

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 opportunities for becoming acquainted with other students and faculty members.

Prior to winter and spring quarters, an orientation information session is held to acquaint new and transfer students with various aspects of campus life.

Student Life

Pacific Union College is an independent, coeducational institution, operated in harmony with the beliefs, practices, and educational philosophy of the Seventh-day Adventist Church. The college makes a continuous effort to maintain an atmosphere that is respectful of individual rights and responsibilities, encourages academic excellence, and inspires spiritual growth. While enrolled at Pacific Union College, students are expected to demonstrate conduct in harmony with these goals and traditions of the college. Additional details can be found in the *Student Handbook* (puc.edu/studenthandbook).

College Standards for Student Conduct

The standards for Pacific Union College student conduct are designed to support the health of the community and to help students grow academically and spiritually. Accordingly, students are expected to treat others with civility, to respect the facilities of the college and the property of others, to live a healthy lifestyle, and to refrain from the use of drugs, alcoholic beverages, tobacco, and improper sexual conduct. Failure to comply with the standards of conduct may result in disciplinary action.

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 Bible study, 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 artwork. 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 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 & trails. Recreational areas near the college offer skiing, golfing, scuba diving, and boating.

Student Association

Every student enrolled for a minimum of six quarter hours is automatically 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.

Student Life and Services

The Student Association produces the campus newspaper (*Campus Chronicle*), and the yearbook (*Diogenes Lantern*).

The main purpose of the Student Association is to provide social and spiritual programming and 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 Student Association organization appears in the Association's Constitution and Bylaws.

Student Housing and Dining

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 quarterly. You should secure approval before signing a

lease for off-campus housing. Unmarried community students are not to live in "coed" groups.

Dining

Bon Appetit at PUC Dining Commons provides a balanced sustainable diet for all students. The college provides current and on trend vegetarian/vegan fare along with traditional Adventist classics. We are able to accommodate any dietary restrictions or special requests. Please stop by and speak to either the Executive Chef or General Manager to find out more on how we can meet your specific needs. Non-vegetarian students and guests can enjoy made-to-order deli sandwiches in the Howell Mountain Market & Deli located in the Angwin Plaza.

Bon Appetit caters for group activities, picnics, and banquets. Small groups and organizations may reserve auxiliary dining rooms in the Dining Commons (all food is to be prepared by Bon Appetit). Reservations are made at the Bon Appetit office located in the Dining Commons.

PUC offers a variety of meal plans to fit the many different dietary and lodging needs of our students. If you live in a residence hall, you are expected to take your meals in the PUC Dining Commons and The Grind. You may also eat at the Deli if it is covered by your selected meal plan. For further information, see the section entitled "Financial Information" in this catalog.

Health Services

The Health Services Department offers evaluation and treatment of a wide variety of illnesses and injuries. The clinic is open Monday through Friday and is located on the lower level of the education building. Nurse office visits are available daily on a walk-in basis; physician office visits are available daily by appointment. A nurse advice line (707-965-6789) is available whenever the clinic is closed, including weekends and breaks. Visit the Health Services section of the PUC website at puc.edu/healthservices for more information. The services offered to students at the on-campus clinic are covered by the college's general fee. Any off-campus care will be the financial responsibility of the individual under their own primary insurance plan. Students are strongly encouraged to work with the Health Services Department prior to accessing any care outside the clinic.

All students are required to carry their own medical insurance while attending Pacific Union College. Your plan must cover emergent and non-emergent off-campus medical and mental health care in the Napa Valley. If you do not currently carry insurance or your plan is not adequate, the college has arranged with Aetna insurance company to offer students the Aetna Student Health plan at a very affordable cost. As a convenience to

you, PUC has agreed to assist students with the cost of this plan by allowing reimbursement through your student account in three equal installments billed once a quarter.

Whether or not you have existing health insurance you are required to go to www.aetnastudenthealth.com/puc to complete the waiver process or enroll in the Aetna Student Health plan. To successfully complete this requirement, you must be enrolled with us, taking six or more units, and are accessing their website during the correct time frame (30 days prior to 2 weeks after instruction begins). Failure to complete this requirement will automatically create an Aetna subscriber account for the student. This is a non-cancellation policy with Aetna and cannot be reversed for any reason unless the student no longer attends PUC or the plan ends (August 31 of every year). The charge for this policy will be added to the student's college account and will become the financial responsibility of the individual.

For complete details on fees, effective dates, plan coverage, limitations, and exclusions, please see the Pacific Union College website: puc.edu/healthservices.

If you are an international student, you are not required to complete the above process because the Aetna Student Health plan will be automatically purchased for you.

If you are a varsity athlete and you plan to carry your own existing insurance, please contact your carrier to verify coverage for intercollegiate sport-related injuries. In cases where there is no coverage for sport-related injuries you can either find an adequate plan or enroll in the Aetna Student Health plan. In either case, you are also required to complete the above process.

Career and Counseling Center

The Career and Counseling Center is an important resource for personal and academic success. You may schedule appointments for personal and career counseling. Referral service to other professionals in the immediate vicinity is also available through the Center. The Career and Counseling Center provides the following services:

Counseling Services

Professional, confidential support is available on an individual, couple, family, or group basis. Counselors want to help you deal with any anxiety, depression, stress, 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 college and graduate school admissions. Test application forms, national testing dates and deadlines are available.

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

Career Services

Career testing and personality testing are available through the Career and Counseling Center. Career counseling is also available so that you may explore career options, self-assessment, skills, interests, values, goals, and job-seeking strategies. Additionally, the Center offers assistance in writing résumés, application letters, and developing effective interviewing skills.

Internship and Graduate School Exploration

The Career and Counseling Center coordinates on-campus resources for internship and graduate school exploration. Representatives from professional schools, businesses, industries, technological firms, human services, educational organizations, and government agencies visit Pacific Union College to attend campus events and recruit students. Interviews are conducted on campus, usually in the Career and Counseling Center.

Teaching and Learning Center

The Teaching and Learning Center (TLC) is Pacific Union College's academic support center. The TLC is dedicated to helping you achieve your academic goals and college degree. The Center also provides a variety of services to help you develop your abilities for a successful college experience. These services include free tutoring, academic coaching, and opportunities to develop note-taking skills, study skills, and time management, plus other effective learning strategies.

Disability Support Services

Pacific Union College complies with the Americans with Disabilities Act (1990) with its updated Amendments Acts (2008), section 504 of the Rehabilitation Act, and 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. To receive services, students must provide current and appropriate documentation of their qualifying disability. Since accommodations are not retroactive, it is in the student's best interest to submit documentation as soon as possible to the Disabilities Support Services Coordinator (DSSC) at the Teaching and Learning Center. The DSSC will arrange accommodations based on the student's documentation and needs. Examples of accommodations are: exam accommodations, downloadable and audible format of books, note-takers, tutoring, accessible housing and other services.

Student Life and Services

For more information, contact the DSSC or refer to the documentation guidelines and policies online: available through the College's website: puc.edu/academics/tlc/disabilities-support-services.

Student Veteran Services

As a Yellow-Ribbon school, Pacific Union College welcomes student veterans as they enter or return to college.

The Veterans Services Coordinator at the Teaching and Learning Center provides college orientation, advocacy, and problem-solving strategies for student veterans' unique needs. If you are a student veteran, you are encouraged to contact the Veterans Services Coordinator so that you may learn about the resources available to you.

Information regarding credit for military training and veterans educational benefits may be found in the sections of this catalog entitled "Academic Information" and "Financial Information".

Technology Resources

It is your responsibility to be aware of usage policies on campus prior to using the technology resources that are provided by the college. For policies and additional information regarding Information Technology (IT), please refer to the website located at puc.edu/campus-services/itss/current-students.

It is prohibited to use these systems for soliciting or advertising for commercial ventures, religious or personal causes, outside organizations, or other similar nonacademic solicitations.

Any downloading, distributing, copying, or sharing of copyrighted or proprietary material is illegal without the written authorization of the owner of the rights (17USC 204(a)). If you are sharing, downloading, or receiving copyrighted materials such as music, video, television programs, or software without written authorization of the owner of the rights, you must immediately stop in order to avoid legal penalties including fines of thousands of dollars from the RIAA and MPAA. Please note that downloading copyrighted materials is not anonymous and your computer can be identified.

Pacific Union College reserves the right to access and disclose all records of internet usage sent over its system as necessary.

If the college discovers that you are misusing the network, you may be subject to disciplinary action, including, but not limited to, termination of computer privileges.

Library Services

The W. E. Nelson Memorial Library provides the information resources and technology for the research needs of students and faculty. Library holdings include over 150,000 books and about 250,000 eBooks, as well as a wide collection of DVDs, CDs, music scores, and other media material. The library subscribes to over 33,000 electronic journals. The library also houses the Pitcairn Islands Study Center, one of the world's largest collections of material about the Pitcairn Islands, the Maxwell Collection, the Walter Utt Collection, the Veltman Collection, and several other collections from individuals who have played prominent roles in the Seventh-day Adventist Church and/or Pacific Union College.

Family Educational Rights and Privacy Act (FERPA)

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. For a full description of these rights, see "Appendix B: Student Rights Under FERPA" in this catalog.

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*.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint as follows:

Mail: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916-431-6924
Fax: 916-263-1897
Website: <http://www.bppe.ca.gov>