

## Student Housing

As a Pacific Union College student, you must register your housing in the Student Services Office. Housing policies also apply if you are enrolled in summer sessions or working full or part time on campus during summer sessions.

### Residence Halls

Pacific Union College affirms the values to be gained from being primarily a residential college. If you are an unmarried student age 22 or younger who accepts admission to the college, you agree to live in a residence hall— unless you apply for and are granted an exception.

Residence halls are available to students currently enrolled at Pacific Union College who meet eligibility requirements. If you are age 24 or older you may live in a residence hall on a “space-available” basis upon application.

### Off-Campus Housing

If you are an unmarried student in good standing, your request for off-campus housing may be approved if you are:

1. age 23 or older,
2. age 22 and will be turning 23 during the current academic year,
3. a fifth-year senior (Student Missionary and Taskforce years may count as one year),
4. a holder of an earned bachelor's degree,
5. a single parent,
6. divorced or widowed,

7. living with parents or other immediate relatives (grandparents, aunts, uncles, siblings at least 25 years old) in their primary residence,
8. a student with significant financial need and are offered room and board at substantial savings (you are required to live in the host family's home), or
9. a part-time student enrolled for six or fewer credits.

Requests for off-campus housing are considered and acted upon annually. You should secure approval before signing a lease for off-campus housing.

Unmarried community students are not to live in “coed” groups.

## Dining

Bon Appétit at PUC Café provides a selective menu and a variety of services to satisfy the needs and tastes of a cosmopolitan campus community. The college provides a lacto-ovo-vegetarian menu on the à la carte plan. If you have any special dietary needs, you should visit the General Manager to make any necessary special arrangements.

If you live in a residence hall, you are expected to take your meals in the PUC Café and are charged a minimum fee each quarter. For further information, see the section entitled “Financial Information” in this catalog.

Bon Appétit caters for small-group activities, picnics, and banquets. Small

groups and organizations may reserve three auxiliary dining rooms in the Dining Commons (all food is to be prepared by Bon Appétit). Reservations are made at the Bon Appétit office.

## Health Services

Health Services is a health care provider offering a wide range of services to the campus population. Health Services offers direct medical care for common medical conditions and referrals to outside medical providers/specialists when needed. For additional information, please refer to the web site located at [www.puc.edu/healthservices](http://www.puc.edu/healthservices).

## Orientation for New Students

Prior to fall quarter, the college provides an orientation program to acquaint new students with various aspects of campus life. Activities include a weekend retreat, familiarization with the use of campus facilities and services, and social gatherings to provide opportunity for becoming acquainted with other students and with faculty members.

## Library Services

The W. E. Nelson Memorial Library provides both print and non print educational materials and electronic databases for the use of students and faculty. Library holdings include 358,017 items and a current subscription list of

## Student Life and Services

805 periodicals. The 56,741-item media collection includes slides, tapes, filmstrips, motion-picture films, videotapes, transparencies, recordings, musical scores, and other media. The building provides seating for 202 patrons.

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.

### Teaching and Learning Center

The Teaching and Learning Center (TLC) is dedicated to helping you transition from high school to college. The Center also provides a variety of academic support services to help you develop your abilities for a successful college experience. The TLC services include free tutoring and mentoring; opportunities to develop note-taking skills, study skills, and other effective learning strategies; programs to enhance student persistence; accommodation for learning disabilities; and academic advising for undeclared students.

### Career and Counseling Center

The Career and Counseling Center is an important resource for personal and academic success. You may make appointments for personal, occupational, or academic counseling through the Center coordinator. Referral service to other professionals in the immediate vicinity is also available through the Center.

The Career and Counseling Center provides the following services:

#### Psychological Services

Professional, confidential emotional and psychological support is available on an individual, couple, family or group basis. Counselors want to help you deal with any anxiety, depression, stress, personal situational difficulties, or other personal problems that might interfere with your academic performance or seriously compromise your quality of life.

#### Testing Services

The Career and Counseling Center is an official non-Saturday test site for professional school admissions. Test application forms, national testing dates and deadlines are available.

Additionally, the center coordinates CLEP examinations and other institution-based examinations.

#### Career Services

Career testing and personality testing are available as well as career counseling so that you may discuss career options, self-assessment, skills, interests, values, goals, and job-seeking strategies. The center also offers assistance as you develop effective interview skills and write résumés and application letters.

#### Recruitment Services

The center coordinates on-campus recruitment conducted by representatives from professional schools, businesses, industries, technological firms, human services, educational organizations, and government agencies. Such recruiters visit Pacific Union College to interview graduating seniors for local, regional, and national positions. Interviews are conducted on campus, usually in the Career and Counseling Center.

### 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.

#### Accommodations for Students with Disabilities

The Learning Disability Coordinator at the Teaching and Learning Center organizes the support services for students with documented disabilities. It is your responsibility to provide current documentation (no more than three years old) of your disability.

If you have formal documentation of a disability and are enrolled at Pacific Union College, you are responsible for notifying the Learning Disabilities Coordinator (for academic accommodation) and the Student Services Office (for physical accommodation). Prompt contact with the appropriate person or office is important for the college to be able adequately to assist you.

You are not eligible to receive disability accommodations from the college if you do not provide valid disability documentation, self-prescribe your condition, or have not requested accommodation.

### Religious Life

In keeping with the special character of this Christian college, you are expected to attend a specified number of worship 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, cell groups, the Student Missionary program, short-term mission opportunities, off- and on-campus service groups, and retreats. These activities provide opportunities for you to be active in service to God and humanity.

### Cultural Activities

Cultural activities include a Fine Arts Series featuring guest artists and members of the music faculty in classical music concerts; the Heubach Lecture Series and the Longo Lecture series, each of which offers outstanding presentations by distinguished guest speakers; and Rasmussen Art Gallery exhibitions featuring guest artists, members of the art faculty, and student art work. These events are provided to the campus and surrounding community free of charge.

### Recreational Facilities

College recreational facilities include a lounge and game room in the Campus Center (Dining Commons, first floor); a gymnasium with three full-size basketball courts where basketball, volleyball, futsal and badminton are available; a fitness center with 36 cardio machines and weight rooms containing free weights and weight machines; an Olympic-size swimming pool; lighted outdoor tennis courts; and athletic fields for softball, soccer, volleyball, flagball, and running track. Recreational areas near the college offer skiing, golfing, scuba diving, and boating.

### Student Association

As a student, you are a voting member of the Student Association. The Association is responsible for promoting and conveying the ideals and objectives of the college and coordinates a number of social and religious activities and other services on campus. These include producing the campus newspaper (*Campus Chronicle*), the student-faculty directory (*Funnybook*), the yearbook (*Diogenes Lantern*), and the annual video yearbook.

The main purpose of the Student Association is to serve as a liaison with college administrators. The SA Senate is an

additional forum for addressing relevant campus issues.

You are invited and encouraged to participate in the various opportunities the Association provides for activities and leadership. A detailed description of the organization of the Student Association appears in the Association's Constitution and Bylaws.

### College Standards

Pacific Union College is an independent, coeducational institution, operated in harmony with the beliefs, practices, and educational philosophy of the Seventh-day Adventist Church. In keeping with the special character of the college, you are encouraged to relate your academic study to your understanding of the Christian faith.

The college emphasizes the development of sound Christian character and makes a continuous effort to maintain an atmosphere that encourages commitment and growth in a personal relationship with Jesus Christ. Thus faith and learning combine to prepare you for a life of Christian service.

In harmony with that purpose, you are expected to consistently avoid all forms of personal conduct that are scholastically deleterious or spiritually or morally destructive. You are expected to refrain from the use of drugs, alcoholic beverages, tobacco, and improper conduct between the sexes, and to respect the facilities of the college and the property of others.

Applicants unwilling to pledge compliance with these standards will not knowingly be accepted or retained at Pacific Union College. If you find yourself out of harmony with these standards and social policies, or your conduct and attitude show evidence of a negative or noncooperative influence, you may expect dismissal from the college.

### Student Conduct

The Student Services Office publishes the *Student Handbook* ([www.puc.edu/studenthandbook/](http://www.puc.edu/studenthandbook/)), which presents in more detail the standards of conduct referred to above. Application to and enrollment in the college are viewed as evidence that you have chosen to abide by the practices and regulations that appear in official college publications.

### Family Rights and Privacy (FERPA)

In maintaining student records, the college complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). Except as noted below, the college will give no information about you to any third party without your consent.

The law provides, however, that the college may disclose certain information without requiring your consent. This includes the following:

1. Information to Pacific Union College administrators, faculty, supervisors, or support staff with legitimate educational interests. A legitimate educational interest exists if one of the above school officials needs to review an education record in order to fulfill his or her professional responsibilities for the college.
2. Information to other universities, colleges or schools in which you seek to enroll.
3. Information requested by certain federal, state, and local officials and/or authorities as set forth in the law.
4. Information to persons or organizations providing financial aid.
5. Information required in an emergency to protect your health and safety or that of others.
6. Information to certain organizations conducting educational studies.
7. Information to accrediting bodies.

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8. Information to your parents if you are a financial dependent according to IRS standards.
9. Directory or public information consisting of your name, address, telephone number, date of birth, major, minor, year in college, dates of attendance, date of graduation, degrees and awards received.

You have the right to refuse the disclosure of directory information about yourself except for information about your degree status. To exercise this right of refusal, you must notify the registrar in writing, while you are enrolled, of your request.

You have the right to inspect and review official records, files, and data directly related to yourself that are kept by any office of the college. There is one exception: Students applying for admission to the college may not review their application files.

Requests to review any records should be made in writing to the administrator responsible for the record. Requests will be processed within forty-five days from the date the request is filed.

### Grievance Policies and Procedures

The college has developed grievance policies and procedures to ensure that members of its constituent groups are not being treated in an unjust, unethical, or discriminatory manner. Statements detailing these policies and procedures are in the *Student Handbook*.

### Telephone Information

One telephone line is provided in each residence hall room for on-campus calling. You are to provide your own telephone—either touch-tone or pulse. Optional local calling and direct-dial long distance calling are available through the Telecommunications

Department located in ITSS. These services operate on a prepaid system that is accessed via a Personal Security Code (PSC) given to you upon request. To arrange for off-campus telephone service, you request and obtain your PSC from the Telecommunications Department and, at the Cashier's Office, make a deposit of \$1.00 or more on your PSC account. When the deposit is exhausted, local and long-distance calls are discontinued until you make a further deposit.

Telephone service does not permit you to accept collect calls or order any "outside" telephone service that is billed to your dorm room telephone number. If you do accept a collect call, you must pay for the call plus a \$500.00 per-call service charge. Also, local telephone company features, such as "Call Waiting", "Caller ID", etc., are not compatible with college telephone equipment. Any damage or misuse of the telephone system or equipment will result in a \$500.00 fee per violation.

Billing for collect calls and/or inappropriate telephone behavior will be added to your college account.

Pacific Union College will accept your application for admission regardless of your race, age, sex, or national origin so long as your attitude and behavior are in harmony with the goals and traditions of this Seventh-day Adventist college and your abilities and preparation indicate the probability of academic success.

Although church affiliation is not required for admission, you are expected to abide by the policies outlined in this catalog and the *Student Handbook*. To qualify for admission, you must give evidence of intellectual competence, high moral character, satisfactory health, and a genuine desire to learn.

## Application Procedures

1. Apply online at [www.puc.edu/enrollment](http://www.puc.edu/enrollment). There is no fee for online applications.
2. Alternative to applying online: Send a completed Pacific Union College Application for Admissions (available from the Admissions Office) along with a \$30 nonrefundable application fee to the Admissions Office.
3. Request that transcripts be sent directly to the Pacific Union College Admissions Office from:
  - a) the academy or high school from which you graduated; and
  - b) all colleges you previously attended.

Applicants are responsible for the transfer of transcripts of all high-school and college work attempted. Anyone who willfully refrains from transferring all scholastic records, or does not give full and truthful information concerning previous attendance at other educational institutions, will not knowingly be accepted or retained as a student. The transcripts become the property of the college and are kept on permanent file.

4. Submit the necessary references:
  - a) This requirement is automatically met if you apply directly from a constituent Seventh-day Adventist academy in the Pacific Union.
  - b) Bachelor of Science in Nursing students need to provide the references required as part of their application to the nursing program.
  - c) All others applicants must have two completed reference forms sent to the Admissions Office (the form is available online at [www.puc.edu/enrollment](http://www.puc.edu/enrollment)).
5. International applicants must meet the additional requirements detailed in the following sections of this catalog: “Admission of International Students” under ADMISSION and “International Students” under FINANCIAL INFORMATION.
6. Wait for a decision letter. When all

pertinent documents are on file—application form, transcripts, and recommendations—the application will be processed and you will promptly be notified in writing of the action taken.

*No student should at any time come to the college for the purpose of registering without having first received a formal notification of acceptance.*

## Acceptance Follow-Up Procedures

The letter of acceptance outlines further steps necessary before registration:

1. If you will be a residence hall student, complete the room reservation form and send it, together with a \$150 room reservation fee, to the Admissions Office. This fee is refundable if your notice of cancellation is received by September 1. No refunds are made for cancellations after September 1 or for failure to appear for registration.
2. Take the required college entrance examination and be sure that scores are on file in the Admissions Office. Pacific Union College participates in the American College Testing Program (ACT) as an essential element in academic advising. Each first-year and transfer applicant with fewer than 30 quarter credits must provide ACT (or SAT) scores. *You may be*

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*accepted without these test scores, but you must take the test before you attend your first courses.*

3. The college's Health Services Department is required to have on file basic medical information to meet county requirements. The minimum information necessary is:
  - a) Current personal and family medical history
  - b) Recent physical examination including TB testing
  - c) Childhood immunization records
  - d) Current health insurance.Forms can be downloaded at [www.puc.edu/healthservices](http://www.puc.edu/healthservices).

## Reapplication Procedures

1. If your residence as a student at Pacific Union College has been broken for three or more consecutive quarters, you must follow regular application procedures in order to re-establish student status.
2. If your residence as a student at Pacific Union College has been broken for less than three consecutive quarters, you may contact the Admissions Office to have your original application updated and re-activated.

## Admission to Regular Undergraduate Standing

You will have regular admission status if you have acceptable recommendations and qualify in one of the following categories:

1. Students having secondary-school graduation, or its equivalent, and a GPA of at least 2.3 (C+) in "solid" subjects. You are expected to have completed the following:

### *Minimum Requirements*

- 4 years of English
- 2 years of Mathematics, including Algebra
- 1 year of Science
- 1 year of History

### *Strongly Recommended\**

- 3 years of Mathematics, including Algebra II and Geometry
  - 3 years of Science, including Biology, Physics, and Chemistry
  - 2 years of History, including U.S. and World History
  - 2 years of Foreign Language
  - Computer Literacy
2. Students lacking secondary-school graduation who have passed the Test of General Educational Development (GED) with a standard score of 400 or above on each of the five tests and an average standard score of 500 for all five tests.
  3. Students seeking early entrance to college and lacking secondary-school graduation who have passed the California High School Proficiency Examination (CHSPE). You are expected to have met the following requirements:
    - a) Successful completion of a minimum of two years of secondary school.
    - b) A personal interview of applicant and parents by an admissions officer of the college or a designated representative.
    - c) A letter from the applicant stating the rationale for early entrance into college.
    - d) Recommendation by the faculty of the secondary school last

\* *If you have completed the strongly recommended courses, you will probably have fewer requirements in your general-education program. See "General Education Requirements for the Baccalaureate Degree."*

attended, including an evaluation of social and academic readiness for college.

4. Home school applicants who have contacted the Admissions Office and discussed their individual situation. Home school applicants should anticipate providing ACT or SAT scores plus transcripts or GED scores, or other evidence of high school completion.
5. Transfer students who have completed at least 45 quarter hours of college credit with a minimum cumulative GPA of 2.0.
6. Transfer students who have completed less than 45 quarter hours of college credit must meet the admission standards for first-year freshmen.
7. Reapplicants who have both a minimum cumulative and a Pacific Union College GPA of 2.0 and have maintained an acceptable citizenship record.

## Admission on Academic Probation

You may be admitted on academic probation status if you qualify in one of the following categories:

1. Applicants for admission as first-year students who meet the requirements of one of the categories above, but whose GPA in "solid" subjects is between 2.0 and 2.3.
2. Applicants for admission as first-year students who have taken the GED test with standard scores of not less than 350 on each of the five tests and an average standard score of at least 450 for all five tests.
3. Transfer students who are granted admission by special action of the Admissions Committee even though they do not meet the GPA requirements stated above.

If you are admitted on academic probation, you may take up to 15 hours

each quarter, including any required remedial courses, until you achieve regular enrollment status. (For further information, see the section entitled “Academic Information and Policies” in this catalog.)

### **Admission by Advanced Enrollment**

Advanced Enrollment status is for secondary-school students of superior ability who wish to enroll in some college courses while completing requirements for secondary-school graduation. For admission to this status, you must meet the following criteria:

1. Completion of your sophomore year with a GPA of at least 3.5.
2. Recommendation from the secondary-school faculty supporting your ability to benefit from early college enrollment and specifying your remaining requirements for graduation and the method of fulfilling them.
3. Written rationale for early entrance into the college program and evidence of superior motivation.

Students in this category are granted regular admission, subject to secondary-school graduation.

### **Admission as a Special Non-Degree or Audit Student**

If you do not meet college entrance requirements or do not wish to qualify for a degree, but do wish to take certain courses at the college level on either a credit or an audit basis, you may apply for admission as a special non-degree student. On this basis you are permitted to select courses for study without reference to the requirements of any prescribed curriculum. Enrollment in any particular course is subject to the approval of the instructor and to your meeting any course prerequisites.

Applicants for admission as special students are expected to follow the same procedures for application and registration as regular applicants. Ordinarily, a special student may register for one to six quarter hours at any one time.

### **Admission as a Guest Student for Transfer Credit**

If you have been accepted for study in another college or university and wish to earn credit at Pacific Union College for transfer, you are not required to follow regular admission procedures. You need only apply to Enrollment Services at least one month prior to the beginning of the quarter for which you expect to register at Pacific Union College.

### **Admission of International Students**

If you are an international student, you will be considered for admission when you have:

1. met all requirements for regular admission;
2. provided certified English translations of transcripts;
3. provided the required two references, written in English;
4. presented evidence of ability to meet all financial obligations to the college (see also the section of this catalog entitled “International Students” under FINANCIAL INFORMATION); and
5. demonstrated ability to pursue studies in the English language by presenting a minimum score of 70 on the internet-based Test of English as a Foreign Language (TOEFL) or a minimum score of 14 on the ACT verbal or a minimum score of 360 on the SAT critical reading or an equivalent score on another recognized test such as Michigan or Cambridge.

