

ACADEMIC START GUIDE



PACIFIC UNION COLLEGE 2018-2019

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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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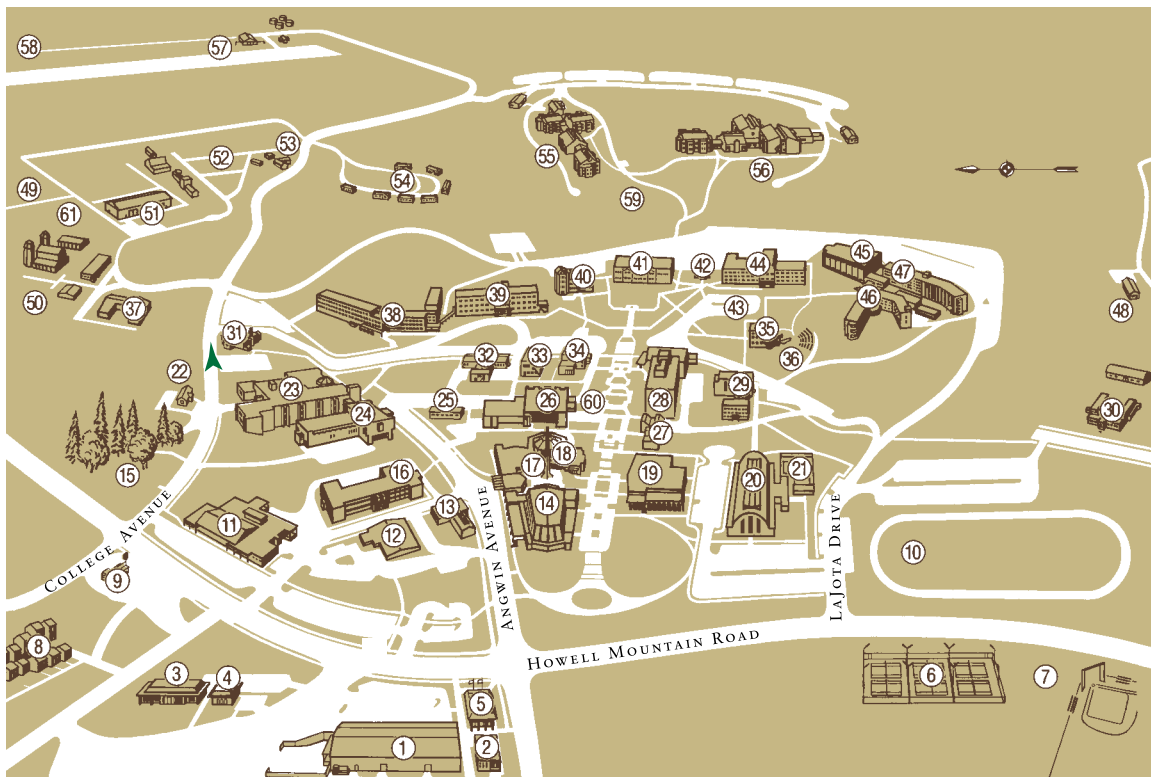
Navigating Technology

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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
College Bookstore
Market
Washette</p> <p>2. POST OFFICE</p> <p>3. CAREER & 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 (FH):
Visual Arts</p> <p>17. SABBATH SCHOOL ROOMS (SSR)</p> <p>18. CHURCH COMPLEX:
Campus Chaplain
Campus Ministries
Church Office
Fireside Room (FR)</p> | <p>Sanctuary (S)
Scales Chapel (SC)</p> <p>19. PAULIN HALL (PH):
Music</p> <p>20. PACIFIC AUDITORIUM (PA):
Exercise Science
Fitness Center
Gymnasium
Weight Room</p> <p>21. SWIMMING POOL</p> <p>22. PUBLIC SAFETY</p> <p>23. CHAN SHUN HALL (CSH):
Academic Administration
Academic Advising
Chemistry
Mathematics
Physics & Engineering
President's Office</p> <p>24. DAVIDIAN HALL (DH):
Nursing & Health Sciences
Psychology & Social Work</p> <p>25. TEACHING AND LEARNING CENTER (TLC)</p> <p>26. DINING COMMONS (DC):
Cafeteria
Campus Center
Student Association Offices</p> <p>27. RASMUSSEN ART GALLERY (RAG)</p> <p>28. LIBRARY:
E.G. White/SDA Study Center
Information Technology
Systems and Services
Library Computer Lab (LCL)
Pitcairn Islands Study Center</p> | <p>29. PREPARATORY SCHOOL</p> <p>30. ELEMENTARY SCHOOL</p> <p>31. ADVANCEMENT / 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 (SH):
Alice Holst Theater
English</p> <p>36. AMPHITHEATER (AMPH)</p> <p>37. STORAGE AREA</p> <p>38. NEWTON HALL:
Men's Residence</p> <p>39. GRAINGER HALL (G):
Men's Residence</p> <p>40. CLARK HALL (CH):
Biology
Wilmer Hansen Collection</p> <p>41. IRWIN HALL (IH):
Business Administration &
Economics
Communication
History
World Languages & Cultures</p> <p>42. AMBS HALL</p> <p>43. GRAF OVAL</p> <p>44. GRAF HALL (GH):
Academic Records
Admissions</p> | <p>Enrollment Services
Media Services
Public Relations
Student Life
Theology
Women's Residence</p> <p>45. DAUPHINEE CHAPEL (D)</p> <p>46. ANDRE HALL:
Women's Residence</p> <p>47. WINNING HALL:
Women's Residence</p> <p>48. DISCOVERYLAND CHILDREN'S CENTER</p> <p>49. LAND MANAGEMENT</p> <p>50. RECYCLING CENTER</p> <p>51. FACILITIES MANAGEMENT</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 (CG)</p> <p>60. PRAYER CHAPEL</p> <p>61. COGENERATION PLANT</p> |
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ORIENTING YOURSELF

KEY CONTACTS

<i>Person or Department</i>	<i>Location (With Map Number)</i>	<i>Phone</i>	<i>Email Address</i>
Administrators			
Robert A. Cushman, Jr., President	Chan Shun Hall (#23), First Floor	965-6211	president@puc.edu
Nancy Lecourt, Vice President for Academic Administration & Academic Dean	Chan Shun Hall (#23), First Floor	965-6234	nlecourt@puc.edu
Brandon Parker, Vice President for Financial Administration	Financial Services (#32)	965-6699	bparker@puc.edu
Jennifer Tyner, Vice President for Enrollment Management & Marketing	Graf Hall (#44), South Entrance	965-6303	jtyner@puc.edu
Academic Resources			
Academic Advising	See page 12-13 for a complete list of Academic Advisors & contact information		
Bookstore	Angwin Plaza (#1)	965-6271	
Library <i>General Information, Reference</i>	Library (#28)	965-6639	reference@puc.edu Text a Librarian: 707-948-6639
Library Media Services <i>Assistance with Audio Visual Presentations</i>	Graf Hall (#44), Back Entrance	965-7221	mediaservices@puc.edu
Records <i>Registration, Transfer Credit</i>	Graf Hall (#44), North Entrance	965-6673	records@puc.edu
Teaching & Learning Center (TLC) <i>Tutoring, Disability Support Services</i>	TLC (#25)	965-7688	tlc@puc.edu
Campus Resources			
Admissions and Enrollment	Graf Hall (#44), Front Entrance	965-6381	enroll@puc.edu
Cafeteria	Dining Commons (#26)	965-6327	bonappetit@puc.edu
Campus Chaplain	Church Complex (#18)	965-7191	chaplain@puc.edu
Career & Counseling Center <i>Career Counseling, Personal Counseling</i>	Career & Counseling Center (#3)	965-7080	career@puc.edu counseling@puc.edu
Church Office	Church Complex (#18)	965-7297	church@puc.edu
Health Services	West Hall (#33)	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 <i>Vehicle Registration, Parking Services</i>	Public Safety (#22)	965-7275	dps@puc.edu
Service & Missions, Fabio Maia	Church Complex (#18)	965-7190	fmaia@puc.edu
Student Association & Campus Center	Dining Commons (#26), Lower Floor	965-7121	
Student Employment & Payroll	Financial Services (#32)	965-7300	payroll@puc.edu
Student Financial Services <i>Financial Counseling, Financial Aid, ID Cards</i>	Financial Services (#32)	965-7200	studentfinance@puc.edu
Student Life <i>Campus Housing, Student Life</i>	Graf Hall (#44), South Entrance	965-7362	studentservices@puc.edu
Title IX, Tanya Healy	Chan Shun Hall (#23), First Floor	965-6226	titleix@puc.edu
Visitor Rooms	Winning Hall (#47)	965-6313	
Community Resources			
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	

In Case of Emergency

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 notifyme.puc.edu.

THE ACADEMIC PROGRAM

It's a good idea to read the **General Catalog** very carefully. It's the ultimate unabridged survival guide for academics at PUC, and as a student you are responsible for knowing all the info it contains. To help get you started, we've created this condensed guide to academics at PUC, covering the more salient points from the catalog.

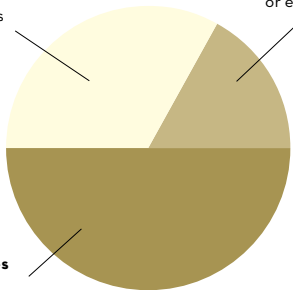
THE COLLEGE DEGREE AS PIE

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

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.



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 at PUC, see pages 36-41 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 your 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.

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 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. You can visit the Teaching and Learning Center (TLC) for general advising and the Career Counselor for exploration of career options.

Download a sample class schedule for Undeclared Majors at puc.edu/degrees

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 20 for helpful advice.

DEGREES AND MAJORS AT PUC

AVIATION

Aviation, A.S., B.S.

BIOLOGY

Biology, B.A., B.S.
Biotechnology, 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.
Computer Information Systems, B.S.
Management for Medical
Professionals, B.S.

CHEMISTRY

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

COMMUNICATION

Communication, B.A.
Communication, B.S.
* Communication Studies
* Marketing Communication
* Multimedia Journalism
Health Communication, 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
* English Education
* Writing

EXERCISE SCIENCE

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

HISTORY

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

MATHEMATICS

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

MUSIC

Music, B.S.
* Composition
* K-12 Teacher Training
* Performance
Music, A.S.

NURSING & HEALTH SCIENCES

Emergency Management, B.S.
Emergency Services, A.S.
Health Sciences, A.S.
Nursing, A.S., B.S.N.

PHYSICS & ENGINEERING

Biophysics, B.S.
Engineering, A.S.
Engineering, B.S.E. (*affiliated
program*)
Physics, B.S.

PSYCHOLOGY & SOCIAL WORK

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

THEOLOGY

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

VISUAL ARTS

Art, A.S., B.A.
* Fine Art
* Photography
Design, A.S., B.A.
* Graphic Design
Film, B.A., B.F.A.
Film, A.S.
* Technical
* Writing
Fine Art, B.F.A.
Graphic Design, B.F.A.
Photography, B.F.A.

WORLD LANGUAGES & CULTURES

Global Development Studies, B.A., B.S.
* Various emphases
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)
Cytotechnology
Dental Hygiene
Dentistry
Diagnostic Medical Sonography
Health Care Administration
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.
* Accounting
* Healthcare Administration
* Management
Master of Education, M.Ed.

THE ACADEMIC PROGRAM

ACADEMIC CALENDAR

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

FALL QUARTER (2018)

W-Su	Sep	19-23	New Student Orientation
M		24	Instruction begins
Th		27	Last day to enter or delete courses
M-Sa	Oct	8-13	Fall Revival
F	Nov	16	Thanksgiving recess begins (4:00 p.m.)
Su		25	Thanksgiving recess ends (10:00 p.m.)
M		26	Last day to withdraw from courses
M-Th	Dec	10-13	Final examinations

WINTER QUARTER (2019)

Su	Jan	6	New Student Orientation
M		7	Instruction begins
Th		10	Last day to enter or delete courses
M		21	Martin Luther King Day; no classes/labs
Tu-Sa		22-26	Winter Revival
F	Feb	8	Mid-quarter vacation; no classes/labs
M	Mar	4	Last day to withdraw from courses
M-Th		18-21	Final examinations

SPRING QUARTER (2019)

Su	Mar	31	New Student Orientation
M	Apr	1	Instruction begins
Th		4	Last day to enter or delete courses
M		8	2019-20 registration begins/Seniors
M-Sa		15-20	Student Week of Prayer
M		22	2019-20 registration begins/All students
F-Su		26-28	Alumni Weekend
M	May	27	Memorial Day observed; no classes/labs
T		28	Last day to withdraw from courses
M-Th	Jun	10-13	Final examinations
F-Su		14-16	Commencement

SUMMER QUARTER (2019)

M	Jun	17	Instruction begins
T	Jul	4	Independence Day; no classes/labs
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.

NELSON MEMORIAL LIBRARY

Whether you need to use the 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.

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 35 computers available for student use and for free black & white printing. The lab is open until midnight, Sunday through Thursday. Laptops are also available to 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 papers. Simply stop by the reference desk during library hours or call and make an appointment.

YOU SHOULD KNOW...

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

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.

PREPARING FOR SUCCESS

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 G.E. courses, you will also be in GNST 104, Student Seminar I—a course for freshmen who need extra help during or after their first quarter in college. Immediately following GNST 104, you will be placed in GNST 105, Student Seminar II, in which your academic progress will be tracked on a weekly, one-on-one basis.

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

TLC FAQs

Where is the TLC?

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

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 the disabilities coordinator

(ext. 7688). If you already know you have a learning disability, call the TLC to make sure 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

Use these tips to balance your time effectively each week. Need help getting started? Download a time budget sheet at puc.edu/tlc, or make copies from the sample on page 21.

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. 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 TLC 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 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 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. 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 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 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 preprofessional recommendations committee, the Nursing Department Chair, 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*, page 47, at 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 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.

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 TLC 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 or the student will receive the grade earned without the final test. The only way to get an exception is to prove to the Academic Dean there is an emergency situation conflicting with the exam, or if you prove (ahead of time) you 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.

CLASS STANDING

Contrary to popular belief, your 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.

COLLOQUY SPEAKER SERIES

At 10 a.m. on select Thursdays, 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 (Kol-uh-kwee) 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 five programs each quarter. If you do not fulfill this minimum requirement, you will receive an F grade. The GNRL 100 grade is part of your official transcript and impacts your GPA.

CAMPUS COLLOQUY FAQs

How do I know what days Colloquy is scheduled for each quarter?

Colloquy@puc.edu distributes a syllabus each quarter detailing program dates and descriptions. Colloquy program dates are also listed on the PUC calendar online.

What happens if I can't attend Colloquy? 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 Colloquy attendance. There are, however, additional qualifying situations that you can request an attendance waiver on the basis of. For more information, and a list of acceptable qualifications for requesting an attendance waiver, visit puc.edu/colloquy.

Where do I see attendance credits I have earned for Colloquy?

You can view your colloquy attendance credits in WebAdvisor. See page 16 for access instructions.

What if I don't see credit on WebAdvisor for a Colloquy program I know I attended?

Missing Colloquy 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 for credit to be entered because you are in conflict with the Colloquy 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 for your attendance credit to be entered by submitting an online request form at puc.edu/colloquy.

Whom do I contact if I have questions?

Email colloquy@puc.edu.

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 reason. For this reason, 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 instructor 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 WebAdvisor, as instructed on page 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 WebAdvisor. 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 instructor 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, you should 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 2018	September 27, 2018
Winter 2019	January 10, 2019
Spring 2019	April 4, 2019

What does it mean to withdraw from a class?

You can withdraw on WebAdvisor or you can contact the Records Office for assistance. 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.

Fall 2018	November 26, 2018
Winter 2019	March 4, 2019
Spring 2019	May 28, 2019

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.

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 WebAdvisor on the Tuesday after finals. Be sure to check your grades on WebAdvisor each quarter in order to track your progress.

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

Contact your teacher to discuss the situation. If there was an error, your teacher will need to submit a request for grade change to the Records Office. Grade changes are only allowed for teacher 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 WebAdvisor. You can also order an official transcript through WebAdvisor. For additional information, go to puc.edu/transcripts.

How do I get an enrollment verification?

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

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.

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 BFF

Okay, so when we say your advisor will be your new “Best Friend Forever,” we don’t mean you will 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 guidesheets, 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 in your WebAdvisor account (see page 16 to learn about WebAdvisor). Remember, you should work only with your assigned advisor.

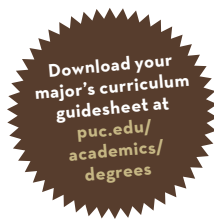
“Academic advising is the only structured activity on the campus in which all students have the opportunity for on-going, one-to-one interaction with a concerned representative of the institution.”
—W.R. Habley, NASPA Journal 28(4)

PROGRAM EVALUATION

You can view your personalized program evaluation at any time on WebAdvisor. 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 curriculum for upcoming terms.

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 the 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 posted office hours
- 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, office location, and telephone number.

Aviation	Chip Dillon	cedillon@puc.edu	Flight Center	965-6219
	Geoffrey Hilton	gfhilton@puc.edu	Flight Center	965-6219
Biology	John Duncan	jduncan@puc.edu	Clark Hall 108	965-6632
	Floyd Hayes	fhayes@puc.edu	Clark Hall 308	965-6401
	Scott Herbert	sherbert@puc.edu	Clark Hall 207	965-6631
	Bryan Ness	bness@puc.edu	Clark Hall 219	965-6634
	Backil Sung	bsung@puc.edu	Clark Hall 303	965-6633
	Robin Vance	rvance@puc.edu	Clark Hall 120	965-6227
	Aimee Wyrick	awyrick@puc.edu	Clark Hall 315	965-6636
Business Administration & Economics	David Bell	dbell@puc.edu	Irwin Hall 317E	965-6527
	Sam Chuah	schuah@puc.edu	Irwin Hall 317H	965-6503
	Abram Fisher	ayfisher@puc.edu	Irwin Hall 317F	965-6521
	Victor Gaines	vgaines@puc.edu	Irwin Hall 304	965-6525
	Keith Neergaard	kneergaard@puc.edu	Irwin Hall 317I	965-6523
	Marcia Toledo	mtoledo@puc.edu	Irwin Hall 300	965-6531
Chemistry	Kent Davis	kadavis@puc.edu	Chan Shun Hall 354	965-7600
	Pablo Hilario	philario@puc.edu	Chan Shun Hall 352	965-7596
	Denise Lee-Haye	dleehaye@puc.edu	Chan Shun Hall 350	965-7599
	Marie Pak	mpak@puc.edu	Chan Shun Hall 343	965-7598
	Robert Wilson	rlwilson@puc.edu	Chan Shun Hall 341	965-7603
Communication	Tammy McGuire	tmcguire@puc.edu	Irwin Hall 327	965-6694
	Michelle Rai	mrai@puc.edu	Irwin Hall 324	965-7175
	Lynne Thew	lthew@puc.edu	Irwin Hall 327	965-6696
Education	Jean Buller	jbuller@puc.edu	West Hall 214	965-7266
	Tom Lee	tdlee@puc.edu	West Hall 208	965-6646
	Charaine Lucas	chlucas@puc.edu	West Hall 207	965-6340
	Jim Roy	jroy@puc.edu	West Hall 209	965-6644
English	Peter Katz	pjkatz@puc.edu	Stauffer Hall 113	965-6611
	Maria Rankin-Brown	mrain@puc.edu	Stauffer Hall 104	965-6613
Exercise Science	Elaine Neudeck	eneudeck@puc.edu	Gymnasium 117	965-6345
	Robert Paulson	bpaulson@puc.edu	Gymnasium 110	965-6348
History	Paul McGraw	pmcgraw@puc.edu	Irwin Hall 211	965-6301
	Howard Munson	hmunson@puc.edu	Irwin Hall 210	965-6404
Honors	Georgina Hill	gehill@puc.edu	Stauffer Hall 102	965-6612
Math, Physics & Engineering (MPE)	Vola Andrianarijaona	vola@puc.edu	Chan Shun Hall 238A	965-6592
	Chantel Blackburn	cblackburn@puc.edu	Chan Shun Hall 238J	965-6682
	Raulton Haye	rahaye@puc.edu	Chan Shun Hall 238E	965-7141
	James Robertson	jrobertson@puc.edu	Chan Shun Hall 238D	965-6684
Music 135965-6623	Jenelle Anderson	janderson@puc.edu	Paulin Hall	
	Rachelle Davis	rdavis@puc.edu	Paulin Hall 102	965-6655
	Asher Raboy	araboy@puc.edu	Paulin Hall 145	965-7137
Nursing & Health Sciences	Lorie Johns	ljohns@puc.edu	Davidian Hall 116	965-7626
	Jeff Joiner	jjoiner@puc.edu	Fisher Hall 158	965-7031
	Matthew Russell	mrussell@puc.edu	Fisher Hall 105	965-7032
	Vicki Saunders	vasaunders@puc.edu	Chan Shun Hall 241	965-7632
Psychology & Social Work	James Cephas	jcephas@puc.edu	Davidian Hall 109C	965-6545
	Michael Milmine	mmilmine@puc.edu	Davidian Hall 109D	965-6325
	Helo Oidjarv	hoidjarv@puc.edu	Davidian Hall 109B	965-6533
	Damaris Perez	dperez@puc.edu	Davidian Hall 109G	965-6546

ACADEMIC ADVISING

Theology	Stephane Beaulieu	sbeaulieu@puc.edu	Graf Hall 8	965-6517
	Young Chun Kim	yckim@puc.edu	Graf Hall 11	965-6406
	Jean Sheldon	jsheldon@puc.edu	Graf Hall 13	965-6518
	Ross Winkle	rwinkle@puc.edu	Graf Hall 14	965-6511
Visual Arts	Amy Cronk	akcronk@puc.edu	Fisher Hall 222B	965-7241
	Tim de la Torre	tdelatorre@puc.edu	Fisher Hall 203A	965-6371
	Brian Kyle	brkyle@puc.edu	Fisher Hall 218E	965-6605
	Milbert Mariano	mmariano@puc.edu	Fisher Hall 258	965-6669
	Rajeev Sigamoney	rsigamoney@puc.edu	Fisher Hall 203E	965-6314
World Languages & Cultures	Cristian Pancorbo	cpancorbo@puc.edu	Irwin Hall 2124B	965-6509
	Sylvia Rasi Gregorutti	srasi@puc.edu	Irwin Hall 212	965-6510
Undeclared	Martin Pita	mpita@puc.edu	Teaching & Learning Center	965-7688
Preprofessional Advisors				
Art Therapy	Amy Cronk	akcronk@puc.edu	Fisher Hall 222B	965-7241
Dentistry	Vola Andrianarijaona	vola@puc.edu	Chan Shun Hall 238A	965-6592
	Pablo Hilario	philario@puc.edu	Chan Shun Hall 352	965-7596
	Tammy McGuire	tmcguire@puc.edu	Irwin Hall 327	965-6694
	Keith Neergaard	kneergaard@puc.edu	Irwin Hall 317I	965-6523
	Aimee Wyrick	awyrick@puc.edu	Clark Hall 315	965-6636
Engineering	Raulton Haye	rahaye@puc.edu	Chan Shun Hall 238E	965-7141
Law	Abram Fisher	ayfisher@puc.edu	Irwin Hall 317F	965-6521
	Howard Munson	hmunson@puc.edu	Irwin Hall 210	965-6404
	Michelle Rai	mrai@puc.edu	Irwin Hall 324	965-7175
	Maria Rankin Brown	mrain@puc.edu	Stauffer Hall 113	965-6610
Medicine	Kent Davis	kadavis@puc.edu	Chan Shun Hall 343	965-7600
	John Duncan	jduncan@puc.edu	Clark Hall 108	965-6632
	Scott Herbert	sherbert@puc.edu	Clark Hall 207	965-6631
	Tammy McGuire	tmcguire@puc.edu	Irwin Hall 327	965-6694
	Keith Neergaard	kneergaard@puc.edu	Irwin Hall 317I	965-6523
	Marie Pak	mpak@puc.edu	Chan Shun Hall 352	965-7598
	Robin Vance	rvance@puc.edu	Clark Hall 120	965-6227
Optometry	John Duncan	jduncan@puc.edu	Clark Hall 108	965-6632
Pharmacy	Denise Lee-Haye	dleehaye@puc.edu	Chan Shun Hall 350	965-7599
Public Health	Nancy Jacobo	njacobo@puc.edu	Teaching & Learning Center	965-7688
Veterinary Medicine	Bryan Ness	bness@puc.edu	Clark Hall 219	965-6634
Preprofessional Advisor for Allied Health Programs				
Allied Health	Vicki Saunders	vasaunders@puc.edu	Chan Shun Hall 241	965-7632
<ul style="list-style-type: none"> • Cardiac Electrophysiology Technology • Clinical Laboratory Science (CLS) • Communication Sciences (Speech Pathology) • Cytotechnology • Dental Hygiene • Diagnostic Medical Sonography • Health Information Administration • Medical Radiography • Nuclear Medicine • Nutrition & Dietetics • Occupational Therapy • Orthotics & Prosthetics • Pathologists' Assistant • Physical Therapist Assisting • Physical Therapy • Physician's Assistant • Radiation Sciences • Respiratory Care 				

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 PUC accounts, 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 email and getting a parking permit.

THE BASICS

Your Computer: Start by going to itss.puc.edu and click the link for “Current Students” on the left to learn about student use of technology at PUC and things like how to access the internet.

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 PUC’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.

CANVAS: YOUR CLASSROOM AWAY FROM CLASS

Most courses use Canvas, an online learning management system, to communicate with students when class isn’t in session. Professors post lecture notes, give grades, and host discussions. You may be required to submit homework assignments digitally or take tests online via Canvas.



LOG IN:

Go to canvas.puc.edu

- Enter your username (your first and 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 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 “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:

Many professors post grades on Canvas. When they do, you can 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 may ask you to take a survey on Canvas, or via a link sent to your PUC email account.

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.

WEBADVISOR: THE ACADEMIC EXPERT

WebAdvisor is where you view course lists and register for classes. You can also view your PUC transcript, worship/colloquy attendance records, and even register your vehicle for parking. You or your advisor can use WebAdvisor's "Student Program Evaluation" 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 webadvisor.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 (your first and middle initial and last name) and password.

CHECK YOUR RESTRICTIONS

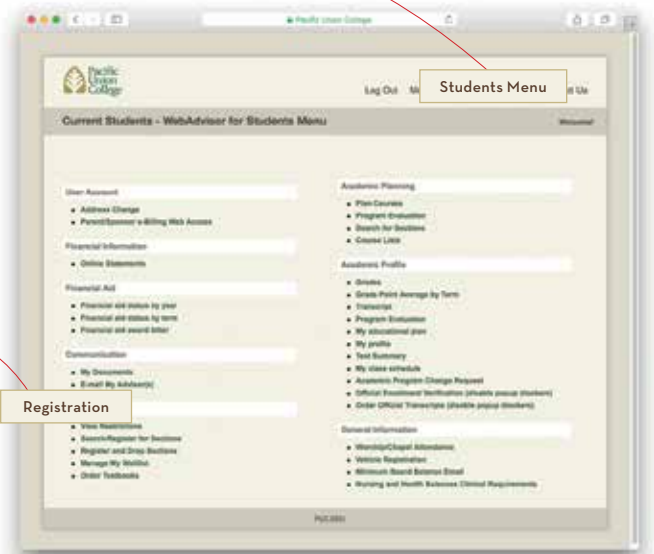
- Once logged in to WebAdvisor, click the "Students" link on the right side.
- Under the "Registration" heading, click "View Restrictions."
- Select the term.
- A chart with a series of "Steps" tells you what your holds are.
- A yellow box is a "Note" you need to be aware of.
- A red "To Do" box is a 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

- Under the "Registration" heading, click "Search/Register for Sections."
- Select the "Term" you wish to register for.
- Select the "Subjects" you want to add.
- 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 user name and password).
- To verify all classes were added for the term, go to the main menu and click "My Class Schedule" under the "Academic Profile" heading.

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



VIEW YOUR TRANSCRIPT

- Under the "Academic Profile" heading, click the "Transcript" link.
- Choose "Transcript Type" and click "Submit."

VIEW YOUR CLASS SCHEDULE

- Under the "Academic Profile" heading click the "My Class Schedule" link.
- Select the term you wish to view.

VIEW PERSONAL INFO

- Under the "Academic Profile" heading, click the "My Profile" link.
- Confirm all student information is correct and current.

VIEW WORSHIP AND COLLOQUY ATTENDANCE

- Under the "General Information" heading, click the "Worship/Chapel Attendance" link.
- Choose an Attendance Report and click "Submit."
- 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" link on services.puc.edu.
- Under category, select "Student (*Login Required)" and log in on the following screen.
- On the Vehicle Registration screen, choose one of the options and click "Submit."
- Fill out registration information including payment method, school year, and certify form.

The Necessary Documents

You will 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

OTHER PUC WEB SERVICES

PUC Web Services can be accessed at services.puc.edu.

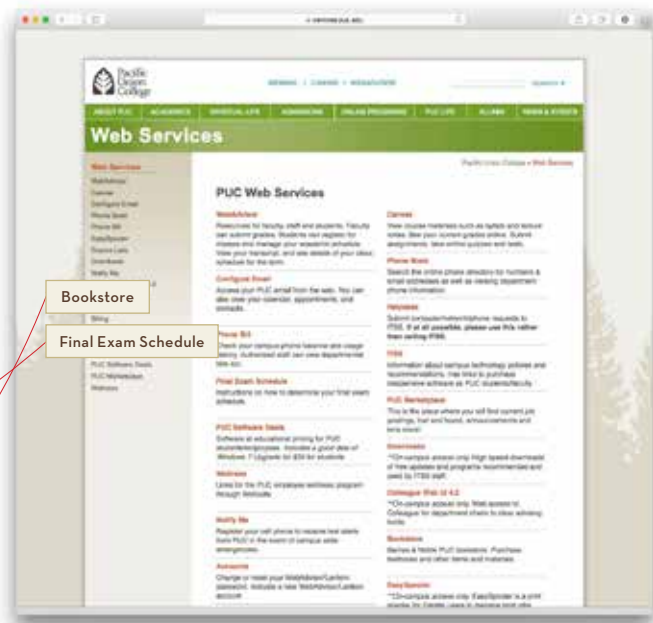
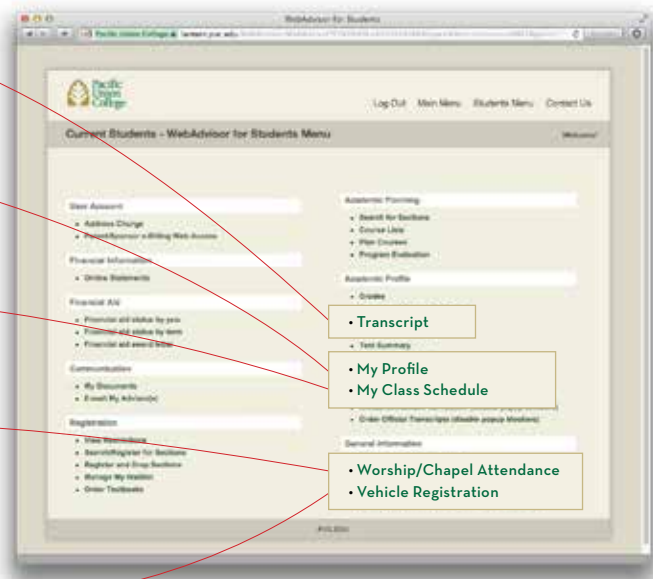
Links such as phone bill, phone book, vehicle registration, webmail, and Canvas are available on the left menu.

CHECK FINAL EXAM SCHEDULE

- Go to services.puc.edu 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.



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 WebAdvisor).



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) 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.

Chorale: A large mixed chorus performing many styles, both sacred and secular. Usually performs one large musical composition with the orchestra each year. Rehearsals are at noon, Tuesdays and Thursdays. Membership is by audition with director, Jenelle Westerbeck Anderson (ext. 6623).

I Cantori: A mixed-voice chamber ensemble for voice majors and other serious vocal students. PUC's touring choir rehearses from 8-9:30 pm, Monday and Wednesday nights. Membership is by audition with director, Jenelle Westerbeck Anderson (ext. 6623).

Keyboard ensembles: There are both beginning and advanced groups that do accompanying, duets, duos, and larger groups on both acoustic and electronic instruments. Placement is based on auditions with the director. For an audition, call the Music Department at ext. 6201.

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, Tuesday and Thursday nights. Members are selected by audition with director, Rachelle Davis (ext. 6655).

Symphonic Wind Ensemble: A band for advanced instrumentalist who perform a wide variety of music in various settings. Meets at noon on Mondays, Wednesdays, and Fridays. Members are selected by audition with director, Asher Raboy (ext. 7137).

Other ensembles: There are a number of small chamber ensembles offered for credit: brass quintet and ensemble, flute quartet or ensemble, guitar ensemble, string quartet, saxophone quartet or ensemble, trombone choir, and woodwind quintet. Call the Music Department (ext. 6201) to find out if groups are forming.

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 (ext. 7297).

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:	Lesson Fee:
Non-Music Major	MUSP 162	\$350
Music Major, Primary Instrument	MUSP 163	\$200
Upper Division (Junior or Senior)		
Non-Music Major	MUSP 362	\$350
Music Major, Primary Instrument	MUSP 363	\$200
Music Major, Second Instrument	MUSP 386	\$250

Note:

- Contact the Music Department (ext. 6201) for assistance with selecting the correct course section for your instrument.
- Private lessons for no academic credit are \$450 for nine 30-minute lessons. You can register in the Music Department Office in Paulin Hall.

YOU SHOULD KNOW...

Beginner and advanced students can receive group instruction and earn G.E. credit by enrolling in a Music Lessons: Class Instruction course, such as piano (MUSP 121/131), voice (MUSP 123/323), and guitar (MUSP 124/324).

JOIN A CLUB

From the PUC chapter of Amnesty International 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 (ext. 7362).

Find a full list of clubs and contact info at puc.edu/puc-life/clubs

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 soccer
- 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.

FORM A TEAM

The incredibly popular intramural program offers several sports each quarter. Get involved by submitting a team of friends or let Robert Paulson (bpaulson@puc.edu) know you are looking for a team, and he will make sure you find one. Visit RecRadio.org for schedules, photos, and more info.

INTRAMURAL SPORTS BY QUARTER:

Fall	Winter	Spring
- co-ed volleyball	- basketball	- co-ed doubles (volleyball,
- flagball	- floor hockey	badminton, pickleball)
- team handball	- futsal	- co-ed flagball
		- co-ed softball
		- co-ed Ultimate Frisbee

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 or call the Office of Service, Justice, and Missions (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 www.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 & Cultures Department Chair, and ACA Program Coordinator, with any questions (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 Fabio Maia, the service and missions coordinator, to see what service opportunities may be best suited for you (fmaia@puc.edu, ext. 7190).

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 the sample four-year program as a template 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 puc.edu/degrees 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 RUN YOUR PROGRAM EVALUATION

This helpful tracking tool tells you which courses you need to take to complete your degree. If you're thinking about changing your major, you can even run an evaluation for a new degree to see which requirements you have already met and how many you still need to complete in order to graduate. In your WebAdvisor account, simply click on Program Evaluation in the Academic Profile section and follow the prompts to generate it.

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 WebAdvisor. 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 suspended—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 Teaching and Learning Center (TLC) to make sure you have the tools you need to be successful in your courses.

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 Student Life to make sure you can maintain the status that's been mandated for you by U.S. federal regulations.

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						



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