



FOR  
**NEW**  
STUDENTS

# ACADEMIC START GUIDE

PACIFIC UNION COLLEGE 2023-2024

# ACADEMIC START GUIDE

## PACIFIC UNION COLLEGE 2023-2024

Welcome to PUC. Getting acquainted with a new college is an adventure, and a lot happens in the first few days. This guide provides tips and resources to help you acclimate so you can have a successful first year.

### **PART 1**

## **Orienting Yourself**

### **PART 2**

## **The Academic Program**

### **PART 3**

## **Academic Advising**

### **PART 4**

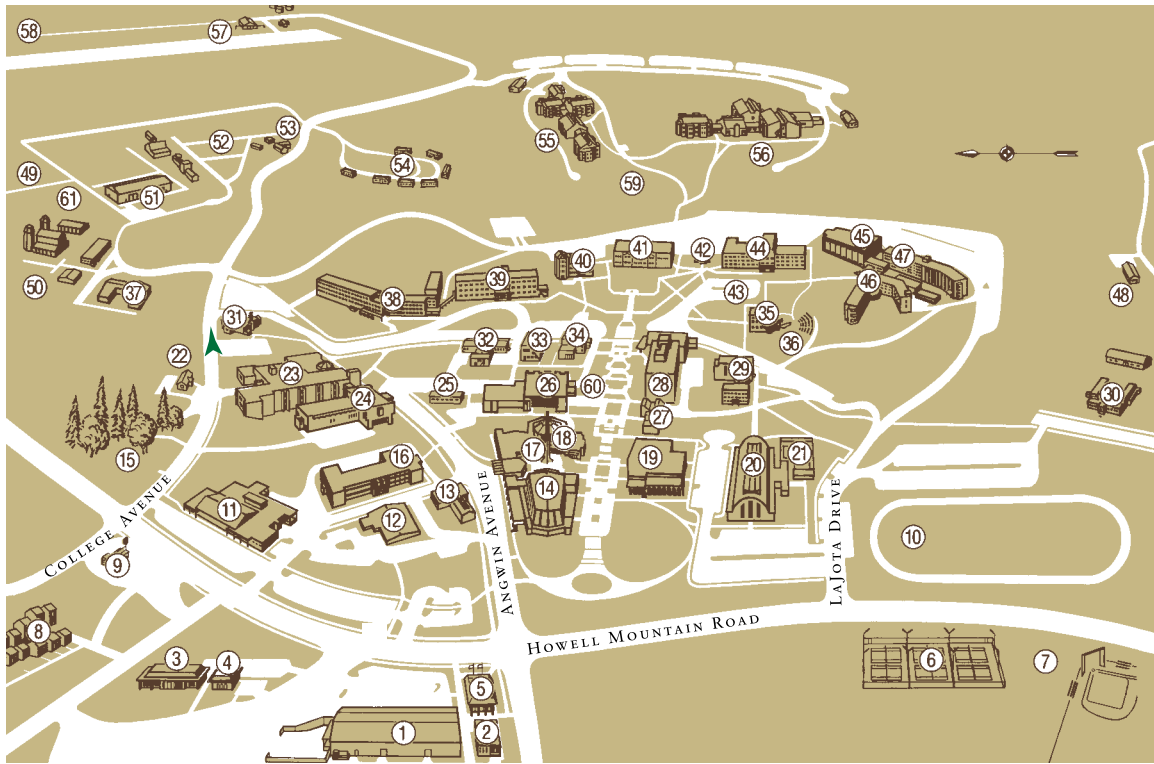
## **Navigating Technology**

### **PART 5**

## **Beyond Academics**

# ORIENTING YOURSELF

Before you begin, it's important to get familiar with our campus, so you know where to seek assistance.



- |  |   |   |   |
|--|---|---|---|
| <p><b>1. ANGWIN PLAZA:</b><br/>Ace Hardware<br/>College Bookstore<br/>Market<br/>Washette</p> <p><b>2. POST OFFICE</b></p> <p><b>3. CAREER &amp; COUNSELING CENTER &amp; HEALTH SERVICES</b></p> <p><b>4. DENTAL BUILDING</b></p> <p><b>5. CREDIT UNION</b></p> <p><b>6. TENNIS COURTS</b></p> <p><b>7. ATHLETIC FIELD:</b><br/>Hardball and Softball Fields<br/>Sand Volleyball Courts</p> <p><b>8. BROOKSIDE PARK:</b><br/>Student Family Housing</p> <p><b>9. SERVICE STATION:</b><br/>College Chevron</p> <p><b>10. ATHLETIC TRACK &amp; FIELD</b></p> <p><b>11. PRESS BUILDING:</b><br/>Copy Center<br/>Mail Services</p> <p><b>12. CUSTODIAL:</b><br/>Lost and Found</p> <p><b>13. HEATING PLANT</b></p> <p><b>14. CHURCH AND SANCTUARY</b></p> <p><b>15. ALUMNI PARK</b></p> <p><b>16. FISHER HALL (FH):</b><br/>Visual Arts<br/>Emergency Services</p> <p><b>17. SABBATH SCHOOL ROOMS (SSR)</b></p> <p><b>18. CHURCH COMPLEX:</b><br/>Campus Chaplain<br/>Campus Ministries<br/>Church Office<br/>Fireside Room (FR)</p> | <p>Sanctuary (S)<br/>Scales Chapel (SC)</p> <p><b>19. PAULIN HALL (PH):</b><br/>Music</p> <p><b>20. PACIFIC AUDITORIUM (PA):</b><br/>Kinesiology<br/>Fitness Center<br/>Gymnasium<br/>Weight Room</p> <p><b>21. SWIMMING POOL</b></p> <p><b>22. PUBLIC SAFETY</b></p> <p><b>23. CHAN SHUN HALL (CSH):</b><br/>Academic Administration<br/>Academic Advising<br/>Chemistry<br/>Mathematics<br/>Physics &amp; Engineering<br/>President's Office<br/>Psychology &amp; Social Work</p> <p><b>24. DAVIDIAN HALL (DH):</b><br/>Nursing &amp; Health Sciences</p> <p><b>25. STUDENT SUCCESS CENTER (SSC)</b></p> <p><b>26. DINING COMMONS (DC):</b><br/>Cafeteria<br/>Campus Center<br/>Student Association Offices</p> <p><b>27. RASMUSSEN ART GALLERY (RAG)</b></p> <p><b>28. LIBRARY:</b><br/>E.G. White/SDA Study Center<br/>Information Technology<br/>Systems and Services<br/>Library Computer Lab (LCL)<br/>Maxwell Reading Room<br/>Pitcairn Islands Study Center<br/>Utt Center</p> | <p><b>29. PREPARATORY SCHOOL</b></p> <p><b>30. ELEMENTARY SCHOOL</b></p> <p><b>31. ADVANCEMENT / ALUMNI</b></p> <p><b>32. FINANCIAL SERVICES:</b><br/>Accounting Services<br/>Financial Administration<br/>Human Resources<br/>Student Financial Services</p> <p><b>33. WEST HALL:</b><br/>Education</p> <p><b>34. WEST HALL ANNEX</b></p> <p><b>35. STAUFFER HALL (SH):</b><br/>Alice Holst Theater<br/>English</p> <p><b>36. AMPHITHEATER (AMPH)</b></p> <p><b>37. STORAGE AREA</b></p> <p><b>38. NEWTON HALL:</b><br/>Men's Residence</p> <p><b>39. GRAINGER HALL (G):</b><br/>Men's Residence</p> <p><b>40. CLARK HALL (CH):</b><br/>Biology<br/>Wilmer Hansen Collection</p> <p><b>41. IRWIN HALL (IH):</b><br/>Business Administration &amp; Economics<br/>Communication<br/>History<br/>World Languages</p> <p><b>42. AMBS HALL</b></p> <p><b>43. GRAF OVAL</b></p> <p><b>44. GRAF HALL (GH):</b><br/>Academic Records<br/>Admissions<br/>Enrollment Services<br/>Media Services</p> | <p>Public Relations<br/>Student Life<br/>Theology<br/>Women's Residence</p> <p><b>45. DAUPHINEE CHAPEL (D)</b></p> <p><b>46. ANDRE HALL:</b><br/>Women's Residence</p> <p><b>47. WINNING HALL:</b><br/>Women's Residence</p> <p><b>48. DISCOVERYLAND CHILDREN'S CENTER</b></p> <p><b>49. LAND MANAGEMENT</b></p> <p><b>50. RECYCLING CENTER</b></p> <p><b>51. FACILITIES MANAGEMENT</b></p> <p><b>52. MOBILE MANOR</b></p> <p><b>53. LANDSCAPE</b></p> <p><b>54. COURT PLACE APARTMENTS:</b><br/>Student Family Housing</p> <p><b>55. NICHOL HALL:</b><br/>Men's Residence</p> <p><b>56. MCREYNOLDS HALL:</b><br/>Women's Residence</p> <p><b>57. VIRGIL O. PARRETT FIELD:</b><br/>Flight Center</p> <p><b>58. YOUNG OBSERVATORY</b></p> <p><b>59. THE GROVE</b></p> <p><b>60. PRAYER CHAPEL</b></p> <p><b>61. COGENERATION PLANT</b></p> |
|--|---|---|---|

## ORIENTING YOURSELF

### KEY CONTACTS

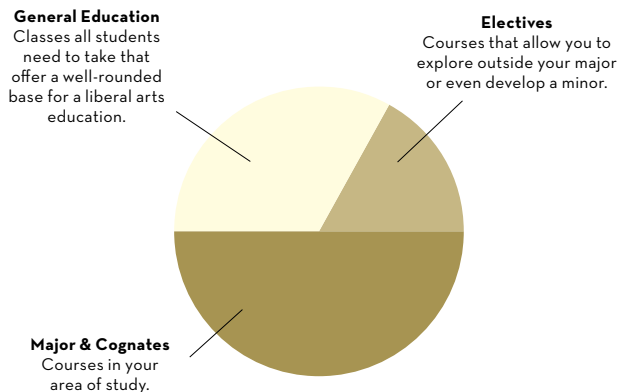
<i>Person or Department</i>	<i>Location (With Map Number)</i>	<i>Phone</i>	<i>Email Address</i>
<b>Administrators</b>			
Ralph Trecartin, President	Chan Shun Hall (#23), First Floor	965-6211	president@puc.edu
Lindsay Hayaksaka, Vice President for Academic Administration & Academic Dean	Chan Shun Hall (#23), First Floor	965-6234	lhayaksaka@puc.edu
Joy Hirdler, Vice President for Financial Administration	Financial Services (#32)	965-6699	jhirdler@puc.edu
Ryan Smith, Vice President for Student Life	Graf Hall (#44), South Entrance	965-6303	ryesmith@puc.edu
Kellie Lind, Vice President for Alumni and Advancement	Alumni and Advancement (#31)	965-7500	klind@puc.edu
Gene Edelbach, Vice President for Enrollment, Marketing, and Communications	Graf Hall (#44) West Entrance	965-6234	gedelbach@puc.edu
<b>Academic Resources</b>			
Academic Advising	See page 12-13 for a complete list of Academic Advisors & contact information		
Bookstore	Online		bookstore@puc.edu
Library	Library (#28)	965-6639	reference@puc.edu
<i>General Information, Reference</i>			Text a Librarian: 707-948-6639
Records	Graf Hall (#44), North Entrance	965-6673	records@puc.edu
<i>Registration, Transfer Credit</i>			
Student Success Center (SSC)	SSC (#25)	965-7688	ssc@puc.edu
<i>Tutoring, Accessibility Support Services</i>			
<b>Campus Resources</b>			
Admissions and Enrollment	Graf Hall (#44), Front Entrance	965-6381	enroll@puc.edu
Cafeteria	Dining Commons (#26)	965-6327	bonappetit@puc.edu
Campus Ministries (Chaplain & Missions)	Church Complex (#18)	965-7191	chaplain@puc.edu
Career & Counseling Center	Career & Counseling Center (#3)	965-7080	career@puc.edu
<i>Career Counseling, Personal Counseling</i>			counseling@puc.edu
Church Office	Church Complex (#18)	965-7297	church@puc.edu
Accessibility Services	Career & Counseling Center (#3)	965-7081	access@puc.edu
Health Services	(#3)	965-6339	healthservices@puc.edu
Information Technology Systems & Services (ITSS)	Library (#28), Basement Entrance	965-7000	helpdesk@puc.edu
Lost & Found	Custodial (#12)	965-7261	custodial@puc.edu
Mailroom & Copy Center	Press Building (#11)	965-7401	mailroom@puc.edu
Public Safety	Public Safety (#22)	965-7275	dps@puc.edu
<i>Vehicle Registration, Parking Services</i>			
Student Association & Campus Center	Dining Commons (#26), Lower Floor	965-7121	nruud@puc.edu
Student Employment & Payroll	Financial Services (#32)	965-7300	payroll@puc.edu
Student Financial Services	Financial Services (#32)	965-7200	studentfinance@puc.edu
<i>Financial Counseling, Financial Aid, ID Cards</i>			
Student Life	Graf Hall (#44), South Entrance	965-7362	studentservices@puc.edu
<i>Campus Housing, Student Life</i>			
Winning Hall Guest Housing	Winning Hall (#47)	965-6313	
<b>Community Resources</b>			
ATM (at Silverado Credit Union)	Angwin Plaza (#1)	965-2483	
College Market	Angwin Plaza (#1)	965-6321	
Gas Station	Service Station (#9)	965-7140	
Post Office	Angwin Plaza (#1)	965-2272	
<b>In Case of Emergency</b>			
In the case of an emergency (health, safety, etc.), please call (707) 965-7111 for assistance. Sign up for the campus-wide emergency text system at <a href="http://notifyme.puc.edu">notifyme.puc.edu</a> .			

# THE ACADEMIC PROGRAM

It is a good idea to read the **General Catalog** very carefully. It covers PUC's academic policies and the requirements for your degree. As a student you are responsible for knowing what it contains. To help get you started, we've created this condensed guide to academics.

## THE COLLEGE DEGREE AS PIE

The baccalaureate degree, which at PUC requires a minimum of 192 quarter units (60 upper division), consists of three main parts. This pie gives you a general idea, although the proportions may vary depending on the program you choose.



## GENERAL EDUCATION

General education (G.E.) is a core group of classes 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 the G.E. course requirements, see the GE section in the *General Catalog*.

## THE HONORS PROGRAM

Not interested in the general education program? Have a cumulative high school GPA of 3.5 or above? Want to gain the broad liberal arts background sought by graduate, law, and medical school admissions committees?

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 significant books, films, art, and music in a Christian context that provide a framework for students to seek truth and to act upon it.

If you are accepted and complete the Honors Program, you will graduate "With Honors," a designation that appears in PUC's graduation program, as well as on your transcript, and diploma. For details on Honors requirements and courses, see pages 129-132 in the *General Catalog*, or visit [puc.edu/honors](http://puc.edu/honors).

## CHOOSING A MAJOR

Once you enter college, the question you will 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 many other college students across the country who haven't committed to one area 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. You can visit the Student Success Center (SSC) for general advising and the Career Counselor for exploration of career options.



## YOU SHOULD KNOW...

If you're looking to earn your bachelor's degree in the recommended four-year time frame to avoid accumulating unnecessary debt and ensure you can begin pursuing your next career goal alongside your peers, you will want to make sure you stay on track by planning ahead. Check out the "Finish in Four" checklist on page 21 for helpful advice.

## DEGREES AND MAJORS AT PUC

### AVIATION

Aviation, A.S., B.S.

### BIOLOGY

Biology, B.A., B.S.  
Biotechnology, B.S.  
Conservation Technology, B.S.  
Environmental Studies, B.S.

### BUSINESS ADMINISTRATION & ECONOMICS

Business Administration, B.B.A.  
\* Accounting  
\* Finance  
\* Healthcare Management  
\* International Business  
\* Management  
\* Marketing  
Business Administration,  
B.A., B.S.  
Management Information Systems,  
B.S.  
Management for Medical  
Professionals, B.S.

### CHEMISTRY

Biochemistry, B.S.  
Chemistry, B.A., B.S.

### COMMUNICATION

Communication, B.A., B.S.  
Health Communication, B.S.  
Marketing Communication, B.S.

### EDUCATION

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

### ENGLISH

English, B.A.  
\* British & American Literature  
\* English Education  
\* Writing

### HISTORY

History, B.A.  
\* American History  
\* European History  
History, Political Studies,  
& Ethics, B.S.  
Social Studies, B.S.

### KINESIOLOGY

Exercise Science, B.S.  
Physical Education, B.S.  
\* Teacher Education  
Personal Training, A.S.

### MATHEMATICS & PHYSICS

Biomathematics, B.S.  
Data Science, B.S.  
Biophysics, B.S.

### MUSIC

Music, B.S.  
\* Composition  
\* Music and Learning  
\* Pre-Teaching  
Music, A.S.

### NURSING & HEALTH SCIENCES

Emergency Management, B.S.  
Emergency Management-Paramedic  
Option, B.S.  
Emergency Services, A.S.  
Health Sciences, A.S.  
Global Health, B.S.  
Nursing, A.S., B.S.N.

### PSYCHOLOGY & SOCIAL WORK

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

### THEOLOGY

Religion, B.A.  
\* Biblical Studies  
\* Health Professions  
Theology, B.A.

### VISUAL ARTS

Art, B.A.  
\* Fine Art  
Design, A.S., B.A.  
\* Graphic Design  
Film, B.A., B.F.A.  
Film, A.S.  
Fine Art, B.F.A.  
Graphic Design, B.F.A.

### WORLD LANGUAGES

Language & Culture Studies, B.A.  
\* Arabic  
\* French  
\* German  
\* Italian  
\* Portuguese  
\* Spanish  
Spanish Studies, B.A.

### PREPROFESSIONAL PROGRAMS

Art Therapy  
Cardiac Electrophysiology  
Technology  
Clinical Laboratory Science  
(Medical Technology)  
Communication Sciences & Disorders  
(Speech Pathology)  
Dental Hygiene  
Dentistry  
Diagnostic Medical Sonography  
Health Information Administration  
Law  
Medical Radiography  
Medicine  
Nuclear Medicine  
Nutrition & Dietetics  
Occupational Therapy  
Optometry  
Orthotics and Prosthetics  
Pathologists' Assistant  
Pharmacy  
Physical Therapist Assistant  
Physical Therapy  
Physician Assistant  
Public Health  
Radiation Sciences  
Respiratory Therapy  
Veterinary Medicine

### MASTER'S PROGRAMS

Master of Arts in Teaching, M.A.T.  
\* Multiple Subject  
\* Single Subject  
Master of Business  
Administration, M.B.A.  
\* Healthcare Administration  
\* Management  
Master of Education, M.Ed.

# THE ACADEMIC PROGRAM

## ACADEMIC CALENDAR

Take a look at the year in one glance.

### Fall Quarter (2023)

W-Su	Sep	20-24	New Student Orientation
M		25	Instruction begins
Th		28	Last day to enter or delete courses
M-Sa	Oct	9-14	Fall Week of Prayer
M	Nov	18	Thanksgiving Break begins (12:00 noon)
		18-26	Thanksgiving Break
		27	Last day to withdraw from courses
S-W	Dec	11-15	Final examinations
			Christmas Vacation begins (12:00 noon)

### Winter Quarter (2024)

Su	Jan	7	New Student Orientation
M		8	Instruction begins
Th		11	<b>Last day to enter or delete courses</b>
M		15	Martin Luther King Day; no classes/labs
T-Sa		22-27	Winter Week of Prayer
F	Feb	9	Mid-quarter vacation; no classes/labs
M	Mar	4	<b>Last day to withdraw from courses</b>
M-Th		18-21	Final examinations

### Spring Quarter (2024)

Su	Mar	31	New Student Orientation
M	Apr	1	Instruction begins
Th		4	<b>Last day to enter or delete courses</b>
M		8	2023-24 registration open for seniors
M-F		15-19	Student Week of Prayer
F-Sa		19-21	Alumni Homecoming
M		15	2023-24 registration open for all students
M	May	27	Memorial Day observed; no classes/labs
T		28	<b>Last day to withdraw from courses</b>
M-Th	Jun	10-13	Final examinations
F-Su		14-16	Commencement

### Summer Quarter (2024)

M	Jun	17	Instruction begins
F	Jul	4	Observe Independence Day; no classes
F	Aug	16	End of summer quarter

#### YOU SHOULD KNOW ...

For the most accurate information about PUC events and deadlines, go to our online calendar at [puc.edu/calendar](http://puc.edu/calendar).

## NELSON MEMORIAL LIBRARY

Whether you need to use a computer lab, prepare 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	6640
Archives & Special Collections	6244
Media Services	7221

#### YOU SHOULD KNOW ...

The Nelson Memorial Library has group study rooms available to students on a first come, first served basis or by reservation at [library.puc.edu/reserve](http://library.puc.edu/reserve).

### LIBRARY HOURS

#### Regular

Sunday, 10 a.m. - midnight  
Monday through Thursday, 8 a.m. - midnight  
Friday, 8 a.m. - 1 p.m.

#### Vacation

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

#### Summer

Sunday, 3 p.m. - 8 p.m.  
Monday through Thursday, 8 a.m. - 8 p.m.  
Friday, 8 a.m. - 1 p.m.

Your PUC ID card doubles as a library card!

### COMPUTER LAB

There are over 60 computers (Macs & PCs) on open tables and in the computer lab available for student use in addition to free use of color or black and white laser printers. Tech assistance is available in the lab, which is open until midnight, Sunday through Thursday. Laptops are also available at the circulation desk for check out.

### RESEARCH ASSISTANCE

Writing a paper on the obscure *Orius tristicolor* 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. Simply stop by the reference desk during library hours or call to make an appointment.

#### YOU SHOULD KNOW ...

To contact a reference librarian, call ext. **6639** or email [reference@puc.edu](mailto:reference@puc.edu). You can also text a librarian with a question at **(707) 948-6639**.



### THE STUDENT SUCCESS CENTER (SSC)

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 both studying and a social life?

Get answers by going to the Student Success Center, a.k.a. the SSC.

The SSC exists solely to help 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 physical, psychological, or learning disability, the SSC and Counseling Center have a team of professionals to offer support.

#### SSC HOURS

Monday - Thursday, 9 a.m. - 8 p.m.  
Friday, 9 a.m. - 2 p.m.

#### PREPARING FOR SUCCESS

first-year students who are admitted on academic probation, PUC offers extra academic support through the SSC. College Bound I (GNST-104) is a course that consists of two parts. The first part, are dynamic and fun-filled weekly seminars in study and time management skills. Students learn to capitalize on which learning and organizational strengths they already possess, rather than focusing on academic weaknesses. The second part, weekly meetings with an experienced mentor to focus on each student personal needs. College Bound II (GNST-105) is the next on the sequence. Weekly meetings with a mentor in which their academic progress will be tracked, one-on-one basis, to ensure they receive the support that leads to their academic success. Both College Bound I and College Bound II are also opened to any students who want to improve their chances of success.



#### SSC FAQs

##### Where is the SSC?

The SSC is located on the walkway between the Dining Commons and Chan Shun Hall (#25 on the campus map).

##### Who can use the SSC?

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

##### How do I get a tutor?

Group tutoring subjects and times are posted in three places: the PUC SSC website, on the SSC bulletin board, or as general posters around campus. Small group tutoring can be schedule by clicking the Help button in Canvas, and following the steps. You can also stop by the SSC, or call ext. 7678 to ask what's available.

##### What's a Writing Lab?

It's a place to get all kinds of help for writing assignments. Expert tutors are available to help guide writing, give writing tips, or to provide general feedback on what can be improved. You can schedule an appointment with one of them by clicking the Help button in Canvas, and following the steps.

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

If you think you should be tested for a learning disability, work with

your our accessibility coordinator (ext. 7081). If you already know you have a learning disability, call the Counseling Center to make sure you have all the resources you need to succeed in college.

##### How can the learning disabilities program help?

Students with a diagnosed learning difference have access to programs and reasonable 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 access to audio textbooks.

##### Why do most students use the SSC?

Students use the SSC 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 SSC can help.

#### SUGGESTIONS FOR PLANNING A BETTER TIME SCHEDULE

Use these tips to balance your time effectively each week. Need help getting started? Download a time budget sheet at [puc.edu/ssc](http://puc.edu/ssc). Stop by the SSC and meet with any of the mentors, they will gladly assist you!

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 10 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 school is a grind. Your brain retains information when it is not constantly 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 SSC 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: 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

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 SSC, sleep, and check with professors when you need help. Try not to let grades loom so large that they overshadow the ultimate goal: learning and growth. If you are experiencing a lot of stress, visit the Counseling Center.

See page 239  
in the *General  
Catalog* for  
more details  
on academic  
integrity.

### THE PATH OF ACADEMIC DISHONESTY

**From accusations to consequence, how things fall apart:**

1. Your professor speaks with you about the incident. If the incident is serious, your professor will notify the chair of the department. If both are convinced you acted dishonestly, the incident will be documented in writing.
2. Your professor 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, the Nursing Department chair, and to any professor that 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 in the course, you will likely receive an F.
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*, page 47, at [puc.edu/student-services](http://puc.edu/student-services).

### UH OH... MAYBE IT'S TIME TO STUDY MORE

While you're in college, 10 weeks can feel like an eternity. In actuality quarters go by pretty fast, and before you know it, final grades are out, and you're left wishing you had hit the books more.

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

### ACADEMIC PROBATION

If you happen to find yourself with a quarter or cumulative GPA lower than 2.0, you will 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 will meet regularly with an academic mentor at the SSC to help you raise your cumulative GPA and quarter GPA to at least 2.0, at which point you will return to regular academic standing.

### ACADEMIC SUSPENSION

If you have three consecutive quarters with either a quarter GPA below 2.0 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 12 quarter hours of course work (transferable credit) at another accredited college or university for which you earn a GPA of at least 2.3, and boosted your cumulative college transfer GPA to a minimum of 2.0.

For more detailed information about academic standing policies, see pages 27-28 in the *General Catalog*.

### FINAL EXAMINATIONS


All final exams must be taken at the official listed time here or the student will receive the grade earned without the final test. The only way to get an exception is to demonstrate to the Academic Dean that an emergency situation conflicted with the exam, or students can appeal (ahead of time) if they have four exams on the same day or three exams in a row. For additional information, visit [puc.edu/academics/academic-administration/academic-policies-procedures](http://puc.edu/academics/academic-administration/academic-policies-procedures).

### CLASS STANDING

Contrary to popular belief, class standing isn't necessarily determined by how many years you've been in college. A freshman is a student who has completed 0-44 credits. You gain sophomore status once you have completed 45 credits. Juniors have at least 90 credits under their belt, and the senior boasts 135 completed credits.

### COMMUNITY SPEAKER SERIES

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



Check your attendance credits regularly on Flashlight.

Everyone registered for seven or more credits is automatically registered for the course GNRL 100, worth 0.1 units each quarter. These students must attend at least five programs each quarter. Not fulfilling this requirements results in an Unsatisfactory grade. The GNRL 100 grade is part of the official transcript.

### CAMPUS COMMUNITY SPEAKER SERIES FAQs

#### ***How do I know what days Community is scheduled?***

PUC distributes a syllabus each quarter detailing program dates and descriptions. Community program dates are also listed on the PUC calendar online and on [puc.edu/communityspeakerseries](http://puc.edu/communityspeakerseries).

#### ***What happens if I can't attend Community? Is anyone exempt?***

If you are registered for six or fewer credits, enrolled in the BSN program, or are completing your student teaching, you are automatically exempt from Community attendance. There are, however, additional qualifying situations for which you can request an attendance waiver. For more information, and a list of acceptable qualifications for requesting an attendance waiver, visit [puc.edu/communityspeakerseries](http://puc.edu/communityspeakerseries).

#### ***Where do I see attendance credits I have earned for Community?***

You can view your attendance credits in Flashlight. See page 17 for access instructions.

#### ***What if I don't see credit for a Community program I know I attended?***

Missing Community attendance credit on your record can occur for several reasons: if you swipe in after 10:05, your credit will not be entered; if you swipe out, but not in—or in, but not out—your credit will not be entered. If any of the above reasons describe your situation, you cannot request credit to be entered because you are in conflict with the Community Attendance/Tardy Policy, as outlined in the syllabus. If, however, your credit was not recorded because the swiping device failed to read your card when you swiped in and/or out, you can request your attendance credit to be entered by submitting an online request form at [puc.edu/communityspeakerseries](http://puc.edu/communityspeakerseries)

#### ***Whom do I contact if I have questions?***

Email [community@puc.edu](mailto:community@puc.edu).

#### ***What is the dress code for Community?***

You may wear what would be acceptable to wear to classes.

### CLASS ATTENDANCE POLICY

*Class attendance and active participation are essential to your education at PUC.* You are expected to maintain regular attendance and participation at all class sessions of each course in which you are enrolled. Excessive class absences and non-participation interfere with your learning experience as well as diminish the quality of group interaction in class. However, the college recognizes that there may be times when you are unable to attend class due to illness or other good reasons. Because of this, PUC has established a class attendance policy that you will be expected to follow.

The full details of the class attendance policy can be found on page 26 in the General Catalog. Here are the highlights:

- Attendance in courses is expected to begin on the first day of the quarter.
- You are expected to inform your professor in advance if you are going to be absent from a class session.
- Regardless of the reason for your absence, you are responsible for all material and assignments presented in class and for meeting assignment deadlines.
- Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus.
- You are responsible for reviewing, understanding, and adhering to the published attendance policies for all your courses.
- The college reserves the right to deal at any time with individual cases of excessive non-attendance.
- At the discretion of the instructor, guests may be invited to attend individual class sessions. Otherwise, attendance is a privilege that is reserved for registered PUC students.

### DISRUPTIVE ACADEMIC BEHAVIOR POLICY

PUC is committed to creating a positive Christian learning community characterized by respectful discourse and meaningful academic activities. Consequently, you do not have the right to behave in a manner that disrupts the academic learning environment for other students.

Disruptive academic behavior is any behavior that a professor determines to impair the academic functions of the course. This can include a variety of behaviors, including (but not limited to):

- Repeatedly distracting others, interrupting others, or speaking out of turn
- Monopolizing class discussions or professor attention
- Harassing, threatening or insulting others (verbally or in writing)
- Using inappropriate language, cursing, swearing, or vulgarity
- Behaving erratically or irrationally
- Refusing to follow the instructions of the professor

Additional details and information about this policy can be found on page 26 in the *General Catalog*.

## REGISTRATION AND RECORDS

Need help with registration, grades, or any other part of your academic record? Get help by contacting the Records Office.



### RECORDS HOURS

Monday – Thursday, 8:30 a.m. – 12: p.m., 1:00 p.m.– 4:30 p.m.  
Friday, 8:30 a.m. – 1:00 p.m.

### REGISTRATION FAQs

#### ***How do I register for classes?***

You will register online using Flashlight, as instructed on pages 15-16. However, you can always contact the Records Office if you are having problems with registration.

#### ***I have a financial restriction on my registration account in Flashlight. What should I do?***

Be sure to contact Student Finance each quarter in order to obtain financial clearance. If you have not received financial clearance by the end of the second day of the quarter, your registration will be cancelled.

#### ***I'm registered for classes, but they aren't showing up on Canvas. Why not?***

If you don't have financial clearance, your courses will not show up on Canvas. Visit Student Finance to clear your finances for the quarter. Your registration will be cancelled if you have not received financial clearance by the end of the second day of the quarter. We don't want that to happen to you!

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

The course numbering system identifies the class level. Courses numbered 000-099 are *remedial* and don't count towards your degree. Courses numbered 100-299 are lower division and are mainly for freshmen and sophomores. Courses numbered 300-499 are upper division and are designed for juniors and seniors.

#### ***What is a prerequisite?***

A prerequisite is a requirement you must complete before you may register for a particular class. Prerequisites are designed to help you have the background required for success in each particular class. Contact the Records Office or the class professor if you have questions about a prerequisite for a class.

#### ***How many credits should I register for each quarter?***

A full course load is 12-17.5 credits per quarter. If you want to finish in four years, plan to take an average of 16 credits per quarter. If you want to take an overload (more than 17.5 credits), you will need to fill out a request form at the Records Office.

#### ***What is the deadline for registering for classes?***

You must register for all your classes by the following dates:

Fall 2023	September 27, 2023
Winter 2024	January 11, 2024
Spring 2024	April 4, 2024

#### ***Does withdrawing from a class affect my GPA?***

If you withdraw from a class, you will receive a grade of "W" on your transcript but it will not impact your GPA. The withdrawal deadlines for each quarter are printed on the school calendar and can be found on p. 6 of this document. Always consult with your academic advisor and financial counselor before withdrawing from a class.

### OTHER RECORDS FAQs

#### ***How do I change my major or advisor?***

Contact the Records Office to change your major. Your advisor will be assigned automatically based on your choice of major. You can always meet with the chair of your department for academic advice, as well.

#### ***I don't think I'm going to finish my course before the end of the quarter due to an emergency. What should I do?***

If exceptional and unavoidable circumstances prevent your completion of a class during the quarter, you can submit an incomplete grade request form to the Records Office.

#### ***How do I see my final grades?***

Final grades are posted on Flashlight on the Tuesday after finals. Be sure to check your grades on Flashlight each quarter in order to track your progress.

#### ***I think there was a mistake on my grade. What should I do?***

Contact your professor to discuss the situation. If there was an error, they will need to submit a request for grade change to the Records Office. Grade changes are only allowed for professor error—you cannot submit work after the end of the quarter in order to raise your grade.

#### ***How do I get a transcript?***

You can print an unofficial transcript from Flashlight. You can also order an official transcript through Flashlight. For additional information, go to [puc.edu/transcripts](https://puc.edu/transcripts).

#### ***How do I get an enrollment verification?***

You can print an official enrollment verification from your Flashlight account. If you qualify, you can also print your good student verification for insurance from Flashlight.

### STUDENT RIGHTS UNDER FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

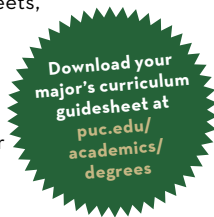
In maintaining student records, Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law gives students certain rights with respect to their education records. A full description of these rights is provided in Appendix B of the *General Catalog* or can be reviewed online at the Records Office website: [puc.edu/ferpa](https://puc.edu/ferpa).

# 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 guidesheet 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 advisor is part of your academic support team on campus. The advisor is usually a professor who helps you plan your class schedule and provides advice on what will benefit your growth as a professional in your field. They can help you make sense of the General Catalog, the curriculum guidesheets, and advise you on which classes to take and when. They can even stop you from taking an unnecessary class. 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 in your Student Planning/Flashlight account (see page 15 to learn about this). Remember, you should work only with your assigned advisor. Your department chair, however, can also offer advice, if your advisor is unavailable.

## PROGRAM EVALUATION

You can view your progress/personalized program evaluation at any time on Student Planning/Flashlight. This evaluation will show you the courses you have completed for your program as well as your remaining requirements. You and your advisor will use this evaluation to track your progress and plan your schedule. Student Planning/Flashlight allows you to plan in advance, so take advantage of this opportunity to select courses that you know you will need in your lineup.

Your advisors can also offer professional advice about your future career. The more they know about you, your interests, your strengths, your personality, the more they can tailor their advice to help you choose your future wisely.

### 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.

## 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 while respecting your right to make the academic decisions you feel are in your own best interest. Academic advising is not an arrangement whereby one member of the team carries the load. Each individual has responsibilities. While your advisor will offer expertise and support, you are responsible for the final decisions regarding your academic plan.

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 their 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 problems and challenges

### Your Advisor's Responsibilities:

- Treat you with respect
- Provide accurate information
- Keep accurate records of your progress at PUC
- Keep appointments
- Respond to inquiries in a timely fashion
- Address your needs seriously and with confidentiality
- Assist you in decision-making but allow you to make the final decision

## ACADEMIC ADVISING

### ACADEMIC ADVISORS

Advisors are listed by department, followed by email address and telephone number.

<b>Aviation</b>	Keunsang "Chris" Cho	kecho@puc.edu	707 965-6219
<b>Biology</b>	John Duncan Floyd Hayes Bryan Ness Backil Sung Robin Vance Aimee Wyrick	jduncan@puc.edu fhayes@puc.edu bness@puc.edu bsung@puc.edu rvance@puc.edu awyrick@puc.edu	707 965-6632 707 965-6401 707 965-6634 707 965-6633 707 965-6227 707 965-6636
<b>Business Administration &amp; Economics</b>	David Bell Abram Fisher Keith Neergaard	dbell@puc.edu ayfisher@puc.edu kneergaard@puc.edu	707 965-6527 707 965-6521 707 965-6523
<b>Chemistry</b>	Kent Davis Marie Pak Robert Wilson	kadavis@puc.edu mpak@puc.edu rlwilson@puc.edu	707 965-7600 707 965-7598 707 965-7603
<b>Communication</b>	Tara Hargrove Tammy McGuire	thargrove@puc.edu tmcguire@puc.edu	707 965-6687 707 965-6694
<b>Education</b>	Jean Buller Jennifer Peñaflorida Nicole Nunes Smith	jbuller@puc.edu jpenaflorida@puc.edu nnunessmith@puc.edu	707 965-7266
<b>English</b>	Catherine Tetz Linda Gill Jennifer Peñaflorida	ctetz@puc.edu llgill@puc.edu jpenaflorida@puc.edu	301-792-5916 707 965-6609
<b>History</b>	Laura Wibberding	lwibberding@puc.edu	
<b>Honors</b>	Milbert Mariano	mmariano@puc.edu	707 965-6322
<b>Kinesiology</b>	Matt Evens	mevens@puc.edu	
<b>Math &amp; Physics (MP)</b>	James Robertson	jrobertson@puc.edu	707 965-6684
<b>Music</b>	Rachelle Davis	rdavis@puc.edu	707-965-6655
<b>Nursing &amp; Health Sciences</b>	Lorie Johns Jeff Joiner Matthew Russell	ljohns@puc.edu jjoiner@puc.edu mrussell@puc.edu	707 965-7626 707 965-7031 707 965-7032
<b>Psychology &amp; Social Work</b>	Libna Arroyo Michael Jefferson Damaris Perez	larroyo@puc.edu mjefferson@puc.edu dperez@puc.edu	707 965-6325 707 965-6546
<b>Theology</b>	Young Chun Kim Jim Wibberding Ross Winkle Katrina Blue	yckim@puc.edu jwibberding@puc.edu rwinkle@puc.edu kblue@puc.edu	707 965-6406 707 965-6513 707 965-6511
<b>Visual Arts</b>	Jon Carstens Amy Cronk Tim de la Torre Brian Kyle Rajeev Sigamoney	jcarstens@puc.edu akcronk@puc.edu tdelatorre@puc.edu brkyle@puc.edu rsigamoney@puc.edu	707 965-6606 707 965-7241 707 965-6371 707 965-6605 707 965-6314
<b>World Languages</b>	Sylvia Rasi Gregorutti	srasi@puc.edu	707 965-6510
<b>Undeclared</b>	Kharolynn Pascual-Smith	kpascualsmith@puc.edu	707 965-7688

## ACADEMIC ADVISING

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### Preprofessional Advisors

Art Therapy	Amy Cronk	akcronk@puc.edu	707 965-7241
Dentistry	Abram Fisher	ayfisher@puc.edu	707 965-6521
	Tammy McGuire	tmcguire@puc.edu	707 965-6694
	Keith Neergaard	kneergaard@puc.edu	707 965-6523
	James Robertson	jrobertson@puc.edu	707 965-6684
	Robert Wilson	rlwilson@puc.edu	707 965-7603
	Aimee Wyrick	awyrick@puc.edu	707 965-6636
Law	Abram Fisher	ayfisher@puc.edu	707 965-6521
	Tara Hargrove	thargrove@puc.edu	707 965-6687
Medicine	Kent Davis	kadavis@puc.edu	707 965-7600
	John Duncan	jduncan@puc.edu	707 965-6632
	Abram Fisher	ayfisher@puc.edu	707 965-6521
	Tammy McGuire	tmcguire@puc.edu	707 965-6694
	Keith Neergaard	kneergaard@puc.edu	707 965-6523
	Marie Pak	mpak@puc.edu	707 965-7598
Optometry	Robin Vance	rvance@puc.edu	707 965-6227
	John Duncan	jduncan@puc.edu	707 965-6632
Pharmacy	Kent Davis	kadavis@puc.edu	707 965-7600
Physical Therapy	John Duncan	jduncan@puc.edu	707 965-6632
Public Health	Nancy Jacobo	njacobo@puc.edu	707 965-7688
Veterinary Medicine	Bryan Ness	bness@puc.edu	707 965-6634

### Preprofessional Advisor for Allied Health Programs

Allied Health	Richa Evens	revens@puc.edu
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- Cardiac Electrophysiology Technology
  - Clinical Laboratory Science (CLS)
  - Communication Sciences (Speech Pathology)
  - Dental Hygiene
  - Diagnostic Medical Sonography
  - Health Information Administration
  - Medical Radiography
  - Nuclear Medicine
  - Nutrition & Dietetics
  - Occupational Therapy
  - Orthotics & Prosthetics
  - Pathologists' Assistant
  - Physical Therapist Assisting
  - Physician's Assistant
  - Radiation Sciences
  - Respiratory Care
-



# NAVIGATING TECHNOLOGY

Getting the technical details squared away will make every step of new-student life easier. From generating your PUC account to diagnosing issues on your devices, Information Technology Systems and Services (commonly referred to as “ITSS”) is a life-saver. They provide guides for using PUC’s web services and software.

## THE BASICS

**Web Services:** Start by going to [www.puc.edu](http://www.puc.edu) and under Quick Links, select Campus Services. From there, select the Information Technology link. Once on the ITSS page, click “Current Students” on the left to learn about technological systems and policies at PUC.

**Internet and Cellular:** All campus buildings and some external spaces have wifi coverage. Both Verizon and AT&T customers get reliable cell service in Angwin. If using a different cellular provider, Wifi calling can be enabled on most smart phones.

## CANVAS: YOUR CLASSROOM AWAY FROM CLASS

PUC courses use Canvas, an online learning management system, to communicate with students when class is not in session. Professors post lecture notes, craft assignments, give grades, and host discussions within Canvas. You will be required to submit homework assignments digitally and take tests online via Canvas. To access Canvas, navigate to <https://canvas.puc.edu> in a web browser or download the Canvas app for mobile devices.



### LOG IN:

Go to [canvas.puc.edu](http://canvas.puc.edu)

- Enter your username (first initial, middle initial, and last name) and password (which you created when activating your PUC account).
- Click “Login.”
- If you want to change your password, use the “Reset Password” link on the Canvas login page and you will be directed to a site where you can change your password.

### SET YOUR CANVAS COMMUNICATION PREFERENCES:

- Log in and click “Account” and “Settings.”
- Under “Ways to Contact,” you can add your preferences.
- Next click on “Notifications” on the left.
- Choose which notifications are sent from the system.
- If you want to see the score you earn in an assignment as soon as it is entered, choose to receive course grading alerts “ASAP.”

### YOU SHOULD KNOW ...

You are responsible for any communications professors send out via email and via Canvas. Be sure to check your messages regularly for both of these systems.

### SUBMIT AN ASSIGNMENT:

- Log in to Canvas.
- Click on the appropriate class.
- Click the left “Assignments” link and click on the 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 submission confirmation page.

Your professor may leave feedback on the assignment within Canvas.

### VIEW GRADES:

Both individual assignments and course grades can be checked on Canvas. To view grades, log in, click on the appropriate class, and click “Grades” on the left side 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 will 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.

### YOU SHOULD KNOW ...

If you don’t see the courses you registered for available on your Canvas page on the first day of classes, contact Student Finance ASAP to make sure you are financially cleared.



### IT SERVICES

This is where you view course lists and register for classes. You can also view your PUC transcript and worship/community attendance records. You or your advisor can use the tools to see what classes you've taken and what you still need to take to finish or to evaluate changing your major.

#### TO VIEW OR PRINT CLASS LISTS

- Go to [flashlight.puc.edu](http://flashlight.puc.edu).
- On the left side, click the "Search for Sections" or "Course Lists" link.

#### LOG IN

- Follow steps 1 and 2 above.
- Click the "Log In" link.
- Enter your user name (first initial, middle initial, last name) and password.

#### CHECK YOUR RESTRICTIONS

- Once logged in to Flashlight, click the "Students" link on the right side.
- Under the "Registration" heading, click "View Restrictions."
- Select the term.
- A chart with a series of "Steps" tells you what your holds are.
- A yellow box is a "Note" 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 financial services).
- 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!

#### REGISTER FOR CLASSES

- Select "Student Planning" This will redirect you to the Student Planning platform. You can register from Flashlight by following prompts to register, but Student Planning offers an easier way to search for and add classes.

Remember that you should check in with your academic advisor about the courses you need if you are not sure of what to take. You are in charge of your class schedule and ensuring that you take the courses you need, but academic advisors are here to guide you. You can communicate with them via email or through the Student Planner NOTES tab (see next page).

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

#### VIEW YOUR TRANSCRIPT

- Under the "Academic Profile" heading, click the "Transcript"

### OTHER PUC WEB SERVICES

PUC Web Services can be accessed at [services.puc.edu](http://services.puc.edu).

Links such as phone bill, phone book, vehicle registration, webmail, and Canvas are available on the left menu.

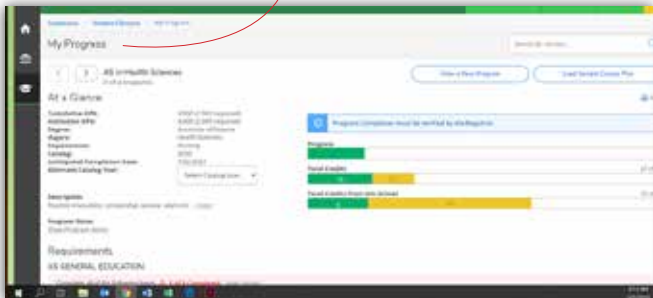
#### CHECK FINAL EXAM SCHEDULE

- Go to [services.puc.edu](http://services.puc.edu) and choose the "Final Exam Schedule" link.

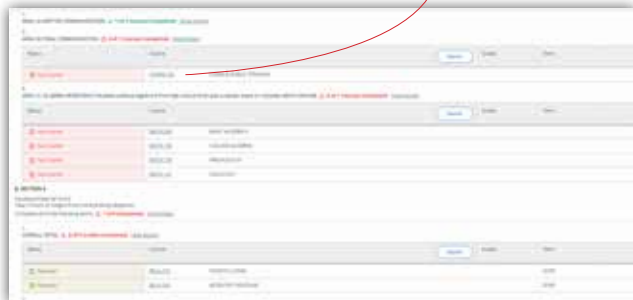
#### ORDER TEXTBOOKS ONLINE

- Click on the "Bookstore" link.
- Select the "Textbooks" tab.
- Select "Term," "Department," "Course," and "Section."
- Click the "Add Course" button.
- Click the "View Textbook List" button.
- Confirm book selection and click "Add Selected Items to Shopping Cart."
- Proceed to checkout following the website instructions.

3. Scroll down through “My Progress” to identify and select courses you still need to complete.



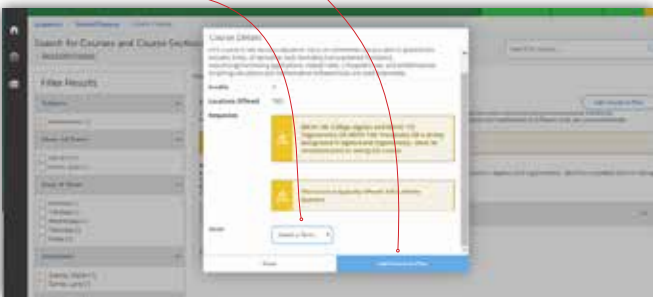
4. Select a course by clicking on the underlined link for it.



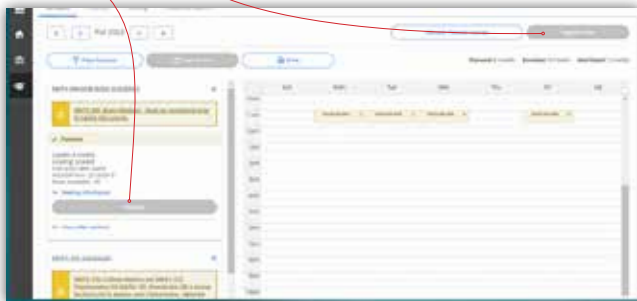
5. Select “Add Course to Plan.”



6. Select a quarter and click “Add Course to Plan.”



7. From the dropdown “Student Planning” menu, select “Plan & Schedule.” Check your schedule. If you are ready to register, select “Register Now” on the top right to register all courses, or register each course individually on the left side of the page.



If you need your academic advisor to review your schedule, select “Advising.” Compose a note to your advisor asking them to review your schedule on Student Planning and click “Save Note.” Your advisor will receive an email notification that you have requested a review of your plan of courses. **BE AWARE:** This note cannot be edited or deleted once it is sent and is saved in Student Planning.



**YOU SHOULD KNOW ...**

For easier planning, select “Plan & Schedule” and select “Timeline.” This gives a view of all courses selected. Courses can be dragged on the timeline.



### STAYING IN TOUCH WITH OFFICE 365 OUTLOOK EMAIL

PUC's email, Office 365, is the official method of email communication for PUC students, faculty, staff, and alumni. It can be easily accessed from **webmail.puc.edu**.

#### YOU SHOULD KNOW...

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

#### LOG IN & SET UP

- Go to **webmail.puc.edu**.
- Enter your user name (first initial, middle initial, and last name) and password which you set up when creating your account.
- Once you've logged in, you will need to go fill out a setup screen to fully activate your account. Choose the "Language" and "Time Zone" (i.e. Pacific Time) and you will be in your account.

#### CHANGE YOUR PASSWORD

- To change or reset your password, go to **webmail.puc.edu** and choose the "Reset Password" link at the bottom of the page. Note: this will change your password for all PUC accounts (including Canvas and Flashlight).



#### YOU SHOULD KNOW...

Important IT policies—like our Computer-Internet-Network Use Policy, Computer-Network Guiding Principles, Email and Information, Policies and Guidelines—are accessible online. Visit **puc.edu/campus-services/itss/current-students** to make sure you are in compliance with them.

Students are especially encouraged to read the Personal Use of the Internet policy (detailed within the Computer-Internet-Network Use Policy), which stipulates that any downloading, distributing, copying or sharing of copyrighted or proprietary material is illegal without the written authorization of the owner of the rights (17 USC 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, please immediately stop this 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 tracked down.

# BEYOND ACADEMICS

Getting started in campus life isn't just about academics, finances, and technical stuff. The Campus Center and the current student user portal ([puc.edu/puc-life](http://puc.edu/puc-life)) are your go-to points for finding out more about PUC's social, cultural, recreation, and service activities.

## MUSIC ENSEMBLES & 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.

**DID YOU KNOW? Membership in I Cantori, Orchestra, or Wind Ensemble can earn you a \$1,000 scholarship?! There are also \$5,000 scholarships available to top-notch musicians. Awarded through audition. Available to both music majors and non-music majors. Participation in two department ensembles required.**

**Chorale:** A mixed chorus performing many styles, both sacred and secular. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu).

**I Cantori:** A mixed-voice touring chamber ensemble for voice majors and other serious vocalists. Membership is by audition with the director. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu).

**Orchestra:** An ensemble for advanced string, wind, and brass players that performs concerts each quarter and often collaborates with soloists and other ensembles, both on and off campus. Meets from 8-9:30 pm, Tuesdays and Thursdays. Members are selected by audition with the director. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu).

**String Quartet:** This audition-only chamber ensemble is open to advanced string players only. String Quartet often tours and performs for various events both on and off campus, and this is the only small ensemble that counts toward ensemble participation for the purposes of music major requirements and scholarship retention. Additionally, in some cases high-quality instruments are provided by the college for use while a musician participates in this ensemble. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu).

**Wind Ensemble:** A band for advanced instrumentalists that performs a wide variety of music in various settings. Meets at noon on Mondays, Wednesdays, and Fridays. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu).

**Other ensembles:** Possibilities abound for participation in small chamber ensembles for credit, including guitar ensemble, piano ensemble, percussion ensemble, and others. Availability is based on interest and schedules, so check in with the Music Department to see what's possible this quarter. For information, contact 707-965-6201 or [music@puc.edu](mailto:music@puc.edu)

## HOW TO SIGN UP FOR PRIVATE MUSIC LESSONS

You can get lessons in a variety of instruments for credit and non-credit. To determine what course number to register for, and to review the lesson fee attached with the course, use our handy chart below.

Lower Division	Register:	Quarterly Fee:
Non-Music Major	MUSP 162	\$375
Music Major, Primary Instrument (by audition only)	MUSP 163	\$225
Upper Division (Junior or Senior)		
Non-Music Major	MUSP 362	\$375
Music Major, Primary Instrument (by audition only)	MUSP 363	\$225
Music Major, Second Instrument	MUSP 386	\$275

### Note:

- Contact the Music Department (707-965-6201 or [music@puc.edu](mailto:music@puc.edu)) for help with selecting the correct course section for your instrument.
- Private lessons for no academic credit are \$450 for nine 30-minute lessons.

## YOU SHOULD KNOW ...

You may be able to earn GE credit for ensembles and music lessons. Beginning and advanced students can receive group instruction by enrolling in a class instruction course instead of private music lessons. This is available for guitar, piano, and voice; contact the music department to find out what is being offered this quarter.

**Praise teams:** The PUC Church assembles praise teams and bands for worship services each Sabbath. To find out how you can get involved, call the Church Office at 707-965-7297.

Find a full list of clubs and contact info at [puc.edu/puc-life/clubs](http://puc.edu/puc-life/clubs)

## JOIN A CLUB

From Thaumatrope to the Asian Student Association and the Business Club, there's at least one club for pretty much 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 Life at 707-965-7362.

## SUPPORT A TEAM

PUC is a proud member of the California Pacific Conference, a division of the National Association for Intercollegiate Athletics (NAIA). Our Pioneers Athletics varsity program includes:

- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Soccer
- Men's and Women's Volleyball

Show your school spirit by coming out and supporting our student athletes with the Pioneers Posse. For recruiting info, game schedules, and news updates, visit [pioneersathletics.com](http://pioneersathletics.com).



## FORM A TEAM

The incredibly popular intramural program offers several sports each quarter. Stay tuned for what our line up will include. In the past, the schedule has been:

### INTRAMURAL SPORTS BY QUARTER:

**Fall:** men's & women's flag football; co-ed volleyball & men's & women's volleyball; co-ed team handball.

**Winter:** men's & women's basketball; men's & women's soccer; co-ed floor hockey.

**Spring\*:** doubles: volleyball, pickleball, badminton; softball, ultimate frisbee; kickball, flag football (\*all co-ed)

## 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 are also opportunities to mountain bike, play sports, or go the traditional route of a weight room. Whatever your preference, you will have plenty to choose from.

**Baseball/softball/soccer fields:** When unoccupied by organized sports activities, the fields (#7 and #10 on the campus map) are a great place to bring a football or a Frisbee to throw around, study outside, or hang out on the grass.

**Fitness center:** Located on the stage of the gymnasium (#20 on the campus map), the center has 34 pieces of equipment including treadmills, ellipticals, and spinning bikes.

**Gymnasium:** When no organized sports activities are happening on the floor, the gym (#20 on the campus map) is open to you for several hours in the afternoons and evenings for basketball and volleyball pick-up games, or just shooting around.

**Hansen Memorial Pool:** During fall and spring quarters, the pool (#21 on the campus map) provides times for lap swim and recreational swimming. For pool hours and more information, refer to the recreational facilities hours page online, or call the pool at ext. 6246.

**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. There is also a fully lit track (#10 on the campus map) where you can exercise outdoors day or night.

**Tennis:** Six refinished courts (#6 on the campus map) are open six days & nights per week. Students may use the courts any time there aren't tennis classes going on.

**Weight Room:** Located in the lower level of the gym (#20 on the campus map), the recently renovated and expanded weight room offers three distinct sections for working out: an exercise floor (for ball routines and doing exercise DVDs), machine weights, and free weights. It also houses a large flat screen TV to keep you up to date with the news or what's going on in sports while you work out.

## 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 to help you reach out and make the world a little bit better. You can see the full list at [puc.edu/campusministries](http://puc.edu/campusministries) or call campus ministries (ext. 7190) to learn more.

## SPEND TIME ABROAD

Adventist Colleges Abroad (ACA) and World Missions are two transformative opportunities for students to learn and serve abroad while attending PUC. It's never too early to plan ahead. Talk with your academic advisor about how learning abroad will enhance your academic program.

**Adventist Colleges Abroad (ACA):** If you're interested in studying abroad at one of ACA's 12 international colleges and universities, visit [acastudyabroad.com](http://acastudyabroad.com) to review the requirements and application process for the 9-month academic year programs or the 6-week summer programs. Contact Sylvia Rasi Gregorutti, the World Languages Department Associate Chair, and ACA Program Coordinator, with any questions ([srasi@puc.edu](mailto:srasi@puc.edu), ext. 6510).

**World Missions:** If you're looking to extend your educational experience beyond the classroom, consider the humanitarian service and ministry opportunities provided by short-term mission trips organized during spring break or full-year student missionary positions available around the world. Contact Campus Ministries, to see what service opportunities may be best suited for you (ext. 7191)

# FINISH IN FOUR

Here's how to graduate with a bachelor's degree from PUC in four years!

## MEET REGULARLY WITH YOUR ACADEMIC ADVISOR TO PLAN AHEAD

Your academic advisor is one of the most important individuals on your team of supporters at PUC. Advisors help you plan ahead by walking you through the curriculum guidesheets and your program evaluation to ensure you register for the right classes at the right time to finish on time.

## COMPLETE AN AVERAGE OF 16 CREDITS PER QUARTER

In order to complete 192 college-level credits to earn a baccalaureate degree in four years, you must complete an average of 48 credits per year, or an average of 16 credits per quarter. When balancing the demands of classes with those of your extracurricular interests and commitments, always be sure to put your course work first. If you complete less than 16 credits one quarter, plan to overload in the following quarter or take classes in the summer to make up the credit and keep on track.

## FOLLOW CURRICULUM GUIDESHEETS

Use Student Planning/Flashlight to construct your class schedule each quarter. Even if you're not sure what to major in when you begin at PUC, you can still plan to finish in four years if you take an average of 16 well-chosen credits per quarter. Visit <https://www.puc.edu/academics/degrees-programs> to download guidesheets specific to General Education (G.E.) requirements and your chosen major—or check out the guidesheet called “*Information for Undeclared Majors*” to see a sample first-year schedule for deciding students.

## KNOW HOW TO TRACK YOUR PROGRESS

“My Progress” in Student Planning is a helpful tracking tool which tells you which courses you need to take to complete your degree. If you're thinking about changing your major, you can even run a comparison for a new degree to see which requirements you have already met and how many you still need to complete in order to graduate.

## AVOID TRANSFERRING SCHOOLS

Because different schools have varying degree programs and program requirements, earning your chosen degree on time means committing to a school's degree program and tenaciously working toward completing the course requirements.

## CHECK YOUR CURRENT GRADES AND GPA REGULARLY

Review your current course grades on Canvas, and track how your completed courses affect both your quarterly and cumulative GPA each quarter on Student Planning/Flashlight. If you find yourself with a cumulative GPA lower than 2.0, you will be placed on academic probation and your financial aid could be affected—both of which would significantly derail your ability to graduate in four years. Keep informed of your progress, and seek help from your academic advisor and the Student Success Center (SSC) to make sure you have the tools you need to be successful.

## MINIMIZE WITHDRAWING FROM CLASSES

If you want to withdraw from a course before the eighth week of the quarter, be sure to do the following to help you make that decision:

**Talk to your academic advisor.** Consider how withdrawing from the course will alter your plan to graduate on time. If you need the course to complete your program, you will have to repeat it; however, repeating any class sets you back from your yearly goal of 48 completed credits (16 credits per quarter) because you will not receive the credit twice (only once when you receive a grade).

**Talk to your financial counselor.** In consultation with your financial counselor, make sure withdrawing from a course does not harm your academic progress and affect your financial package. When your academic progress is assessed by student financial services at the end of Spring quarter, if you have not completed 70% of the credits you registered for that year, have a cumulative GPA below 2.0, and/or are over the 150% maximum time frame limitation (that's a maximum of 288 attempted credits for a baccalaureate degree), your financial aid will be immediately suspended. Stay informed of your academic progress so that you don't find yourself in danger of losing your financial aid.

**Talk to the international student advisor** (if applicable). If you are an international student, consult with the International Student Advisor in the Student Life office to make sure you can maintain the status that's been mandated for you by U.S. federal regulations. This is especially important before you withdraw from any classes or switch majors.

THIS BOOKLET BELONGS TO:

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One Angwin Avenue  
Angwin, California 94508  
(800) 862-7080  
puc.edu