, spreadsheets, database management systems, Internet access tools. To prepare for the exam use the tutorials for Microsoft Office Suite and Internet Explorer.

There are three ways in which this requirement must be satisfied by graduation:
1. Successfully completing the equivalent of Woodbury University’s IT 110, Computer Information course at another institution;
2. Successfully completing IT 110, Computer Information at Woodbury University; or
3. Passing the Computer Literacy examination given at Woodbury University.

All new students are required to meet the Computer Literacy requirement within their first-year at Woodbury University.

Information Literacy:
The literacy examination covers appropriate use of bibliographic citations, effective library database searching, and characteristics of scholarly journals.

There are three ways in which this requirement must be satisfied by graduation:
1. Successfully completing the equivalent of Woodbury University’s CO 105, Information Literacy at another institution;
2. Successfully completing CO 105, Information Literacy at Woodbury University; or
3. Passing the Information Literacy examination given at Woodbury University.

All new students are required to meet the Information Literacy requirement within their first-year at Woodbury University.

Reading Comprehension:
A Reading Comprehension exam will be given to assess a student’s reading ability. The exam will be conducted by using an on-line assessment called Accuplacer. There will be a summer workshop for students needing assistance with Reading Comprehension beginning early July. More information about this workshop will be sent with exam results.

Please understand that placement exams cannot be re-taken. You must bring photo identification to verify your identity.
SOAR Schedule for
Freshmen/First-Year Students
Overnight Program

July 11 & 12, July 18 & 19, July 25 & 26

DAY 1

Check in to Residence Hall (South Hall Lobby) between 8:30 and 9:30 a.m.
Icebreakers
Academic Overview I
Lunch
History of Woodbury, tour and campus resources overview
Dinner
College Student Inventory
Financial Aid Presentation I/International Student Information
Student Panel
Evening Program

DAY 2

Breakfast at 8:00 a.m.
Academic Overview II
Financial Aid Presentation II
Academic Advising sessions
Lunch
Check out at 4:00 p.m.

Don’t forget Welcome Week August 25-31, 2006
SOAR Schedule for Transfer Students

July 28, August 4, August 11

Check in at the Cabrini Meeting Room (see campus map on page 4) at 7:45 a.m.

Welcome

Academic Overview

History of Woodbury; tour and campus resources overview

Financial Aid Presentation/International Student Information

Lunch

Academic Advising

Registration

Financial Aid “Call Slip”

Check out in the Office of Admissions at 4:00 p.m.

Don’t forget Welcome Week August 25-31, 2006
SOAR Schedule for
Out-of-country/Out-of-state Students/
Adult Programs

August 24
(International, First-year, and Transfer students)

Check in at the Cabrini Meeting Room (see campus map on page 4) at 7:45 a.m.
Introduction
Academic Overview
Break
Financial Aid Presentation/International Student Information
Pre-advising session (Lunch available)
Academic Advising
Registration
Financial Aid “Call Slip”
Check out in the Office of Admissions at 4:00 p.m.

August 26
(Adult Programs: Intensive, WEC, and Organizational Leadership)

Student Check-In and Continental Breakfast at 8:30am
Location: Cabrini Meeting Room
Welcome and Introductions
Departmental Presentations:
   IQ WEB Training
   Academic Overview: Breakout Session
   Weekend & AACEL Undergrad – Cabrini Meeting Room
   Group Leader: Ruth Luna, Director of Academic Advising
   MBA Students- Room TBA
   Group Leader: School of Business Representative
   BOL & MOL - Room TBA
   Group Leader: Dr. Yael Hellman, Chair, Organizational Leadership
Lunch
Campus Tours & Student ID Cards
Information for International Students

All international students must attend the mandatory International Student Orientation on Friday, August 25 from 1:00 - 4:00 p.m.

For students transferring from another U.S. school
If you are on an F-1 student visa and are enrolled in a school in the U.S. immediately prior to your attendance at Woodbury University, the International Student Transfer Form, which was mailed to you by the Office of Admissions, needs to be completed to facilitate your immigration-related transfer to Woodbury University. The form should be completed towards the end of the final semester of study at the U.S. school you most recently attended by the international student advisor at that school.

Due to new immigration regulations, you must inform the international student advisor at your previous school that you have made the decision to attend Woodbury University. He/she will then inform the Bureau of Citizenship and Immigration Services (BCIS, formerly known as Immigration and Naturalization Services) of your decision and enter a release date. Only when the release date is reached can Woodbury University issue you a SEVIS Form I-20.

For students coming directly from abroad
If you are arriving to the U.S. directly from abroad, please note the date indicated on the SEVIS Form I-20 by which you would need to arrive in the U.S. and report to Woodbury University. Do not enter the U.S. using Woodbury’s SEVIS Form I-20 if you intend to attend a different school. Similarly, do not enter the U.S. using another school’s SEVIS Form I-20 if you do not intend to enroll at that campus.

When you receive admission to Woodbury University, you will also be issued a SEVIS Form I-20. This is necessary for you to obtain a F-1 student visa from the U.S. Consulate/Embassy so that you may enter the U.S. as a student. Be sure to allow ample time for visa processing. When you apply for your F-1 student visa, please bring with you the following documents:

- Letter of acceptance from Woodbury University
- SEVIS Form I-20
- Passport valid for at least six months after your proposed entry date into the U.S.
- Financial evidence of sufficient funds to cover your tuition and living expenses during the period of your intended study
- Photographs. Please see http://travel.state.gov/photorequirements.html for the specific format
- Completed Application Form DS-156 and Form DS-158. Some applicants may also be required to complete Form DS-157. These forms may be downloaded at http://usembassy.state.gov/posts/ks1/wwwh1780.html#NIV

Be sure to contact the U.S. Consulate/Embassy and request any additional information that you may need.

Any questions regarding your admission to Woodbury University may be directed to the Office of Admissions at 818.767.0888 extension 221.
Financial Aid Information

If you have not already submitted these documents, please bring all of the following items when attending SOAR:

- All Financial Aid documents
- A completed Loan Entrance Worksheet
- Information about 3 or 4 people who can serve as references should you need to complete your Loan Applications during SOAR (name, address, telephone number)
- Financial Aid Award letter
- "Acceptance of Achievement Award" letter (submit to the Office of Admission)
- Loan Applications
  Stafford - Student Loan
  PLUS – Parent Loan
- Any questions you have about Financial Aid.

My questions regarding Financial Aid:

1.

2.

3.

4.

To contact the Office of Financial Aid, please call 818.252.5273.
Around Burbank

**Banks**

Bank of America:
-142 E. Olive Ave.
Burbank, CA
818.507.6700

Approximately 2.6 miles, about 5 minutes.
South on Glenoaks Blvd.
Right on Olive.

-8888 Sunland Blvd.
Sun Valley, CA
818.944.8200

Approximately 2.2 miles, about 4 minutes.
North on Glenoaks.
Right on Sunland Blvd.

Wells Fargo:
-900 N. San Fernando Blvd.
Burbank, CA
818.841.6550

Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.

Washington Mutual:
-8040 Vineland Ave.
Sun Valley, CA
818.767.2227

Approximately 2.4 miles, about 4 minutes.
North on Glenoaks Blvd.
Left on Sunland Blvd.
Sunland Blvd. turns into Vineland

-840 N. San Fernando Blvd.
Burbank, CA
818.842.5343

Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.

**Grocery Stores/Super Markets**

Ralphs
2600 W. Victory Blvd.
Burbank, CA 91505
818.845.5914

Approximately 1.7 miles, about 3 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Right on W. Victory Blvd.

Vons
1011 N. San Fernando Blvd.
Burbank, CA 91505
818.845.1447

Approximately 1.9 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando Blvd.

**Hotels**

Extended Stay America
2200 W Empire Ave
Burbank, CA 91504
818.567.0952

Approximately 1.3 miles, about 3 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Left on W. Empire Ave.

Marriott Courtyard Burbank
2100 W Empire Ave
Burbank, CA 91504
818.843.5500

Approximately 1.4 miles, about 3 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Left on W. Empire Ave.

**Pharmacies**

Sav-on Drugs
2500 W. Victory Blvd.
Burbank, CA 91505
818.955.8200

Approximately 1.7 miles, about 3 minutes.
South on Glenoaks Blvd
Right on Buena Vista
Right on W. Victory Blvd.

Walgreens
2501 W. Magnolia Blvd.
Burbank, CA 91505
818.841.0968

Approximately 2.4 miles, about 4 minutes
South on Glenoaks Blvd.
Right on Buena Vista.
Corner of Buena Vista and Magnolia.

**Public Services**

Department of Motor Vehicles
1335 W. Glenoaks Blvd.
Glendale, CA 91201
800.777.0133

Approximately 5.8 miles, about 9 minutes.
Take the 55
Exit Western, make right
Right on Glenoaks
U-turn on Glenoaks

**Post Office**

2140 N. Hollywood Way
Burbank, CA 91505
800.257.8777

Approximately 2 miles, about 4 minutes.
North on Glenoaks Blvd
Left on Hollywood Way

**Shopping Centers**

Empire Center
1800 West Empire Ave.
Burbank, CA 91505

Approximately 1.4 miles, about 3 minutes.
South on Glenoaks Blvd.
Right on Buena Vista.
Left on San Fernando.
Continue Victory Place.

Burbank Media Center
801 N. San Fernando Blvd.
Burbank, CA

Approximately 2 miles, about 4 minutes.
South on Glenoaks Blvd.
Right on Scott Rd.
Left on San Fernando.
Permission Slip

FRESHMAN/FIRST-YEAR (OVERNIGHT) SOAR
JULY 11 & 12, JULY 18 & 19, JULY 25 & 26, 2006

If you are under 18 years of age, you and your Parent/Guardian MUST sign this form.

Congratulations! You have planned ahead and will be attending one of our Overnight SOAR programs! Woodbury University and the Division of Student Affairs strive to maintain a safe environment for all members of our community. We require all overnight participants under the age of 18 and their parents to read and sign the statement below.

Once on campus, you will be required to follow all the University’s policies and procedures created to maintain a safe environment. A few community standards that have been set by the Division of Student Affairs are as follows:

- Quiet hours begin at 10:00 p.m. and end at 8:00 a.m.
- Courtesy hours are 24 hours a day.
- Alcoholic beverages and narcotic drugs are not permitted on campus.
- Smoking is not permitted in any indoor facility including the residence halls.
- Participants cannot leave campus during overnight SOAR.
- No outside guests may stay with the participant.
- Loss of property will be assessed to the student’s account.

By signing below I acknowledge and understand that participating in the SOAR overnight program is mandatory for the date indicated above. Furthermore, in case of a medical emergency I permit Woodbury University to authorize medical treatment by a licensed healthcare professional. I understand financial responsibility of this treatment will be mine. I assume the risk.

If you have any questions please feel free to contact the Office of Admission (818.252.5221) or the Division of Student Affairs (818.252.5254).

______________________________  _________________________
Student Name                           Date

______________________________
Student Signature

______________________________  _________________________
Parent/Legal Guardian Name            Date

______________________________
Parent/Legal Guardian Signature

______________________________  _________________________
Name of Emergency Contact             Relationship   Contact Phone Number

PLEASE TURN IN THIS FORM DURING CHECK-IN ON THE FIRST DAY OF SOAR