



People

GENERAL POLICIES

STUDENT CONDUCT

Our expectation of students attending Pacific Union College is that you will embrace and live according to the Student Life Agreement noted on page 5 of this *Student Handbook*. By enrolling at Pacific Union College, you are agreeing to live by the policies and regulations described in the *General Catalog* and the *Student Handbook*. You are expected to respect and support the lifestyle and values of the Seventh-day Adventist Church. Remembering these basic guidelines can make your years at PUC safe, fun and memorable.

Pacific Union College views the Bible as the ultimate guidebook on human ethics and behavior. As a person being cultivated in this environment, you have responsibilities to your fellow students, school administration, government, and to God.

DISCIPLINE

Membership in this collegiate community precludes dishonesty, including stealing or possessing stolen goods; lying; gambling; using, possessing, or furnishing to others alcoholic beverages, tobacco products, and other non-prescribed or illegal drugs; possessing pornographic material; attending entertainments which are morally destructive; engaging in pre- and extramarital sex; and violating federal laws or California civil, vehicle, and criminal codes. The College also does not allow single women/men community students to live in coed groups.

If you become involved in any of these activities, you may be counseled, disciplined, or separated from the College for a definite time. Illegal activities may be reported to local authorities. Action may be taken by the Judicial Committee and the incident may become part of your permanent record at the College. The Judicial Committee investigates all violations of the Student Life Agreement and makes decisions regarding the disciplinary consequences of student misconduct.

All confidentiality of records and communications is guaranteed to the full extent of the law. However, the College reserves the right to notify a student's parents or legal guardians in the event of medical emergency or major disciplinary action.

The guidelines listed below are followed by employees of the College when dealing with serious student discipline matters:

1. Students who face serious disciplinary action which could result in suspension or dismissal are entitled to a written statement of the charges and will be asked to meet with the Judicial Committee.
2. Students who pose an immediate threat to others may be subject to an interim suspension prior to the disciplinary hearing.
3. Students entitled to a hearing will be informed of the hearing date, time, and location. A hearing may be held in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide adequate advance notice of the hearing time.
4. The College does not need to delay disciplinary decisions because of pending criminal charges.
5. The accused student shall be offered the opportunity to invite a College faculty member, staff member, or administrator to assist him/her and to meet with the Judicial Committee (student advocate).
6. A student's guilt may be established by "clear and convincing evidence." Students may appeal disciplinary actions which they feel have been made in an unfair manner (see Appeal Process).
7. Students found guilty may request and receive a written statement of reasons for the decision concerning the case.

8. Decisions to impose differing punishments in similar cases will be upheld if “reasonably and fairly made.”

APPEAL PROCESS

Students have the right to appeal in writing a Judicial Committee decision within 24 hours of the decision; however, a student may not appeal based only upon his/her dissatisfaction with a decision or if the student has brought alcohol or drugs onto the campus. The following should be the basis for an appeal:

- The information presented at the committee was inaccurate.
- New information is available that was not available earlier and is relevant to the decision.
- Failure to adhere to proper procedures as outlined in the handbook or other established guidelines.
- The committee action is perceived to be unfair when compared to similar infractions.
- The written appeal should be given to the vice president for Student Services, who will make arrangements for it to be heard by the appropriate committee.
- In any disciplinary situation (academic or nonacademic), a student has the right to a faculty/staff advocate of his or her own choosing.

STUDENT RIGHTS

RIGHT OF ADMISSION

Student organizations, education programs, and activities of the College are to be open to all students without respect to ethnic origin, age, sex (except residence-hall clubs) or religion.

RIGHT OF ASSOCIATION

Students are free to organize and join associations to promote their common interests consistent with the purposes and policies of the College. Each organization will present to the vice president for Student Services a nominee for faculty adviser of the organization's own choosing.

RIGHT OF PUBLICATION

Student communications media such as the *Campus Chronicle*, the *Diogenes Lantern* and the Video Yearbook are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the PUC campus. These media communicate the activities and interests of the PUC students as well as help form student opinion.

The College, through the Student Association, delegates editorial responsibility to the editors under the guidance of faculty advisers and the Publication Board.

RIGHT OF DISCUSSION, COMMUNICATION, AND PETITION

As members of the PUC academic community, students are free, individually or collectively, to express their views on issues of College policy and procedures and on matters of general interest to the students, in keeping both with orderly proceedings and consistent with the functions and objectives of the College. Student organizations are free to examine and to discuss questions germane to the objectives of the College and to express opinion in publicly called sessions.

Interchange of views is encouraged between students and faculty, person to person, in discussion groups or meetings, or by written documents. The

conduct of such discussions is to be in accord with the courteous Christian spirit espoused by Pacific Union College.

CLASSROOM RIGHTS AND APPEALS

Students shall be evaluated academically on the basis of scholastic performance, not on opinions or conduct in matters unrelated to the academic standards of the course.

If a student feels that his or her academic rights have been violated, the student should speak personally with that teacher. If unable to resolve the problems, the student may appeal to the department chair.

If satisfactory resolution does not follow, the student may appeal to the academic dean.

RIGHT TO FAIR PLAY

The academic, administrative, and disciplinary processes at PUC are meant to guarantee fundamental fair play. Students under discipline have the right to be clearly informed of the nature and the consequence(s) of any alleged infraction(s); to review carefully the facts of the problem with the faculty, staff, residence hall dean, or administrator immediately involved.

RIGHT TO APPEAL

Students have the right to appeal (within 24 hours of the decision) in writing a discipline committee decision; however, a student may not appeal based only upon his/her dissatisfaction with a decision. (See Appeal Process, p. 38).

RIGHT OF PROTECTION AGAINST IMPROPER DISCLOSURE

All confidentiality of records and communications is guaranteed to the full extent of the law (see Family Education Rights and Privacy Act, p. 45). However, the College reserves the right to notify a student's parents or legal guardians in the event of medical emergency or major disciplinary action.

ACADEMIC INTEGRITY

Academic integrity is highly valued and is expected. Academic dishonesty is an extremely serious offense and is cause for disciplinary action. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are ordinarily subject to dismissal from the course with a failing grade.

Situations involving academic dishonesty are dealt with by the instructor of the course in consultation with the department chair. A record of any verified instance of dishonesty is forwarded to the Academic Dean and is kept in the student's personal file. Whenever such filing occurs, the student involved is notified. (A student feeling he or she has been treated unfairly has the right of appeal through established grievance procedures.) A pattern of serious or habitual dishonesty is dealt with by the Academic Dean and may result in dismissal from the College.

CODE OF ACADEMIC INTEGRITY

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that the work one presents as one's own is one's own.

Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code of Academic Integrity whether or not faculty

members establish special rules of integrity for particular courses. Failure of faculty to prevent academic dishonesty does not excuse students from compliance with the Code.

Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the academic community.

See the *General Catalog* or view the web page www.puc.edu/catalog for further details on categories of academic dishonesty and procedures for addressing academic dishonesty.

AIDS/HIV POLICY

The College does not discriminate in admissions or employment decisions against individuals on the basis of their being HIV positive. The College recognizes that the HIV infection is potentially lethal, yet frequently preventable. An important consideration in the prevention of the HIV infection is for students to uphold biblical principles in their personal lifestyles.

ALCOHOL/SUBSTANCE ABUSE

Pacific Union College is a drug-free campus which advocates a healthy lifestyle. The College actively seeks to provide a drug-free environment that is in harmony with state and federal laws as well as the philosophy of the Seventh-day Adventist Church. The use of alcohol, tobacco, illegal drugs, steroids for body enhancement, or the misuse of prescription drugs is not acceptable. This applies to all students, volunteers, guests and employees of the College.

The College reserves the right to require an appropriate drug test and to search a student's vehicle, residence hall room, locker, or other personal property if a reasonable cause exists.

Alcohol/Substance Abuse Grid

Disciplinary Concern	Action
Warning regarding alcohol/drug use given by residence hall dean or student services personnel.	Receive letter of concern. May be placed on probation. May be asked to submit to random testing and/or meet with counselor.
Participation in activity, party, or social event where alcohol and/or drugs are being used.	Considered a violation of school policy. May be subject to disciplinary action as decided by the Judicial Committee. <i>(Employment in an establishment where patrons are served alcohol is not considered an abuse of this policy.)</i>
1st Offense Alcohol/drug use	Three to five day suspension. Complete substance abuse protocol including drug/alcohol dependency evaluation. Student must demonstrate willingness to submit to a therapy program and random testing if recommended. Student is placed on probation.

Alcohol/Substance Abuse Grid Cont...

Disciplinary Concern	Action
2nd Offense Alcohol/drug use	Mandatory withdrawal, dismissal or expulsion. Re-admission may be considered only when a drug or alcohol dependency evaluation has been agreed to, and the student demonstrates a willingness to submit to a therapy program if recommended.
Bringing alcohol/illegal substances on campus	May be suspended for one full quarter. Possible mandatory withdrawal or dismissal. Re-admission may be considered only when a drug or alcohol dependency evaluation has been agreed to, and the student demonstrates a willingness to submit to a therapy program if recommended.
Use of tobacco	May be suspended for three to five days. Follow treatment program as recommended by Health Service/Counseling Center personnel. Placed on probation. Submit to random testing.

SAFE ZONE

For those who are suffering or struggling with a substance abuse issue, the Career and Counseling Center and the Health Services department provide students with education and counseling regarding substance abuse and addictions. These are safe places to receive information or assistance in a private and confidential setting.

ATTENDANCE EXPECTATION

As a Christian liberal arts college, PUC is committed to assisting students develop a comprehensive view of life from a Christian perspective. Our rich heritage of Christian values is shared through community worship and service with those students who have chosen to attend the College. Participation in community worship settings such as Campus Colloquy, worship options and service activities reflects PUC's commitment to the development of the total person. Additionally, each student is challenged to participate in a regular program of personal spiritual nurture.

All students taking six hours or more are expected to attend religious service options throughout each week. The attendance expectation policy for each quarter will be e-mailed, posted online at www.puc.edu/participation, and distributed as hard copy to all students. Attendance at services is monitored regularly and equitably.

Classes are not scheduled during the Thursday morning Campus Colloquy/Chapel or Friday evening Vespers. Students are expected to adjust their work schedule so that they can meet this aspect of PUC's program.

Proration of Campus Colloquy and/or other PUC program options will be considered on the basis of class or work schedule conflicts. Students requesting proration on the basis of work conflicts must submit a letter from their employer listing the student's weekly work hours to Student Services. Proration forms may be obtained online at www.puc.edu/forms or at Student Services.

CAMPUS COLLOQUY/CHAPEL

The entire PUC family including students, faculty and staff will gather at a required weekly Thursday Campus Colloquy in order to worship God and to create community and unity across a diverse group of individuals. This time together enables PUC to promote essential core values through expressions of faith and scholarship, of praise, of serious application in addressing life's challenges and choices, and of student leadership opportunities. In a society known for its focus on individualism, the weekly Campus Colloquy attempts to create a Christian community of student and adult scholars. In order for this goal to be accomplished, all campus offices are closed during this time.

All full-time undergraduate students are automatically registered for the course GNRL 100 Campus Colloquy, worth 0.1 units each quarter. Attending at least six meetings each quarter earns a grade of S; failure to attend six meetings results in an F grade, which lowers the grade point average. These grades appear on the College transcript. Additionally, Campus Colloquy attendance accumulates into your weekly participation expectation.

FUSION

Fusion is a required program for first-year students. Divided into small groups, Fusion meets throughout the year and helps students adjust to college life while establishing a support system of peers. For more information, contact the chaplain's office, ext. 7190.

SERVICE OPPORTUNITIES

The human spirit needs an opportunity to serve others. Focusing on meeting the needs of others provides meaning and purpose in life. It adds self-worth and a sense of accomplishment. PUC offers many formal and informal opportunities for students to become involved in outreach as well as "in-reach."

COMPUTERS

Wireless networking is available to all common areas of the campus: the cafeteria, residence hall lobbies, and most of the classrooms. This wireless networking allows students and faculty access to the Internet from any computer that has wireless network capabilities. The residence hall rooms still utilize the wired network, which gives greater bandwidth capacity.

PUC recommends that any student considering purchasing a new computer, purchase a notebook that has both wireless and a standard 10/100 network adapter built in. This allows access to the network at increased speed from a residence hall room and also allows utilization of the wireless network while in the classrooms or common areas. Contact ITSS at (707) 965-7000, or view the web page at www.puc.edu/computeruse for additional information.

Students also have access to lab computers at several locations on campus. The library, business administration, computer science/math/physics, chemistry, and psychology and social work departments have PC's available, and the library has a few Macintosh computers available.

STUDENT COMPUTER USE POLICY

1. RATIONALE

Pacific Union College is committed to providing a wide range of computing services to support the needs of students, faculty, and staff. The policies described below are designed to ensure the security and integrity of computer resources available on campus, to assure that users have reasonable access to the facilities, and to ensure that the action of any one user will not adversely

affect any aspect of the work of another. Individual departments have the right to supplement these policies. The College reserves the right to mandate use of precautionary measures, evaluate, and monitor all computers and electronic telecommunications, except as may be prohibited by federal or state laws.

2. PASSWORDS

Users of computer resources at PUC are responsible for safeguarding assigned passwords and for using them for their intended purposes only. Each user is responsible for all activity that occurs under authorization of their password. Following the precautions below will help prevent unauthorized use of and liability for unauthorized use of computer resources:

- a. Maintain the confidentiality of passwords (do not give your password to another individual).
- b. Log off of your account when leaving (even for a short time).
- c. Change your passwords regularly.
- d. Only use computer accounts for which you are authorized.

3. ILLEGAL USE OF SOFTWARE

All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. Users of computer resources are subject to applicable laws governing intellectual property and should be aware that the copying, distribution, or use of protected software without proper permission or license is prohibited. It is the policy of Pacific Union College to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and may be subject to disciplinary action.

4. CHANGING SETTINGS ON COLLEGE COMPUTERS

Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited.

5. PERSONAL WEB PAGES

Pacific Union College is a Seventh-day Adventist college and it is expected that all use of the PUC computing resources is consistent with the philosophy and values associated with the church organization. Creating or maintaining a personal web page that is inconsistent with the above statement is prohibited and may be subject to discipline or loss of computer privileges. Direct links from personal web pages that are within “one click” and that are inconsistent with the College’s philosophy and values are also prohibited.

6. PROHIBITED ACTIVITIES

Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply may result in the user(s) being brought before the appropriate College disciplinary committee.

- a. **Unauthorized access:** Attempting to gain access to another user’s programs or account without that user’s express permission is prohibited.
- b. **Passwords:** *See above.*
- c. **Harassment:** Users of College computer resources shall not use these resources to harass or annoy others, or prevent them from legitimately using the facilities. Using electronic mail to send other users unsolicited messages of obscene, demeaning and/or menacing content constitutes harassment.

- d. **Changing settings of college computers:** *See above.*
- e. **Games:** Academic use of computing facilities always takes precedence over recreational use. Specifically, a course-related assignment has priority over game playing. An individual who fails to quit playing a computer game and give way to those who must do required work may be brought before the appropriate College disciplinary committee.
- f. **Compliance with federal, state, and local laws:** No individual shall use any part of the computer resources of the college in any activity that violates federal, state, or local laws.
- g. **Commercial use:** The College's computing resources are reserved for instructional and administrative purposes and the professional or scholastic activities of its faculty, staff and students. The use of these systems for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising, is prohibited. Further, use of the domain puc.edu and/or PUC's IP addresses is the exclusive right of the College. Creating or maintaining personal web servers using the domain puc.edu and/or PUC's IP addresses above is prohibited without prior authorization by the Director of Information Technology Systems and Services.
- h. **Tampering/viruses/worms:** Any deliberate attempt to tamper with, disrupt, delay or endanger the regular operation of the College's computing resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software or data is prohibited.
- i. **Network monitoring:** Monitoring and/or sniffing of any network traffic, passwords, e-mail, or any other network communications is prohibited.
- j. **Pornographic material:** Any use of College computing resources to view or transmit material with prurient content is prohibited. For purposes of this policy "prurient content" is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual thoughts or desires of the recipient and/or the sender.
- k. **Network servers:** Network servers of any kind are prohibited without the express approval of the ITSS Department. A network server is defined as any computer providing services to other computers on PUC's intranet or the Internet.

DISABILITY SUPPORT SERVICES

POLICY FOR STUDENTS WITH DISABILITIES

Pacific Union College complies with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990, and the applicable state and local regulations regarding students with disabilities. The College is committed to promoting and achieving equitable learning opportunities and participation for students with documented disabilities. For more information, see the *General Catalog* or visit the web page www.puc.edu/TLC.

DRESS CODE POLICY

PUC's dress policy guidelines follow biblical goals of modesty and simplicity. Students are encouraged to wear clothing appropriate to the occasion.

Shoes or sandals should be worn outside residence halls and in residence hall chapels and lobbies. Logos, pictures and wording on clothes should be in harmony with Seventh-day Adventist principles.

The College encourages students to respect the Adventist tradition of dressing "jewelry free" as a sign of respecting the Adventist subculture. Dressing "jewelry free" at PUC is not a matter of morality, but rather a part

of the Adventist heritage of simplicity.

Furthermore, modesty should be one's guide in determining appropriate attire. Tight-fitting garments and revealing clothes are not considered appropriate for on-campus attire. Swimming and sports are all encouraged at PUC, but again, let modesty be your guide when choosing something to wear to the field or the pool.

Shorts (near the top of the knee) are fine in any location on campus except in the church sanctuary and the Dining Commons during Sabbath hours.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 in maintaining student records. Except as noted in the *General Catalog*, no student information will be given without the consent of the student.

FIRE EQUIPMENT

Using illegally or tampering with fire-protection equipment such as fire alarms, fire escapes, fire exit signs, exposed sprinkler system pipes, and fire hoses is a violation of campus, county, and state fire ordinances. Fines of \$100 or more may be levied. Hanging items on the sprinkler system pipes will result in a minimum fine of \$50.

FIREARMS AND WEAPONS

Any student who possesses, uses, or threatens others with any weapon including firearms, BB guns, paint guns, air rifles or pellet guns on campus will be subject to College disciplinary procedures. It is a felony in California to bring a gun onto a college campus.

FIREWORKS

Selling, possessing, or using firecrackers or similar combustibles is a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items are subject to disciplinary action, including fines.

GRIEVANCE POLICIES AND PROCEDURES

Persons or groups who believe they have been or are being treated in an unjust, unethical, or discriminatory manner because of handicap, sex, race,

color, or national origin are encouraged to file a grievance with the appropriate level of authority.

DEFINITION

A grievance is a complaint by a student or a group of students, or by a faculty member, against an administrative action or policy that is perceived to be unjust, unethical, or discriminatory.

Unless an informal effort has been made to resolve it, both informal and formal grievance processes must begin with the immediately involved parties. No prejudice should attach to persons utilizing the grievance procedure.

INFORMAL GRIEVANCE PROCESS

The parties to the grievance should try to resolve the problem between themselves, or in one of the following sequences, up to the vice presidential level:

STUDENT:

Student > Teacher > Department chair > Academic V.P.

WORK/MISCELLANEOUS:

Worker > Supervisor > Department manager > Appropriate V.P.

RESIDENCE HALL/STUDENT LIFE:

Student > Residence hall/Head dean > Student Services V.P.

GUEST POLICY

Residence halls are gender exclusive. Overnight same-gender guests are permitted in student rooms on Friday and Saturday nights only. Guests must be registered with the service desk. Guests of the opposite sex are not permitted in the residence hall living areas but are welcome to visit in the parlors and lobbies until closing time. Offenders are subject to immediate discipline, which may include suspension.

HARASSMENT POLICY

Pacific Union College seeks to maintain an environment free from harassment for students and employees. Employees, volunteers, or other individuals providing services to the College, as well as students are prohibited from engaging in unwelcome verbal, visual, or physical conduct that could create a hostile, intimidating, or offensive work/educational environment. Such harassment is not acceptable and will result in appropriate discipline or dismissal. Anyone who feels that they are being harassed should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender's attention to it should resolve the problem. If the offending behavior persists, however, or if the person feeling harassed is uncomfortable in confronting the offender, the following complaint procedure should be followed:

1. For situations involving College employees, the student should report the incident to the human resources director of the College or to the residence hall dean, who will consult with the appropriate administrator to determine a method by which the investigation will be conducted.
2. For situations that involve a peer, the student should report the incident to the residence hall dean, who will consult with the dean of students to determine a method by which the investigation will be conducted.
3. The investigation will be for the purpose of seeking to establish whether there is a reasonable basis to accept the allegations as fact.
4. The accused will be fully informed of the nature of the allegations and will be given reasonable opportunity to respond to the charges.
5. College employees involved in the investigation will seek to insure every student's right to confidentiality.
6. If it is determined that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the act, the discipline may range from a written warning placed in the offending individual's file, to relocation, suspension or dismissal.
7. If it is determined that the complaint is unfounded, steps will be taken to restore the reputation of the accused. If it is determined that the accuser was intentionally dishonest, he or she will be subject to discipline.
8. If requested, both parties will be informed of the conclusions reached from the College's investigation.
9. It should be noted that the College has both a grievance and an appeal system.

All employees of Pacific Union College who are aware of incidents of

harassment within the College are responsible for reporting such incidents to the personnel director, supervisor, department head or another official for investigation.

HARM TO SELF

Students who express suicidal ideation will be immediately referred to a therapist for evaluation. Students who choose to purposely harm themselves may be requested to take a leave of absence for a full quarter. Re-admittance will depend on recommendation of a licensed therapist.

HAZING, INJURING, OR DEGRADING OTHERS

A student who conspires to engage in hazing or commits any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest can expect serious disciplinary action, if not dismissal (See California Education Code 32050-32051). A student who throws anything at persons, buildings, or vehicles can expect serious disciplinary action.

HOUSING POLICY

PUC affirms the values gained from being primarily a residential college. By accepting admission, a student 22 or younger agrees to live in a residence hall unless the student applies and is granted an exception. Requests for off-campus housing may be granted according to the following criteria for students in good standing: 23 or older; 22 and turning 23 during the academic year; fifth-year seniors (student missionary and taskforce years may count as one year); holder of an earned Bachelor's degree; living with parents or immediate relatives—grandparents, aunts, uncles, or siblings who are at least 25 years old and in their primary residence; part-time students taking six hours or less; 22 or younger with significant financial need and offered room and board at substantial savings with a family (must live in the family's home); married, divorced, widowed; single parents.

All housing must be registered in the Office of Student Services. Residence halls are only available for those students who are enrolled at PUC and who meet the eligibility requirements. Students 24 and older may live in the residence halls on a "space available" basis upon application. This policy also applies for all students taking summer school or working full- or part-time on campus during summers.

Off campus housing requests are approved on an annual basis. Thus, approval must be obtained from the Student Services Office prior to signing a lease.

Single community students are not allowed to live in coed groups.

STUDENT FAMILY HOUSING

PUC offers housing designed especially with the needs of married students and single parents in mind. To be eligible to live in Brookside Park or Court Place, students must complete at least 12 hours of class per quarter, except during the summer. Family housing assignments are made on a first-come, first-served basis from a waiting list. To have your name put on the waiting list, complete the Housing Request and return it to Student Services with a non-refundable deposit. Older students, as well as faculty and staff, are eligible to reside in Student Family Housing upon availability and priority determined by the Office of Student Services. For more information, call Student Services, ext. 7362.

NON-DISCRIMINATORY POLICY

Pacific Union College abides, in practice, by the following policies: The College is committed to providing equal opportunity for qualified persons regardless of gender, handicap, race, color, national or ethnic origin, or age. It extends to them all the rights, privileges, programs and activities generally accorded or made available to members of the College community. Administration of all educational and admissions policies, financial affairs, employment programs, student life and services, or any other College-administered program is covered by this commitment to equality of opportunity.

The College reserves the right to discriminate on the basis of religion to the extent constitutionally permitted and set forth in 42 U.S.C. section 2000.

NON-FRATERNIZATION POLICY

The faculty of Pacific Union College assist the College in meeting its mission of providing a quality higher education in a Christian environment for its students. Students should be assured that the relationships they develop with faculty members will always be built upon the highest ethical precepts of the educational profession.

To promote professionalism and the efficient and fair operation of the College and to avoid misunderstandings, complaints of favoritism, problems with supervision, security, or morale, questions regarding academic achievement, and possible claims of sexual harassment, faculty are strictly prohibited from unethical or inappropriate fraternizing with students, including but not limited to, dating, pursuing to date, and pursuing or having romantic or sexual relationships with students.

PERSONAL PROPERTY POLICY

PUC cannot accept responsibility for stolen items or money, or for damage to personal property. Students' rooms, cars, bikes and/or motorcycles should be kept locked. Various plans of personal property insurance are available. Contact the residence hall dean for more information.

POSTERS/SURVEYS/PETITIONS/QUESTIONNAIRES

The vice president for Student Services is to approve all nonacademic material (including political, religious and business leaflets, petitions, and surveys to be signed by students, faculty, staff and administrators) prior to distribution on campus. All materials to be posted on campus must be approved and stamped by Student Services. The vice president for Academic Administration approves all academic material (class project questionnaires, etc.) prior to distribution.

PUBLIC DISPLAY OF AFFECTION

PUC's philosophy is that you act appropriately for the occasion; this includes limiting your public display of affection to modest and self-respecting behavior. The residence hall lobbies, halls, stairwells, porches or sidewalks are public areas to be enjoyed by all in a casual, tasteful manner.

RESIDENCE LIFE POLICIES

See pgs. 32-35.

SKATEBOARDING

Skateboarding on the campus of PUC is allowed only for transportation purposes. Skateboarding is not allowed on benches, railings, stairs, steps, curbs, ramps, or in buildings. Violators may be restricted from the campus

proper, and the replacement cost of any damage. All skateboarders skate at their own risk.

STEALING

Stealing is considered to be a serious offense and will be subject to discipline and possible suspension. Students should take precautions to protect their personal belongings. Please note: The College is not responsible for items taken.

STUDENT LEADERSHIP POLICY

To be elected as an officer of the Student Association is both an honor and a responsibility. It is an honor because it means being popularly elected by fellow students to represent them. It is a responsibility because it means meeting those students' needs and representing PUC as a Christian college.

Student Association officers should be able to work with the College administration and be fully acquainted with the philosophies and policies of PUC. They should be willing to carry out their responsibilities using Christian ethics.

To hold a Student Association office, a student must first submit a petition to the S.A. elections chair. Students are required to have a cumulative GPA of 2.50 and must maintain that level during the term of office. To be eligible for office, a student must be enrolled in a minimum of six hours of college credit per quarter. The Student Life Committee and the S.A. Elections Committee clear students for eligibility before they are allowed to run for office. (Publication Board clearance is mandatory for all publication candidates.)

SUMMER ROOM & BOARD

There is a special 50% off the full room rate during the summer for students who are employed on campus and taking classes, or taking classes full time.

There is a \$25 per week minimum board during summer school for students living in the residence halls. Payment for food may be in cash or by meal card available for purchase for a specific amount of money from the Dining Commons.

The College reserves the right to adjust rates, rents and fees during the summer to accommodate economic fluctuations.

TRANSPORTATION POLICY

Minimal transportation options are available to students to assist them in making connections to area airports.

The Enrollment office will facilitate transportation from PUC to Evans Airport Service in Napa (\$30). Reservations must be made at least 48 hours in advance and are subject to availability of vehicles and drivers. You must cancel 24 hours before departure. For reservations, call ext. 6425.

Napa Valley has two taxi services available: Taxi Cabernet (963-2620) and Napa Valley Cab (257-6444). Warning: Taxi service in the Napa Valley can be very expensive.

PUBLIC TRANSPORTATION BETWEEN NAPA AND SFO/OAKLAND

Evans Airport Service offers transportation to and from the San Francisco International Airport and the Oakland International Airport seven days a week. To make reservations (not required), call (707) 255-1559. Points of departure at the airports are outside the baggage-claim area of your airline.

VANDALISM

Any damage incurred to any campus property carries with it restitution of damages, fines, and possible criminal prosecution. Vandalism may result in a dismissal from school.

VEHICLE POLICY

Parking on the PUC campus is a privilege, and it is allowed by permit only. Every vehicle must be registered with the Public Safety department prior to or immediately upon arriving to the campus. There are permit fees that apply. Contact Public Safety for current information regarding permits, fees, rules, regulations and restrictions. Public Safety can be contacted by calling (707) 965-6551, visiting their office at 180 College Avenue between the hours of 8 am-4 pm Monday through Friday, or by accessing their web page at www.puc.edu/publicsafety 24 hours a day.

Vehicle registration requires the vehicle's proper state registration, proof of insurance, and the student's driver's license. Failure to register vehicles will result in disciplinary action. Such action includes, but is not limited to, citations, impound, and towing. According to the California Vehicle Code, all citations must be paid or appealed within 21 calendar days of the citation date. Citations older than 21 calendar days will incur penalties and cannot be appealed.

Vehicles need to have current state registration, and carry the minimum liability insurance coverage required by the State of California Vehicle Code.

Motorcycles/scooters brought onto the campus must be street-legal. Off-road motorcycles/ATVs and "pocket" bikes are not allowed on campus.

Motorcycles/scooters must only be operated on roadways, not sidewalks or in any other inappropriate manner. Motorcycles/scooters must park only in designated areas, or be subject to parking citations.

Undeveloped campus property is off limits to all motorized vehicles without proper authorization.

Public Safety designates different parking areas across the campus for faculty, staff, and visitors. Students need to park in areas allowed by their specific parking permit to avoid a parking violation citation.



ROOMMATES CAN BE FRIENDS TOO

So you've heard the horror stories about roommates who can hardly stand to see each other. It happens. Maybe it's already happened to you. But there are some things you can do to make that roommate relationship tolerable—even fun.

BE HONEST: Life is complicated enough without a roommate who beats around the bush. So many times, roommates fail to express what they like or dislike. Open communication in a friendly manner will help your roommate know you (and your quirky idiosyncracies) better.

DON'T WHINE: Being honest is one thing... whining is another. When people whine or gripe, they're usually not interested in solving the problem. They just want to advertise their unhappiness.

DIVIDE CHORES: Frustration usually follows when work is not evenly divided. At the start of the quarter, decide who will scrub the toilet and who will clean the sink

DON'T BORROW TOO MUCH: Even when a roommate seems willing to lend books, clothes, or CDs, he or she might resent it if you borrow too much. Some people have trouble lending out stuff at all, so be sensitive. (And if you borrow your roommate's stuff, you better be willing to lend out your own.)

DON'T BRAG: There's a difference between sharing excitement and bragging. A roommate that brags is annoying to everyone.

DON'T PREACH: Sometimes your roommate doesn't want (or need) your advice. It's okay to share your opinions. But don't assume that you know what's best for your roommate.

ALLOW YOUR ROOMMATE TO BE UPSET: At some point, your roommate will be angry, hurt, or frustrated. A relationship break-up, a fight, a bad grade—many things can cause emotions to flare. Allow him or her to be upset, rather than be angered by your jokes or light treatment of another's feelings.

BE A FRIEND: Often roommates forget to be friends. Encourage your roommate to attain goals. Listen to your roommate's frustrations or excitement; then share the emotion with them.

If the relationship absolutely isn't working, don't prolong the agony. Talk to the dean about changing roommates. And, again, be honest with your roommate. Sometimes, you will become better friends when you're no longer roommates.