

ACADEMIC START GUIDE

PACIFIC UNION COLLEGE 2011-2012

PACIFIC UNION COLLEGE
Academically Outstanding Spiritually Authentic

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Getting acquainted with a new college is an adventure, and a lot happens in the first few days. Use this guide for tips, resources, and step-by-step guidance through your acclimating process and throughout the school year.

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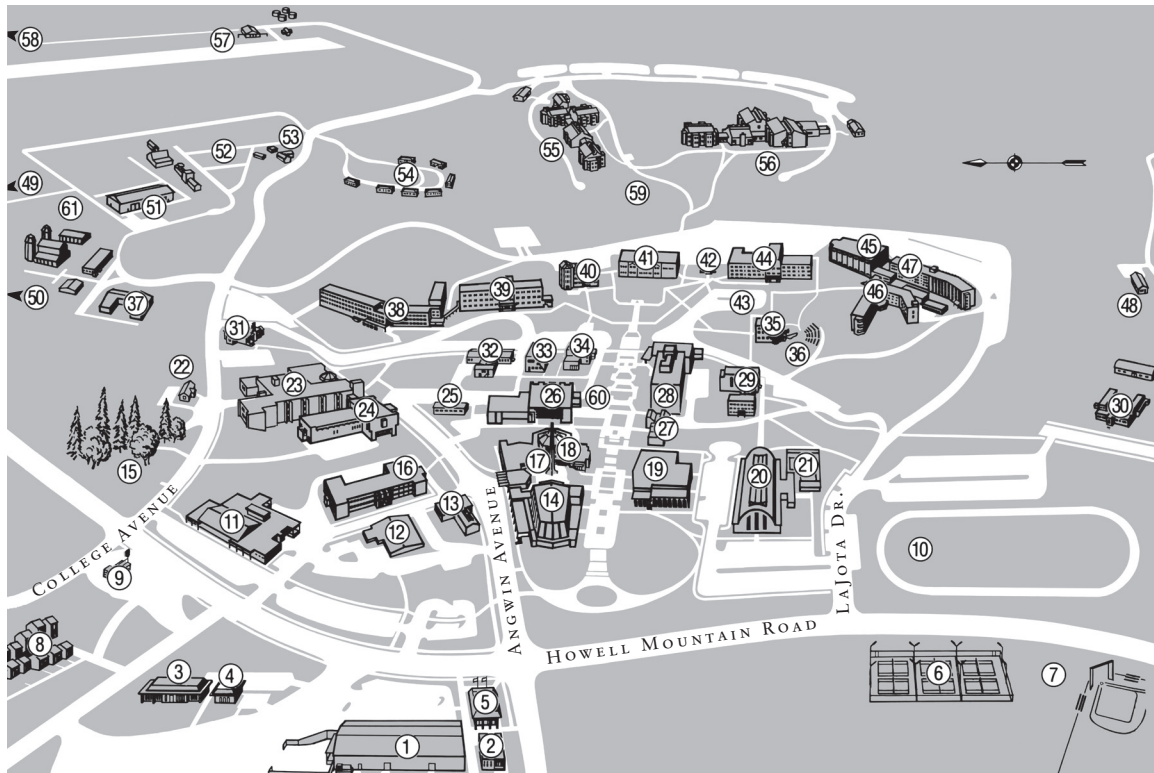
Navigating Technology

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Beyond Academics

ORIENTING YOURSELF

Before you begin your first year at PUC, it's important to get familiar with certain landmarks and sources of assistance.



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| <p>1. Angwin Plaza:
Ace Hardware
Angwin Teen Center
College Bookstore
Market
Washette</p> <p>2. Post Office</p> <p>3. Career and Counseling Center</p> <p>4. Dental Building</p> <p>5. Credit Union</p> <p>6. Tennis Courts</p> <p>7. Athletic Field:
Hardball and Softball Fields
Sand Volleyball Courts</p> <p>8. Brookside Park:
Student Family Housing</p> <p>9. Service Station:
College Chevron</p> <p>10. Athletic Track & Field</p> <p>11. Press Building:
Copy Center
Estate Planning
Mail Services</p> <p>12. Custodial:
Lost and Found</p> <p>13. Heating Plant</p> <p>14. Church and Sanctuary</p> <p>15. Alumni Park</p> <p>16. Fisher Hall:
Visual Arts</p> <p>17. Sabbath School Rooms</p> <p>18. Church Complex:
Campus Chaplain</p> | <p>Campus Ministries
Church Office
Fireside Room
Scales Chapel</p> <p>19. Paulin Hall:
Music</p> <p>20. Pacific Auditorium:
Fitness Center
Gymnasium
Exercise Science, Health, and Nutrition
Weight Room</p> <p>21. Swimming Pool</p> <p>22. Public Safety</p> <p>23. Chan Shun Hall:
Academic Administration
Academic Advising
Chemistry
Computer Science
Mathematics
Physics
President's Office</p> <p>24. Davidian Hall:
Nursing
Psychology and Social Work</p> <p>25. Teaching and Learning Center</p> <p>26. Dining Commons:
Cafeteria
Campus Center
Student Association Offices</p> <p>27. Rasmussen Art Gallery</p> <p>28. Library:
E.G. White/SDA Study Center</p> | <p>Information Technology
Systems and Services
Media Services
Pitcairn Islands Study Center</p> <p>29. Preparatory School</p> <p>30. Elementary School</p> <p>31. Development / Alumni</p> <p>32. Financial Services:
Accounting Services
Financial Administration
Human Resources
Student Financial Services</p> <p>33. West Hall:
Education
Health Services</p> <p>34. West Hall Annex</p> <p>35. Stauffer Hall:
Alice Holst Theater
English</p> <p>36. Amphitheater</p> <p>37. Storage Area</p> <p>38. Newton Hall:
Men's Residence</p> <p>39. Grainger Hall:
Men's Residence</p> <p>40. Clark Hall:
Biology
Wilmer Hansen Collection</p> <p>41. Irwin Hall:
Business Administration
Communication
History
Modern Languages</p> <p>42. Ambs Hall</p> | <p>43. Graf Oval</p> <p>44. Graf Hall:
Academic Records
Admissions
Enrollment Services
Public Relations
Religion
Student Services
Women's Residence</p> <p>45. Dauphinee Chapel</p> <p>46. Andre Hall:
Women's Residence</p> <p>47. Winning Hall:
Women's Residence</p> <p>48. Discoveryland Preschool</p> <p>49. Land Management</p> <p>50. Recycling Center</p> <p>51. Plant Services</p> <p>52. Mobile Manor</p> <p>53. Landscape</p> <p>54. Court Place Apartments:
Student Family Housing</p> <p>55. Nichol Hall:
Men's Residence</p> <p>56. McReynolds Hall:
Women's Residence</p> <p>57. Virgil O. Parrett Field:
Flight Center</p> <p>58. Young Observatory</p> <p>59. Commencement Grove</p> <p>60. Prayer Chapel</p> <p>61. Cogeneration Plant</p> |
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Academic Calendar

Take a look at the year in one glance. Start planning Spring Break now.

Fall Quarter (2011)

W-Su	September	21-25	New Student Orientation
M		26	Instruction begins
M	October	3	Last day to enter or delete courses
W-S		12-15	Fall Revival
F-Su		21-23	Parents Weekend
F	November	18	Thanksgiving recess begins (4:00 p.m.)
Su		27	Thanksgiving recess ends (10:00 p.m.)
M		28	Last day to withdraw from courses
M-Th	December	12-15	Final examinations

Winter Quarter (2012)

Su	January	8	New Student Orientation
M		9	Instruction begins
M		16	Martin Luther King Day; no classes/labs
T		17	Last day to enter or delete courses
W-S		25-28	Winter Revival
F	February	10	Mid-quarter vacation; no classes/labs
M	March	5	Last day to withdraw from courses
M-Th		19-22	Final examinations

Spring Quarter (2012)

Su	April	1	New Student Orientation
M		2	Instruction begins
M		9	Last day to enter or delete courses
T		10	2012-13 registration begins/Seniors
F-Su		20-22	Alumni Weekend
M		23	2012-13 registration begins/All students
M-S	May	7-12	Week of Prayer
M		28	Memorial Day observed; no classes/labs
T		29	Last day to withdraw from courses
M-Th	June	11-14	Final examinations
F-Su		15-17	Commencement

Summer Quarter (2012)

M	June	18	Instruction begins
W	July	4	Independence Day; no classes/labs
Th	August	16	End of Summer Quarter

YOU SHOULD KNOW...

Every student receives a 13-month print PUC calendar featuring artwork of local or alumni artists, but for the most accurate information go to our online calendar at www.puc.edu

Nelson Memorial Library

Whether you need to use the computer lab, get reference materials for a research paper, or find a quiet place to study, the library is the center of your academic world. Take advantage of the helpful staff, four floors of resources, and late operating hours for your studying convenience.

Frequently Called Library Numbers

General Information	6241
Reference	6639
Interlibrary Loans	6642
Heritage Room	6644
Fax	6504
Media Services	7221

**Your
PUC ID card
doubles as a
library card!**

Library Hours

Regular

Sunday, 10 a.m. – midnight
Monday through Thursday, 8 a.m. – midnight
Friday, 8 a.m. – 2 p.m.

Vacation

Sunday, closed
Monday through Friday, 9 a.m. – 1 p.m.

Summer

Sunday, 2 p.m. – 8 p.m.
Monday through Thursday, 8 a.m. – 8 p.m.
Friday, 8 a.m. – 1 p.m.

YOU SHOULD KNOW...

The Nelson Memorial Library has group study rooms available to students on a first come, first served basis or by reservation. See the library staff for more information.

Computer Lab

There are over 35 computers available for student use, and the lab is open until midnight, Sunday through Thursday.

Research Assistance

Writing a paper on the obscure *Orius tricolor* and don't know where to start? Librarians will help you develop a search strategy, find appropriate books and journal articles, and assist with interlibrary loans for your research papers. Simply stop by the reference desk during library hours or call and make an appointment.

Librarians and their areas of specialization

Adu Worku	Library director
Patrick Benner	Biology, Chemistry, Computer Science, Exercise Science, Mathematics, Physics
Joel Lutes	Behavioral Sciences, Business, Education, English, Religion
Linda Maberly	Interlibrary loans
Gilbert Abella	Communication, Modern Languages, Nursing

To contact, call ext. 6639 or email reference@puc.edu. Inquiries are usually responded to within eight hours.

ORIENTING YOURSELF

Key Contacts

<i>Service/Resource</i>	<i>Person or Office</i>	<i>Location</i>	<i>Phone ext. (965- prefix off campus)</i>
Academic Administration	Nancy Lecourt Edwin Moore	Chan Shun Hall Chan Shun Hall	6234 7103
Administrators			
President	Heather J. Knight	Chan Shun Hall	6211
Vice President for Academic Administration Academic Dean	Nancy Lecourt	Chan Shun Hall	6234
Vice President for Financial Administration	Dave Lawrence	Financial Services	6699
Vice President for Asset Management	John Collins	Press Building	7110
Vice President for Student Services	Lisa Paulson	Graf Hall	7362
Vice President for Advancement		Advancement/Alumni	7500
Vice President for Marketing & Enrollment Services	Julie Z. Lee	Graf Hall	6303
Adventist Colleges Abroad (ACA)			
• Applications, financial arrangements	Susanne Ermshar	Graf Hall	6425
• Language advising, program coordination	Sylvia Rasi Gregorutti	Irwin Hall	6510
Academic Advising	Ed Moore	Chan Shun Hall	7103
Advisor Assignments	Marlo Waters	Graf Hall	6673
Applications/Enrollment	Enrollment Services	Graf Hall	6425
Athletics (Pioneers Varsity)	Robert Castillo	Gymnasium	6652
Bookstore	Jose Rivero	Angwin Plaza	6271
Campus Chaplain	Laffit Cortes	Church Complex	7190
Church Pastor	Tim Mitchell	Church Complex	7297
Career Advising			
• Career testing and advising, personal counseling	Michael Jefferson	Angwin Plaza	7080
Counseling Center			
• Testing Services	Michael Jefferson	Angwin Plaza	7080
Credit Union (Silverado Credit Union)		Angwin Plaza	965-2483
Employment Information (Student)	Payroll	Financial Services	7300
Financial Aid	Laurie Wheeler	Financial Services	7200
Food Services	Bon Appetit	Dining Commons	6327
Health Services	Sandra Sargent	West Hall	6339
Honors Program	Georgina Hill	Stauffer Hall	6612
Housing Information (Campus)			
• Family, Married Student	Mark Pacini	West Hall Annex	6420
• Students, Men	James Boyd	Nichol Hall	7203
• Students, Women	Janice Wood	Winning Hall	6315
Human Resources	Gayln Bowers	Financial Services	6231
International Student Advising	Karen Tempchin	Graf Hall	7362
Teaching & Learning Center			
• Academic support, test preparation, resources for study skills, tutoring, undecided advising, freshman year program, and learning disabilities	Jennifer Wareham Best	Teaching & Learning Center	7688
• Disabilities coordination	Nancy Jacobo	Teaching & Learning Center	7688

ORIENTING YOURSELF

Library			
• Circulation Desk	Main Desk	Library	6241
• Director's Office	Adu Worku	Library	6242
• Reference Desk	Reference Desk	Library	6639
Lost and Found	Custodial	Custodial	7261
Mail			
• Mail Services (Hours: M-Th, 8:00 a.m. to 5:00 p.m., F 8:00 a.m. to 12:00 p.m.)	Bob Wilson	Press Building	7401
• U. S. Post Office (Hours: M-F 8:00 a.m. to 4:00 p.m. Passports and photos, 10:00 a.m. to 3:00 p.m.)		Angwin Plaza	965-2272
Music			
• Choirs	Bruce Rasmussen	Paulin Hall	6205
• Ensembles	Lynn Wheeler	Paulin Hall	7323
• Fine Arts Series	Lynn Wheeler	Paulin Hall	7323
• Handbell choir	Rosalie Rasmussen	Paulin Hall	6627
• Orchestra	Rachelle Davis	Paulin Hall	6204
• Symphonic Wind Ensemble	Asher Raboy	Paulin Hall	7137
Payroll Office	Andrew Ogot	Financial Services	7300
Registration	Gigi Beckham	Graf Hall	6673
• Transfer Credit	Kathy Mattison	Graf Hall	6676
• Veterans Benefits	Jonathan Bradley	Graf Hall	6678
Security	Sean Westenrider	Public Safety	6551
Student Finance	Laurie Wheeler	Financial Services	7200
Student Missions	Laffit Cortes	Church Complex	7190
Student Persistence (Retention)	Jennifer Wareham Best	Teaching & Learning Center	7688
Telephone/Information Technology	Maria Vance	Library	7000
Visitors' Rooms		Winning Hall Desk	6313

THE ACADEMIC PROGRAM

Someday, you should read the *General Catalog* from cover to cover. It's the ultimate unabridged survival guide for academics at PUC. While the catalog is updated every two years, you will stick with the one that was published when you started at PUC—and it will be the absolute reference book for your academic career since all policies, requirements, and standards from your year's catalog will be valid until you graduate. Given all this, you should definitely read all 224 pages... some day.

But we know college students are busy, so for your convenience, we've created a condensed guide, mentioning some of the more salient points from the catalog.

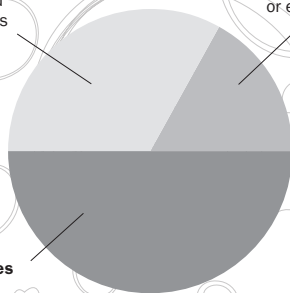
The College Degree as Pie

The baccalaureate degree, which at PUC requires a minimum of 192 quarter units (60 upper division), consists of four main parts:

General Education
Classes all students need to take that offer a well-rounded base for a liberal arts education.

Electives
Courses that allow you to explore outside your major or even develop a minor.

Major & Cognates
Courses in your area of study.



The Honors Program

Not interested in the General Education program? Have a cumulative high school GPA of 3.5 or above? Want to spend a summer eating gelato and walking the cobblestone streets of Florence?

If you answered yes to all the questions above, you might want to join the Honors Program. The Honors Program at PUC offers an alternative general education track for academically motivated students. The program is built around a series of "great books," or central texts, along with contemporary works, films, and art. Students also spend one summer in Italy studying "Beauty," the Honors art history course.

If you are accepted and complete the Honors Program, you'll graduate with "With Honors," a designation that appears in your graduation program, as well as on your transcript, and diploma.

For details on Honors requirements and courses, see pages 30 and 44-46 in the *General Catalog*. Or visit www.puc.edu/honors

Choosing a Major

Once you enter college, the question you'll be asked most frequently is "What's your major?" For better or for worse, it's one of those methods of easily categorizing all the new people you meet.

So what happens if you don't have a major? Call yourself "Undeclared" and join legions of other college students across the country who haven't committed to a career yet. It's common (and wise) for students to take a few classes in a variety of subjects before coming to a "major" decision. In fact, many college students end up changing their major two or three times. In the meantime, take some General Education courses to get yourself acquainted with areas of study and visit the Teaching and Learning Center (TLC) for possible career test options and general advising.

Once you declare a major, you'll be assigned to an advisor in the department offering the selected major.

Download a sample class schedule for Undeclared Majors at www.puc.edu/academics/degrees-programs

YOU SHOULD KNOW...

PUC has designated an official "undeclared" student advisor, Valerie Yingling. Her office is in the Teaching and Learning Center (TLC), and you can contact her at vkyingling@puc.edu or call ext. 7688.

Degrees and Majors at PUC

Biology

Biology, B.A., B.S.
Environmental Studies, B.S.
Natural Science, B.S.

Business Administration and Economics

Business Administration, B.B.A.
* Accounting
* Finance
* General Business
* Information Systems
* International Business
* Management
* Marketing
Business Administration, B.A., B.S.
Business Administration, A.S.

Chemistry

Chemistry, B.A., B.S.
Chemistry, B.S.
* Biochemistry
Natural Science, B.S.

Communication

Communication, B.A.
Communication, B.S.
* Communication Studies
* Journalism
* Public Relations
Intercultural Communication, B.A.
* French
* German
* Italian
* Spanish

Computer Science

Computer Science, B.A., B.S.

Education

California & SDA Teaching
Credentials
* Elementary
* Secondary
Early Childhood Education, A.S., B.S.
Liberal Studies, B.S.

English

English, B.A.
* British & American Literature
* Drama
* English Education
* Teaching English to Speakers of
Other Languages (TESOL)
* Writing
Film & Theater Studies, A.S.
* Narrative/Writing
* Performance

Exercise Science, Health, and Nutrition

Exercise Science, B.S.
Physical Education, B.S.
* Teacher Education

History

History, B.A.
* American History
* European History
Social Studies, B.S.

Mathematics

Biomathematics, B.S.
Mathematics, B.S.

Modern Languages

Spanish, B.A.

Music

Music, B.Mus.
* Music Education
* Performance
Music, B.S.
Music, A.S.

Nursing

Nursing, A.S., B.S.N.

Physics

Biophysics, B.S.
Engineering (affiliated program)
Natural Science, B.S.
Physics, B.S.

Psychology & Social Work

Psychology, B.A., B.S.
Social Work, B.S.W.

Religion

Religion, B.A.
* Biblical Studies
* Health Professions
* Theology & Christian History
Theology, B.A.

Visual Arts

Film & Television Production, B.S.
Film & Theater Studies, A.S.
* Narrative/Writing
* Technical
Fine Art, B.A., B.S.
Graphic Design, A.S.
Graphic Design, B.S.
* Design
* Illustration
* Web
Photography, A.S., B.S.

Other Programs

Aviation, A.S., B.S.
Emergency Services, A.S.

Preprofessional Programs

Art Therapy
Chiropractic
Clinical Laboratory Science (Medical
Technology)
Communication Sciences &
Disorders (Speech Pathology)
Cytotechnology
Dental Hygiene
Dentistry
Health Information Administration
Law
Medical Radiography
Medicine
Nutrition & Dietetics
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physical Therapy
Physical Therapy Assisting
Physician's Assistant
Public Health
Radiation Sciences
Respiratory Care
Veterinary Medicine

Master's Program

Teacher Leadership, M.Ed.

The Teaching and Learning Center

Statistics class boggling your brain? Need a strategy to maintain your 4.0 GPA through college? Wondering why there never seems to be enough time in the day for studying and a social life?

Get answers by going to the Teaching and Learning Center, a.k.a. the TLC.

The TLC exists solely for the purpose of helping students find academic success through tutors, academic mentors, program advisors, and more. There are Writing Labs, time management seminars, and tutoring sessions for just about every subject. In addition, if you have a unique physical, psychological, or learning disability, the TLC has a team of professionals to offer support.

TLC Hours

Monday - Thursday	9 a.m. - 8 p.m.
Friday	9 a.m. - 2 p.m.
Sunday	5 p.m. - 8 p.m.

Learn more by
visiting www.puc.edu/academics/tlc
or email us at
TLC@puc.edu

Preparing for Success:

The Freshman Academic Probation Intervention Program

If you're a first year freshman who was admitted on academic probation, PUC offers extra academic support through the TLC. Not only will you be paired with an advisor experienced with helping students facing academic challenges, but we'll also take care in giving you a first quarter class load that helps you be successful. In addition to the appropriate General Education courses, you'll also be in GNST 104, Student Seminar I—a course for freshmen who need extra help during or after their first quarter in college. If you are placed in GNST 104, you'll also be placed in GNST 105, Student Seminar II, in which your academic progress will be tracked on a weekly, one-on-one basis.

TLC FAQs

Where is the TLC?

The TLC is located on the walkway between the Dining Commons and Chan Shun Hall.

Who can use the TLC?

Anyone and everyone who is a PUC student. Services are free of charge.

How do I get a tutor?

Group tutoring subjects and times are posted in three places: the PUC website, on the TLC bulletin board in the office, or as general posters around campus. You can also call the TLC reception desk at ext. 7688 to ask what's available.

What's a Writing Lab?

It's a place to get all kinds of help for your writing assignments. Expert tutors are available to help edit your assignment, give writing tips, or provide general feedback on what can be improved and what looks great.

What if (I think) I have a learning disability?

If you think you should be tested for a learning disability, just call the TLC and make an appointment with Nancy Jacobo. If you already know you have a learning disability, call Nancy Jacobo to

make sure that you have all the resources you need to succeed in college.

How can the Learning Disabilities Program at the TLC help?

Students with a diagnosed learning difference have access to programs and accommodations that can improve their academic experience. Examples of these accommodations include an extended testing time, testing in a quiet environment, providing a formal notetaker, and/or textbooks on tape.

Why do most students use the TLC?

Students use the TLC for one reason: to pursue academic success. You may be breezing through classes but just need some extra support, or you may be having the toughest year of your life and need a major survival plan. Whatever the academic need, the TLC can help.

Suggestions for Planning a Better Time Schedule

1. For each in-class hour, schedule at least two hours outside of class. Schedule more than two for hard classes.
2. Don't study more than two hours on any one course at any one time. Take a ten minute break during each hour of study. Switching to something else after two hours cuts down on boredom and saturation.
3. The same subject should be studied at the same time in the same place. Establishing a habit such as this makes it easier to get your mind "zeroed in" on the subject.
4. When you write in study time, don't just put "study" in the block of time. Make it definitely "study chemistry," "study biology," or "study religion." Having a definite time for each of your subjects saves you time and energy in deciding what and when to study.
5. Occasionally something will come up to keep you from fulfilling a study hour. When that happens, simply change the hour of study to an hour in which you have scheduled free time or recreation. That way, you're simply trading time, and you're still getting the entire quota of study time for the subject fulfilled for the week.
6. If possible, schedule one hour of "recreation" for every three hours of study time during the week. You need to balance out your time. If you don't, you will begin to think that school is a grind. It is better to have free time than to constantly be studying.
7. In the two weeks prior to finals, make a new time budget for getting ready. This will help eliminate cramming.
8. Schedule some study time as soon after class as possible. That way your mind is still fresh on the subject and your notes have much more meaning because you have just written them within the last hour or two.
9. If you are having problems budgeting your time or finding it hard to concentrate on or study a text, don't be afraid to ask for assistance. The Teaching and Learning Center is ready to assist you in your difficulties or to suggest better ways to study.

To Cheat or Not to Cheat: What are the consequences?

In college, things can pile up on you—reading assignments, papers, tests. The pressure mounts so high that some students resort to academic dishonesty, which includes:

- Cheating
- Fabrication
- Facilitating academic dishonesty
- Plagiarism
- Multiple submissions
- Abuse of academic materials
- Misrepresentation
- Electronic dishonesty



But no class is ever worth cheating. At PUC, the consequences of academic dishonesty are severe, ranging from receiving an F for the course to permanent suspension.

Avoid getting into trouble by carefully planning your life. Make sufficient time to study, visit the TLC, sleep, and check with the professor when you need help. Try not to let grades loom so large that they overshadow the ultimate goal: learning and growth. And if you are experiencing a lot of stress, visit the Counseling Center. We're here to help!

Uh oh... Maybe it's Time to Study More

While you're in college, ten weeks can feel like an eternity. In actuality Fall quarter goes by pretty fast, and before you know it final grades are out... and you're left wishing you would have hit the books more.

But there's no turning back the clock, and there are consequences to a poor GPA.

Probation

If you happen to find yourself with a cumulative grade-point average lower than 2.0, you'll be placed on academic probation.

Once you're on probation, you can only enroll in a maximum of 15 quarter hours of course work. You are not eligible to hold any office in student activities, and you'll have to meet regularly with the Retention Coordinator. Life will return to normal once you raise your cumulative GPA and quarter GPA to at least a 2.0.

Academic Suspension

If you have three consecutive quarters with a quarter GPA below 2.0 and/or a PUC cumulative GPA below 2.0, you will be placed on academic

suspension. While on suspension, you will not be eligible to continue studies at PUC. You can reapply, however, after completing at least 10 quarter hours of course work (transferable credit) at another accredited college or university for which you earn a GPA of at least 2.25.

Academic Dismissal

If you return to PUC after academic suspension but fail to earn a GPA higher than 2.0 for the next two quarters, you'll be placed on academic dismissal. This means, you have to complete at least 45 hours of course work at another accredited college with a GPA of at least 2.25, then reapply to PUC.

Campus Colloquy (Kol-uh-kwee)

At 10 a.m. every Thursday, the entire campus shuts down and everyone makes their way to the PUC Church to explore Christian perspectives in art, music, intellect, religion, spirituality, service, and culture.



For students, Colloquy is actually worth class credit and everyone registered for seven or more credits is automatically registered for the course GNRL 100, worth 0.1 units each quarter. You must attend at least six out of ten meetings each quarter. If you do not fulfill this minimum requirement, you will receive an F grade. The GNRL grade is part of your official transcript and impacts your GPA.

Campus Colloquy FAQs

What if I'm late to Colloquy? Will I still receive credit?

Students who swipe in after 10:05 or do not swipe out after the program (or leave early) will not receive credit for that given Colloquy.

The Path of Academic Dishonesty:

From accusations to consequence, how things fall apart.

1. Your instructor speaks with you about the incident. If the incident is serious, your instructor will notify the chair of the department. If both are convinced that you acted dishonestly, the incident will be documented in writing.
2. Your instructor will decide what disciplinary action to take. If serious enough, your first incident may result in a failing grade for the assignment or for the class.
3. The documentation is filed at the Academic Dean's office. At this point, you have a right to include a letter explaining the incident from your point of view. This letter will also be filed with the Academic Dean. (The files are available to the pre-professional recommendations committee and to any teacher you ask to write you a recommendation.)
4. If there are no more cases of dishonesty, nothing happens.
5. If you have a second offense, you will likely receive an F in the class.
6. A third incident will likely result in permanent suspension from PUC.

If you feel you have been treated unfairly or falsely accused, you can begin an appeal through an informal grievance procedure, outlined in your *Student Handbook* at www.puc.edu/student-services.

What happens if I can't attend Colloquy?

If you are having consistent conflicts that don't allow for you to attend, proration forms are available online on the Student Services website and at the Student Services office. If your work schedule doesn't allow you to attend, then you must submit a letter from your employer indicating your weekly work hours.

Who is exempt from Colloquy?

Students registered for six or fewer credits, parents with infants or children at home, those in the BSN or DCP programs, those doing student teaching, and students with a baccalaureate degree.

Who do I call if I have questions?

Contact Student Services (7362) or the Academic Dean (6234).

Academic Program FAQs

What is a G.E.?

G.E. stands for General Education, and it is referring to a core group of classes that all students are required to take. The G.E. program is created to provide students with a well-rounded education, involving art, music, religion, history, English, math, sciences, and health. All schools based in the liberal arts tradition have G.E. requirements, and most of them are transferrable. To see a full list of G.E. course requirements, see pages 24-27 in the *General Catalog*.

All my classes have numbers attached, like English 101. What do the numbers mean?

The course numbering system identifies when classes should be taken during your college career. Here's a breakdown:

000-099: Remedial courses If you're having trouble in certain areas, you'll be assigned a remedial course to help you get caught up. However, these courses don't count towards your degree.

100-299: Lower-division courses Mainly for freshmen and sophomores.

300-499: Upper-division courses Designed for juniors and seniors, and no one can take these courses without finishing pre-requisites first. If you're a first-year student, you'll have to get special permission to sign up for these classes.

500-599: Graduate courses PUC offers one graduate degree in Education, and classes in the 500-range are primarily for graduate students.

How many credits should I be taking every quarter?

If you want to be in regular academic standing, a full course load is 17 quarter hours per quarter during the school year and 12 quarter hours during the summer session. If you want to take more than 17 hours, you need to talk to your academic advisor and the registrar. If you want to take less, you have to maintain at least 12 quarter hours to be considered a full-time student and keep your student financial aid.

When is a freshman no longer a freshman?

Contrary to popular belief, your status isn't necessarily determined by how many years you've been in college. A Freshman is a student who has 0-44 credits. You move into Sophomore status once you've completed 45 hours. Juniors have 90 hours under their belt, and the glorious Senior boasts 135 completed quarter hours.

How do I change my major?

All changes have to be processed at the Records office by the Registrar. The Records office is on the first floor of Graf Hall.

There was a mistake on my final grade. How do I correct this?

Any corrections and grade changes must be made within two weeks after the grades have been issued. After the two weeks, all grades become final. The only way to fix it once it's been recorded is to repeat the course and earn a better grade.

Student Rights under FERPA (Family Educational Rights and Privacy Act)

In maintaining student records, Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act affords students certain rights with respect to their education records.

FERPA rights extend to any student who has attended Pacific Union College. Your FERPA rights begin on the first day that you attend class at the college and expire upon your death.

These rights include:

1. The right to inspect and review your education records.
2. The right to request an amendment of your education records that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.
3. The right to suppress the disclosure of directory information*, provided that the request is submitted while you are an enrolled student.
4. The right to provide written consent before Pacific Union College discloses information from your education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Union College to comply with the requirements of FERPA.

A full description of these rights is provided in Appendix B of the *General Catalog* (p. 218).

* At Pacific Union College directory information consists of the following:

1. Name;
2. Address (local and home);
3. E-mail address;
4. Telephone number (local, home, and cellular);
5. Date of birth;
6. Photograph;
7. Most recent educational institution attended;
8. Participation in officially recognized activities and sports;
9. Weight and height of members of athletic teams;
10. Academic program of study;
11. Dates of attendance;
12. Enrollment status (full-time, part-time, etc);
13. Class standing (freshman, sophomore, etc);
14. Expected date of graduation;
15. Degrees conferred and date of conferral; and
16. Academic honors and awards received (dean's list, cum laude, etc).

A health emergency is going to require that I take the rest of the quarter off. How do I finish my class?

In an exceptional situation where you are unable to complete your course, you may need to request a grade of "I," which means "Incomplete." An "I" carries no grade points and it's not computed into your GPA. However, you must remove an Incomplete by the date your instructor gives but no later than six calendar weeks from the time you received the "I." If you do not remove the "I" in time, you will receive a grade for the work you have completed.

Can I move a final so I can catch an early flight home?

Nope! Final exams must be taken at the official listed time or you'll receive the grade earned without the final test. The only way to get an exception is if you prove to the Academic Dean that there is an emergency situation conflicting with the exam or you prove (ahead of time) that you have four exams on the same day or three exams in a row.

ACADEMIC ADVISING

The trick to graduating in the fewest number of years possible lies in registration. And the trick to registration is understanding your curriculum guide sheet and meeting regularly with your academic advisor. Ignore this tip and you might end up dilly-dallying your way through a seven-year college career.

Your Advisor, Your BFF

Okay, so when we say your advisor will be your new “Best Friend Forever,” we don’t mean that you’ll be hanging out on weekends and sharing nachos at the mall. But you might be emailing and calling each other often—or at least you should.

The advisor is a professor who helps you plan your class schedule. They are trained experts when it comes to the *General Catalog*, and they can help you make sense of the curriculum guide sheets, telling you which classes to take and when. They can even stop you from taking an unnecessary class. After all, why take Quantum Physics if you don’t have to? So be sure to meet with your advisor at least once a quarter, particularly as you set up your upcoming schedule. Call or email to set up an appointment.

All students are assigned an advisor according to their major. Your assigned advisor is listed on your Lantern page (see page 15 to learn about Lantern). Remember, you should work only with your assigned advisor.

“Academic advising is the only structured activity on the campus in which all students have the opportunity for on-going, one-to-one interaction with a concerned representative of the institution.”—W.R. Habley, NASPA Journal 28(4)

YOU SHOULD KNOW...

Don’t let registration for the next quarter catch you off guard. Start planning ahead for upcoming quarters by looking through your course requirements and talking to your advisor.

Download your major’s curriculum guide sheet at www.puc.edu/academics/degrees-programs

The Guide to a Good Relationship with Your Advisor

Academic advising is conversations. Sometimes the conversations are short: “Just stopped by to say hello.” Sometimes the conversations are longer: “My girlfriend just dumped me; I got a D on my calculus mid-term; my parents want me to go to med school, but I want to be a graphic designer. To top it all off, I lost my English homework, and the only dog I can think to blame it on is two hundred miles away.”

Academic advising is a process of working through the challenges of academic life as a team. Your advisor will give counsel, offer insights, and provide encouragement, all the while respecting your right to make the academic decisions you feel are in your own best interest.

Academic advising is NOT handholding; it’s NOT spoon-feeding; it’s NOT the mere approval of class schedules. It’s not an arrangement whereby one member of the team carries the load. Each individual has responsibilities

To reinforce the mutual commitment to academic advising, freshmen are asked to meet with their advisors early in the fall quarter to get better acquainted and to talk about having a successful first year experience. Then, in the spring quarter, every student is expected to meet with his or her advisor before registering for the next academic year.

Your Responsibilities as a Student Advisee:

- Respect Advisors
- Actively participate in the advising process
- Be responsible for your own actions
- Be on time for appointments
- Be prepared
- Be willing to discuss problem and challenges

Your Advisor’s Responsibilities:

- Provide accurate information
- Treat students with respect
- Address student needs seriously and with confidentiality
- Keep accurate records of student progress at the institution
- Assist student in decision-making
- Keep posted office hours
- Respond to inquiries in a timely fashion
- Allow the student to make the final decision

ACADEMIC ADVISING

Academic Advisors

Advisors are listed by department, followed by office location and telephone number.

Aviation	Kaye Varney	Flight Center	6219
Biology	John Duncan	Clark Hall 108	6632
	Floyd Hayes	Clark Hall 308	6401
	Bryan Ness	Clark Hall 219	6634
	Robin Vance	Clark Hall 120	6227
	Aimee Wyrick	Clark Hall 315	6636
Business Administration	David Bell	Irwin Hall 317	6527
	Rodney Hardcastle	Irwin Hall 308	6530
	Wally Lighthouse	Irwin Hall 317	6503
	Keith Neergaard	Irwin Hall 317	6523
	John Nunes	Irwin Hall 317	6524
	Lary Taylor	Irwin Hall 325	6528
	Marcia Toledo	Irwin Hall 300	6531
Chemistry	Richard Clark	Chan Shun Hall 341	7603
	Kent Davis	Chan Shun Hall 343	7600
	Pablo Hilario	Chan Shun Hall 352	7596
	Marie Pak	Chan Shun Hall 354	7598
Communication	Rosemary Collins	Irwin Hall 327	6687
	Michelle Rai	Irwin Hall 324	7175
Computer Science, Math, Physics (CSMP)	Vola Andrianarijaona	Chan Shun 238A	6592
	Lloyd Best	Chan Shun 238G	6591
	Bruce Ivey	Chan Shun 238C	6681
	Robert Ordonez	Chan Shun 238J	6683
	James Robertson	Chan Shun 238D	6684
Education	Jean Buller	West Hall 214	7266
	Marsha Crow	West Hall 218	6643
	Tom Lee	West Hall 208	6646
	Charaine Lucas	West Hall 207	6340
	Jim Roy	West Hall 209	6644
English	Thorvald Aagaard	Stauffer Hall 11	6614
	Janet Borisevich	Stauffer Hall 6	6611
	Maria Rankin-Brown	Stauffer Hall 1	6613
	Cynthia Westerbeck	Stauffer Hall 9	6610
Emergency Services	Levi Gore	Fisher Hall 152	7032
Exercise Science, Health & Nutrition	Chuck Evans	Gymnasium 114	6344
	Mike Hellie	Gymnasium 68	6346
	Elaine Neudeck	Gymnasium 117	6345
History	Hilary Dickerson	Irwin Hall 210	6403
	Amy Rosenthal	Irwin Hall 210A	6404
Honors	Georgina Hill	Stauffer Hall 16	6612
Modern Languages	Charo Caballero-Chambers	Irwin Hall 101	7276
	Sylvia Rasi Gregorutti	Irwin Hall 214B	6509
Music	Rachelle Davis	Paulin Hall 205	6655
	Bruce Rasmussen	Paulin Hall 135	6623
	Rosalie Rasmussen	Paulin Hall 105	6627
	Lynn Wheeler	Paulin Hall 102/106	7323
Nursing	Bonnie Baer	Davidian Hall 209E	7609
	Tammy Barbé	Davidian Hall 215C	7616
	Susan Bussell	Davidian Hall 214B	6760
	Beverly Glover	Davidian Hall 209	7620
	Joan Hughson	Davidian Hall 114G	7607

ACADEMIC ADVISING

Nursing (continued)	Lorie Johns	Davidian Hall 114E	7626
	Roxanne Josse	Davidian Hall 209	7624
	Helene Linzau	Davidian Hall 209	7677
	Doris Morgan	Davidian Hall 209	7629
	Gladys Muir	Davidian Hall 209	7604
	Laurie Parson	Davidian Hall 209	7619
	Shana Ruggenberg	Davidian Hall 214B	7640
	Debra Winkle	Davidian Hall 114D	7627
	Donna Stretter	Davidian Hall 215B	7623
	Katie Schneider	Davidian Hall 215A	7262
Tamara Tirado	Davidian Hall 209	7625	
Psychology & Social Work	Bruce Bainum	Davidian Hall 109D	6534
	Charlene Bainum	Davidian Hall 109A	6545
	Fiona Bullock	Davidian Hall 109F	6549
	Monte Butler	Davidian Hall 109B	6546
	Aubyn Fulton	Davidian Hall 109G	6536
	Greg Schneider	Davidian Hall 109C	6535
Religion	Angel Hernandez	Graf Hall 11	6517
	Young Chun Kim	Graf Hall 6	6406
	Leo Ranzolin	Graf Hall 10	6513
	Jean Sheldon	Graf Hall 13	6518
	Myron Widmer	Graf Hall 12	6512
	Ross Winkle	Graf Hall 4	6516
Visual Arts	Milbert Mariano	Fisher Hall 258	6669
	Cheryl Daley	Fisher Hall 212	6402
	Tom Turner	Fisher Hall 218A	6607
	Rodney Vance	Fisher Hall 203A	6737
Undeclared	Valerie Yingling	Teaching & Learning Center	7688
Preprofessional			
Allied Health	Jennifer Wareham Best	Teaching & Learning Center	7688
Clinical Laboratory Science (CLS)			
Communication Sciences (Speeth Pathology)			
Cytotechnology			
Health Information Management			
Medical Radiography			
Nutrition and Dietetics			
Occupational Therapy			
Physical Therapy			
Physician's Assistant			
Respiratory Therapy			
Art Therapy	Cheryl Daley	Fisher Hall 212	6402
Chiropractic	John Duncan	Clark Hall 108	6632
Dental Hygiene	Aimee Wyrick	Clark Hall 315	6636
Dentistry	Vola Andrianarijaona	Chan Shun Hall 238A	6592
	Pablo Hilario	Chan Shun Hall 352	7596
	Aimee Wyrick	Clark Hall 315	6636
Engineering	James Robertson	Chan Shun Hall 238D	6627
Law – Business Area	Wally Lighthouse	Irwin Hall 317C	6503
Law – Social Studies Area	Amy Rosenthal	Irwin Hall 210A	6404
Medicine	Kent Davis	Chan Shun Hall 343	7600
	John Duncan	Clark Hall 108	6632
	Marie Pak	Chan Shun Hall 352	7598
	Robin Vance	Clark Hall 120	6227
Optometry	John Duncan	Clark Hall 108	6632
Osteopathy	John Duncan	Clark Hall 108	6632
Pharmacy	Richard Clark	Chan Shun Hall 341	7603
Public Health	Nancy Jacobo	Teaching & Learning Center	7688
Veterinary Medicine	Bryan Ness	Clark Hall 219	6634

NAVIGATING TECHNOLOGY

Getting the technical stuff squared away will make every other step of new-student life just that much easier. For figuring out what to do with your computer and your phones, the office of Information Technology Systems and Services (commonly referred to as “ITSS”) is a life-saver. They provide basic guides for using PUC’s web services for everything from registering for classes to e-mail and getting a parking permit.

The Basics

Your Computer: Start by going to www.puc.edu/campus-services/itss and click the link for “Current Students” on the left to figure out computer configurations and how to install and use PUC’s computer security system (required to access the Internet).

Your Room Phone: Your room has a phone jack and an assigned campus extension number. All you need to do is plug in, and you’re ready to make on-campus calls by dialing the four-digit extension. To make calls off-campus, you’ll need to put money into your phone account at the cashier’s window in the Student Financial Services building. At www.puc.edu/campus-services/itss/current-students you’ll find instructions for off-campus dialing.

Your Cell Phone: Only Verizon users get reliable cell service in Angwin. If you do use your cell phone here, it’s a good idea to sign up for ITSS’s emergency text system, which sends an alert to cell phones in case of a campus-wide emergency. Visit notifyme.puc.edu to sign up.

For all PUC web services offered visit services.puc.edu

How to contact ITSS

The best way to get help is to fill out a Help Desk request for all needs: helpdesk.puc.edu or e-mail helpdesk@puc.edu

Canvas: Your Classroom Away From Class

Most professors use Canvas, an online academic program, to communicate with students when class isn’t in session. They may post lecture notes, provide grade listings, and host discussions. You may even submit homework electronically as an assignment.

Log in:

Go to canvas.puc.edu

- Enter your username (your first and middle initial and last name) and password (default: the last four digits of your social security number, the initials of your first and last name, followed by your four digit birth year).
- Click “Login.”
- If you want to change your password, use the “I don’t know my password” link on the Canvas login page and you will be directed to a site where you can change your password to something different.

Set your Canvas communication preferences:

- Log in and click “Profile” in the white field in the upper right corner.
- On the Profile Page you can add another email address or a cell phone number for text messages.
- Next click on “Notifications” on the left.
- Choose what notifications you want sent from the system and whether you want them right away, daily, etc.
- If you want to see the score you got on an assignment as soon as the teacher enters it, choose to receive course grading alerts “Right Away.”
- You are responsible for any communications teachers send out. If you set everything to “Never,” you are still responsible for knowing what is happening in the class.
- Click “Save Preferences” at the bottom once you have things set the way you like.

Submit an assignment:

- Login to Canvas.
- Click on the appropriate class.
- Click the left Assignments link and click on specific assignment.
- Click “Submit Assignment” on the right side.
- Browse for the file you want
- Add notes in the comment box (optional).
- Click “Submit Assignment” button.
- Canvas will provide a confirmation page that your assignment was submitted.

Your professor may leave feedback on the assignment within Canvas.

View grades:

Many professors post grades on Canvas. When they do, you can log in, click on the appropriate class, and click “Grades” on the left of the page. Assignments, point values, and percentages are all displayed. You can also try a “What If” scenario by clicking on a blank score and entering a point value. You will be able to see what your Total grade would be if you received that score.

Take surveys:

When student feedback is needed, your professors or the college may ask you to take a survey on Canvas.

Find helpful content on Canvas:

In the “Files” or “Modules” area of Canvas, your professor can store everything from handouts to PowerPoint slides or lecture notes. You can view or download any of these documents.

Lantern: The Academic Expert

Lantern is PUC's other major web service, and it's where you register for classes or view course lists, final exam schedules, and your transcripts (even from other schools). You and your advisor can even use Lantern's "Student degree audit" to see what classes you've taken and what you still need to take to finish your major.

Log in

- Go to lantern.puc.edu
- Enter your username (your first and middle initial and last name) and password (default: the last four digits of your social security number, the initials of your first and last name, followed by your four digit birth year)

Change your password

- Click "My Account" on the left side of the screen (you must be logged out of Lantern to access this menu)
- Click "Reset Password"
- Your password must be at least six characters long, including one letter and one number
- If you forget your password, you will have to change it (again)

To view or print the class list

- Click "view/print" class list
- Select all classes offered or classes available for registration
- You can also sort classes by department, subject, and term
- To view summer classes click "Summer Class List," then choose term

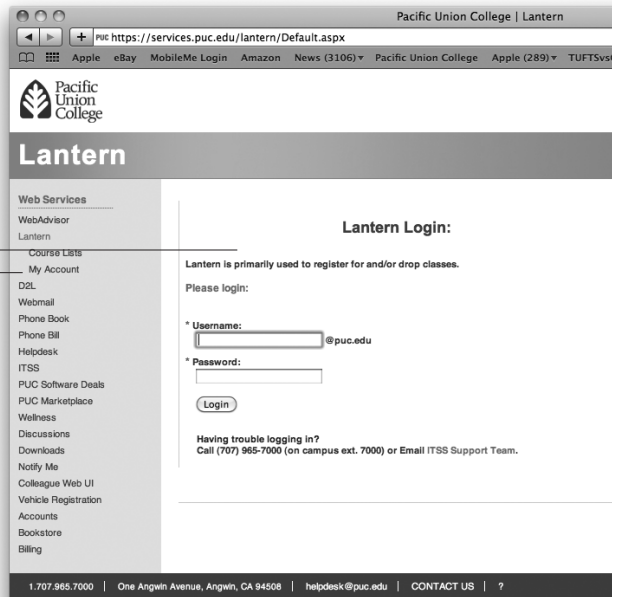
Final Exam Schedule

- Click "Final Exam Schedule"
- A separate window will open
- Scroll down the page to view days and times for Fall, Winter or Spring

Register for classes

- Click "Register for Classes"
- Follow the directions about holds, and proceed to registration
- Click on "Register/add classes"
- Click "Search and register for classes"
- Enter your username and password
- Select the "Term" you wish to register for
- Select the "Subjects" you want to add
- Click "Submit"
- Click "Select course(s)" box of the class(es) you want to register for
- Click "Submit"
- If you receive an error message, you may need to pick a different class time or register for a co-requisite class
- Review your classes on the "Selection confirmation" page
- If everything looks correct, press "Submit." Or you can uncheck an unwanted class and press "Submit," or select "Menu" to go back to the main menu
- Repeat until all your classes are added (you should not need to re-enter your username and password)
- Go to the main menu and click "My class schedule" to verify that all classes were added

Before you can register for classes, meet with your advisor to clear the hold on your Lantern account!



Find out your restrictions

- Click "Register for Classes"
- A chart with a series of "Steps" tells you what your holds are
- A yellow box is a "Note" that you need to be aware of
- A red "To do" box is a restriction you need to lift before you can register (such as turning in medical paperwork to Health Services or getting clearance from the financial office)
- Click on the restriction inside the box to view details and contact information

You will not be able to register unless all your restrictions are cleared!

View your class schedule

- Choose "My class schedule"
- Select term you wish to view

View personal info

- Click "My information"
- Confirm all student information is correct and current

View your transcript

- Choose "My transcript" option

View colloquy attendance record

- Choose the "Colloquy attendance" option
- Compare the attended and expected options on the school year summary

View worship attendance record

- Select the "Worship attendance" tab
- Compare the attended and expected options on the school year summary

Avoid a parking ticket: Register your car

- Make sure you have the necessary documents on hand
- Select the "Vehicle registration" tab on Lantern
- Choose the "Returning/new student" option and submit
- Read the instructions on parking information, select "Options" and submit the acknowledgement and agreement form
- Fill out registration information including payment method, school year and certify form

The Necessary Documents

You'll have to enter info from:

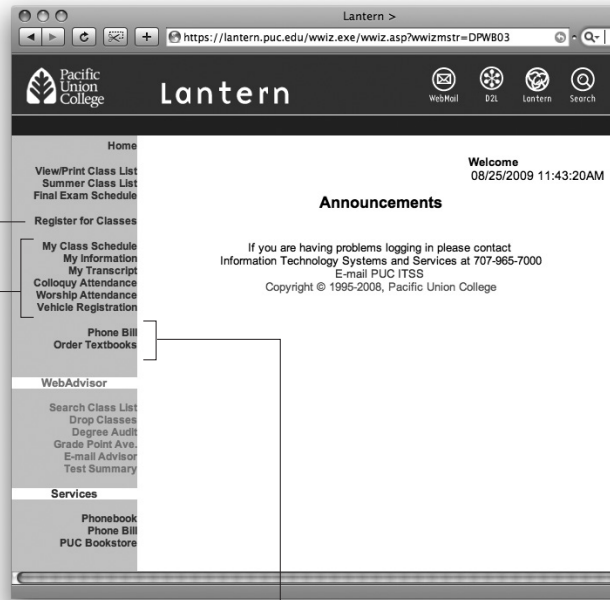
- your driver's license
- your current registration card from the state or a copy
- your current insurance coverage or a copy

View your phone bill

- Click on the "Phone bill" link
- A new window will open titled "myPhone"
- Log in using your Lantern username and password
- Use the links on the left to explore available options

Order textbooks online

- Click on the "Textbooks" link on the left side of the page.



- Select "Term" you're ordering for
- Confirm class/books and select tab to order from College Bookstore
- Confirm book selection focusing on availability, used books vs. new books, and the required vs. recommended books
- Click "Add to cart"
- Confirm quantity of book in shopping cart and be sure to verify in the textbook change section if you want an automatically updated order
- Choose "Check-out" button and pick up books from the PUC Bookstore.

Don't forget your ID card when you go to pick up your books!

Staying In Touch with Outlook Live

PUC's webmail, Outlook Live, is an easy way to view your PUC email at webmail.puc.edu. It's the official method of email communication for PUC students, faculty, staff, and alumni.

YOU SHOULD KNOW...

Your puc.edu address is assigned automatically by the system during the application process.

Log in & set up

- Go to outlook.com
- Enter your username (first initial, middle initial, and last name—the same as for Lantern) in the format "user@puc.edu"
- Enter your password. For Outlook Live, your default password is the last four digits of your social security number, followed by your first initial and last initial, followed by your four-digit birth year (example: for Bill Doe, SSN 111-22-3333, born 1985, legal name "William," the password is 3333wd1985). Be sure to use your full legal name as listed on your application—and only lower-case letters!
- Once you've logged in, you'll need to go through some setup screens to fully activate your account. Get the directions for this process at puc.edu/outlook-setup

Change your password

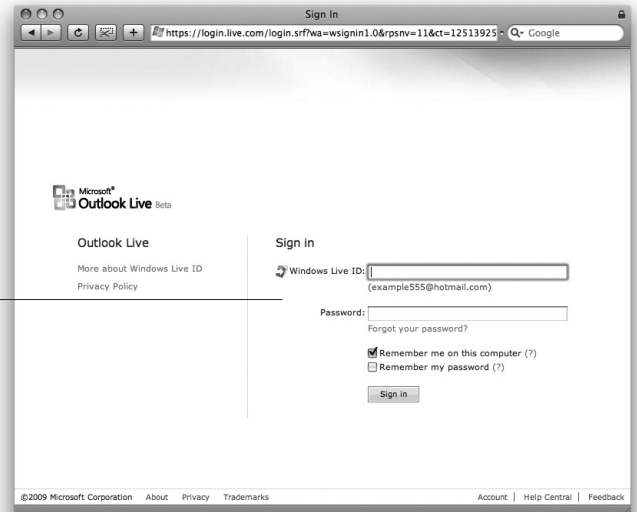
- Go to outlook.com
- Sign in with your username (first initial, middle initial, last name) in the format "user@puc.edu" and your password (the new one you created in the setup/activation screens when you first logged in to your new account)
- Under "Password reset information," click "Change" next to "Password"
- Verify that the e-mail address in the Windows Live ID field is correct, and then type your old password in the "Old password" box
- Enter and confirm a new password
- To set your password to expire every 72 days, click the "Make my password expire every 72 days" check box, and then click "Save"



YOU SHOULD KNOW...

The Outlook Live "password strength meter" will help you determine whether your password is considered a strong password.

Some services require you to change your password every 72 days. If you use one of these services, automatic password expiration may be set already and can't be changed.



Forward PUC e-mail to another e-mail account

- Log in at outlook.com.
- Go to "options" in the upper right corner
- Go to "organize e-mail" on the left side
- Create a new Inbox Rule by clicking on the "new" button. A window opens. Choose the options you would like. For example: To forward all messages, under "When the message arrives" you would choose "Apply to all messages" and under "Do the Following" you would choose "Redirect the message to..."
- When you choose "Redirect the message to..." a new window opens. Fill out the e-mail address you want messages sent to in the field at the bottom (for example, jdoe@gmail.com)
- Click "OK" to apply this. On the original screen choose "Save." Now all new incoming messages will be redirected to the e-mail address you selected

For more detailed instructions, complete with illustrations, go to puc.edu/outlook-setup

BEYOND ACADEMICS

Getting started in campus life isn't just about academics, finances, and technical stuff. The Student Services office and the Campus Center offices are your go-to points for finding out more about PUC's social, cultural, recreation and service life.

Contacts for Fun & Service

Music Department: 6201

Intramurals: Bob Paulson, bpaulson@puc.edu

Ministries: Chaplain's Office, 7125

Student Services: 7362

Campus Center: 7121

Bands, Choirs, and Praise Teams

You're welcome to start a band or enjoy informal jam sessions at PUC, as many students do. But if you want to get involved with a music group that's already organized, here's where to start.

Jazz ensemble: This group plays big band jazz and develops reading and improvisation skills (also a for-credit class). Meets two noon hours per week. Participation is by audition/permission of instructor (call music office at 6201).

Symphonic wind ensemble: The band is for advanced instrumentalist, and meets three noon hours a week (also a for-credit class). Members are selected by audition with director Asher Raboy (ext. 7137).

I Cantori: A mixed-voice chamber ensemble (also a for-credit class) for voice majors and other serious vocal students. PUC's touring choir, rehearsals are three noon hours each week. Membership is by audition with director Bruce Rasmussen (ext. 6623).

Chorale: A large mixed chorus performing many styles, both sacred and secular (also a for-credit class). Rehearsals are two noon hours each week. Membership is by audition with director Bruce Rasmussen (ext. 6623).

Orchestra: This ensemble is for advanced string players, and performs both on and off campus. It meets two evenings per week (and is also a for-credit class); members are selected by audition with director Rachelle Davis (ext. 6655).

Keyboard ensembles: These are both beginning and advanced groups (also a for-credit class), which do accompanying, duets, duos, and larger groups, on both acoustic and electronic instruments. Placement is based on auditions with director Lynn Wheeler (ext. 7323).

Handbell choirs: The beginning handbell choir is open to any student with music reading skills, and the advanced choir is by audition. They perform on and off campus. For information, call director Rosalie Rasmussen (ext. 6202).

Other ensembles: There may be opportunity to join or start smaller ensembles, like a flute quartet or choir, a clarinet choir, saxophone quartet, woodwind quintet, brass quintet or choir, trombone choir, percussion ensemble, or string quartet. Call the music office (ext. 6201) to find out if groups are forming.

Praise teams: The PUC Church assembles praise teams and bands for The Gathering worship services each Sabbath. To find out how you can get involved, call the church office (ext. 7297).

Private music lessons: You can get lessons in guitar, harpsichord, organ, piano, strings, voice, or winds. Contact the music office (ext. 6201) for info.

Signing up for private music lessons

To determine what course number to register for, use our handy chart below. Lower division students (freshman or sophomore) and upper division (junior or senior).

Lower Division	Register for:
Non-music-major	MUSP 162
A.S., B.S., B.Mus.Ed	MUSP 163
B.Mus.Perf.-Primary Instr.	MUSP 164
Upper Division	
Non-music-major	MUSP 362
A.S., B.S., B.Mus.Ed	MUSP 363
B.Mus.Perf.-Primary Instr.	MUSP 364
Secondary Instrument	MUSP 386

Notes:

If you are a non-music-major, there is a \$200 fee above tuition for private lessons.

- Private lessons for no academic credit are \$300 per quarter. You can register in the music office at Paulin Hall.
- Group lessons are offered at no extra fee for beginners or advanced beginners. You register online (organ is MUSP 120 or 320; piano is MUSP 121 or 131; voice is MUSP 123 or 323; and guitar is MUSP 124 or 324) and then audition with the instructor.

Form a Team

The intramural sports program is always hopping. Seasonal sports teams (for all levels of play) form each quarter. You can learn more by e-mailing coach Bob Paulson (bpaulson@puc.edu).

Intramural sports at PUC:

baseball	soccer
basketball	softball
flag football	volleyball
futsal	

Join a Team

For advanced student athletes, PUC has several Pioneers teams that play interscholastic games as members of the NAIA and the California Pacific Conference.

Varsity programs:

- Men's and women's basketball
- Men's and women's cross country
- Men's soccer
- Women's volleyball

Contact athletic director Robert Castillo (ext. 6652 or rcastillo@puc.edu).

Your Campus, Your Fitness Center

Staying in shape at PUC won't be difficult because the entire campus—with its hills and stairs—could be considered a fitness center. However, there's also opportunities to mountain bike, play sports, or go the traditional route of a weight room. Whatever your preference, you'll have plenty to choose from.

Baseball/softball/soccer fields: When no organized sports activities are happening on the fields, they're open for Ultimate Frisbee, pickup games, or just hanging out on the grass.



Cardio fitness center: Located on the stage of the gymnasium, the center has 34 pieces of equipment from treadmills to spinning bikes. It's open for several hours in the mornings and evenings.

Hansen pool: During fall and spring quarters, the pool is open 6:30-8 a.m. and 6-9 p.m. weekdays with some additional weekend open swims.

Jogging, biking, and hiking: PUC owns more than 1,600 acres of forest land with roads and trails, hills and flat lands—perfect for every level of strolling, running, or mountain biking.

Tennis: Six refinished courts are open six days (and nights) per week. Students may use the courts any time there aren't tennis classes going on.

Weight room: The weight room, in the gym basement, is open for several hours most mornings and evenings.

Join a Club

From the PUC chapter of Amnesty International to the Asian Student Association and the Business Club, there's pretty much at least one club for everybody! Club activities include worship services, ski trips, fundraisers, performances, scavenger hunts... The list is endless. You can also find out about starting your own new club by calling Student Services (ext. 7362).



Putting Christianity Into Action

You can join an acoustic worship service, spend Sabbaths with at-risk kids, join a group to do random acts of kindness, take lunches to the homeless in Berkeley, and dozens of other activities that help you reach out and make the world a little bit better. You can see the full list at www.puc.edu/campusministries or call the chaplain's office (ext. 7125) to learn more.

BEYOND ACADEMICS

Class Schedule Worksheet

Fall Quarter

Prefix	Course No.	Section No.	Course Title	Credit Hours	Instructor	Time	Days	Location
GNRL	100	01	Campus Colloquy	0.1	Staff	10-10:50	TH	Sanctuary
Total Hours:								

Winter Quarter

Prefix	Course No.	Section No.	Course Title	Credit Hours	Instructor	Time	Days	Location
GNRL	100	01	Campus Colloquy	0.1	Staff	10-10:50	TH	Sanctuary
Total Hours:								

Spring Quarter

Prefix	Course No.	Section No.	Course Title	Credit Hours	Instructor	Time	Days	Location
GNRL	100	01	Campus Colloquy	0.1	Staff	10-10:50	TH	Sanctuary
Total Hours:								

BEYOND ACADEMICS

Time budget sheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6 am						
7 am						
8 am						
9 am						
10 am						
11 am						
12 noon						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						
10 pm						
11 pm						
12 am						

Pacific Union College

Alignment of Student Learning Outcomes with
Mission and Core Values | **Assessment Methods**

Our Mission

Pacific Union College is a Seventh-day Adventist learning community offering an excellent Christ-centered education that prepares its students for productive lives of useful human service and uncompromising personal integrity.

Our Core Values: Institutional Student Learning Outcomes

Wholeness
Integrity
Stewardship & Service
Diversity
Our Adventist Heritage
Maintaining Lifelong Learning

Assessed by CBVS, NSSE, senior exit essay, senior exit survey, alumni survey

Academic Program Student Learning Outcomes

*Assessed by MFTs,
Portfolios, etc. in departments;
reported in Annual
Assessment Reports and
Program Reviews*

General Education Student Learning Outcomes

*Assessed by embedded
assessments in GE classes
and MAPP; reported in General
Education Program Reviews*

Co-Curricular Student Learning Outcomes

*Assessed by embedded
assessments, SSII, CSBV,
NSSE, senior essays and
surveys; reported in annual
Department Reports and
Department Program Reviews*

Foundational Skills and Values

- **Communication (oral & written)**
- **Information Literacy**
- **Critical & Creative Thinking**
- **Collaborative Learning in Diverse Groups**
- **Integrity**
- **Justice**
- **Compassion**
- **Wholeness**

Assessed by senior exit essay, senior exit survey, MAPP, NSSE, CBVS, and in capstone courses