



CAMPUS LIFE

ADMINISTRATION

COLLEGE PRESIDENT

Office located in the lower level of Chan Shun Hall, ext. 6211.

If you need to see the president, call his secretary to schedule an appointment or e-mail president@puc.edu.

VICE PRESIDENT OF ACADEMIC ADMINISTRATION

Office located in the lower level of Chan Shun Hall, ext. 6234.

The vice president for Academic Administration (academic dean) oversees all of the academic programs on campus. If you have an academic problem that cannot be resolved with your department chair, make an appointment to see the academic dean or one of the associate academic deans.

VICE PRESIDENT FOR ADVANCEMENT

Office located in the house behind Chan Shun Hall, ext. 7500.

The vice president for Advancement oversees fund-raising for the College and coordinates Alumni Services programs.

VICE PRESIDENT FOR FINANCIAL ADMINISTRATION

Office located in the Financial Services building, just up from the Dining Commons, ext. 6699.

The vice president for Financial Administration is the chief financial officer of the College and oversees Student Financial Services, business enterprises, accounting services, payroll, human resources and facilities management.

VICE PRESIDENT FOR STUDENT SERVICES AND DEAN OF STUDENTS

Office located at the rear entrance of Graf Hall, ext. 7362.

The vice president for Student Services and dean of students oversees departments such as the Dining Commons, international students, student residence halls, student family housing, the Career & Counseling Center, Public Safety, the Campus Center and Health Services. This VP coordinates campus religious programs, student publications and the activities of student organizations such as clubs and the Student Association. If you have a problem (nonacademic) that you cannot resolve, make an appointment to see the dean of students or the associate dean of students.

ADMISSIONS AND ENROLLMENT

Office located in Graf Hall, ext. 6425.

This office processes all applications, disburses information about the College to all prospective students, and gives free tours of the College campus to visitors.

ENROLLMENT SERVICES HOURS

- Monday-Thursday: 8 am-5 pm
- Friday: 8 am-1 pm

BOOKSTORE

Located in Angwin Plaza, ext. 6271.

The Bookstore accepts VISA, MasterCard, Discover, and personal checks (or your parent's check if you and your parent have the same last name. Two ID's are required when paying with a check of this kind.) No cash-back services are available.

The Bookstore recommends that you register for your classes before you

purchase your textbooks. Popular classes fill up quickly, which means you may have to change your plans and will need different books.

STOLEN BOOKS

If your book is missing, please fill out a "Missing Book Report" at the College Bookstore with as much identifying information as possible. If the book shows up during the Textbook Buyback Week, it can be traced.

USED TEXTBOOK BUYBACK

Used Textbook Buyback takes place during final exam week. The Bookstore will pay 50% of the price you paid for textbooks purchased at the Bookstore if they will be used the next quarter. **Attention: YOU MUST SAVE YOUR RECEIPTS!** If the book is not listed for the next quarter, the buyer may offer you a wholesale price. Books purchased from other sources or without receipts may also be sold at this time at wholesale price. PUC ID is required.

BOOKSTORE HOURS

- Monday-Thursday: 8:30 am-6 pm
- Friday: 8:30 am-3 pm
- Sunday: 10 am-4 pm

BOOKSTORE ONLINE

www.pucbookstore.com

Through the Bookstore webpage, students can purchase PUC memorabilia and, beginning two weeks before each quarter, textbooks for classes. Also offered are computers, electronics and software from various partner companies, which will be shipped directly from them.

CAMPUS CENTER

Located on the ground floor of the Dining Commons, ext. 7121.

The Campus Center is the heart of all social activities. The main lobby is a cozy yet lively place to relax, play billiards, eat, or sip a cup of decaf. The Grind (the campus coffee shop), the TV room, and the Student Association offices are located here.

CAMPUS CENTER HOURS

The Campus Center is open seven days a week. Hours are posted.

CAREER AND COUNSELING CENTER

Located in Stauffer Hall, ext. 7364

The Pacific Union College Career and Counseling Center endorses a holistic approach in working with students by facilitating the integration of the emotional, intellectual, physical, social and spiritual qualities of the individual. We believe that each person is a child of God and is created with a purpose and mission in life. It is our goal to assist each individual client, regardless of race, creed or gender to work toward reaching his/her potential academically, personally, interpersonally, spiritually and occupationally. Other than fees for testing, counseling is offered at no charge to students enrolled at PUC. For more information, call ext. 7080 or visit the web page at www.puc.edu/counselingcenter.

CAREER COUNSELING

The Center invites students to discuss career options, self-assessment,

values, skills, interests, goals and job-seeking strategies with a career counselor. Resources are available to help students in developing effective interview skills and in writing resumés, application letters and personal statements. Recruiters from professional schools, businesses, industries, technological firms and other organizations visit PUC to interview graduating seniors for work opportunities.

PUC hosts an annual Career Day each November. An average of 60 to 70 on-the-job consultants are invited to spend half a day on campus interacting with students and sharing the pros and cons of their respective professions.

PERSONAL COUNSELING

Short-term counseling (usually one to six sessions) is available. A staff of professionally trained counselors is available to provide students with a supportive, caring and confidential environment. In addition, support groups are organized if enough students are interested in participating. Appointments can be made through the Career and Counseling Center office (ext. 7080). Counseling is offered at no charge to students enrolled at PUC. In an emergency, either call Public Safety (ext. 7111) to page a counselor or contact the Crisis Hotline (252-1116).

A listing of local, licensed professionals in private practice is available upon request, with financial arrangements, appointments, and evaluation of effectiveness arranged between the student and the individual professional.

SUBSTANCE ABUSE/ADDICTIONS

The Career and Counseling Center provides students with education and counseling regarding substance abuse and addictions. For those suffering from an addiction or struggling with substance abuse, the Center provides a safe place to receive information and assistance in a private and confidential setting.

TESTING SERVICES

Personality and occupational interest inventories are available to students through the Career Center. Also, PUC is an official non-Saturday test site for a wide range of national achievement and credentialing tests. For information concerning registration and a list of the tests offered, please contact the Career Center.

CAREER AND COUNSELING CENTER HOURS

- Monday-Thursday: 9 am-12 noon, 1-5 pm
- Friday: 9 am-12 noon

CLUBS AND ORGANIZATIONS

College life gets better when you share it with friends. If you're interested in participating in a campus club, there is a wide variety of academic, departmental and special interest clubs that have been established on campus. All clubs must apply for organization on an annual basis. Students wishing to organize a new club on campus should file a request at the office of student services. Only approved organizations are to plan functions and select officers. Visit PUC's Clubs & Organizations web page at www.puc.edu/clubs.

CULTURAL CLUBS

- African Club
- Asian Student Association (ASA)
- Chinese Student Association

Hawaiian Club
International Club
Korean Adventist Student Association (KASA)
Mabuhay Filipino Club
Student Organization of Latinos (SOL)

ACADEMIC CLUBS

Biology Club
Business Club
Collegiate Early Childhood Educators
Digital Video Club
Graphic Design Guild
Math Club
National Student Nurses Association
Pre-Professional Club (MED-DENT)
Social Work Forum

SPECIAL INTEREST CLUBS

Aviation Club (Angwin Flyers)
Collegiate Association of Photographers
Dramatic Arts Society (DAS)
Ephalptha Choir Club
Game Club
Investment Club
Musical Arts Symposium
Society of Fine Arts
Surf Club
WISE (Women Inspired Spiritually Empowered)
World Missions Club

MINISTRIES

Bridge Ministries
Health Ministries
Homeless Ministries
Lighthouse Ministries
Prison Ministries

HONOR SOCIETIES

Psi Chi (Psychology)
Sigma Tau Delta, Alpha Delta Delta Chapter (English)

STUDENT ORGANIZATION AGREEMENT

A. PURPOSE OF PACIFIC UNION COLLEGE

PUC is a Christian liberal arts college sponsored by the Seventh-day Adventist Church which seeks, through its high-quality education program, to create an awareness of human need, to encourage commitment to compassionate human service and to provide opportunities for leadership development.

B. PURPOSE OF STUDENT ORGANIZATIONS

- To contribute to the educational mission of the College.
- To enhance the quality of student life.
- To contribute to the spiritual and personal development of students.
- To involve students in service to the campus and the community.
- To enhance and support the College's curricular programs.

C. ROLE OF STUDENT ORGANIZATIONS

- To promote shared student interests.
- To provide opportunities for the development of leadership skills.
- To provide structured opportunities for self-government.
- To provide an atmosphere that recognizes individual achievement.
- To provide opportunities for social interaction.

D. SUPPORT FOR STUDENT ORGANIZATIONS BY PACIFIC UNION COLLEGE

- Use of College facilities for programs and meetings at no charge.
- Utilization of College business support services.
- Programming assistance from Student Services offices.
- Opportunities for approved fund raising events.
- A student nominated and college administration approved adviser.

E. CONDITIONS

- Present a request for recognition to the Dean of Students.
- Present a statement of purpose to the Dean of Students.
- Receive authorization from the Administrative Council to organize.
- Nominate an adviser approved by the Administrative Council.
- Present active membership and list of officers to the Dean of Students.
- Negotiate and sign the relationship statement.

F. OBLIGATIONS OF AFFILIATION

- Maintain an accurate membership list.
- Maintain a membership of at least 10 members.
- Deposit organization funds in the College's student bank.
- Maintain a simple accounting system.
- Include signature of adviser for fund disbursement.
- Financial records are subject to audit by the Dean of Students.
- Activities and advertising shall be cleared through the Student Services office.
- Off-campus activities requests shall be submitted five days in advance.
- Overnight activities shall include a written schedule of activities.
- Overnight activities shall include appropriate chaperonage.
- Off-campus activities shall include proper transportation arrangements.
- Advisers shall be notified of and invited to all meetings and activities.
- Reimburse the adviser for any directly related expenditures.

Compliance with and adherence to this relationship statement is necessary for the maintenance and support of a student organization that is compatible with and in support of the educational mission of Pacific Union College. Non-compliance with or disregard for the provisions of this statement will jeopardize the privilege of affiliation.

DINING COMMONS

Located in the Dining Commons, ext. 6327

The staff of the Dining Commons would like to fulfill your dietary needs by providing a menu of nutritionally balanced, appetizing and attractive meals for a cosmopolitan campus community. We endeavor to meet expectations through well-stocked food stations that maintain student favorites with occasional variations.

Food and beverages are sold on an a la carte system, with most items priced per ounce. This system allows you more freedom to choose your

meal and the amount of food you would like to eat. If foods of different prices are combined on a plate, the cashiers will average the prices at their discretion.

Each quarter, residence hall students are charged a fixed minimum board. Students and faculty pay by using their ID cards. Any amount over the fixed minimum is added to the monthly statement.

There is no refund for students who do not use the allotted minimum each quarter. Students are encouraged to monitor their totals to maintain a steady rate of board fees. The Dining Commons has no obligation to provide bulk items to be purchased at the end of the quarter.

For a listing of current menu, call "Dial-A-Menu" (ext. 7224), or visit the web page at www.puc.edu/diningcommons.

EMPLOYMENT

Located in the Financial Services building, ext. 7198.

If you are looking for work on- or off-campus, stop by the Student Employment Office for a list of job openings, to find out where to interview and apply for a job, and to fill out the necessary paperwork to start work. You can also view the latest help wanted list online at www.puc.edu/studentemployment. Job openings are updated weekly.

The U.S. Department of Justice requires you to verify your citizenship when applying for employment.

- Documents that establish both identity and employment eligibility:
 1. U.S. passport
 2. Certificate of U.S. Citizenship
 3. Certificate of Naturalization
 4. Unexpired foreign passport with I-551 stamp or attached USCIS Form I-94.
 5. Alien Registration Card with photograph (Green Card)

If you do not have one of the above, you must show one document from each of the following lists:

- Documents that establish identity:
 1. State-issued driver's license or a state-issued I.D. card with a photograph
 2. U.S. Military Card
 3. School I.D. with photograph
 4. Voter's Registration Card

- Documents that establish employment eligibility:
 1. Original Social Security Number Card (U.S. citizens only)
 2. United States birth certificate issued by state, county, or municipal authority bearing a seal or other certification
 3. Valid USCIS (U.S. Citizenship and Immigration Services) s form

FINANCIAL SERVICES

Located in the Financial Services building, across the street from the Dining Commons, ext. 7200.

Student Financial Services provides a comprehensive financial assistance program including state and federal aid; scholarships and grants are available. Call to schedule an appointment.

FINANCIAL AID

If you are anticipating financial aid for the school year, you should

complete your financial aid file prior to registration. Students are assigned a financial counselor. Your financial counselor will help you complete your file. Glen Bobst, Director of Student Financial Services, is the counselor for international and ACA students.

If you are receiving financial aid, you must maintain “satisfactory academic progress” to keep it. To understand what that phrase means, see listing in PUC’s *General Catalog*.

Questions about financial aid may be directed to the Student Financial Services Office, 1-800-862-7080, option 1, or ext. 7200.

FINANCIAL ARRANGEMENTS

All students should complete financial arrangements before registration. Discuss your payment plan choice with your counselor in Student Financial Services. The payment plans are listed in the *General Catalog*.

If you haven’t already made financial arrangements, visit the Student Financial Services Office immediately. (Only those students whose payment is received by September 15 are eligible for the Tuition Guarantee Plan or the Cash Discount Plan.)

You are expected to abide by your agreed payment plan throughout the school year. Your counselor understands that problems do occur that can affect your ability to pay according to plans. If this happens, it is your responsibility to talk with him or her to make other arrangements.

ID CARD

At registration all students can obtain a picture ID card that serves as a meal ticket, library card, and permit to buy or return textbooks. If your ID card is lost or stolen, report the loss immediately to Student Financial Services, ext. 7200. A fee is charged for the replacement of an ID card.

STUDENT FINANCE HOURS

- Monday-Thursday: 9 am-4 pm
- Friday: 9 am-12 noon

FIRE DRILLS

Residence halls and all buildings are required to have periodic fire drills. When the alarm sounds, the law requires that the building be evacuated as promptly as possible. Follow the evacuation procedures posted in each room.

GUEST ACCOMMODATIONS

PUC provides a limited number of reasonably priced guest rooms in some of the residence halls. For information, call ext. 6313 or visit the web page at www.puc.edu/guesthousing. For a list of area accommodations, contact the Public Relations Office (ext. 6303) or visit the web page.

HEALTH SERVICES

Located in the lower level of West Hall (Education building), ext. 6339.

Health Services is dedicated to providing the campus community with the necessary screening of medical conditions and referrals to either the in-staff physician or local medical providers when appropriate. Service is also provided to faculty/staff family members over the age of 17.

Please visit www.puc.edu/healthservices for information regarding requirements to be eligible for services, local resources in the Napa Valley, exclusions and termination of services.

HEALTH SERVICES HOURS

- Monday–Thursday: 9 am–1 pm, 1:30 pm–4 pm
- Friday: 9 am–12 noon

**Medical personnel are on-call 24 hours a day and can be accessed after hours by calling either ext. 6551 (Public Safety will contact the nurse on call) or 707-963-3658 (physician on call).*

HEALTH INSURANCE

Pacific Union College does not provide a primary insurance plan for students. It is the student's responsibility to have a primary plan in place upon enrollment. Health Services can provide contact information regarding primary plans.

In the event of an accident, it is the student's responsibility to contact the Health Services department. Accidents must be reported to the department unless the injury is an emergency needing immediate care from an emergency room. In this case, notification is needed as soon as the student is treated and stable for the College to consider being a payer of outside services. All outside services without the prior authorization from Health Services staff will be the financial responsibility of the student. (Please refer to the exclusion list on the website or in the *General Catalog*.)

Students are able to receive financial assistance with funds set aside by the College to help with the balance owed after the student's primary insurance has been billed and paid.

ILLNESS

A resident with an illness lasting one or two days is required to contact their professors to make arrangements for missed academic work. It is recommended that illnesses lasting more than one or two days be assessed by the Health Services department. Any resident with an illness requiring constant monitoring will be asked to leave campus until stabilized.

PHARMACIES

Deer Park Pharmacy (St. Helena Hospital), 963-5209
Smith's St. Helena Pharmacy, St. Helena, 963-2794
Vasconi's Drugs, St. Helena, 963-1444

INTERNATIONAL STUDENTS

Located in Graf Hall, ext. 7362

The international student adviser provides general international student advising services for those students needing assistance with immigration information, medical insurance, visas, and related matters. International students in F-1 status may work on campus up to 20 hours without permission from the USCIS. International students wishing to work off campus may obtain an USCIS request form at the Office of Student Services, ext. 7362. Information can also be found at www.puc.edu/internationalstudents.

INTRAMURALS

The College intramurals sports program is open to the Pacific Union College family. Activities include a variety of team and individual sports in league and tournament format. For more information, visit the PUC Intramural website at www.puc.edu/Intramural/ or contact Coach Paulson by telephone (ext. 6348) or e-mail (bpaulson@puc.edu).

KNDL

See Radio Station

LIBRARY

The W. E. Nelson Memorial Library provides both print and nonprint educational materials and electronic databases for the use of students and faculty. Library holdings include 345, 522 items and a current subscription list of 827 periodicals. The 38,399 item media collection includes slides, tapes, filmstrips, motion-picture films, videotapes, transparencies, recordings, musical scores, and other media. The building provides seating, including 108 individual study carrels, for 255 patrons. For more information, call ext. 6241, or visit the web page at www.library.puc.edu/library.

Special collections include the Pitcairn Islands Study Center (one of the most comprehensive collections of material about the Pitcairn Islands) and the E. G. White Seventh-day Adventist Study Center. This latter collection is housed in the Elmshaven Room, named for the last home of Ellen White, which is located only a few miles from the College. The Center is operated in affiliation with the White Estate and in cooperation with its work at Elmshaven.

LIBRARY HOURS

- Monday-Thursday: 8 am-12 midnight
- Friday: 8 am-2 pm
- Sunday: 10 am-12 midnight

MUSIC GROUPS

There are a variety of music groups on campus:

BRASS ENSEMBLE

To audition for this performance group, call ext. 7137.

CHORAL ENSEMBLES

Bel Canto, (women's chorus), Kantorei (men's chorus), and Pro Musica (a small, select choral ensemble) require audition for membership. For information, call ext. 6205.

HANDBELL CHOIRS

PUC offers instruction in English handbells at the beginning, intermediate and advanced levels. Call ext. 6202.

ORCHESTRA

To audition for the PUC Orchestra, call ext. 6204.

SYMPHONIC WIND ENSEMBLE

To arrange an audition for the award-winning PUC Symphonic Wind Ensemble, call ext. 7137.

PUBLIC SAFETY

Located at 180 College Avenue, ext 6551.

The Department of Public Safety provides 24-hours-a-day security and patrol protection for the campus. Information about Public Safety, rules and regulations, services, etc., can be obtained by calling Public Safety, visiting the office, or accessing their web site at www.puc.edu/publicsafety. The department provides several service-oriented functions to the College community including:

CRIME AND ACCIDENT REPORTS

Any criminal action should be reported to Public Safety at ext. 6551. The department maintains a close working relationship with appropriate law enforcement agencies and elements of the criminal justice system. This report does not take the place of the official crime reports taken by the Napa County Sheriff's Department, but it does provide an effective conduit to ensure the proper agencies are informed.

VEHICLE ASSISTANCE

Public Safety will assist any on-campus person with basic vehicle problems such as a need for battery jumper cables and lockout assistance. Contact Public Safety for a detailed list of available services.

CAMPUS PARKING REGISTRATION AND ENFORCEMENT

Parking on PUC campus is by permit only. All students must register any and all vehicles with Public Safety prior to or immediately upon arrival to campus. Individuals must provide driver's license, DMV vehicle registration and proof of insurance to register their vehicles. Temporary permits are available from the Public Safety office 24 hours a day. Parking is enforced by citations, impounding, and towing of vehicles. Contact Public Safety for more detailed information.

CRIME PREVENTION

The College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of Public Safety's crime prevention programs:

ESCORT SERVICE

This service is provided from dusk to dawn for on-campus rides to ensure the safety of the campus populace.

BICYCLE REGISTRATION

Public Safety files bicycle information and provides a sticker to identify a registered bicycle, free of charge.

CRIME PREVENTION PRESENTATIONS

Numerous crime prevention presentations are made annually and are available on request.

PRINTED CRIME PREVENTION MATERIALS

Printed crime prevention brochures related to motor vehicle, bicycle, residence and personal safety are widely distributed at crime prevention presentations and are available at Public Safety.

**Note: The information provided above is only summary in nature. Please contact Public Safety for more detailed information.*

PUBLIC SAFETY HOURS

- Monday-Friday: 8 am-4 pm for business transactions.
- Dispatchers and officers available 24 hours.

RADIO STATION

The Candle (KNDL) offers a Christian music format, Sabbath services, and programs of general interest to the community. Located at 89.9 on your FM dial, The Candle is broadcasted from the PUC campus. Volunteer positions available; call 965-4155.

SOURCE

PUC's weekly online information sheet, the *Source*, lists events and announcements. Information on this sheet has the same significance as that

published in the PUC *Student Handbook*. Information for the *Source* can be submitted online at <http://apply.puc.edu/source>.

SPIRITUAL EMPHASIS

In keeping with the special character of this Christian college, you are expected to attend regularly a specified number of daily and weekly worship services, colloquies, and vesper services, all of which are planned to stimulate growth and maturity in Christian living.

You may participate in a variety of other religious activities: small group meetings, Children's Church, the Student Missionary program, short-term mission opportunities, off- and on-campus service groups, and retreats. These activities provide opportunities for full-time students to be active in service to humanity and God.

For more information visit the web page at www.puc.edu/PUC/Departments/Chaplain/.

CAMPUS COLLOQUY/CHAPEL (See pgs. 41-42.)

CAMPUS MINISTRIES

There's nothing like putting your Christianity into action. Campus Ministries, sponsored by the Student Association, works with the campus chaplain in planning a variety of community outreach activities, worship opportunities and Friday vespers for students. Campus Ministries include Health Ministries, Homeless Ministries, Interactions, Lighthouse, Koinonia Sabbath School, Parable Players, Prison Ministries, Short Term Missions and World Missions.

You can sign up for existing ministries or start your own. For more information, stop by the Campus Ministries Suite between the church office and the Campus Center, call ext. 7125, or visit the web page at www.puc.edu/campusministries.

CHAPLAIN

The campus chaplain helps many students explore their relationship with God and what it means to be a Christian in today's world. The chaplain is also adviser to the Student Association Religious Vice President and Campus Ministries. This includes inreach and outreach programs and activities like vespers, weeks of prayer, small groups and student missions. The chaplain's office is located off the sidewalk that leads from the campus center to the church. To arrange an appointment, call ext. 7190.

CHURCHES

The Pacific Union College SDA Church is located on campus, ext. 7297. Home of the 4,000-pipe Rieger organ, the church serves as the focal point for congregational worship. First Worship is held at 8:45 am on Saturday. Crossways is the student-focused worship service with the expressed intent of celebrating our very real God. Crossways begins at 11:20 each Saturday morning. For more information visit the web page at www.pucchurch.org/.

Other Seventh-day Adventist churches are located in Calistoga, Deer Park, Napa (English, Korean and Spanish), St. Helena (English and Spanish), and Yountville. For additional choices and/or denominations, please consult the telephone directory or call the Public Relations Office, ext. 6303.

DRAMA MINISTRIES

Is drama your thing? Do you love being on stage? Then Parable Players is for you! Outreach through drama is what this ministry is all about.

ELMSHAVEN

Elmshaven, the former home of Ellen G. White, is located at 125 Glass Mountain Lane, St. Helena. Daily tours are offered Sun-Thurs, 10 am-5 pm; Fri, 10 am-1 pm; Sat, 2-6 pm. For more information, call 963-9039.

FRONTLINE CD LIBRARY

This library, located in the Campus Center, offers the latest in contemporary, traditional, hip-hop, ska and other Christian music selections so you can listen for free before you buy.

HEALTH MINISTRIES

This ministry promotes healthful living, a drug-free lifestyle and general health practices.

HOMELESS MINISTRIES

Ever feed the homeless? Well, here's your chance. Whether you're a pro or a novice at service, you will be blessed by the bi-weekly trips to People's Park in Berkeley where we provide food and literature.

INTERACTIONS

Interactions is an after-vepers, relaxed atmosphere, providing students opportunities to mix and mingle. Some activities include puzzles, Sabbath games, and crafts. Drinks and snacks are provided.

LIGHTHOUSE

This is how you get involved locally. Get involved in local service projects throughout the week. If playing with kids, cleaning house, mowing the lawn, visiting nursing homes and hospitals, or even prayer walks interest you, then Lighthouse is for you.

PRISON MINISTRIES

Every other week this ministry takes a crew to Vacaville State Medical Correction Facility and worships with the inmates.

SABBATH

From Friday sundown to Saturday sundown, the PUC community observes the Sabbath. The College invites all students, visitors and employees to help create a special spiritual atmosphere on campus.

SABBATH SCHOOLS

Campus Sabbath Schools meet from 10:00-11:10 a.m. on Saturday. Koinonia is a student-run Sabbath School which brings people closer to God and each other. It offers contemporary music, discussion, speakers and more. A variety of other Sabbath Schools are taught around campus, so you are sure to find the one that's just right for you.

SHORT TERM MISSIONS

What does your spring break look like? If you're interested in a fulfilling 10-day mission experience, Short Term Missions is what you're looking for. For information, call ext. 7125.

TASK FORCE

A task force worker (just like a student missionary) makes a commitment to give a period of his or her life, anywhere from three months to a number of years, serving God in one of many varied mission positions. Task force workers generally serve in the United States. They teach, preach, raise children, work maintenance jobs, work secretarial jobs, work in hospitals, and do many other diverse jobs. For information, call ext. 7125.

VESPERS

Vespers is the weekly student worship in the Church Sanctuary on Friday nights at 8 p.m. Open the Sabbath with fellowship, praise and an inspirational message.

WEEK OF PRAYER

Each quarter other than summer, PUC celebrates a Week of Prayer. For one of the quarters, Campus Ministries presents a Student Week of Prayer, featuring student speakers. For more information, call ext. 7121.

WORLD MISSIONS

Taking a year to serve the Lord in a far away land (or close to home) is a big decision. The world missions office helps to encourage and support student missionaries. For information on how to get in touch with your SM friends or how to become a student missionary yourself, call the world missions office at ext. 7120.

STUDENT ASSOCIATION

Every student enrolled for a minimum of six quarter hours is automatically a member of the Student Association. The S.A. is a student government that organizes social and religious activities and represents student concerns to the College administration.

Student Association officers are elected annually during winter quarter by the student body and receive a stipend for their work.

S.A. OFFICES INCLUDE:

- President
- Executive vice president
- Religious vice president
- Social vice president
- Financial vice president
- *Campus Chronicle* editor
- *Diogenes Lantern* editor
- *Funnybook* editor
- Video yearbook editor

The Student Association sponsors the annual video yearbook, the *Funnybook*, the *Campus Chronicle*, and the *Diogenes Lantern* yearbook. These publications are available to all Student Association members who attend Pacific Union College for at least two complete quarters.

The Student Senate is the policy-making body of the S.A. It is chaired by the executive vice president and is made up of senators elected annually (unless a vacancy occurs). Senate meets every other week during the school year, and meetings are open to the general student population. Senate minutes, bills and topics are posted on bulletin boards throughout campus.

For more information on the Student Association, Senate, publications, or social or religious activities on campus, call ext. 7121, or visit the web page at www.puc.edu/SA/.

STUDENT ASSOCIATION PUBLICATIONS

CAMPUS CHRONICLE

The *Campus Chronicle*, the student newspaper, is issued free to students throughout the academic year. It is distributed to various points on campus and is available online at www.puc.edu/CampusChron/. The CC office is located in the Campus Center, ext. 6747.

DIOGENES LANTERN

Named after the school flower, the *Diogenes Lantern* is the yearbook published by the Student Association and is available free of charge to full-time students. The DL office is located in the Campus Center, ext. 6749.

FUNNYBOOK

Funnybook is a pictorial directory published by the Student Association and is free to full-time students. The *Funnybook* is distributed in the fall each school year. The *Funnybook* is available online at www.funnybook.puc.edu/ for campus access only. The office is located in the Campus Center, ext. 6748.

VIDEO YEARBOOK

The video yearbook is a visual souvenir reflecting the current school year. The DVD is included in the *Diogenes Lantern*. The video yearbook office is located in the Campus Center, ext. 6749.

TEACHING AND LEARNING CENTER

Located in the building just north of the Dining Commons, ext. 7688

The Teaching and Learning Center (TLC) is dedicated to helping PUC students develop their abilities for a successful college experience. TLC services include free group tutoring, academic advising for undeclared students, academic mentoring, and courses designed to help students develop effective learning strategies. For more information, e-mail tlc@puc.edu or call ext. 7688.

TUTORING

Group tutoring is available to all PUC students and can often significantly improve academic performance. Students may receive free group tutoring each week in almost any lower division general education course. The TLC hires and trains peer tutors each quarter to provide this service. The TLC also organizes and staffs the writing lab for assistance with all college writing assignments.

Students with learning disabilities (LD) have access to special equipment and programs, as well as private and extensive tutoring. (LD students need to have diagnostic documentation on file with the Learning Disabilities Services Coordinator.)

STUDENT SEMINAR I (GNST 104), STUDENT SEMINAR II (GNST 105)

The Student Seminar courses assist students in developing learning strategies that will foster greater success in the classroom. Some of the issues addressed in the class are improving memory, taking good notes, managing time, developing effective test-taking strategies and thinking critically. The goal is to help students get the most out of their college education.

These courses are open to all PUC students, but those struggling with their academic experience are especially encouraged to enroll. Some students may be required to take one or both courses. After taking the Student

Seminar courses, students should be better able to actively embrace their education.

TEACHING AND LEARNING CENTER HOURS

- Monday - Thursday: 9 am-9 pm
 - Friday: 9 am-2 pm
 - Sunday: 6 pm-9 pm
- (Summer and vacation hours may vary.)