Graduation is Nearly Here!

Invitations will be sent in April to all eligible students to participate in the Commencement ceremonies, either May 7th (Graduate Commencement) or May 8th (Undergraduate Commencement).

- **APPLICATION:** You should have already paid the $100 fee, submitted the Application for Graduation with all necessary documentation (course enrollments, official transcripts, etc.) and received an official evaluation of requirements still left for graduation. If not, contact the Registrar right away! (Miller Hall (818) 252-5270)

- **COURSES:** Complete all degree requirements.

- **WALKING AT GRADUATION:** If at the end of Spring you’ll be deficient 6 units or less (3 for graduate degrees), you can file a Petition to Walk at the Registrar’s Office. You must also have submitted an application for graduation and the fee. (Note: Commencement Honors will not be available for those who petition to walk and students are only eligible to participate in one commencement ceremony per degree.)

- **GRAD FAIR:** Attend April 17, Woody’s, 11:30 am - 1:30 pm

- **CLASS RING:** If interested, a Jostens representative will be on campus April 17.

- **CAP & GOWN:** Available at WU Bookstore, between April 24th-May 7th.

- **GRADUATION ANNOUNCEMENT CARDS:** If interested, available for purchase at WU Bookstore.

- **CELEBRATE:** Enjoy your big day with family, friends, Woodbury faculty and staff!

- **DIPLOMA:** Await your official diploma in the mail, arriving around mid-August (unless you have graduation requirements remaining after Commencement.)

San Diego Students! Visit the web portal for information specific to you! my.woodbury.edu → Students tab → Academic Resources → OASIS

Summer-Fall 2010 Advisement/Registration

Student must meet with their major advisor FIRST to be able to register.

School of Architecture (ARCH): Isaacs Faculty Center (818) 394-3313
School of Media, Culture & Design (MCD): Isaacs Faculty Center (818) 394-3372
Institute of Transdisciplinary Studies (ITS): Isaacs Faculty Center (818) 394-3379
School of Business (BUS): School of Business (818) 252-5231
Undergraduate Intensive Program: Office of Student Development (818) 252-5232

Class Schedules on Self-Service: Friday, March 19*

UNITS COMPLETED | CLASS STANDING | REGISTRATION BEGINS
--- | --- | ---
Any | Graduates | March 22, 2010
90 or more | Seniors | March 22, 2010
60-89 | Juniors | April 5, 2010
30-59 | Sophomores | April 5, 2010
0-29 | Freshmen | April 19, 2010
Any | Open Registration (All Students) | APRIL 27

*Dates Tentative

Registration is unavailable April 1-4; Online registration is unavailable June 1 – August 24 for SOAR

Have you visited the Woodbury Web Portal lately?

The Woodbury Community will soon be required to function through the web portal. It’s easy!

1. Go to my.woodbury.edu.
2. Find out about important announcements for faculty, staff and students, highlights campus events, solicits feedback on various issues, and much more.
3. Click on “My Site” to create your personal profile. Add pictures, documents, maintain a calendar and task list, and much more!

On the way to studio: Jesse, Charlie, Abraham, Andre, & Bianca
Spring 2010

Spring 2010 Academic Calendar

UNDERGRADUATE DAY, EVENING AND MASTERS OF ARCHITECTURE IN REAL ESTATE STUDENTS (BURBANK AND SAN DIEGO CAMPUS):
Last day to withdraw from classes: March 12
Priority Financial Aid filing date for Summer 2010: March 15
Academic Advising and Course Selection
   Period for returning students: March 22
   Spring Break: March 15-19
   University Holiday: April 2
   General (Open) Registration Returning Students: April 19-27
   Last regular class session: April 27
   Studio Finals: April 28-May 2
   Final Examination Period: May 3-7
   Commencement: Graduate May 7; Undergrad May 8

INTENSIVE 7-WEEK COURSES: UNDERGRADUATE AND MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMS (EVENING)
   Session 2 begins: March 8
   Registration deadline, Session 2: March 12
   Add/Drop period for Session 2: March 8-12
   Last day to withdraw from Session 2: March 26
   Semester Recess: May 10-15

MOL 5-WEEK COURSES
   Session 3 begins: March 22
   Registration Deadline, Session 3: March 22-26
   Add/Drop period for Session 3: March 22-26
   Last day to withdraw from Session 3: April 9
   Late regular class day, Session 3: April 23
   Commencement: May 7

Spring 2010 Final Exam Schedule

Lecture Class Finals

<table>
<thead>
<tr>
<th>CLASS DAYS</th>
<th>CLASS START TIME</th>
<th>DAY OF FINAL</th>
<th>TIME OF FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>7:30/8:00/8:15 AM</td>
<td>MONDAY</td>
<td>8:00-10:00 AM</td>
</tr>
<tr>
<td>W</td>
<td>10:00-10:30 AM</td>
<td>MONDAY</td>
<td>10:30-12:30 PM</td>
</tr>
<tr>
<td>W/W</td>
<td>1:00/1:30/2:00 PM</td>
<td>MONDAY</td>
<td>1:30-3:30 PM</td>
</tr>
<tr>
<td>M/W/M</td>
<td>4:00/4:30 PM</td>
<td>MONDAY</td>
<td>4:00-6:00 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>6:30 PM</td>
<td>MONDAY</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>7:00-9:00 PM</td>
<td>TUESDAY</td>
<td>7:00-9:00 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>8:00-10:00 AM</td>
<td>TUESDAY</td>
<td>8:00-10:00 AM</td>
</tr>
</tbody>
</table>

THURSDAY FINALS

<table>
<thead>
<tr>
<th>CLASS DAYS</th>
<th>CLASS START TIME</th>
<th>DAY OF FINAL</th>
<th>TIME OF FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/R</td>
<td>9:00 AM</td>
<td>WEDNESDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>M</td>
<td>12:00 PM</td>
<td>WEDNESDAY</td>
<td>12:00-2:00 PM</td>
</tr>
<tr>
<td>W</td>
<td>3:00 PM</td>
<td>WEDNESDAY</td>
<td>3:00-5:00 PM</td>
</tr>
<tr>
<td>M/W</td>
<td>6:30 PM</td>
<td>WEDNESDAY</td>
<td>6:30-8:00 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>9:00-11:00 AM</td>
<td>THURSDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>T/R</td>
<td>12:00 PM</td>
<td>THURSDAY</td>
<td>12:00-2:00 PM</td>
</tr>
<tr>
<td>T/R</td>
<td>3:00 PM</td>
<td>THURSDAY</td>
<td>3:00-5:00 PM</td>
</tr>
<tr>
<td>R</td>
<td>6:30 PM</td>
<td>THURSDAY</td>
<td>6:30-9:00 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>7:00-9:00 PM</td>
<td>THURSDAY</td>
<td>7:00-9:00 PM</td>
</tr>
<tr>
<td>T/R/R</td>
<td>8:00-10:00 AM</td>
<td>THURSDAY</td>
<td>8:00-10:00 AM</td>
</tr>
<tr>
<td>R</td>
<td>9:00-11:00 AM</td>
<td>FRIDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>T/F/F</td>
<td>1:00/1:30/2:00 PM</td>
<td>FRIDAY</td>
<td>1:30-3:30 PM</td>
</tr>
</tbody>
</table>

Thur. May 7, 2010

NOTE CAMPUS-WIDE POLICIES AND PROCEDURES FOR FINAL EXAMS
1. Final examinations or projects are required and to be administered based upon the schedule above.
2. Scheduling changes must be approved by the appropriate Dean/Director and the Office of Student Development (OSD).
3. If the schedule above does not seem to cover your circumstance, contact OSD for clarification. (818) 252-5232

Advising Bulletin Contributors

Students: Academic Support Resources for YOU
Supplemental Academic Advising
Writing Center
Academic Peer Mentors
Early Alert Academic Referrals
International Peer Advisors
Students with Disabilities Services
Interested in any of these FREE services? Contact the Office of Student Development at (818) 252-5232

Faculty: Questions, Concerns, or Suggestions about Advising?
Woodbury’s Faculty-OASIS Advising (FOA) Committee wants to hear from you!
Mine Ucok-Hughes (818) 252-5153 or Rebecca Devereaux (818) 252-5232
Grad Day
Your Graduation One-Stop Shop
Commencement 2010 is just a few months away! Over the next few weeks we will have activities and services to get you ready for your big day and life as an alum of Woodbury University.

The Kick-off event is “GRAD DAY”

Date: Saturday, April 17
Time: 10:00am-4:00pm
Location: Woody’s Cafe

Representatives will be present to assist you from Jostens (class rings and graduation announcements), Ultimate Exposures (graduation portraits), University Registrar (graduation requirements), Careers and Alumni Department, and Follet Bookstore. On behalf of the Commencement Committee, congratulations on this great accomplishment and we look forward to seeing you in a few weeks!

Attitude & Self Care
Tips from University Counseling Services

• Take care of yourself: get some sleep, good food and at least a little exercise.
• Stay organized—make a new list of priorities if you get overwhelmed.
• Take slow, deep breaths to help relax and focus (meditation or yoga can help!)
• Trade a shoulder and neck massage with a friend.
• Get support—ask for help if you need it, even if it’s to release emotions. This can make a big difference in being able to re-focus.
• Psycho yourself up. Tell yourself you’re going to do okay.
• Attitude can make a big difference how you do. Approach your work with an aggressive, positive attitude. Consciously change your thought process from the things you’re worrying about to the things you feel good about; research shows this physiologically lowers your body’s response to stress.
• Realize you will survive.

End-of-the-Semester Checklist
Reduce stress! Improve grades! Avoid “panic mode!”

You can accomplish all these things by analyzing what you need to do on the list below, organizing your time before Studio and Lecture Finals weeks, and FINISHING THE SEMESTER STRONG!

• GATHER RESOURCES
  - Get or use your monthly, weekly, or daily planning calendar to plan for the last 3-4 weeks (at least) of the semester.
  - When in doubt, OVERESTIMATE the time needed to complete work or to study!

• ASSIGNMENTS & MAKE-UP WORK
  - Completing all assignments and completing them well takes the pressure off having to score a perfect grade on your final exam!
  - Find out what your grade is in each class.
  - Get a list of all assignments, make-up work, reading and “things to do” for each class.
  - Make arrangements with instructor to make up any missed assignments or tests.
  - Block out times in your planning calendar to complete all assignments, make-up work, and studying necessary before Finals.
  - Get any class notes you have missed.

• FINAL EXAMS
  - Final exams usually play a large role in determining your final grade. If you’ve done poorly all semester, preparing well for your final exam can end up improving your grade. If you have done well all semester, taking your final exam too lightly can end up lowering your grade. Plan study time smartly and be prepared!
  - For each class, find out the scope of materials covered on the final exam or project/preparation, the format(s) of the exam.

• REGISTERING FOR CLASSES FOR NEXT SEMESTER
  - Meet with your major advisor.
  - Check Self-Service to see if all your classes are available and get alternative courses from your academic advisor if necessary.
  - Make sure all registration holds are cleared (monies paid, advisement, etc.).
  - Pay tuition when appropriate and/or speak with a financial aid counselor if necessary.

• PERSONAL
  - Write your last day on campus before semester break.
  - Make a list of personal “Things to Do” before semester break.
  - Block out times in your planning calendar to take care of personal items.

Woodbury Students Branching Out...

JOMINEY MARTINEZ – ACCOUNTING, CLASS OF 2010

Jomeiny Martinez is a Woodbury graduating senior who decided to take on a new challenge in his final semester—studying international business in Washington, DC. He learned of this study “abroad” opportunity through American University representatives who visited Woodbury’s campus last Fall, courtesy of Woodbury’s Institute of Trans-disciplinary Studies.

“The program is helping me learn more about politics of trade and business. Different programs are available for students to choose, and they run through seminars where students meet people in their chosen field. I am going to New York City in two weeks to meet other business leaders at other seminars…”

A former Woodbury Student Leader, Jomeiny sees the big picture—life and purpose beyond college.

"There is a bigger world out there in terms of politics, and I wanted to learn more about it so I can go back to L.A. and make a change."

What advice would you give Woodbury students for success?

There are great opportunities for other WU students and unlimited internship opportunities to explore abroad. The world is too big, it would be a shame to stay in one place all our lives. It is important to take advantage of any given opportunity that will help you enhance your life achievements."

For more information about American University’s Washington Semester Program, Woodbury students may visit www.american.edu.

Student Assistant Carmen, Jessica, and Shayla Ready to help you at “The Whitt”

OASIS - Office of Student Development • Page 3
Add, Drop, and Withdrawal Deadlines For Summer 2010

<table>
<thead>
<tr>
<th>Summer Session Type</th>
<th>COURSE SECTION CODE</th>
<th>CLASSES BEGIN</th>
<th>ADD/DROP DEADLINE</th>
<th>WITHDRAWAL DEADLINE</th>
<th>LAST REGULAR CLASS SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional 10-week or Studio Courses</td>
<td>A</td>
<td>May 17</td>
<td>May 21</td>
<td>June 25</td>
<td>July 23</td>
</tr>
<tr>
<td>7-week Session 1 (MBA, Intensive Program)</td>
<td>BT</td>
<td>May 3</td>
<td>May 7</td>
<td>May 21</td>
<td>June 20</td>
</tr>
<tr>
<td>7-week Session 2 (MBA, Intensive Program)</td>
<td>BU</td>
<td>June 28</td>
<td>July 2</td>
<td>July 16</td>
<td>Aug 15</td>
</tr>
<tr>
<td>MOL 5-week Session 1</td>
<td>BV</td>
<td>May 3</td>
<td>May 7</td>
<td>June 25</td>
<td>July 9</td>
</tr>
<tr>
<td>MOL 5-week Session 2</td>
<td>BW</td>
<td>June 7</td>
<td>June 11</td>
<td>July 30</td>
<td>Aug 13</td>
</tr>
<tr>
<td>MOL 5-week Session 3</td>
<td>BX</td>
<td>July 12</td>
<td>July 16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advice from the International Peer Advisors

- Do not carry your passport around for identification. Get a California Identification card or driver’s license.
- The United States emergency phone number is 911.
- An international student may be authorized for off campus employment after completing two semesters through the Curricular Practical Training program.
- International students should try to establish their credit history early on. To establish your credit history you need a social security number, which can be obtained by employment on- or off-campus.
- Give credit to all authors when using external resources for your papers. To learn more about MLA and APA writing formats, visit the Writing Center by making an appointment at: http://my.woodbury.edu/Faculty/Writing/default.aspx

Step Into Summer...

Summer 2010 Advisement/Registration
Student must meet with their major advisor FIRST to be able to register.

- School of Architecture (ARCH)
- School of Media, Culture & Design (MCD)
- Institute of Transdisciplinary Studies (ITS)
- School of Business (BUS)

Class Schedules on Self-Service: Friday, March 19*

<table>
<thead>
<tr>
<th>UNITS COMPLETED</th>
<th>CLASS STANDING</th>
<th>REGISTRATION BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>any</td>
<td>Graduates</td>
<td>March 22, 2010</td>
</tr>
<tr>
<td>90 or more</td>
<td>Seniors</td>
<td>March 22, 2010</td>
</tr>
<tr>
<td>60-89</td>
<td>Juniors</td>
<td>March 22, 2010</td>
</tr>
<tr>
<td>30-59</td>
<td>Sophomores</td>
<td>April 5, 2010</td>
</tr>
<tr>
<td>0-29</td>
<td>Freshmen</td>
<td>April 5, 2010</td>
</tr>
<tr>
<td>Any</td>
<td>All Students</td>
<td>April 19, 2010</td>
</tr>
</tbody>
</table>

University-Wide Registration Goal

Add, Drop, and Withdrawal Deadlines For Summer 2010

Summer 2010 Final Exams

10-week or Studio Courses: July 26-30

- 7-week Session 1 (MBA, Non-Traditional): June 14-20
- 7-week Session 2 (MBA, Non-Traditional): Aug 9-15
- MOL 5-week Session: Final times vary. Refer to Course Syllabus from instructor

Are Online Courses Right for Me?

The questions below will help you determine whether you are likely to be successful taking an online course or not:

1. Do I have computer and internet access at home?
2. Am I comfortable using and/or familiar with online software, such as course management systems like Moodle, Course Compass, or Blackboard?
3. Am I able to log in to my class at least once every 72 hours to complete online activities, such as discussion board postings and interactive tutorials?
4. Am I willing to devote as much as six hours a week to reading in preparation for online activities?
5. Do I manage my time well, without the guidance and prompting of others, to complete both minor and major assignments?

If you answered “Yes” to all five questions, then an online course could be a good fit for you. However, if you answered “No” to any of these questions, you might want to consider sticking with traditional face-to-face classes for now.

Study Abroad with Architecture!

Architecture students interested in Study Abroad opportunities must apply with the School of Architecture in the Fall semester.

- China or Barcelona and Berlin (ARCH 489, 366) - May 11 – July 15
- Tahiti (ARCH 491, 366) – May 17 – June 13
- Colombia (ARCH 489, 491) – June 9 – June 18
- Arid Lands Institute (ARCH 491) June 1 – July 1 (provisional)

Summer 2010 Final Exams

10-week or Studio Courses: July 26-30

- 7-week Session 1 (MBA, Non-Traditional): June 14-20
- 7-week Session 2 (MBA, Non-Traditional): Aug 9-15
- MOL 5-week Session: Final times vary. Refer to Course Syllabus from instructor

Are Online Courses Right for Me?

The questions below will help you determine whether you are likely to be successful taking an online course or not:

1. Do I have computer and internet access at home?
2. Am I comfortable using and/or familiar with online software, such as course management systems like Moodle, Course Compass, or Blackboard?
3. Am I able to log in to my class at least once every 72 hours to complete online activities, such as discussion board postings and interactive tutorials?
4. Am I willing to devote as much as six hours a week to reading in preparation for online activities?
5. Do I manage my time well, without the guidance and prompting of others, to complete both minor and major assignments?

If you answered “Yes” to all five questions, then an online course could be a good fit for you. However, if you answered “No” to any of these questions, you might want to consider sticking with traditional face-to-face classes for now.

Study Abroad with Architecture!

Architecture students interested in Study Abroad opportunities must apply with the School of Architecture in the Fall semester.

- China or Barcelona and Berlin (ARCH 489, 366) - May 11 – July 15
- Tahiti (ARCH 491, 366) – May 17 – June 13
- Colombia (ARCH 489, 491) – June 9 – June 18
- Arid Lands Institute (ARCH 491) June 1 – July 1 (provisional)
for more information and a housing application. Space in residence halls is limited, so apply early! (818) 252-5253

MEDICAL RECORDS: All students living in Woodbury campus housing MUST provide the Health Office copies of their complete medical records, including immunizations, before they can register for classes. (Whitten Student Center) (818)252-5238

MEAL PLANS: Students living on-campus MUST purchase meal plans through OSD or flex dollars from the Business Office. (Miller Hall 1st Fl.) (818)252-5254

STUDENT I.D. CARD: Go to the Library anytime, show proof of your registration, get your photo taken, and leave with your card!

HEALTH INSURANCE: Undergraduate students are charged approx. $430 for insurance each semester (graduate students optional). To waive fee, bring proof of medical insurance to Health Office (Whitten Student Center) by deadline (usually the second week of the semester). (818) 252-5238

PARKING DECAL: Go to Business Office (Miller Hall 1st Fl). CAMPUS PARKING IS LIMITED; a decal doesn’t guarantee a space!

WOODBURY LOG-IN & COPY CODE. With these, utilize any computer or copier on campus! (Miller “Lab” Rm 204) (818)252-5401

PARTICIPATE IN “WELCOME WEEK”: Learn about campus resources and meet fellow students, faculty and staff. Attend PPDV 100 mandatory events (i.e., “One Book, One Campus”). Convocation, Organizations Fair, Job Fair, School Mixers, and more! (OSD)

COUNSELING: Discuss time management, homework, or other concerns and be the best you can be! (Whitten Student Center) (818)252-5237

Special Note to Parents

How can I find out how my student is doing in classes?

The best approach is to ask him/her directly. Communication between parents and young adults isn’t always easy, and parents often wish their child would disclose more of what’s going on. The college years, however, are a period of remarkable growth and maturation. The ability and willingness of students to share information and insights usually grows, especially as they acquire the con-fidence that comes with assuming greater responsibility for their own lives. FERPA, the Family Educational Rights and Privacy Act, is a federal law regarding the privacy of student records and the access provided to these records. Unless your student has provided written authorization specifically identifying what information may be released to you as the parent, you may not have access to his or her records, such as grades and test scores.

For more information and a housing application. Space in residence halls is limited, so apply early! (818) 252-5253

MEDICAL RECORDS: All students living in Woodbury campus housing MUST provide the Health Office copies of their complete medical records, including immunizations, before they can register for classes. (Whitten Student Center) (818)252-5238

MEAL PLANS: Students living on-campus MUST purchase meal plans through OSD or flex dollars from the Business Office. (Miller Hall 1st Fl.) (818)252-5254

STUDENT I.D. CARD: Go to the Library anytime, show proof of your registration, get your photo taken, and leave with your card!

HEALTH INSURANCE: Undergraduate students are charged approx. $430 for insurance each semester (graduate students optional). To waive fee, bring proof of medical insurance to Health Office (Whitten Student Center) by deadline (usually the second week of the semester). (818) 252-5238

PARKING DECAL: Go to Business Office (Miller Hall 1st Fl). CAMPUS PARKING IS LIMITED; a decal doesn’t guarantee a space!

WOODBURY LOG-IN & COPY CODE. With these, utilize any computer or copier on campus! (Miller “Lab” Rm 204) (818)252-5401

PARTICIPATE IN “WELCOME WEEK”: Learn about campus resources and meet fellow students, faculty and staff. Attend PPDV 100 mandatory events (i.e., “One Book, One Campus”). Convocation, Organizations Fair, Job Fair, School Mixers, and more! (OSD)

COUNSELING: Discuss time management, homework, or other concerns and be the best you can be! (Whitten Student Center) (818)252-5237

New Student Checklist

• TRANSFER STUDENTS ACADEMIC WRITING REQUIREMENT: Woodbury’s WRIT 112 became a non-transferable course from community colleges starting with the Fall of 2009. If you want to seek an exception, visit the Registrar’s Office for more information. (Miller Hall)

• SELF-SERVICE ACCOUNT: Every student must have one! If you have any problems logging-in after SOAR, contact I.T. at (818) 252-5291

• FINANCIAL AID: All U.S. citizens & permanent students are eligible to APPLY to APLYP (www.fafsa.ed.gov) Apply early (after Jan 1) and before Mar. 2 to meet Cal Grant deadline. Financial Aid counseling is available in Miller Hall 1st Fl. (818)252-5273.

• BOOKS: Bring your class schedule to the Woodbury Bookstore to buy books. Always save your receipts in case you drop a class and need to return a book!

• HOUSING: Both on- and off-campus housing may be available. Go to www.woodbury.edu/housing

• A mentor is someone whose hindsight can become your foresight.* -Ripsime Varduman, Academic Peer Mentor

- STUDENT I.D. CARD: Go to the Library anytime, show proof of your registration, get your photo taken, and leave with your card!

- HEALTH INSURANCE: Undergraduate students are charged approx. $430 for insurance each semester (graduate students optional). To waive fee, bring proof of medical insurance to Health Office (Whitten Student Center) by deadline (usually the second week of the semester). (818) 252-5238

- PARKING DECAL: Go to Business Office (Miller Hall 1st Fl). CAMPUS PARKING IS LIMITED; a decal doesn’t guarantee a space!

- WOODBURY LOG-IN & COPY CODE. With these, utilize any computer or copier on campus! (Miller “Lab” Rm 204) (818)252-5401

- PARTICIPATE IN “WELCOME WEEK”: Learn about campus resources and meet fellow students, faculty and staff. Attend PPDV 100 mandatory events (i.e., “One Book, One Campus”). Convocation, Organizations Fair, Job Fair, School Mixers, and more! (OSD)

- COUNSELING: Discuss time management, homework, or other concerns and be the best you can be! (Whitten Student Center) (818)252-5237

* A mentor is someone whose hindsight can become your foresight. -Ripsime Varduman, Academic Peer Mentor

Study Group’s Amy and Aliya assist transition English students with their ISC/TELP classes

Some Free Advice... for Students, from Students!

- Have fun and be creative with your projects
- Joining student organizations is a good way to make new friends
- It’s nice to be nice...even when you have not slept
- Allow time to work on your assignments everyday
- Helping others increases your knowledge
- Don’t get caught in the bad critiques you will get
- Put yourself into challenging situations, you will learn a lot from it
- Any Design major should take figure drawing every semester
- Work in studio no matter what!
- Don’t panic, there’s always someone that can help you on campus
- Know your advisors and talk to them
- Studio People: Get Sun!
- Find ways to get motivated
- Don’t burn your bridges, you will be with these people for the next 4 years
- Don’t be afraid to talk to Faculty, they are always there for you (seriously)
- Get a planner and actually use it
- Enjoy your time in college

Where to Go for What

Please see the Woodbury Campus Map on the back page to find all locations.

What You Are Looking For / Where You Will Find It

- ACADEMIC ADVISING / Isaacs Faculty Center: School of Business, Whitten Student Center
- ACADEMIC FORMS AND PETITIONS / Registrar’s Office (Miller Hall 103)
- AUDIO-VISUAL AIDS / University Library
- BOOKS AND SUPPLIES / Campus Store
- CAREER GUIDANCE / Careers and Alumni Office (Hensel Hall 101)
- CHANGING YOUR MAJOR / Registrar’s Office (Miller Hall 103)
- COMPUTER LOG-IN ACCOUNTS, PRINTING ACCOUNT / Computer Lab (Miller Hall 204)
- Emergancy Student Loans / Whitten Student Center
- EVENTS SCHEDULE / Whitten Student Center
- FACILITIES RESERVATIONS / Whitten Student Center
- Financial Aid Scholarship Information / Financial Aid Office (Miller Hall 100)
- Grades, Change/Petition / Registrar’s Office (Miller Hall 103)
- Health Insurance / Health Services (Whitten Student Center)
- HOUSING (ON- AND OFF-CAMPUS) / Whitten Student Center
- Immigration Forms and Assistance / Whitten Student Center
- Leave of Absence from Woodbury / Registrar’s Office (Miller Hall 103)
- Lost and Found / Whitten Student Center
- Money/Change (i.e. coins) / Business Office (Miller Hall 101)
- PAY TUITION OR FEES / Business Office (Miller Hall 101)
- PERSONAL COUNSELING / Counseling Services (Whitten Student Center)
- PHOTOCOPIES / University Library Cabini Hall, Miller Hall, Whitten Student Center
- POSTAGE AND MAILING SERVICES / Central Services (Whitten Student Center)
- PROGRAM change (Adding/Dropping Courses) / Registrar’s Office (Miller Hall 103)
- PUBLIC TRANSPORTATION (MTA) / Business Office (Miller Hall 101)
- PUBLICITY APPROVAL / Whitten Student Center
- SPORTS AND RECREATION (INTRAMURAL SPORTS) / Whitten Student Center
- STUDENT ID CARDS / University Library
- STUDENT ORGANIZATIONS / Whitten Student Center
- STUDY SUPPLIES / Campus Store
- THIEF OF PROPERTY / Whitten Student Center
- TRANSFERS / Registrar’s Office (Miller Hall 103)
- Transfer Credits / Registrar’s Office (Miller Hall 103)
- TUTORING (FREE!) / Whitten Student Center

OASIS - Office of Student Development • Page 5
### Fall 2010

#### Fall Highlights

- **Pre-Welcome Week Events** - Aug 16-20 (OSD)
- **International Student Orientation** - Aug 18 (OSD)
- **Excellence Halls open - NEW International/Out of-state students** - Aug 16 1:20pm (OSD)
- **Excellence Halls open - NEW local students** - Aug 20 1:20pm (OSD)
- **Excellence Halls open - Returning students** - Aug 21 1:20pm (OSD)
- **Welcome Week - Aug 25-27 (OSD)**
- **Welcome Back Lunch Event - Aug 23**
- **School Of Music (Aug. 24)**
- **Job Fair (Aug. 28)**
- **Student Organizations Fair (Aug. 27)**
- **Labor Day Holiday - Sept 6 (no classes except Intensive Program)**
- **Instructional Break - Oct 1-12 (no classes except Intensive Program)**
- **Founders Week - Oct 11-18 (Careers and Alumni)**
- **Community Festival & Oktoberfest - Oct 16**
- **Careers and Alumni**
- **School of Architecture Grand Critique - Oct (ARCH)**
- **Spring 2011 Registration Begins (Nov 1)**

**OSD:** Office of Student Development (Hirsh Student Center)

**Careers and Alumni Office (Hensel Hall)**

**ARCH:** School of Architecture (Isaacs Faculty Center)

### Are the Accelerated Courses Right For Me?

Before registering for a 7-week accelerated course, consider:

- **Am I willing and able to focus throughout a multi-hour class?**
- **Am I prepared for how many chapters or concepts might be covered in each class session?**
- **Will I have the time OUTSIDE of class to read several chapters each week and keep up with multiple assignments?**
- **Am I prepared to seek tutoring or help from the professor OUTSIDE of class time?**

If you answered “No” to any of these questions, accelerated courses may not be right for you at this time. Consult with your advisor, and ask if your major has any restrictions for taking classes in an accelerated format.

---

### Add, Drop, and Withdrawal Deadlines For Fall 2010

<table>
<thead>
<tr>
<th>Summer Session Type</th>
<th>Course</th>
<th>SECTION CODE</th>
<th>CLASSES BEGIN</th>
<th>ADD/DROP DEADLINE</th>
<th>WITHDRAWAL DEADLINE</th>
<th>LAST REGULAR CLASS SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional (Day/Evening) 14-week</strong></td>
<td>F</td>
<td>Aug 23</td>
<td>Sep 7</td>
<td>Sep 10</td>
<td>Oct 10</td>
<td></td>
</tr>
<tr>
<td><strong>MBA, Intensive Program</strong></td>
<td>BT</td>
<td>Oct 18</td>
<td>Oct 22</td>
<td>Nov 5</td>
<td>Dec 5</td>
<td></td>
</tr>
<tr>
<td><strong>MOL 5-week Session 1</strong></td>
<td>BV</td>
<td>Aug 23</td>
<td>Aug 27</td>
<td>Sep 10</td>
<td>Nov 19</td>
<td>Dec 3</td>
</tr>
<tr>
<td><strong>MOL 5-week Session 2</strong></td>
<td>BW</td>
<td>Sep 27</td>
<td>Oct 1</td>
<td>Sep 24</td>
<td>Nov 19</td>
<td>Dec 3</td>
</tr>
</tbody>
</table>

### Class Schedules on Self-Service

**UNITS COMPLETED**

- **any**
- **90 or more**
- **60-89**
- **30-59**
- **0-29**

**CLASS STANDING**

- **any**
- **Graduates**
- **Seniors**
- **Juniors**
- **Sophomores**
- **Freshmen**

**REGISTRATION BEGINS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 22, 2010</td>
<td>any</td>
</tr>
<tr>
<td>March 22, 2010</td>
<td>Graduates</td>
</tr>
<tr>
<td>March 22, 2010</td>
<td>Seniors</td>
</tr>
<tr>
<td>March 22, 2010</td>
<td>Juniors</td>
</tr>
<tr>
<td>April 5, 2010</td>
<td>Sophomores</td>
</tr>
<tr>
<td>April 5, 2010</td>
<td>Freshmen</td>
</tr>
<tr>
<td>April 19, 2010</td>
<td>any</td>
</tr>
</tbody>
</table>

**APRIL 27**

---

### Fall Registration

Student must meet with their major advisor **FIRST to be able to register.**

- **School of Architecture (ARCH):**
  - Isaacs Faculty Center (818) 394-3313
- **School of Media, Culture & Design (MCD):**
  - Isaacs Faculty Center (818) 394-3472
- **Institute of Transdisciplinary Studies (ITS):**
  - Isaacs Faculty Center (818) 394-3379
- **School of Business (BUS):**
  - School of Business (818) 252-5231
- **Undergraduate Intensive Program:**
  - Office of Student Development (818) 252-5232

### Class Schedules on Self-Service

- **UNITS COMPLETED**
  - **any**
  - **Graduates**
  - **Seniors**
  - **Juniors**
  - **Sophomores**
  - **Freshmen**

- **REGISTRATION BEGINS**
  - **any**
  - **Graduates**
  - **Seniors**
  - **Juniors**
  - **Sophomores**
  - **Freshmen**

- **APRIL 27**

---

### 2009-10 Architecture Advising Notes

1. Students must maintain a cumulative studio GPA of ‘C’ (2.0) or higher for any two consecutive design studios in order to continue in the design studio sequence. A student whose two-studio GPA drops below 2.0 must repeat one of those two studios to achieve the minimum GPA prior to enrollment in the succeeding studio.

2. In order to fast-track, a student must have a minimum studio GPA of 3.0, a minimum overall GPA of 3.0 for the first two years of study, and must have passed all required classes through the second year of the curriculum. The student must maintain the studio and overall GPA in order to continue fast-tracking.

3. Upper-division studio classes are either 4B Urban (AR4931) or 5A Topic (AR4932), not Studio 4A.

4. Students who fail the portfolio review are required to resubmit their portfolio for successful review and may be required to repeat at least one previous studio before the resubmittal.

5. All 4th and 5th year students must enroll in AR 464 Systems Integration in the Fall 2009. For fourth year students, AR 464 Systems Integration is now a co-requisite with AR 487 Design Studio 4A.

---

**Fall 2010 Final Exams**

- **Studio Finals:** Dec. 1-5, 2010
- **Lecture Finals:** Dec 6-10, 2010

---

**Spotlight**

- **M. Victoria Liptak**
  - Associate Dean, School of Architecture
  - Dean of Faculty

Vic has worn many hats on campus but what she truly enjoys is helping students reach their full potential. In her opinion success is not an endpoint, but rather, a learning process. “For me the whole idea is to keep moving forward... to have a direction to head in and to construct and maintain a meaningful notion of locomotion.”

Vic was awarded the Dora Kirby Award for excellence in service to the University in October, 2009, and her favorite thing about Woodbury is that she gets to really know the people she interacts with everyday. She interacts in a variety of roles as teacher, advisor, Dean of Faculty, various Committee’s member, and Associate Dean.

But it’s not all work for our Dean of Faculty. She even gets to play… once in a while. “I was pleased that I got Wiffle-ball Wednesdays started last Summer. I look forward to the new season when the field dries out a little.”

---

### 2009-10 Architecture Advising Notes

1. Students must maintain a cumulative studio GPA of ‘C’ (2.0) or higher for any two consecutive design studios in order to continue in the design studio sequence. A student whose two-studio GPA drops below 2.0 must repeat one of those two studios to achieve the minimum GPA prior to enrollment in the succeeding studio.

2. In order to fast-track, a student must have a minimum studio GPA of 3.0, a minimum overall GPA of 3.0 for the first two years of study, and must have passed all required classes through the second year of the curriculum. The student must maintain the studio and overall GPA in order to continue fast-tracking.

3. Upper-division studio classes are either 4B Urban (AR4931) or 5A Topic (AR4932), not Studio 4A.

4. Students who fail the portfolio review are required to resubmit their portfolio for successful review and may be required to repeat at least one previous studio before the resubmittal.

5. All 4th and 5th year students must enroll in AR 464 Systems Integration in the Fall 2009. For fourth year students, AR 464 Systems Integration is now a co-requisite with AR 487 Design Studio 4A.

---

### 2009-10 Architecture Advising Notes

1. Students must maintain a cumulative studio GPA of ‘C’ (2.0) or higher for any two consecutive design studios in order to continue in the design studio sequence. A student whose two-studio GPA drops below 2.0 must repeat one of those two studios to achieve the minimum GPA prior to enrollment in the succeeding studio.

2. In order to fast-track, a student must have a minimum studio GPA of 3.0, a minimum overall GPA of 3.0 for the first two years of study, and must have passed all required classes through the second year of the curriculum. The student must maintain the studio and overall GPA in order to continue fast-tracking.

3. Upper-division studio classes are either 4B Urban (AR4931) or 5A Topic (AR4932), not Studio 4A.

4. Students who fail the portfolio review are required to resubmit their portfolio for successful review and may be required to repeat at least one previous studio before the resubmittal.

5. All 4th and 5th year students must enroll in AR 464 Systems Integration in the Fall 2009. For fourth year students, AR 464 Systems Integration is now a co-requisite with AR 487 Design Studio 4A.

---

### 2009-10 Architecture Advising Notes

1. Students must maintain a cumulative studio GPA of ‘C’ (2.0) or higher for any two consecutive design studios in order to continue in the design studio sequence. A student whose two-studio GPA drops below 2.0 must repeat one of those two studios to achieve the minimum GPA prior to enrollment in the succeeding studio.

2. In order to fast-track, a student must have a minimum studio GPA of 3.0, a minimum overall GPA of 3.0 for the first two years of study, and must have passed all required classes through the second year of the curriculum. The student must maintain the studio and overall GPA in order to continue fast-tracking.

3. Upper-division studio classes are either 4B Urban (AR4931) or 5A Topic (AR4932), not Studio 4A.

4. Students who fail the portfolio review are required to resubmit their portfolio for successful review and may be required to repeat at least one previous studio before the resubmittal.

5. All 4th and 5th year students must enroll in AR 464 Systems Integration in the Fall 2009. For fourth year students, AR 464 Systems Integration is now a co-requisite with AR 487 Design Studio 4A.
A. L.A. MODE • The Fraternity and Sorority community provides a unique balance of opportunities that focus on leadership, scholarship, service, philanthropy and brotherhood/sisterhood that enable students to maximize their college experience and prepare them for life beyond Woodbury.

Beta Lambda Chi Fraternity • The purpose of Woodbury’s ASPG is to unite students of Armenian ethnic background and collaborate with other school organizations to educate the student body and faculty about Armenian culture and history. La Voz Unida (The United Voice) • La Voz Unida intends to awaken and unify the Hispanic/Latino student body of Woodbury University. The organization aims to further expand unification among other cultures, while providing a trustworthy environment that will help support the students academically, morally, and socially. It also encourages all students to join and participate with the group in creating a positive impact in the school’s community as well as surrounding communities.

Armenian Student Association (ASA) • The purpose of Woodbury’s Armenian Student Association is to inform and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student. The Program Board is a group within ASC that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

A. L.A. MODE (previously Common Threads) • As the fashion club on campus, A. L.A. MODE aims to promote awareness of the fashion field, shed light on how it relates to a variety of topics, and create an understanding of its correlation and collaboration with other fields and studies. A. L.A. MODE will host events with other organizations on campus so that we may get better acquainted with other fields of study. A. L.A. MODE aims to educate students about the fashion industry, as well as to teach them how to apply their knowledge in the workplace. The club aims to embrace the diversity of the student body while deepening members’ individual and mutual understanding of communication.

Communication Club • The Communication Club at Woodbury University is dedicated to the enrichment of students through imaginative, collective and individual activities. The club aims to embrace the diversity of the student body while deepening members’ individual and mutual understanding of communication.

Social Animals • Social Animals is an academic and social organization which encourages members with an interest in gaining knowledge in the field of psychology. The organization’s goal is to promote an inclusive atmosphere by uniting students of various backgrounds. Its members will gain academic awareness through a variety of guest speakers. Information on research, scholarships, volunteer and career opportunities will also be presented. Also, of major importance to the organization is visible, hands-on community service.

Society of Accounting and Business • This organization enables Accounting and Business students to build lasting relationships and to have a better understanding of job opportunities in their field.

Society of Interior Architecture Students (SOIAS) • SOIAS facilitates greater learning opportunities for its members through information, research and direct offer workshops and lectures to benefit the students in the Interior Architecture department and the entire Woodbury University community. The organization provides help to students who are in need of mentoring as well as offers opportunities for guest speakers and workshops to further professional knowledge and techniques.

Zone V • Zone V is a student-run organization furthering photographic opportunities for the Woodbury University community through club-sponsored photographic events.

Fraternity and Sorority Life

The Fraternity and Sorority community provides a unique balance of opportunities that focus on leadership, scholarship, service, philanthropy and brotherhood/sisterhood that enable students to maximize their college experience and prepare them for life beyond Woodbury.

Beta Lambda Chi Fraternity • Beta Lambda Chi is a local fraternity that promotes brotherhood and a better understanding of different cultures through the coordination of social and philanthropic activities. Membership is open to all male students.

Delta Sigma Phi Fraternity • Delta Sigma Phi is a national fraternity represented at Woodbury by the Epilson Pi chapter. Membership in this organization is open to all male students. It welcomes all majors, with new members pledged each semester after the Rush period. Activities of the group include philanthropic and service projects, educational seminars for members, fund-raisers and social events for members and the Woodbury University community.

Phi Sigma Sigma Sorority • Phi Sigma Sigma is an international sorority. Membership is open to all full and part-time undergraduate women. The women of Phi Sigma Sigma share a commitment to lifelong learning.

Want to get involved with any of these groups or start your own? Contact the Office of Student Development, Whitman Student Center (818) 252-5257

Governing Organizations

Associated Student Government (ASG) • The Associated Student Government at Woodbury University is known as the Associated Student Government (ASG). The ASG Executive Board consists of four student members elected each spring for a one-year term. Together with elected and appointed senate representatives from various constituencies, 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 each student.

ASG’s Program Board • The Program Board is a group within ASG that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

Phasma • The Program Board is a group within ASG that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

Cultural Organizations

Armenian Student Association (ASA) • The purpose of Woodbury’s Armenian Student Association is to inform and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student. The Program Board is a group within ASC that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

Cultural Organizations

Armenian Student Association (ASA) • The purpose of Woodbury’s Armenian Student Association is to inform and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student. The Program Board is a group within ASC that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

Community Club • The Community Club at Woodbury University is dedicated to the enrichment of students through imaginative, collective and individual activities. The club aims to embrace the diversity of the student body while deepening members’ individual and mutual understanding of communication.

Social Animals • Social Animals is an academic and social organization which encourages members with an interest in gaining knowledge in the field of psychology. The organization’s goal is to promote an inclusive atmosphere by uniting students of various backgrounds. Its members will gain academic awareness through a variety of guest speakers. Information on research, scholarships, volunteer and career opportunities will also be presented. Also, of major importance to the organization is visible, hands-on community service.

Society of Accounting and Business • This organization enables Accounting and Business students to build lasting relationships and to have a better understanding of job opportunities in their field.

Society of Interior Architecture Students (SOIAS) • SOIAS facilitates greater learning opportunities for its members through information, research and direct offer workshops and lectures to benefit the students in the Interior Architecture department and the entire Woodbury University community. The organization provides help to students who are in need of mentoring as well as offers opportunities for guest speakers and workshops to further professional knowledge and techniques.

Zone V • Zone V is a student-run organization furthering photographic opportunities for the Woodbury University community through club-sponsored photographic events.

Fraternity and Sorority Life

The Fraternity and Sorority community provides a unique balance of opportunities that focus on leadership, scholarship, service, philanthropy and brotherhood/sisterhood that enable students to maximize their college experience and prepare them for life beyond Woodbury.

Beta Lambda Chi Fraternity • Beta Lambda Chi is a local fraternity that promotes brotherhood and a better understanding of different cultures through the coordination of social and philanthropic activities. Membership is open to all male students.

Delta Sigma Phi Fraternity • Delta Sigma Phi is a national fraternity represented at Woodbury by the Epilson Pi chapter. Membership in this organization is open to all male students. It welcomes all majors, with new members pledged each semester after the Rush period. Activities of the group include philanthropic and service projects, educational seminars for members, fund-raisers and social events for members and the Woodbury University community.

Phi Sigma Sigma Sorority • Phi Sigma Sigma is an international sorority. Membership is open to all full and part-time undergraduate women. The women of Phi Sigma Sigma share a commitment to lifelong learning.

Want to get involved with any of these groups or start your own? Contact the Office of Student Development, Whitman Student Center (818) 252-5257

Governing Organizations

Associated Student Government (ASG) • The Associated Student Government at Woodbury University is known as the Associated Student Government (ASG). The ASG Executive Board consists of four student members elected each spring for a one-year term. Together with elected and appointed senate representatives from various constituencies, 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 each student.

ASG’s Program Board • The Program Board is a group within ASG that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community. Traditional programs include Winter Formal, Woodstock (the campus concert), dinners, movies, comedians, Poetry Night, and much more.

MBA Association (MBA) • The MBA association is committed to assisting fellow MBA graduates with opportunities for professional development and life-long learning by enhancing the student experience through networking and quality education.

Cultural Organizations

Armenian Student Association (ASA) • The purpose of Woodbury’s Armenian Student Association is to inform and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student. They reach each other and learn from each other. They make academic achievement a priority, fostering an environment that encourages our membership to reach for their highest potential. Phi Sigma Sigma values making a difference in the lives of others. Hence, they become leaders in their communities, their professions, and their sisterhood. Leadership through service comes naturally to their women as they cultivate personal growth by seeking opportunities to serve. It is a dynamic sisterhood of women with different backgrounds but similar values. Our commitment to inclusiveness binds us, and results in stronger women who embrace individuality and share this philosophy with the world.

Sigma Nu Omeg Nu Sorority • Sigma Nu Omeg Nu is a regional organization that strives for sisterhood, scholastic excellence, self-improvement and cultural awareness at Woodbury University, as well as the community. Membership is open to all full time female students on campus.
**REGISTRATION 101**

**Advising and Registration Step-by-Step**

1. Make an appointment with your assigned Major Advisor as soon as possible during your registration period! The registration periods and contact numbers can be found on page 1 of this issue of the OASIS Advising Bulletin and will also be posted at the Isaacs Faculty Center and the Registrar’s Office.

2. Prepare! Before your major advisor meeting, have a list of questions and a preliminary schedule ready for him/her to review. To determine which courses you still need for graduation, review your Major Worksheet (available from your advising file) and the Woodbury Course Catalog: www.woodbury.edu—Academics—Course Catalog.

3. Search for courses online using Self-Service at go.woodbury.edu. For directions on how to use Self-Service, the University’s online registration software, go online to the University’s web page (www.woodbury.edu). Scroll on “Current Students” to “Moodle & Self Service,” then “Help.” Click on “Self-Service Documents” then click on “Self-Service—Register for Classes.” Remember to review the course requirements for prerequisites, co-requisites, fees, and general education.

4. Register as soon as possible after your academic advising appointment and register NO LATER THAN the University-wide Registration goal date (April 27, 2010)

---

**Know the Lingo!**

**ACADEMIC LOAD:** A full-time academic load for under-graduates is defined as 12-18 units per semester. Students achieving a grade point average of 3.0 or higher in the preceding semester and a cumulative grade point average of 3.0 or higher, or entering the University with a 3.0 cumulative grade point average from a United States high school or college, may register for a maximum of 21 units during the succeeding semester. As long as the requisite average of 3.0 is maintained, acceleration is permitted.

**AUDITING COURSES:** A canceled class is a course that is NOT OK to register for and continues with the registration process.

**CLOSED CLASS:** A closed class has met its enrollment limit and will not add more students.

**CLASSIFICATION OF STUDENTS (CLASS STANDING):** Students who have completed 0-29 units of credit (applicable toward the degree) are classified as freshmen, 30-59 units as sophomores, 60-89 units as juniors and 90-126 units or more as seniors, and 127+ as senior plus.

**CONCURRENT ENROLLMENT:** For students wishing to take a course at another college (for example, a community college) while they are enrolled at Woodbury, or for students wishing to take a summer course at a community college. Concurrent enrollment must first be signed by an advisor, then approved by the Registrar’s Office so a student can be certain the course will transfer back to Woodbury.

**CREDIT (UNIT):** The number of units a course is worth generally corresponds to the amount of time the class meets each week.

**CURRICULUM:** General Education is a series of courses required outside the major department of all Woodbury students.

**HOLD:** A hold prohibits a student from registering for classes. Students have holds placed on their registration when they have not met University obligation. (Failing to take required tests, submit transcript/documents, pay library fines, etc.)

**INCOMPLETE:** A grade received when a student earning a passing grade is unable to complete a course because of extenuating circumstances. An incomplete is only given with the consent of the course instructor. The course must be completed within one semester, or the grade of "I" will become an "F".

**MOODLE:** An online course management system in which students can upload assignments, get feedback, and see grades from professors.

**SELF-SERVICE:** An online student records system in which students can search for courses, find prerequisites, enroll in classes, pay fees, see grades, and print an unofficial transcript.

**UNRESTRICTED ELECTIVE:** Unrestricted electives are units left over after the major and general education requirements are satisfied to reach the units required for a degree. These electives can be used to explore areas of interest and courses can be selected from any department on campus.

**WITHDRAWAL:** Discontinuing a class after the end of the drop period will result in a withdrawal (W) grade for that class on your transcript if a student completes a Change of Program form and submits it to the Registrar BEFORE the Withdrawal deadline. This grade will not affect your grade point average (GPA). [See “Withdrawal Policy” in the catalog.]

---

**How to Find and Register for Courses Using Self-Service**

Students look up course offerings and register for classes online every semester using SELF-SERVICE. Students access Self-Service via the internet address: HTTP://GO.WOODBURY.EDU. Students must log in with their USER NAME and PASSWORD. Students who do not have their Self-Service log-in information may get one at Miller Lab (2nd floor). Once you have logged-in, follow the steps below:

- Select the Traditional Courses menu item.
- If the status for the period is OK to register, select the Period and continue with the registration process.
- If the status for the period is NOT OK to register, you are not authorized to register for this Period at this time. You may contact your advisor for more information.
- Find the courses you want to take by selecting Section Search.
- Enter your search criteria for the course sections you want to take.
- For any open course you want to take, select Add to Cart.

---

**Get to know MOODLE**

(Your faculty may expect you to!) Get your syllabus, turn in your assignments, follow your course grade, and more.

go.woodbury.edu

Click on “Log-In to Moodle” Click on your class.
Class Attendance Policy
Regular and prompt attendance at all University classes is required. The instructor is not obligated to assign extra work or to prepare additional examinations for classes missed. It is understood that when 15% of the class time has been missed, the student’s attendance rate is excessive. Each instructor will announce his/her attendance policy in the course syllabus.

Program Change Period
Undergraduate and Accelerated program changes (course add/drops) are accepted at the Registrar’s Office beginning with the Monday following the beginning of the Late Registration period.

Leave of Absence and Re-admission
Students remain in active status for three semesters on a leave of absence. If not enrolled by the fourth semester (excluding Summer sessions), a student must apply for readmission. NOTE: Former students who are re-admitted after falling out of status must achieve the degree requirements in effect at the time of re-admission.

Petition for a Leave of Absence
Students taking a leave of absence from the University for one or more semesters to a maximum of three semesters must complete the formal approval process. A petition should be obtained from the Registrar’s Office and the process completed before leaving the University.

Policy on Incomplete Grades
An incomplete grade (“I”) may be issued by a course instructor when an extenuating circumstance such as illness occurs during the final seven weeks of the semester. An incomplete grade may be issued when the following conditions exist:

• The student has filed an official petition for an incomplete grade with the course instructor prior to the day of the final examination or final project due date.
• The student has attended class sessions regularly, submitted timely work assignments and taken examinations.

Policy on Accommodating Students with Disabilities
It is the policy at Woodbury University to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall be unlawfully denied access to, participation in, or benefits from any services, programs, or activities of Woodbury University. The University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

The University will make reasonable accommodations to students with documented disabilities that substantially limit a major life activity. These may include, but are not limited to, modifications of course load, exam accommodations (quiet place, additional time, word processor), books on tape, note takers, and peer tutors. Accommodations that fundamentally alter the nature of the course or program are not appropriate. The University does not provide personal assistants or individual personal tutors.

At the beginning of each semester, students wishing to have accommodations should schedule a brief appointment with the Assistant Dean of Academic Support Services (Whitten Student Center (818)252-5322). It is the student’s responsibility to make her or his needs known in this way, and it is the student’s responsibility to keep all appointments.

In order to aid students in securing timely provision of appropriate services, the student must provide the proper documentation. The initial documentation for accommodations cannot be more than five years old. Once a student has met with the Assistant Dean and formally documented and registered his/her disability, accommodations will be discussed and arranged. Faculty, advisors, and/or staff will be notified about the accommodations arrangements by the Assistant Dean after the student has registered with the Office of Student Development, as indicated above.

Academic Honesty Policy

Facilitating Academic Dishonesty
Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Facilitating Dishonesty
Facilitating dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism
Plagiarism is the submission of another's work as one's own, without adequate attribution. When an individual submits work that includes the words, ideas or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indention as appropriate.

Inadequate Citation
Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult faculty or recognized published guidelines in their field for appropriate formatting of the following:

Academic Misconduct
Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

The complete text of the Academic Honesty Policy can be found in the Woodbury Academic Catalog and the Student Handbook.

Undergraduate Requirements to Graduate
1. 120-128 semester units (B.S., B.A., B.F.A.); 160 semester units for the B.Arch
2. 45 semester units or more in residence at Woodbury with at least 32 units out of the last 40 units
3. 2.0 GPA minimum, undergraduate; 3.0 GPA minimum graduate
4. All course and degree requirements for the major
5. All academic and education requirements
6. Satisfy Internship or work experience hours (depending on major)
7. For undergraduate Business majors, fulfill Computer Literacy requirement.

Complete information regarding graduation requirements is provided in the current University Handbook and Guide to Learning (my.woodbury.edu ** Students ** Academic Resources-OASIS (Office of Academic Success and Instructional Services) ** University Catalog)

JUNIOR FELLOWS Sought
The Institute of Transdisciplinary Studies is seeking students who want to challenge themselves through the Junior Fellows Program. Junior Fellows commit to a semester of research in the Institute and the university. Their contribution takes the form of participation in the Seminar on Transdisciplinarity, a student-centered investigation into contemporary issues both local and global, applied and theoretical, that explores the issues and boundaries of transdisciplinarity, the development of analyses and solutions to pressing problems, and the public presentation of individual and group findings.

Information and an application form can be found at: www.woodburyalumni.com/s/131/images/editor_documents/2.10%20Junior_Fellows_Application_2010.pdf or by going to www.woodbury.edu.

Deadline for applications is March 31, 2010 for appointments beginning in the fall of 2010.

JUNIOR FELLOWS Sought
PRE-COLLEGE REQUIREMENTS:

- If you are new or relatively new to Woodbury, you may have placed into non-credit courses.
- You should make sure to complete them as soon as possible so you can take the higher-level courses you want.

MATH 149 Elementary Algebra
A course in pre-algebra and an introduction to algebra

MATH 149 Intermediate Algebra
A beginning course in algebra

- If you have been placed during your first semester at Woodbury

MATH 221 Statistics
A course applying mathematics to business, economics, and management

- If you have been placed during your second semester at Woodbury

MATH 249 College Algebra
An intensive writing course that deepens students’ experiences with setting and reading for academic purposes and provides them with basic lessons in academic writing

- If you have struggled with traditionally structured courses in the past, look for the self-paced section.
- This course requires previous completion of either IND 101, 102, 103 or 104 (see below). These sections are offered each semester so you have a good variety of day and time choices

IND 101, 102, 103 or 104 (see below)

- If you have a good variety of day and time choices

- If you have been placed into this course by your placement test, you should enroll during your first semester at Woodbury

- If you are an international student, look for the special section reserved for your English proficiency

- If you will need a “C” or better to move on to 100-level MATH courses, of which you will need at least one to graduate

WRIT 100 Bridge to Academic Writing
An intensive writing course that deepens students’ experiences with setting and reading for academic purposes, including academic writing

- If your major has no prerequisites by placement test, you should enroll during your first semester at Woodbury

- If you are planning to take an intensive writing course in your future courses, you may want to consider the self-paced option of WRIT 111, Academic Writing I

- If you will need a “C” or better to move on to WRIT 111, Academic Writing I

LOW-DIVISION (100- And 200-Level) REQUIREMENTS:

- All students must complete 40 units of general education courses at the 100- or 200-level
- They are distributed into six categories: 1) English; 2) Mathematics; 3) Art/Humanities; 4) Social Sciences; 5) Natural Sciences, and 6) a general education elective
- You should complete these lower-division requirements in your first two or three years at Woodbury
- Courses that meet these requirements are described below

Category 1: English Communication (all-100-level): 4 courses (10 units)

- You may want to complete the following courses during your first semester

ECO N 200 Elementary Economics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

ART 211 History of Art
A course applying mathematics to business, economics, and management

MA TH 221 Statistics
A course applying mathematics to business, economics, and management

- This is an essential class to take early as so many of your future courses will require significant reading and writing in your work

Category 2: Mathematical Concepts & Quantitative Reasoning (200-level): 2 courses, 1 unit

- You may want to complete the following courses during your second semester

MA TH 249 College Algebra
An intensive writing course that deepens students’ experiences with setting and reading for academic purposes, including academic writing

Category 3: Art History and Humanities (100- and 200-level): 3 courses (9 units)

- You should complete these courses during your first or second semester

ART 220 World Architecture I
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

ART 249 History of Art
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

ART 267 World Architecture II
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

Category 4: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You may want to complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar

Category 5: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You should complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar

Category 6: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You may want to complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar

Category 7: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You should complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar

Category 8: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You should complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar

Category 9: Social and Behavioral Sciences (100- and 200-level): 3 courses (9 units)

- You should complete these courses during your first or second semester

ECO N 204 Microeconomics
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

PSYC 200 Introduction to Psychology
A lecture course focusing on the historical, theoretical, and philosophical developments that have shaped the modern economic system

- This course requires previous completion of ECON 1, 101, or 102 or under similar
Category 5: Physical and Biological Sciences (200-level: 2 courses, 6 units)

• This course requires previous completion of WRT 111, Academic Writing I

PSYC 225 Sensation and Perception (NOTE: course newly offered)

• This course introduces sensation and perception, including product recognition, alternative evaluation techniques and analyzing the consequences of those actions and decisions. Students obtain skills in critical thinking and active listening.

URBS 101 Introduction to Urban Studies

• An introduction to the planning process, urban policy making, and the practical and theoretical aspects of urbanization.

PSYC 220 Social Psychology

• This course focuses on the elements of social psychology, including social cognition, social influence, and social behavior.

Quick Search for GE Courses

**Pre-Requisites:**
- Click on the course number to see a course description which includes any necessary pre-requisites.

**Students are responsible for checking self-schedule for course times, availabilities, changes, additions, or cancellations.**

Visit Self-Schedule at http://gs.washington.edu for the most up-to-date course information.

**Search by GE Course**

- **SEARCH BY**
- **ADVISOR:**
- **Department:**
- **Course:**

- **Search Courses**

Use the Advised Search in the Faculty Advising System sections of Self-Serve to search by specific department or General Education requirements.

**OASIS - Office of Student Development** • Page 11
What is a Woodbury Student Leader?

Student Leader Mission Statement:
As Student Leaders, we are committed to take the initiative to responsibly communicate the voice of all students while providing opportunities and guidance for their own success. We strive to enhance the community through teamwork, involvement and integrity.

Apply to be a Student Leader!
Whitten Student Center

Save the Dates for EVENTS IN FASHION DESIGN:

“Fashion Captured” Student Exhibition
March 26th
New Woody’s

Annual Fashion Show
May 2nd
5:30pm
Millennium Biltmore Hotel

Top Reasons for Continuing Students to Get Advised and Register for Fall Classes by April 27

1. **Make sure the class you need is offered!** New sections of classes may open if departments see there is a demand before April 27th. On the other hand, classes with low enrollment by April 27th may be cancelled.

2. **Do you really need more stress during Finals Week?** Studio finals begin April 28 and Lecture finals begin May 3, so April 27th is just the right deadline, don’t you think?

3. **Summer + Woodbury = Ghost Town:** After Spring classes and finals end, many advisors leave for vacations and are not as conveniently available after April 27th.


5. **If you don’t, you WILL get a call from Woodbury... (and another... and another...)** If you register on time or let your faculty advisor know why you cannot or will not be registering on time, you can avoid getting these “reminders.”

6. **It’s the Woodbury Way!** Faculty and staff are here to help you work through challenges and be successful, so why don’t you let them? It’s the Woodbury Way, after all.

Spotlight

Tamara Baskin
Fashion Marketing

Tamara is a transfer student who joined the Woodbury family in 2008. Now in her last semester, she is excited to help other students achieve their dreams in her roles as an Academic Peer Mentor and an ASG Senator of Student Services. She says she is proud to be a Woodbury student because Woodbury is such a “hands-on” school.

“I feel that it has helped me become more knowledgeable about my field, which, in return, contributes to my future success.” She understands that as a transfer student there can be a lot of distractions, but is glad she didn’t let that get in her way.

After graduation this Spring, Tamara is eager to apply her Marketing knowledge in the real world. “Marketing is the driving force of any industry and studying Fashion Marketing will allow me to be that force.”

Students interested in working with or becoming an Academic Peer Mentor should visit the Whitten Student Center.

What’s Happening in ARCH

09-10 Lecture Series Continues...
Buster Simpson - Artist, Seattle
Tuesday, March 23
6:30pm
Ahmanson Main Space

************

Exhibition of Summer Studio work
First week of September

************

Grand Critique
Around October 26

************

Dates/times subject to change.
Please check with the School of Architecture for more details: (818) 394-3313

Spotlight

Tamara Baskin
Fashion Marketing

Tamara is a transfer student who joined the Woodbury family in 2008. Now in her last semester, she is excited to help other students achieve their dreams in her roles as an Academic Peer Mentor and an ASG Senator of Student Services. She says she is proud to be a Woodbury student because Woodbury is such a “hands-on” school.

“I feel that it has helped me become more knowledgeable about my field, which, in return, contributes to my future success.” She understands that as a transfer student there can be a lot of distractions, but is glad she didn’t let that get in her way.

After graduation this Spring, Tamara is eager to apply her Marketing knowledge in the real world. “Marketing is the driving force of any industry and studying Fashion Marketing will allow me to be that force.”

Students interested in working with or becoming an Academic Peer Mentor should visit the Whitten Student Center.

Top Reasons for Continuing Students to Get Advised and Register for Fall Classes by April 27

1. **Make sure the class you need is offered!** New sections of classes may open if departments see there is a demand before April 27th. On the other hand, classes with low enrollment by April 27th may be cancelled.

2. **Do you really need more stress during Finals Week?** Studio finals begin April 28 and Lecture finals begin May 3, so April 27th is just the right deadline, don’t you think?

3. **Summer + Woodbury = Ghost Town:** After Spring classes and finals end, many advisors leave for vacations and are not as conveniently available after April 27th.


5. **If you don’t, you WILL get a call from Woodbury... (and another... and another...)** If you register on time or let your faculty advisor know why you cannot or will not be registering on time, you can avoid getting these “reminders.”

6. **It’s the Woodbury Way!** Faculty and staff are here to help you work through challenges and be successful, so why don’t you let them? It’s the Woodbury Way, after all.

Save the Dates for EVENTS IN FASHION DESIGN:

“Fashion Captured” Student Exhibition
March 26th
New Woody’s

Annual Fashion Show
May 2nd
5:30pm
Millennium Biltmore Hotel

Spotlight

Tamara Baskin
Fashion Marketing

Tamara is a transfer student who joined the Woodbury family in 2008. Now in her last semester, she is excited to help other students achieve their dreams in her roles as an Academic Peer Mentor and an ASG Senator of Student Services. She says she is proud to be a Woodbury student because Woodbury is such a “hands-on” school.

“I feel that it has helped me become more knowledgeable about my field, which, in return, contributes to my future success.” She understands that as a transfer student there can be a lot of distractions, but is glad she didn’t let that get in her way.

After graduation this Spring, Tamara is eager to apply her Marketing knowledge in the real world. “Marketing is the driving force of any industry and studying Fashion Marketing will allow me to be that force.”

Students interested in working with or becoming an Academic Peer Mentor should visit the Whitten Student Center.