



CONCORDIA
UNIVERSITY

STUDENT HANDBOOK 2007-2008

CONCORDIA UNIVERSITY CORE PHILOSOPHIES

Concordia University Irvine Mission Statement

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

The Great Commission of Christ Jesus

Matthew 28:19-20

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.

Concordia University Grimm Student Union



A MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

Aligned with Concordia University's Mission Statement, the primary objective of the Division of Student Affairs is to build a Christian knowledge and faith-based community through meaningful and innovative programs and services that can attend to the many dimensions of a student's life. The Student Services staff is mindful of the fact that through our various services and programs, we are preparing our students to be valuable contributors to the global society and, more importantly, to live their lives as servants to our Lord, Jesus Christ.

Concordia University recognizes that the departments and student organizations under the Office of the Dean of Student Affairs enhance a student's educational experience. The University acknowledges the importance of a creating a co-curricular transcript, along side the academic transcript, which reflects the "life competency" skills (decision making, problem-solving, community living, intercultural relations, forgiveness, and compassion) needed to navigate throughout life. It is these services and leadership experiences, beyond the academic curriculum, that provide opportunities for students to grow. With these tenets in mind, it is our hope that students will learn to serve God, to make positive contributions to their community, to respect the rights of others, to seek understanding and value differences, and to acquire habits of lifelong learning.

The 2007-2008 Concordia University Student Handbook is created for students to understand their academic resources, the University's expectation as students, and their rights and responsibilities as members of an academic community.

With the Student Handbook as a foundation, I encourage all students to take advantage of the various experiences offered in leadership development, servant leadership, spiritual growth, and ministry. Concordia University is a wonderful community of student scholars eager to learn, serve, and to seize God's calling. I hope that you will engage in the community and open your heart to new opportunities. It is here at Concordia University that you can begin to explore life's splendid possibilities.

In His Service,

Derek Vergara
Dean of Student Affairs

TABLE OF CONTENTS

Concordia University Core Philosophies	i.
A Message from the Dean of Student Affairs	ii.
Where To Go For Inquiries	Page 1
Academic Calendar 2006/2007	Page 3
<u>SECTION I</u>	Page 4
Enrollment at Concordia University	Page 5
Recruitment & Admissions	Page 5
Enrollment & Readmission	Page 5
Academic Probation & Disqualification	Page 5
Withdrawal From School	Page 5
Financial Information & Services	Page 6
Financial Aid	Page 6
Payment of Fees	Page 6
Refund Policy	Page 6
Student Bank	Page 7
Work Study/Part Time Employment	Page 7
<u>SECTION II</u>	Page 9
Communication Services	Page 10
My CUI	Page 10
Student ID Cards	Page 10
Student Eagle Email Accounts	Page 10
The Hilltop Herald	Page 10
Bulletin Boards	Page 10
Mailroom	Page 10
Printing & Copies	Page 11
Concordia Telephone System	Page 11
Academic Support Services	Page 12
Academic Advising	Page 12
Learning Services	Page 12
Disability Services	Page 12
The Writing Center	Page 12
Career Development & Services	Page 12
The Library	Page 13
Convocations & Student Faculty Forums	Page 14
Safety, Security, Parking & Transportation Services	Page 14
Emergency Calls	Page 15
Non-Emergency Calls	Page 15
Transportation to Off Campus Events	Page 15
Security & Safety Escorts	Page 15
Parking	Page 16

Fire Regulations	Page 18
Earthquakes	Page 18
Wellness Center Services	Page 18
Spiritual Health	Page 18
Mental & Emotional Health	Page 19
Physical Health	Page 20
On-Campus Community Living & Services	Page 22
Requirements to Live On Campus	Page 22
Residence Life Staff	Page 22
Housing Assignments	Page 23
Roommate & Community Civility	Page 24
Residence Hall Phones	Page 26
Theft, Loss, & Vandalism of Personal Property	Page 28
Keys	Page 28
Housing Deposit Policy	Page 28
Maintenance Problems & Repairs	Page 28
Damage & Repairs	Page 28
Laundry Facilities	Page 29
Privacy in the Residence Halls	Page 29
Care & Use of Apartments	Page 29
Health & Safety Checks	Page 29
Vacation Periods	Page 30
Access to the Office of Housing & Residence Life	Page 31
Dining Services	Page 31
Meal Plan Options	Page 31
Meal Plan Appeal	Page 33
Commuter Student Services	Page 35
Other Services	Page 35
<u>SECTION III</u>	Page 38
Student Development, Leadership, & Involvement	Page 39
Associated Student Government	Page 39
- Executive Board	
- Student Life Board	
- Clubs/Organizations	
- Senate	
Intercultural Scholars	Page 40
Resident Assistants	Page 40
PACS & PALS	Page 41
Campus Church & Ministries	Page 41
Chapel Activities	Page 41
Concordia Campus Church	Page 41
SHOUT	Page 41
Ministries	Page 42
Off-Campus Churches	Page 42

Campus Performing Arts	Page 43
Visual & Performing Arts	Page 43
Athletics	Page 44
Intercultural Relations: Bridging Differences	Page 44
Intercultural Relations Office	Page 45
International Students Services & Involvement	Page 45
<u>SECTION IV</u>	Page 45
University Policies	Page 47
Your Academic Rights & Responsibilities	Page 56
Academic Rights & Freedom	Page 56
Academic Grievances	Page 56
Academic Honesty & Integrity	Page 57
Academic Dishonesty Judicial Procedures	Page 57
Academic Class Attendance & Absences	Page 58
Other Policies, Procedures, Rights, & Responsibilities	Page 59
Alcohol & Other Drugs	Page 59
Crime Statistics	Page 59
Curfew in the City of Irvine	Page 59
Hospitalization (Voluntary & Non-Voluntary)	Page 59
Notification of Rights under FERPA	Page 59
Personal Web Pages & Participation in on-line Websites	Page 60
Pregnancy & Sexually Transmitted Diseases	Page 61
Sexual Harassment	Page 61
Sexual Assault, Rape, & Sexual Abuse	Page 64
Sportsmanship for Athletes & Spectators	Page 64
Students with Disabilities	Page 65
Student Publications	Page 65
Posting	Page 65
The Disciplinary Review System	Page 67
Disciplinary Review Flow Chart	Page 70
Sources	Page 75

WHERE TO GO FOR INQUIRIES

	Person or Office	Location
Absences	Dean of Students Office	Administration 300B
Alcohol Privileges On Campus	Office of Housing & Residence Life	Chi Sigma Square (2 nd Floor)
Academic Advising	Academic Advising Counselor	Student Success Center
Academic Probation and Dismissal	Dean's Offices	Various Schools
Address and/or Name Changes	Registrar	Grimm Hall
Admissions	Admission Office	Grimm Hall
Athletics	Athletic Office	Gym First Floor
Audit Courses	Registrar	Grimm Hall
Bookstore	Bookstore Manager	Hallerberg Center
Calendar of Campus Events	Director of University Services	Administration
Career Development & Services	Career Development Office	Student Success Center
Catalogs:		
Concordia University	Admission Office	Grimm Hall
Other Institutions	Registrar	Grimm Hall
Christ College	Dean of Christ College	Beta 205
Church & Education Career Services	Church & Ed. Career Services	Beta 203 E
Committee Appointments for Faculty, Staff, & Students	President's Office	Grimm Hall
Complaints:		
Academic and/or Grades	Individual Instructors	Various Locations
Non-Academic Issues	Dean of Students Office	Administration 300B
Counseling:		
Educational	Academic Counselor	Student Success Center
Personal Student Counseling Services	Wellness Center	Student Union
Spiritual	Wellness Center – Pastor's Office	Student Union
Course Changes	Registrar	Grimm Hall
Course Load above 17 hours	Registrar	Grimm Hall
Eligibility for Extra-curricular Activities	Dean of Students Office	Center for Student Leadership & Development
Emergency Situations Involving Students	Dean of Students Office	Administration 300B
Employment:		
On Campus	Business Office	Administration 220
Off Campus	Career Center	Student Success Center
Evaluations of Academic Records	Registrar	Grimm Hall
Final Examination Changes	Individual Instructors	
Financial Assistance	Financial Aid Office	Grimm Hall
Graduate Studies		
Business	School of Business	Beta 103

Education	School of Education	Administration 320
Theology	School of Theology	Beta 205
Health Concerns	Nurse Practitioner	Student Union Wellness Center
Independent Study	Registrar	Administration 200
International Students	International Student Office	Administration
Learning Services & Learning Enhancement Center	Director, Learning Services	Administration
Major: Declaring or Changing	Registrar	Grimm Hall
Student Medical Insurance	Nurse Practitioner	Student Union Wellness Center
Multicultural Concerns/Questions	Associate Dean of Students	Center for Student Leadership & Development Administration
Parking/Parking Fines	Security	Grimm Hall
Payroll Checks and Records	Business Office	Grimm Hall
Registration	Registrar	Grimm Hall
Reservations for Campus Rooms and Buildings	Coordinator of Campus Events and Services	Administration
Residence Hall Information	Director of Residence Life	Chi Sigma Square (2 nd Floor)
Student Teaching:		
Elementary	Director, Student Teaching	Administration 312
Secondary	Director, Student Teaching	Administration 312
Teacher Credential & Admission to Teacher Education	Dean of School of Education	Administration 320
Telephone Information	Coordinator of University Services	Beta 109
Tickets: Concert/Theatre Box Office		CU Center 109
Transcript of Academic Credit	Registrar	Grimm Hall
Transfer of Credit	Registrar	Grimm Hall
Tuition, Fees, Room and Board Payment	Student Accounts	Grimm Hall
Tutoring Services	Director of Learning Services	Administration
Withdrawal from the University	Registrar	Grimm Hall
Work Study	Business Office	Administration



ACADEMIC CALENDAR 2007-2008

Fall 2007 Semester

August 18	Residence halls open for NEW students
August 18-21	Clearance/Orientation for NEW students
August 21	Registration for NEW students
August 21	Residence halls open for RETURNING students
August 22	Clearance/Registration for RETURNING students
August 23	Classes begin
August 23	Opening Service (10:30 am - CU Center)
August 31	Last day to ADD a class without Instructor approval
September 3	Labor Day Holiday (observed)
September 7	Last day to ADD a class with instructor approval
September 7	Last day to DROP a class without record of enrollment
September 11	Census Date
September 28	Deadline to apply for Fall 2008 graduation
October 1 –November 2	Advising Appointments
October 8-12	Midterm Week
October 11-12	Midterm Break
November 5-9	Spring Registration
November 9	Last day to WITHDRAW from a class with "W"
November 30	Deadline to apply for Spring 2009 graduation
November 19-23	Thanksgiving Break
December 8	Last day to withdraw from class with "WF"
December 10-14	Final Exam Week

Spring 2008 Semester

January 13	Registration/Orientation for NEW students
January 14	Classes begin
January 18	Last day to ADD a class without instructor approval
January 21	Martin Luther King Holiday
January 25	Last day to ADD a class with instructor approval
January 25	Last day to drop a class without record of enrollment
January 29	Census Date
February 25 - 29	Spring Break
March 3 - 7	Midterm Week
March 10 - April 24	Advising appointments
March 20 - 24	Easter Break (Monday classes after 4 pm will meet)
April 4	Last day to withdraw from a class with "W"
April 22-25	Pre-registration for 2008-09 academic year
April 27	Deadline to apply for Summer 2008 graduation
May 1	Last day to WITHDRAW from a class with "WF"
May 2-8	Final Exam Week
May 9	Commencement



SECTION I

- Enrollment & Admissions Policies**
- Financial & Account Information & Services**

ENROLLMENT AT CONCORDIA UNIVERSITY

Recruitment and Admission

The best recruiter for a college is a satisfied student. We hope you will be one of our recruiters. If you know of any prospective students, please see one of the Admission Counselors, so that they may follow up on your suggestion. If you are willing to participate in recruitment projects, please visit the Admission Office and find out what you can do.

Enrollment and Readmission

Full-time undergraduate students at Concordia University who have been accepted through normal admission procedures are required to participate in an on-going evaluation procedure to monitor academic growth, conduct, and extra-curricular growth. The decision for “Annual Readmission” is made at the end of the spring term, while academic disqualification and suspension may occur during any semester.

The criteria for “Annual Readmission” include:

- Academic work attempted and completed (cumulative GPA of 2.00 or higher)
- Satisfactory growth in the cognitive and functional affective areas of the university’s educational objectives.

Academic Probation and Disqualification

Students having a semester GPA below 2.00 will be placed on probation for the following semester. Students on probation may register for no more than 12 academic units and will not be granted incompletes for any coursework. Any student whose term GPA has fallen below 2.00 for two semesters and whose cumulative institutional GPA is below 2.00 will be academically disqualified as a degree student. A student who earns a term GPA below 1.00 in any semester will be dismissed immediately. Disqualified students may appeal to the Enrollment Management Committee.

After examination by the Enrollment Management Committee, the student status may be:

- Readmitted; or
- Denied of annual readmission because of 1) academic disqualification, or 2) unsatisfactory personal development.

Petitions for exceptions to the above admission requirements may be submitted to the Vice President of Student and University Services whose decision is final.

Concordia maintains the right to restrict the co-curricular involvement of any student on academic probation.

Note: Readmission is conditional on payment of all fees, etc., from the prior semester of attendance.

Withdrawal from School

The Federal Guidelines for the Return of Title IV Federal Financial Aid Policy as outlined by the Federal Government are summarized below. If for any reason a student needs to withdraw from Concordia University, the following guidelines must be followed:

1. An official withdrawal form must be filed with the Registrar's Office.
2. The student's official withdrawal date will be determined by the university as:
 - the date the student began the university's withdrawal process;
 - the midpoint of the semester if the student withdraws without notifying the university; or
 - the student's last date of attendance at an academically related activity as documented by the university.

3. If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Registrar's Office and indicate that his/her intention is to complete the semester.
4. If a student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew.

FINANCIAL INFORMATION AND SERVICES

Financial Aid

While Concordia University places the responsibility for financing college costs on students and their families, the university recognizes that every family's financial situation is unique and does all it can to help ease the financial burden. For detailed information regarding financial aid at Concordia University (application process, submission of forms, deadlines, determination of need, eligibility requirements, the award process, rights and responsibilities of aid recipients, etc.) please refer to the guide, "Making College Affordable," available at www.cui.edu click on services for students, click on financial or from the Financial Aid Office which is located in the Administration Building.

In order to avoid delays in the processing of your financial aid, be sure to file all necessary forms no later than the deadlines. Also, it is a good idea to keep copies of all the documents you submit to the Financial Aid Office. Concordia University awards several types of financial aid to its students, based on financial need. Concordia students also receive funding from the federal and state government in the form of Pell Grants, Cal Grants, federal workstudy, federal Supplemental Educational Opportunity Grant (SEOG) and the federal Family Educational Loan Program. In addition, Concordia offers many types of institutional aid to full-time students such as academic scholarships and grants for future church workers. Please note that all aid amounts are subject to modification depending on the receipt of outside aid, federal or state aid, or as a result of the review and verification of additional financial information. Also, be advised that a student must apply for financial aid each year. Aid is not automatically renewed.

For all types of aid, continued eligibility is governed by the number of units enrolled in each semester. Most funds require that a student be enrolled full-time or at least 12 units per semester. If a student fails to maintain satisfactory academic progress, that is complete at least 24 units per academic year and maintain a cumulative GPA of 2.00 or above, financial aid may be terminated until the required levels are reached. Institutional aid requires a cumulative GPA of 2.50 or above.

The Financial Aid Office staff is here to assist students throughout the financial aid process. Students and parents should feel free to stop by the office, email or to call with any questions. The phone number is (949) 854-8002, ext 1136 and can be reached Monday through Friday from 8:00 am to 4:30 pm. The fax number is (949) 854-6709. Our direct email is finaid@cui.edu.

Payment of Fees

All tuition and fees are due and payable as stated on the bill for each semester. Please review your bill carefully for any additional helpful information. If you have questions on your student account we are available at www.cui.edu click on services for students, click on student accounts or from the Office of Student Accounts which is located in the Administration Building. The phone number is (949)854-8002, ext. 1134. Our direct email is: studentaccounts@cui.edu

Refund Policy

Cancellation of Enrollment

A student may terminate enrollment prior to the beginning of the semester by mailing such notice by CERTIFIED MAIL. The effective date of cancellation is the date postmarked.

Instructional Materials

Information about refund and book buy back policies is available in the Bookstore.

Three-Day Refund Period

An enrollee may cancel enrollment within three working days following registration and receive a refund of all monies paid except the tuition deposit, provided no classes have been attended.

Refund After Classes Begin

Students who withdraw from school after classes begin may apply in the Student Accounts Office for refunds (i.e., tuition, student service fee, room, board). Concordia University's refund policy is determined by a weekly percentage until the 60 percent or greater point in the semester is reached. The student is responsible for paying all outstanding charges to the university.

Return of Title IV Federal Financial Aid Policy

This policy is in effect as a result of the Higher Education Amendments of 1998 (HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loan and Federal Plus Loan. A student withdrawing from Concordia University during a semester must file an Official Withdrawal Form with the Registrar's Office. If a student is not able to visit the office, he/she may contact a staff person in the Registrar's Office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as: 1) the date the student began the university's withdrawal process; 2) the midpoint of the semester, if the student withdraws without notifying the university; or 3) the student's last date of attendance at an academically related activity, as documented by the university.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Registrar's Office and indicate that his/her intention is to complete the semester.

If the student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. If the percentage earned is 60 percent or greater, the student is considered to have earned 100 percent of eligibility. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, room and board charges. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or make arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.

Student Bank

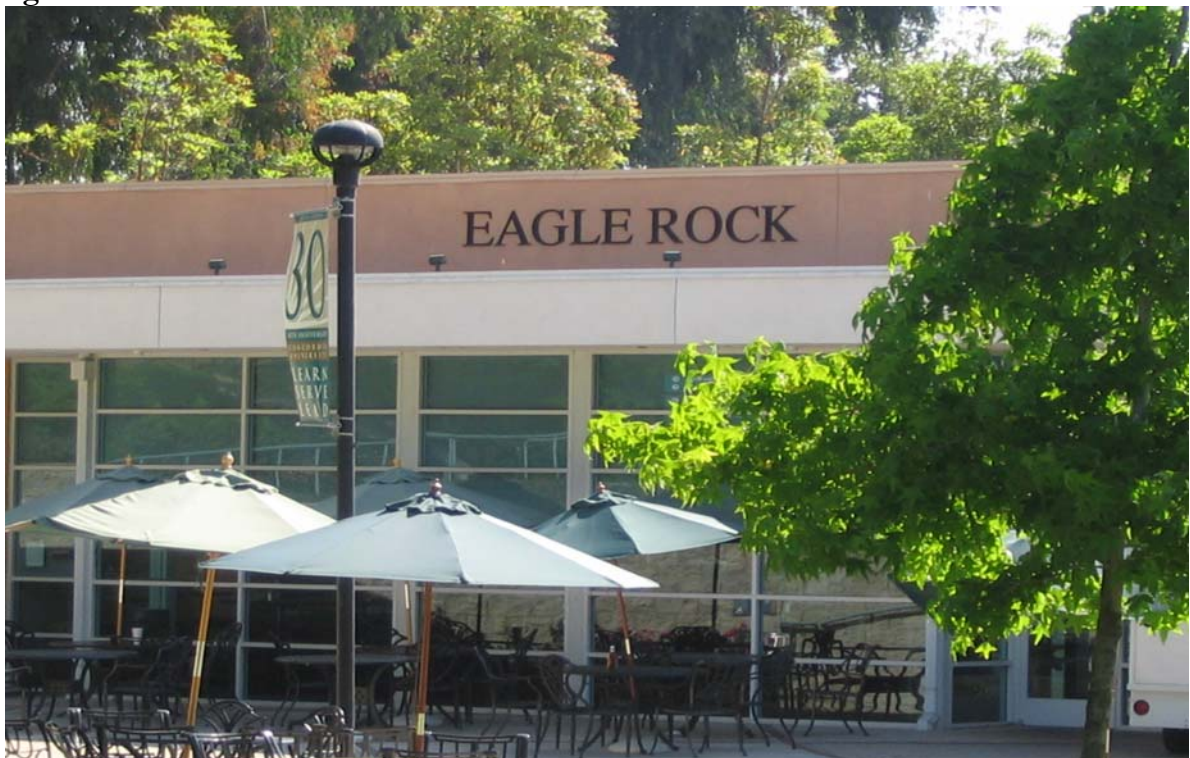
The Student Bank is located on the first floor of the Administration Building. The Student Bank provides check-cashing service for students. Please make sure all personal checks are made out to Concordia University. Phone bills can also be paid at this location. The hours for the bank vary and will be posted.

Work Study/Part-Time Employment

Applications for campus work study may be made at the time of registration. All work study is handled through the Office of Human Resources, which is located in the Business Office. A listing of opportunities

for part-time, off-campus employment is in the Career Development & Services Office, which is located in the Center for Student Leadership & Development.

Eagle Rock Cafe





SECTION II

- Communication Services
- Academic Support Services
- Safety, Security, Parking, & Transportation Services
- Wellness Center Services
- On-Campus Community Living & Services
- Dining Services
- Commuter Student Services
- Other Services

COMMUNICATION SERVICES

MyCUI

MyCUI is the official communication method of the university. Content of articles serves as official notice to all members of the CU community, fulfilling appropriate legal obligations. Claiming not to have read the information on MyCUI is not sufficient grounds for any charges against the university. MyCUI is available 24/7 at <http://www.cui.edu/mycui> which is accessible from on or off campus.

Students who wish to submit items for publication in MyCUI must have these items approved through the Director of Student Life. Forms are available in the Center for Student Leadership & Development and can be turned into the Student Government Office.

Student ID Cards

Concordia University student ID cards are required for the meal plan, library check-out, use of the computer lab, the check cashing service and package pick-up. As a student, a variety of community services are available to you as long as you can prove your student status. ID photos are taken and cards prepared at registration in the fall. These cards are good for the entire time you are a student at Concordia. There is a \$25 replacement fee for a lost card.

Student Eagle Email Accounts

All students will receive an account and password. You are required to check your university email account daily. The faculty and staff utilize your email account to communicate pertinent university information to you. You are responsible for maintaining your account.

Abuse and unethical use of your email account will result in student disciplinary action.

The Hilltop Herald

The Concordia Hilltop Herald is the student-run campus newspaper. Students, under the direction of a faculty advisor, oversee the submission and writing of articles, the paper layout and photography.

Bulletin Boards

The glass-enclosed bulletin boards located on the outside wall of Hallerberg Center facing the gym contain current information concerning each of the academic programs on campus. The boards located at the entrance to the Gym contain current information in the areas of sports, music, drama, student activities and academics.

Mailroom

Campus Mailroom Hours

Monday–Friday 8:00 a.m. – 5:00 p.m.
Closed during weekends and holidays.

Outgoing Mail

If you have a letter to mail, you may take it to the Mailroom in the Student Union and drop it in outgoing mail. (Postage can be purchased to send letters/your Eagle Card is the only method of payment).

Incoming Mail

Student mailboxes are located on the outside of the Student Union building, just in front of the classrooms or inside the Mailroom downstairs—one mailbox per student... Notify everyone who writes to you (including the bank, creditors, magazine publishers, etc.) to include your CORRECT mailbox number and full name in your address. This will avoid unnecessary delays in mail delivery.

Be sure to come into the mailroom and have a mailbox issued to you! If you are a commuter student, please come in and fill out a forwarding slip so that campus mail can be sent to your home. Students may leave messages for faculty members in the Mailroom.

Packages and Special Mail

All packages or special mail (special delivery, registered, certified, etc.) will be held in the Mailroom. Upon receiving notification by RED NOTICE or phone call, the student must personally pick up the item, producing the red notice and a picture I.D. Roommates, friends, etc. will not be allowed to pick up these items. There will be no exceptions. Outgoing packages may be shipped in the Mailroom (Your Eagle Card is the only method of payment).

During University Holidays and Summer

During semester breaks (fall, spring and summer) you will be asked before leaving campus to indicate your address for the break. If you are staying on campus your mail will be held in the Mailroom where it will be available for you to pick up between 8:00- 5:00. However if you fail to complete a forwarding form it will cause a delay in your mail arriving to you in a timely manner. Don't forget to let us know if you are staying on campus. All first-class mail and packages will be forwarded to you upon completion of the "Mail Forwarding Request."

Student Teachers

During student teaching, all first-class mail and packages CAN be forwarded if you fill out the forwarding request.

Postage

Students can purchase stamps and envelopes in the Bookstore and the Mailroom. You may use your Eagle Card to pay for these items.

Departing from Concordia

It is imperative that you come to the Mailroom and fill out a permanent Forwarding Form.

Printing & Copies

The Mailroom and Copy Center, located on the lower level of the Student Union, is available to make personal copies. Please visit the Mailroom and Copy Center for current pricing and a complete list of services. Faxing services are also available in the Mailroom. Payment for these services is made using the Eagle Card.

Concordia Telephone System

Emergency Assistance: 911

Campus Security: 1101

Campus Directory Assistance: 0

Questions about billing/services: ext. 1700

Outside Line: 7 + number

ACADEMIC SUPPORT SERVICES

Academic Advising

Throughout your time you will have two advisors, a staff advisor and a faculty advisor. A staff advisor will be your first contact in designing your class schedules and planning your degree program. You will meet with a staff advisor each semester to plan and confirm future courses. . Changes made to your schedule or major should be discussed and/or approved by a staff advisor. Inquires regarding AP credit, summer school classes, and transferred units may be addressed by a staff advisor. A staff advisor is available to discuss any academic problems that may arise and can recommend campus services and resources. The Office of Academic Advising is located in the Student Success Center.

Your faculty advisor serves as a resource for answers to specific questions regarding your major/program and its requirements. Questions regarding career information related to your major can be addressed to your faculty advisor and career services. You will meet with your faculty advisor once a year to approve your degree program. You can also arrange an appointment to meet and discuss concerns or questions you may have about your classes and /or major.

Learning Services

The Office of Learning Services is located in Administration Building, First Floor. Learning Services provides resources and support for the academic development of all students. You can design personalized learning strategies in consultation with the Director of Learning Services or take advantage of the free group tutoring sessions available each semester for selected courses. Students with documented learning disabilities receive assistance with developing specific plans for academic progress including appropriate accommodations as needed.

Disability Services

The Office of Learning Services is located in the Administration Building, First Floor The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, and cultural, and recreation programs it offers. Our overall effort is to provide services and support to students with disabilities and to ensure access and participation in their academic and social endeavors.

The Writing Center

The Writing Center is designed to offer students from all levels and majors a place to get feedback on their writing. Peer tutors work one-on-one with writers at any stage of the writing process from prewriting to polishing a final draft. The Writing Center is located in Theta Lounge (Upper Quads in the Residence Halls). Students can drop-in or make an appointment by calling extension 1502.

Career Development & Services

Career Services provides individual career counseling to assist undergraduate students in the development and fulfillment of career goals. In other words, we will help you with everything from choosing a major to finding a position after graduation. Our resources include: computerized career assessments, internships, part-time and full-time employment opportunities, on-campus recruiting, career reference library, and professional association listings. In addition, students are encouraged to attend a series of skill development workshops, occupational information seminars, the annual Graduate School Fair, and the two Career Fairs each year. The Career Center is located in the Student Success Center. Please call or email us at careerservices@cui.edu for an appointment.

The Library

The library staff is available to assist you with your research needs. Please feel free to ask for assistance.

Monday - Thursday 8:00 am - 10:00 pm
Friday 8:00 am - 5:00 pm
Saturday Closed
Sunday 2:00 pm - 10:00 pm

Please note that the library will have revised hours during all holidays recognized by the school. In order to assure that library resources are available for all patrons, the following policies have been established.

Borrowing Privileges

You must present your current Concordia ID in order to borrow materials from the library.

All materials checked out on your card become your responsibility. Materials in the regular collection can be checked out for a period of 28 days. They are due before the library closes on the 28th day. The library also has collections of CDs, video tapes and audio tapes. These materials can be checked out for 14 days. They are due before the library closes on the 14th day. All materials may be renewed once, if no other patron has requested them, but all materials must be brought to the library for renewal. Telephone renewals are not accepted.

Frequently, members of the faculty place items on special reserve in the library. Depending on the faculty member, special reserve items may be checked out for periods of three hours, overnight, or seven days.

Reference materials and periodicals cannot be checked out of the library.

Fines

Money collected as fines or processing charges are turned over to general university funds. Reserve materials = 1.00/day/item

If a fine is assessed and it is paid when returning the book, the fine will be reduced by 50%.

If you have three or more items overdue or unpaid fines of \$10.00 or more, your borrowing privileges will be blocked until the matter is resolved. If the books have not been returned after three weeks, a replacement bill will be added to your student account. The replacement bill includes the following:

\$35.00 - average replacement of book

\$15.00 - cataloging fee

\$10.00 - non-refundable processing fee

\$60.00 TOTAL

*Fees are subject to change

The replacement charge may be canceled if an item is returned before a replacement has been ordered, but the nonrefundable processing fee remains due. When the billing has been forwarded to the school account, the library can no longer accept payment. The student must present a receipt from Student Accounts in order to reinstate library privileges.

Lost materials

You will be charged for replacement costs of any materials you lose; however, to avoid additional overdue fines, report any lost materials to the library immediately.

Photocopies

The library has two self-serve copy machines for patron use. All copies are 10 cents each. The copiers accept coins (not pennies), one-dollar and five-dollar bills. You may also use your Concordia ID card to pay for copies, provided you have money on your account.

Electronic Resources

The library website (<http://library.cui.edu>) contains links to many resources including subscription databases. These resources are available in the library on a self-serve basis, or from any computer with an internet connection. Any member of the professional library staff can teach you how to get started with them. Feel free to ask for help. These resources provide comparatively easy access to journal information that you will need for course assignments. Printouts from these resources are only 10 cents per page.

UCI Library

The Concordia Library makes every possible effort to meet students' research needs. However, since the UCI library is nearby, students often find it necessary to utilize the resources there. The Concordia Library offers two services for those who wish to use the UCI libraries. Currently, those guest cards cost \$80 for a one-year period. Additionally, a member of our student staff will go to the UCI library and make photocopies of periodical articles (not books) for you. The cost for this service is \$5.00 per trip plus the cost of photocopying.

Convocations and Student-Faculty Forums

Convocations are scheduled to give opportunity for students and faculty to hear men and women present topics of special interest. A committee of faculty members and students arranges speakers for this interesting series.

SAFETY, SECURITY, PARKING AND TRANSPORTATION SERVICES

The mission of the Concordia University Irvine Department of Campus Safety and Security is to provide a safe and secure environment to enhance the well-being of students, faculty, staff and visitors, while protecting university property.

We continually strive to educate the university community, including faculty, staff and students on crime prevention methods and to encourage them to accept appropriate responsibility for their safety and security while on campus.

Campus Safety and Security officers are available on a 24-7 basis to respond to all emergencies and to assist students, faculty, staff and visitors. In addition, security officers enforce university rules and regulations to ensure the safety of all persons on the Concordia University Irvine campus.

Student-owned or student-operated vehicle and bicycles must be registered with the Security of Concordia University Irvine. If a student plans to use the on-campus parking facilities, the automobile, motorcycle or bicycle must bear a sticker obtained from the Security Office. It is the student's responsibility to observe all ordinances of the State of California with respect to registration and operation of motor vehicles as well as parking regulations at Concordia University Irvine. The university cannot assume liability for loss or damaged by theft or accident involving automobiles, motorcycles or bicycles, the owners of which are advised to provide adequate insurance protection. All vehicles must be parked properly in the appropriate facilities provided.

No driver shall operate a motorized vehicle or bicycle on Concordia University Irvine property while under the influence of an intoxicating substance, including but not limited to, alcoholic beverages, controlled or intoxicating substances, which inhibit the driver from operating the vehicle in a safe manner.

To report a crime or a safety and security concern:

EMERGENCY CALLS: From a University telephone, dial 9-1-1 or ext. 1101

From a cellular telephone, dial 9-1-1 and report the problem. Then call (949) 854-8002, ext. 1101 and inform the Campus Security Office of the problem.

NON-EMERGENCY CALLS: From a University telephone, dial ext. 1101

From a cellular telephone, dial (949) 854-8002, ext. 1101

For complete information regarding emergency procedures, traffic regulations and other security issues, go to the Security website (<http://www.cui.edu>)

Transportation to Off-Campus Events

University-Sponsored Events

These are events that students are required to attend. Examples include events such as a field trip for a class, away games for athletic teams, choir concerts, or student government and leadership retreats. Concordia will attempt to provide university vehicles and drivers for all university-sponsored events. At times, students may wish to drive their own vehicles to such events. This is only permitted when:

1. The student has successfully completed the driver safety class offered by the security department;
2. The student has submitted copies of her/his current driver's license, registration, driving record, and proof of insurance to the security department;
3. The student's vehicle has been checked and approved by the security department; and
4. The student has received written permission from the university official supervising the event.

University Related Events

These are events where attendance is not required, but students may wish to attend. Examples include fan support for away ball games, attendance at an off-campus choir concert, or student activities for which participation is voluntary. In some cases, Concordia may provide university vehicles and drivers. Students driving their own vehicles to university related events are encouraged to drive safely abiding by all traffic regulations. Concordia University is not liable for students who choose to drive to university sponsored or related events.

Security & Safety Escorts

The Campus Security Office provides escort service for those students who are injured, disabled, or who may return to campus late at night. If you would like an escort, you may request it by:

- Contact the Gate Attendant when arriving on campus and inform him/her that you would like a Security Officer to meet you in the parking lot for an escort.
- Call the Campus Security Office at (949) 854-8002, ext. 1101 and request an escort when you arrive to campus. Give the operator the time that you will be arriving and where you are planning to park.

Parking

General

The operation of any vehicle on the Concordia University campus is a **privilege** granted by the university. It is not a right of any employee, student or visitor. The following regulations have been adopted by the university to facilitate vehicular movement, maximize parking efficiency and enhance safety.

All individuals who operate a vehicle on the Concordia University campus agree to:

1. Keep the vehicle currently registered, licensed and insured in accordance with California law.
2. Abide by the California vehicle code and by the regulations of Concordia University.
3. Pay all fines and fees resulting from violations of these regulations.
4. Protect and hold harmless Concordia University and its students, officers and employees from all claims of injuries to persons or damages to property by reason of the operation of this or any other vehicle on Concordia University's campus.

Concordia University neither warrants the safety of vehicles nor assumes responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on Concordia University property. All provisions of the California vehicle code (per CVC 2113) are applicable on Concordia University's campus except as modified by the Concordia University regulations.

Registration

A Concordia University parking permit is a privilege, which allows a person to drive and park a vehicle on campus. All vehicles operated on the CUI campus **MUST** be registered with the Safety and Security Department and comply with the following:

1. All vehicles must be registered within 10 days of first arrival on campus.
2. Vehicles driven on campus must comply with the California Vehicle Code equipment regulations.

Concordia University parking permits are available free of charge in the Security Department Office or at the time of registration. A permit must be attached to the lower left **INSIDE** corner of the front windshield and must be visible at all times. A replacement permit may be obtained for \$10.00. Concordia vehicle registration is for affiliates of Concordia University only. Policy does not allow for non-affiliated vehicles to be registered. Any violation of this policy could result in a \$100.00 fine and/or loss of registration and parking privileges.

Permits

All general and commuter students will be issued a standard parking permit. This permit will allow parking in the student parking lots, the main (or library) lot located mid-campus, and in unmarked stalls along Dorm Road. Temporary parking permits are available at the Department of Safety and Security for rental vehicles, guests' vehicles and for temporary vehicles.

Parking Areas

Student Parking: Parking for student vehicles registered with the university is available in the student lot, in the main (or library) lot, in the West parking lot (by the baseball field), and along Dorm Road. There is no student parking in the faculty/staff areas or in the PSW District parking lot. Both resident and commuter students must park in the student areas as indicated above.

Faculty/Staff Parking: Faculty/Staff parking is available in the stalls marked "Faculty/Staff Parking Only." A Faculty/Staff permit must be obtained from the Security Office.

Visitor Parking: Visitors may park in the student lot, in the main (or library) lot in the Concordia West parking lot (by the baseball field) and in stalls marked "Visitor Parking Only" in the Faculty/Staff parking lot. Visitors must obtain a Visitor Pass from the gate attendant as they enter

the campus. This pass must be displayed on the dashboard of the vehicle at all times. The pass is valid for 24 hours only. There is no student parking in “Visitor Parking” spaces.

Handicapped Parking: Only vehicles displaying an official handicapped placard or bearing an official handicapped license plate may park in handicapped stalls. Official placards or license plates are issued by the State Motor Vehicle Department. Temporary permits are issued by the Security Office for special circumstances. Placard registration must be presented to the Security Department.

“No Parking” Areas

- All RED curbs
- All YELLOW curbs (15 minutes active loading/unloading only)
- All fire roads
- All trash bin areas
- All unpaved areas
- Any reserved spaces
- The Pacific Southwest District parking lot is not available for Concordia University students or visitors.
- Joy Street, Ascension Street and other residential streets surrounding Concordia University

Traffic Enforcement

All California Vehicle Code sections are applicable on Concordia University property and will be enforced by the Department of Safety and Security and the Irvine Police Department. Some of the vehicle code sections to be enforced include, but are not limited to, the following:

- No driver of any vehicle shall disobey any control sign or roadway marking while on Concordia University campus.
- No driver of any vehicle shall fail to stop for a posted stop sign.
- No person shall operate a vehicle exceeding the posted speed limit on Concordia University campus. In no case shall any vehicle be driven at a speed that is not safe for conditions of traffic, weather or the roadway conditions.
- No driving on a sidewalk or landscaped area of the university is permitted.
- No person shall drive any vehicle on Concordia University property in a manner demonstrating a willful or wanton disregard for the safety of any person(s) or property [as defined in CVC section 23103(b)].
- No driver shall race a vehicle or cause the tires to break traction with the roadway surface (burnout) while on university property.
- No driver shall fail to obey any order, signal, or direction of any Concordia University Security Officer.
- No driver shall operate or permit the operation of a radio, tape, CD or CB system on campus that can be heard 50 feet or more outside the vehicle.
- No person shall drive on the wrong side of the gatehouse.

Violation shall be referred to the Dean of Students for disciplinary action and, in addition to other sanctions, may result in the loss of driving and parking privileges on Concordia University property.

Parking Fines

Vehicles parked in illegal areas or vehicles without proper parking permits will be issued a parking citation requiring payment of a \$25.00 fine. Handicapped parking violations and red curb violations will incur a \$100.00 fine (also subject to tow-away).

If the fine is not paid within 30 days of issuance of the citation, a notice is sent to the registered owner of the vehicle and the fine is doubled. The fine continues to double every 30 days until paid. If a fine is not paid within 120 days of the issuance of the citation, the parking permit will be revoked and vehicular access to the university denied until the fine is paid. A fee of \$10.00 will be charged for a new permit.

A vehicle issued five or more citations in a semester will be deemed a habitual offender and subject to tow-away. The towing fee is a minimum of \$120.00 plus \$20.00/day in storage fees. The registered owner of the vehicle will be responsible for all financial obligations and for claiming the vehicle from the towing company [per California Vehicle Code 22658 (A)]. Concordia University utilizes the services of local towing agencies.

Continued violations from a habitual offender will result in the loss of driving and parking privileges on Concordia University property.

NOTE: Concordia University parking citations carry the weight of California law and are reported to the Department of Motor Vehicles. Failure to pay the fines for the citations may result in a lien being placed against the vehicle's registration by the California Department of Motor Vehicles.

Appeals

If you wish to appeal a parking violation you may pick up an appeal form in the Security Office.

Fire Regulations

Students should evacuate a building as quickly as possible when a smoke or fire alarm sounds. Upon evacuation of each building, you are asked to assemble immediately in the parking area to ascertain if anyone may have been left in the building. To ensure that the University is prepared for a fire, we will have occasional fire drills throughout the academic year. Should you have any questions regarding disaster preparedness procedures, contact: University Services Office at extension 1718 or the Campus Security Office at extension 1101.

Earthquakes

Southern California residents are used to occasional quakes. Our buildings have been built to withstand severe earthquakes. If such a shock should occur, it may be helpful to stand in a doorway or crawl under a desk or table. It is good practice to ensure that you prepare for an emergency or disaster. Should you have any questions regarding disaster preparedness procedures, contact: University Services Office at extension 1718 or the Campus Security Office at extension 1101.

WELLNESS CENTER SERVICES

Concordia University is committed to the education of the whole student. In terms of health and wellness, this requires the alignment of mind, body and spirit. The Wellness Center houses the Health Center, Counseling Center, and Pastoral Counseling. The Wellness Center is located on the first floor of the Grimm Student Union (near to the Mailroom & Copy Center).

Spiritual Health

Spiritual Life is organized by *Concordia Campus Church*. The Campus Church ministers to your spiritual welfare and offers you fellowship with other Christians who are experiencing the same troubles and triumphs you are! Pastor Steven Borst (steven.borst@cui.edu) has been serving as our campus pastor since 1994.

Our Lord encourages us: “*Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another!*” (Hebrews 10:23). This encouragement is especially good advice as you journey into a new phase in your life. So check out all the Spiritual Life Activities that are waiting for you!

Pastoral Counseling

Questions about your faith or understanding Scripture and doctrine will always arise. You may discuss these with the campus pastor or with one of the other members of the religion faculty. You may contact Pastor Borst at x-1380 (steven.borst@cui.edu).

Pre-Marital Counseling Services

We also recognize the right of each student to determine the appropriate time for engagement and marriage. If you should contemplate becoming engaged, you may wish to consult with Pastor Borst. Pastor can arrange pre-marital counseling to help you prepare for the personal, financial and spiritual responsibilities of marriage.

Mental & Emotional Health

Counseling Center Hours:

The Counseling Center is open Monday – Thursday from 9:00 am - 4:30 pm, and Friday from 9:00 am – 12:00 pm. Appointments recommended.

What is counseling?

Counseling is a collaborative process that involves the development of a unique, confidential relationship. The counselor acts as a facilitator in helping the client to understand more accurately him/herself and the world around him/her. The primary activity of the professional counseling service is to provide ongoing individual and group counseling.

Why do students seek counseling?

Students seek counseling for a variety of reasons such as low self confidence; grief and loss; relationship issues; depression; anxiety; self-defeating behaviors (i.e. eating disorders etc.); controlling usage of alcohol and drugs; life purpose and direction; family conflict and assistance in making better decisions.

Services offered include:

***Individual Therapy**: Many students meet with the counselor, one-to-one, usually weekly, to work through personal concerns.

***Crisis Counseling**: At times a student is experiencing personal issues that need immediate assistance.

***Ongoing education** through lectures and seminars.

***Referrals**: Provide resources for off campus groups, medical or psychiatric services that offer more or different services from those available at Concordia University.

Is it confidential?

Counseling services are confidential. No information can be released without the written consent of the counselee. The atmosphere is one of quality, mutual respect and caring.

Where is the Counseling Center located?

The Counseling Center is located in the Wellness Center which can be found in the lower level of the Student Union building.

How do you make an appointment with a counselor?

Please call (949) 854-8002, extension 1372 to make an appointment.

Is there a charge for counseling sessions?

There is no charge for a counseling session for full-time undergraduate and ESL students as this is part of their university fees. There is a fee of \$50.00 per counseling session for part-time and graduate students. Counseling sessions are not billed to health insurance.

Physical Health

Student Health Services

Primary health care is available for students in the Health Center which is part of the Wellness Center located in the lower level of the Student Union building. The Health Center is open Monday – Friday from 9:00 am - 12:00 pm and 1:00 pm - 4:00 pm and is staffed by a Nurse Practitioner.

The Health Center is not equipped for emergency care which is available at local hospitals and walk-in clinics. Irvine Regional Hospital is approximately 5 minutes from campus at 16200 Sand Canyon Avenue in Irvine, phone number: (949) 753-2000.

What type of medical care is available at the Health Center?

The Health Center can diagnose and treat common health problems, such as colds/flu, skin disorders, minor injuries, headaches, eye infections and bladder infections.

Students are sent to physicians who are covered by their personal health insurance when possible if off campus medical care is needed.

When You Are Sick

Report to the Health Center as soon as possible since prompt attention may prevent a more serious illness. You may contact the Health Center at extension 1371 or in person.

Students are free to make their own arrangements for medical care, but are requested to inform the Health Center whenever this is needed. Any accident, illness, or hospitalization should be reported to the Nurse Practitioner during Health Center hours.

What medications are available?

The Health Center has free samples of decongestants, cough medications, throat lozenges, Tylenol, Advil and other medications for common illnesses and injuries. Antibiotics may be purchased for approximately \$10.00 for a typical 10-day course.

Is there a charge for an office visit?

There is no charge for an office visit for full-time undergraduate and ESL students as this is part of their university fees. There is a fee of \$25.00 for medical office visits for part-time and graduate students. Office visits in the Health Center are not billed to health insurance.

Health Insurance

All undergraduate students are required to have health insurance. Students must show proof of health insurance if they choose to waiver out of the Concordia University Student Health Insurance Program. We recommend that all students understand their insurance availability within Orange County. There are many types of insurance policies and it is the student's responsibility to understand their coverage. The student handles all health insurance matters directly with her/his insurance company for off-campus medical care.

Please contact the Business Office at extension 1221 to obtain information and/or purchase health insurance available through Concordia University.

Concordia assumes no liability for student illness or injury and no responsibility for medical services contracted for by individual students.

Communicable Disease Guidelines

(See Policy 534.1 in the University Handbook)

Description

As with any community, students studying and living in close proximity to one another can be susceptible to communicable diseases. Communicable diseases are transmitted in several different ways: direct contact from person to person, indirect contact with contaminated objects, by airborne droplets or dust.

Procedures

1. All undergraduate and ESL students must have the following immunizations completed in order to be enrolled in classes:
 - MMR (Measles, Mumps, Rubella) – 2 doses
 - Tetanus – within the last 10 years
 - TB (Tuberculin) PPD skin test – negative TB skin test or chest X-ray if positive skin test
2. Notification: The County of Orange Health Care Agency mandates by law that certain conditions or communicable diseases must be reported by the university to their office. Students must inform the university Health Center within 24 hours if they are diagnosed with a communicable disease. Communicable diseases are those such as TB, measles and/or certain sexually transmitted diseases.
3. Isolation: If isolation is necessary, the university, in consultation with the Health Center, retains the right to request a student with a communicable disease to make arrangements for accommodations off campus, while infectious.
4. When diagnosed with a communicable disease, the student may not attend classes until receiving a medical release from the Health Center. The Health Center will make recommendations on an individual basis.
5. All recuperating students returning to the university after being cured of their reported disease must have clearance from a physician.

Medical Emergencies

The following procedure should be followed in emergency situations.

1. In any case of bodily harm, or immediate threat of bodily harm, call 9-1-1. Identify the:
 - **Specific Location**, i.e. “Administration Building, Room 120, at Concordia University, 1530 Concordia West.”
 - **Specific Nature of the Emergency**, i.e. “young female with seizure” or “young male with bleeding injury.”
2. You will be asked to stay on the line until help arrives. If possible, have someone else contact university security at ext. 1119.

If the situation is serious, but does not warrant a 9-1-1 call, call university security at ext. 1119. Security will contact the appropriate personnel. **WHEN IN DOUBT, DIAL 9-1-1!**

Note: University faculty and staff, including members of the residence life staff, are instructed NOT to provide transportation for students with medical emergencies. In non-emergency situations,

students without other means of transportation should contact Irvine Yellow Cab at 949-380-8025 for 24-hour transportation.

ON-CAMPUS COMMUNITY LIVING & SERVICES

Office of Residential Education & Services

Hours: 8:00 am – 5:00 pm (excluding RA On-Call Duty)

Located in Chi Sigma Square Residence Hall (2nd Floor)

Concordia University is dedicated to holistic education. College is more than going to class and opening a textbook. An important part of the growing process happens outside the classrooms in the residence halls. Through living together, students gain insights about themselves and learn respect and consideration for others as well as the value of close friendships. Because questions arise as to who might live off or on campus, it is necessary to establish guidelines and criteria for such determination.

Requirements to Live on Campus

Concordia University believes that living in the residence halls is a valuable part of your educational experience. With this in mind, the following policy directs requirements for living on campus:

A. Normally all undergraduates will be required to live on campus unless:

- They are married.
- They are 22 years of age or older on or before August 31 of the school year.
- They are living with their parents.

B. In the event that the university anticipates that housing demand will exceed available housing, students under the age of 22 will be allowed to petition to not live in university housing. If housing demand actually does exceed availability, the university will use the following criteria to determine which petitions are granted.

- Age
- Housing points
- Date of housing application
- Academic standing (minimum requirement that the student is not on academic probation)
- Disciplinary standing (minimum requirement that the student is not on disciplinary probation)

If the university provides housing in off-campus apartments, the same criteria will be used to determine which petitioning students are allowed to live in off-campus apartments provided by the university.

C. Students wishing to appeal any of the above should first consult with the Director of Housing Services who is located in the Office of Housing & Residence Life. Appeals should be made in writing to the Director of Housing Services. Students successfully appealing should expect that conditions will be set for their appeal including, but not limited to, the following:

- 1) Parental approval
- 2) Academic standing—GPA requirements appropriate to previous performance
- 3) Disciplinary standing—no violation of the student conduct code
- 4) Annual renewal of the appeal

Residence Life Staff

Associate Dean of Residential Education & Services

The Associate Dean of Residential Education & Services oversees the work of the entire housing and residence life staff, ensures community development programming, housing management and maintenance of the residence halls and all housing assignments. The Associate Dean is a University

judicial officer and works closely with the Dean of Students to ensure that students living in the residence halls abide by University policies and procedures.

Director of Housing Services

Housing assignments in the residence halls are made and coordinated by the Director of Housing Services. If you desire to room with certain students, everyone must submit a housing application with selected roommates. Every effort will be made to honor your request, but roommate requests must be mutual. For returning students, rooms are selected using a lottery system. Students are assigned a selection date based upon the total number of points awarded (see below).

Assistant Director of Residence Life

Each residence hall has a live-in professional member of the staff who directly oversees the RAs and reports to the Associate Dean of Residential Education & Services. Assistant Directors have the responsibility of managing the overall operation of their respective Residence Halls and are directly responsible for the overall performance of the Resident Assistants. They have received training and are prepared to assist you with personal and interpersonal concerns. In addition to others, they serve to:

- Be a Christian example and model of leadership
- Resolve problems and/or concerns directly related to the residents and Resident Assistants
- Be a resource for personal guidance, informal counseling and referrals for residents
- Plan and facilitate social, recreational and educational programming in the residence halls
- Be a resource person to assist Resident Assistants with daily responsibilities

Lead Resident Assistants & Resident Assistants

Also known as “RAs,” they are students like you who receive training and are prepared to assist you as you adjust to the residence halls and campus life. Their responsibilities are to:

- Be a Christian example and model of leadership
- Provide personal help and assistance
- Facilitate social, recreational and educational programs in the residence halls
- Explain and enforce institutional rules and guidelines
- Maintain a safe, orderly and relatively quiet environment

Housing Assignments

All students living in on-campus living are required to have a signed *Concordia University Irvine Housing License Agreement* on file in the Office of Housing & Residence Life. Any questions regarding this agreement must be directed to the Director of Housing Services.

Criteria for Awarding Points

Points for residential students are totaled according to the pattern below:

ESL Students 5 points

Fifth Year Students 5 points

Seniors 4 points

Juniors 3 points

Sophomores 2 points

Class level is determined by the number of credits expected to be earned at completion of the spring semester. If you do not turn in a housing application, the Director of Housing Services will place you in the first available room.

Selection of Roommates

1. Select three to four roommates (Upper and Lower Quads are 5 person apartments). Each person must fill out and submit a housing application by the designated deadline.

2. If you are allergic to smoke, you may request a roommate who does not smoke. Verification for your allergy must come from your doctor or the Nurse Practitioner on campus in order for your request to be honored.

3. You may request to live with fewer than three roommates and accept the total number of points for less than four students. The Director of Housing Services, in consultation with the Assistant Directors for Residence Life, will select roommates for you. Give any details as to your desire regarding the type of roommate you wish or do not wish. You will be notified of the assigned roommate(s).

4. If you find that you would like to change apartments during the year, please note the following:

- Moves will only take place at semester breaks, unless there are special circumstances that require an immediate move. The urgency of the situation will be determined by the Assistant Director for Residence Life in your complex.
- Students who wish to move must have permission from their Assistant Director for Residence Life. Students who wish to move to a new complex must have permission from both respective Assistant Directors.
- If you are moving back home, please check with the Financial Aid Office. It may affect your financial aid. (Remember you will not automatically receive a refund of housing costs when you leave your campus residence. Refer to Concordia's catalog for refund policy).

5. If, for any reason, a particular apartment is less than capacity, the Director of Housing Services, in consultation with the Associate Dean of Residential Education & Services, has the authority to assign new roommates or require remaining resident(s) to relocate. When possible, the Office of Residence Life will notify the current residents of roommate additions in advance. It is expected that an apartment/room that is less than capacity is able to receive a potential new roommate within 24 hours. (This process will be handled only at semester breaks unless the situation requires immediate attention).

6. The university reserves the right to reassign residents at any time, for any reason, at its sole discretion.

7. There are no private rooms available.

Roommate & Community Civility

Living in the Residence Hall Community

Living in the residence halls is part of the educational experience for many Concordia students. The primary goal for this educational experience is to learn how to live as respectful citizens in a diverse community in the spirit of Christian love. In his book, *Stride Toward Freedom*, Dr. Martin Luther King, Jr. defined Christian love as follows:

...Love seeking to preserve and create community. It is insistence on community even when one seeks to break it. It is a willingness to sacrifice in the interest of mutuality and a willingness to go to any length to restore community.

Friends made in college can last a lifetime. Active participation and commitment to your floor or suite community is essential to both you and other members of the residence hall community. The more effort you put in, the more rewards you will get back. Be involved!

Roommates—Getting Off to a Good Start

The person you live with will have a significant impact on your university experience. Your roommate relationship will have an influence on your study habits, your social life and your overall happiness at Concordia University.

It is not always easy for individuals living in a residence hall apartment for a nine-month period to develop an ideal relationship without some difficulty. Experience shows that the roommates who get along well are those who work at getting along well. Remember that your roommate does not have to be a mirror image of yourself. It is not necessary to share every aspect of college life with your roommate. In fact, learning to respect each other's differences without infringing on one another's freedom is a valuable part of your total education.

Going a step beyond this, it's been said that in order to develop a good relationship, two people need to learn how to compromise, not just to express themselves clearly. To help achieve this kind of relationship with your roommate, you may find the following tips helpful:

A. Communicate

Sit down with your roommate at the beginning of the year and talk about your background, preferences and habits, emotional styles, moods and personal values. This can be helpful for those of you who choose to room with any particular friends you have known before coming to Concordia. Regardless of how well you think you know your "best friend," you may be surprised to find out some things you didn't know before living with him/her.

B. Establish House Rules

After discussing values and preferences, establish some ground rules by which you will live together. Some common topics on which you may want to reach mutual agreement include room cleanliness, borrowing each other's belongings, study time, visitation rights and so on. Write your agreements down together in the beginning and it will help in resolving problems that may develop later. Your RA will meet with you and your roommates at the beginning of the year and go over "The Roommate Booklet" (TRB) that all of you will sign.

C. Ask for Help

If a difficult roommate conflict should develop at any point in the year, do not hesitate to go to your RA. Too many times students tend to wait out problems until little irritations become major conflicts. Your RA is experienced in dealing with these problems and can probably give you some advice. Working out differences with a roommate can provide a greater understanding of yourself as well as that person. Learning to communicate and compromise is a difficult and necessary process in order to get along in society. If you are willing to make an initial effort, you and your roommate can prevent many conflicts and decide how you will resolve the ones that will arise. Remember—you're your roommate's roommate too! Finally, Paul encourages "be kind to one another, tenderhearted, forgiving each other, just as God in Christ also has forgiven you" (Eph. 4:32).

If you have used these three steps and it becomes apparent that the only resolution is a room/roommate change, set an appointment with the Assistant Director for Residence Life in your complex to discuss the reasons for change. **No change may be made until it is approved by your Assistant Director for Residence Life and Director of Housing Services.** The person moving is expected to complete the move within three (3) days upon receipt of the new room key.

Each person has the following rights as a roommate:

1. To read, study, and sleep in the room with as little disturbance as possible.
2. To have belongings which are not used by anyone else.
3. To live in a clean and orderly room.

4. To enter the room whenever one wants unless both parties agree upon other provisions.
5. To have guests, provided they respect the rights of the roommate.
6. To be free of physical and emotional harassment.
7. To speak openly.
8. To be treated with consideration.
9. To be free of visitation violations.
10. To be free of cohabitation violations.

Other guidelines for living in the residence halls are included in the housing license agreement.

Safety & Property Use

1. No moving furniture into or out of an apartment.
2. No nails or screws may be used to attach anything to walls—only push pins may be used.
3. No painting or wallpapering residence hall rooms.
4. No climbing on any roof for any reason.
5. No water fights (balloons, etc.) in courtyards, rooms or porches of any of the residence halls.
6. No egg, food, or other kinds of “fights.”
7. No cars in courtyards, lawns or fields.
8. Areas outside your apartment must be kept clean at all times.

Violation of any of the above guidelines may result in fines and payment of damages.

Residence Hall Phones

1. Students are responsible for providing their own phone. A cordless telephone is recommended.
2. Students are responsible for the use and protection of their own account code if one is acquired. All calls made with this code (from any phone) will be billed to the student.
3. Students are responsible for the use of the telephone in their own apartment. Any code abuse committed on a telephone could result in all residents of that apartment being charged for the call(s) and sharing the cost. Keep your apartment locked when you are out. It will help avoid misuse of the phone in your apartment. Do not allow indiscriminate use of the phone by persons other than the residents of your apartment.
4. Students are not authorized to make any changes or additions to their phone services as provided by Concordia University.
5. Students are responsible for prompt payment of all bills for their personal account code. This includes calls that others may generate using your personal account code—see #2. Payment is made to Concordia University.

Rates and Restrictions

Free Calls: Students will not be billed for the following calls:

- a. Calls to other apartments on Concordia campus (4-digit extension)
- b. Calls to all Concordia campus offices (4-digit extension)
- c. 9-1-1 calls
- d. Calls to toll-free numbers (800,888,877)

Restricted Calls: Campus apartment phones are programmed to prevent certain types of calls.

- a. (xxx)976-xxxx numbers
- b. (900)xxx-xxxx numbers
- c. Collect calls and credit card calls requiring an operator.

Long Distance Calling: Students may obtain a long distance authorization code from Beta 109A, ext 1700. If an authorization code is obtained a long distance carrier is provided by Concordia

University. All long distance calls are automatically routed through this carrier and reflected on your bill.

Rate Charges: Rates for U.S. calls made on the campus phone system are computed as follows: \$5.00 reoccurring monthly fee and \$0.06 a minute to call anywhere within the U.S.

International Calls: A calling card is needed to make international calls.

FAX Machines and Modems: No fax machines or modems are permitted on the campus phone system. Private phone lines cannot be installed.

Campus Directory Assistance can be reached by dialing "0."

Billing Procedures

A bill will be prepared each month reflecting all calls made from the first through the last day of the month. Processing of these bills occurs during the first week after the end of the month. Bills are mailed to students at that time and are due and payable within 14 days after receipt. Payment should be made to Concordia University at the Student Bank.

Late Fees

If payment is not received by the due date, the student must pay a late fee of \$5.00. The bill and late fee must be paid immediately. Failure to pay will result in the student's account code being cancelled. In order to restore service after cancellation, the total bill, the \$5.00 late fee and a reconnect fee of \$15.00 must be paid. Habitual offenders will be required to make a deposit in addition to all fees before telephone service will be resumed.

Special Billing

The Business Office will be notified when special fees should be assessed. These special fees are for:

Change of code: If a student requests a change of code, for any reason, the fee will be \$20.00.

Code abuse: Unauthorized use of another's account code may result in disciplinary action from the Dean of Students. The Telecommunications Department will assess a \$100.00 fine for each code used. In addition, the student will be billed the normal charge for all calls made with the code(s), plus a \$5.00 fine for EACH call, plus \$20.00 for each new code required. Don't use someone else's code!

Collect Calls: When dialing an off-campus number collect, dial 7 for an outside line, then the toll-free number for your collect call service and proceed as you normally would. You cannot make a collect call from campus phones by dialing "0."

Changing or adding to CU phone services: Unauthorized changes or additions to the Concordia University telephone services will result in the student being billed a \$100 fine plus all charges resulting from the changes or additions. In addition the student's account code may be suspended. Upon reconnection, a \$15.00 reconnect fee will be assessed.

Reprint fee: Any reprint of a telephone bill will incur a \$3 charge.

Theft, Loss, & Vandalism of Personal Property

Concordia does not keep each room under constant surveillance. We ask that you recognize that theft, loss and damage of personal property are possible.

The best protection against theft and vandalism is to keep your room locked. If you are a victim of theft or vandalism, or if you observe suspicious behavior, file a report with the Security Department immediately. We cannot help resolve a case if we are unaware that it has occurred!

Concordia is not responsible for the theft, loss or vandalism of personal property. We recommend that students insure their belongings either through a comprehensive policy owned by parents or through a renter's policy obtained through your insurance agent.

Keys

Students who have on-campus housing are required to have their own residence hall apartment key. If you should lose, or not return your key, you will be charged \$75.00 to cover the cost of having the lock changed and key replacement for your roommates (see Housing Deposit). **Borrowing or loaning keys are strictly forbidden.**

If you should lock yourself out of your apartment, attempt to contact any Assistant Director of Residence Life first. If you are unable to contact an Assistant Director call security. **At no time is it acceptable to enter or exit your apartment through a window.**

Housing Deposit Policy

A housing deposit is to be made by each resident student while enrolled at Concordia. The current Housing Deposit is \$300.00. This deposit serves as a security deposit to pay for damages and loss to university-owned property. The deposit will be returned to the student once the student has:

1. Formally checked out of the residence hall;
2. Completed a Leave of Absence or Withdrawal form (available in the Registrar's Office);
3. Turn in key.

While a student, all fines and/or restitution charges for damages, loss, and or cleaning will be posted to the student's account. If the student, upon leaving the university, is found to be responsible for damages, loss or for inadequate cleaning of the facilities, cost of such damages, loss and/or required cleaning will first be deducted from the security deposit and the balance (if any) will be returned to the student. In the event that the costs of damages or loss exceed the housing deposit balance, the student will be billed the additional charges.

Maintenance Problems—Repairs

Occasionally maintenance problems will arise in your living area. It may be a broken towel rack, a heater that won't heat, or a toilet that won't flush. In the event that you develop a problem, contact the maintenance department directly at 949-854-8002, x1530..

Damage and Repairs

When you move into your residence hall room, you will be asked to complete and verify the condition of your room and its furnishings with an inventory checklist provided by your RA. Accuracy in completion of this form is essential since it is from this inventory that room damages are assessed. Residents are held responsible for restitution of costs for any damages to the room and its contents beyond normal wear and tear.

We recognize that accidents can happen, resulting in damage to university property. In the event you are responsible for damage that occurs through accident, we ask that you explain the situation to University Services personnel. You will be asked to sign a damage/breakage report which summarizes the incident and assumes responsibility for the cost of repair or replacement of the damaged property. Cost will be mutually determined by the Associate Dean of Residential Education & Services, Director of Housing Services, and the Director of University Services. If damages or loss of residence hall property occurs on a floor unit, every effort will be made to determine the person or

persons responsible for damages. If the persons responsible cannot be found, the cost for repair will be divided and assessed to the housing deposits of all residents on the wing. The RA will report the damage to the Director of Housing Services who will file a report to the University Services Office. Students who are charged will be asked to sign the damage/ breakage report form. The student(s) then will be billed through Student Accounts.

Laundry Facilities

Washers and dryers are provided in each of the residence halls. Please help keep the laundry room clean by disposing of soap and softener containers, fabric softener sheets, etc., in the trash can. Be aware of the fact that unattended laundry might have a way of disappearing. Irons and ironing boards are not provided.

Privacy in the Residence Halls

Every effort will be made to respect the privacy of students living in the residence halls. Whenever possible, college officials will provide students with advance notice of their entry. College officials, including RAs, may enter residence halls:

1. For weekly health and safety checks (see below);
2. For facility repair;
3. Annual maintenance and safety walk-through (performed during Spring Break)
4. For reasonable cause such as a medical emergency or a probable violation of university policies.

Faculty, staff or students who enter a student's apartment inappropriately will be subject to disciplinary action.

Care and Use of Apartments

As a resident student you are encouraged to develop as much of a home atmosphere as possible in your assigned apartment. The university has provided the essential furniture. You are responsible as a Christian steward for the good care of the room, equipment and furniture, and for maintaining a reasonably clean environment. Students are not allowed to wallpaper or paint their residence hall apartments.

Health and Safety Checks

Health and Safety Checks will be conducted weekly in all residence halls. These checks will generally occur in the evenings between 7 p.m. and 10 p.m. If a room does not pass inspection, a warning will be issued and a recheck will be conducted. Rechecks will be conducted at the RA's convenience. If a room does not pass on the second check, each resident responsible for the problem will be fined \$25. Rooms will only be awarded one warning!

The Office of Housing & Residential Life does not wish to fine anyone—please keep your room tidy. In cases where fines are issued, the intent is to hold accountable only those individuals responsible for the mess. Students are strongly encouraged to develop roommate contracts. Resident Assistants have contracts and can help you to complete the form.

Mandatory additions to your regularly scheduled Health and Safety checks are:

- Clean behind refrigerator and inside the oven
- Clean blinds and screens
- Clean inside refrigerators and heater vents, all pictures and shelves must be off the walls
- Normal Health and Safety Check.
- Apartment furniture needs to be arranged in original locations. Please contact maintenance for the bunking and un-bunking of beds.

Vacation Periods

All students planning to remain residing in the residence halls during the University Holiday breaks must complete and turn in a Vacation Break Housing Request Form to the Office of Housing & Residence Life BEFORE they are approved to remain in the residence halls.

Residence Halls will be closed as follows:

Thanksgiving Break: Halls will close Friday, November 17, 2006 at 6:00 p.m. and reopen Monday, November 26, 2006 at 12:00 NOON.

Christmas Break: Halls will close Friday, December 15, 2006 at 6:00 p.m. and reopen Monday, January 15, 2007 at 12:00 NOON for returning students and Tuesday, January 16, 2007 for newly enrolled students. All residents must check out with their RA prior to leaving campus for Christmas break. Check-out forms will need to be signed by the resident and the RA. Students who wish to stay on campus for the Christmas break are required to receive prior approval from their respective Assistant Director. Students may be assessed a late fee if they fail to follow proper Vacation Break request procedures. Applications for the vacation break may be picked up from the Office of Residence Life two (2) weeks prior to the Christmas break.

Spring Break: Halls will close Friday, March 2, 2007 at 6:00 p.m. and reopen Sunday, March 11, 2007 at 12:00 NOON.

End of Year: The residence halls will close Friday, May 11, at 10:00 PM. Residents must be checked out by their RA before the halls close. Residents who are graduating or involved in some other way with commencement ceremonies, must first receive clearance to stay from the Director of Housing Services and then be checked out of their room by their RA before noon on Sunday, May 13, 2007 by 6:00 PM. There is a \$250 fine per day and/or a portion of the day if a resident remains on campus beyond the University specified check-out time.

Graduating Seniors must be out by Sunday, May 13, 2007 by 6:00 PM. There is a \$250 fine per day and/or a portion of the day if a resident remains on campus beyond the University specified check-out time.

Early Arrivals

Early arrival of students is limited to student leadership positions (resident assistants, peer advising leaders, student government, etc.) and student athletes. Prior approval from the Director of Housing Services is required. Contact the Office of Housing & Residence Life for approval information.

Summer Housing

Due to a lack of space, there are special requirements to be met to be considered for summer housing. All students who want summer housing must go through an application process. Students working on campus and those living out of the region will be given first priority for housing spaces.

Student Storage

There is limited student storage on campus during the academic year. Students requiring storage of items must contact their Assistant Director of Residence Life. Items must be clearly marked and limited to 2 medium sized boxes or suitcases. Concordia University is not responsible damage or loss of items left in storage rooms.

There is **no storage** during the summer months. Students are encouraged to find local storage companies. Students who fail to claim their stored belongings by their respective move out date will be fined and the items will be donated to local charities.

Access to the Office of Housing & Residence Life

The Office of Housing & Residence Life is located on the second floor of the Chi Sigma Square Building. Unfortunately, the office does not have an elevator. Students and family members anticipating challenges of obtaining access to the office will have special accommodations. Please contact the Office of Housing & Residence Life at extension 1424 or the Office of Learning Services/Disabilities at extension at 1586 to make alternative arrangements.

DINING SERVICES – BON APPÉTIT MANAGEMENT

Jessica Reeve, General Manager, ext. 1360
Santiago Vallejo, Executive Chef, ext. 1366
Cecilia Wong, Assistant Manager, ext. 1361

Concordia University provides an excellent dining service program for all students, employees and guests. Bon Appétit, Concordia's food service company, is an industry trendsetter and has won many awards for its non-traditional approach to food service. Bon Appétit tailors their menus to suit the tastes and needs of their clientele. Bon Appétit also provides full-service catering. The Café @ the Grimm Student Union features a variety of from-scratch entrees at each meal, a full salad bar, made-to-order delicacies, New York style deli, full beverage bar, and desserts ranging from fresh pies to frozen yogurt. Once inside the Café @ the Grimm Student Union, you are entitled to unlimited seconds.

Café @ the Grimm Student Union Meal Hours:

Monday through Friday
7:00am - 9:30am Breakfast
11:00am – 2:00 pm Lunch
5:00pm - 7:00pm Dinner
Saturday and Sunday
10:30am - 1:00pm Brunch
5:00pm - 6:30pm Dinner

The Café @ the Student Union is closed during vacation periods. Service hours may vary at times.

Eagle Rock is the on campus restaurant, which is open throughout the day. It features such goodies as grilled hamburgers, a New York style deli, specialty grilled selections and a full-service coffee bar which includes espresso. All selections are a la carte.

Eagle Rock Meal Hours:

Monday through Thursday:
8:00am - 11:00pm Full Service
Friday: 8:00am - 5:00pm Full Service
Saturday and Sunday: 6:00pm-11:00pm

Meal Plan Options

Concordia University offers a wide range of meal plan options to all students. The meal plan options are designed to fit the wide variety of student needs and lifestyles. The Café serves 19 meals per week that include breakfast, lunch and dinner Monday through Friday as well as brunch and dinner on the weekends during the academic year. Listed below are the plans offered:

- 19 Meal Plan (any 19 meals/wk)
- 14 Meal Plan (any 14 meals/wk)

- 10 Meal Plan (any 10 meals/wk)
- 19 Flex Plan (19 meals/wk & \$110 flex per semester)
- 14 Flex Plan (14 meals/wk & \$110 flex per semester)
- 10 Flex Plan (10 meals/wk & \$110 flex per semester)
- 200 Flex Plan (\$220 flex dollars per semester)

All freshman students living in the residence halls are required to purchase at least a 14 Meal Plan. All other resident students (sophomores, juniors, seniors, graduate students, international students, etc.) are required to purchase at least a 10 Meal Plan.

We have a computerized system that allows for meal plan and flex dollar participants. This system is a plus for students because it speeds up the process of admittance as well as being able to add value with the flex dollar program. The access system works on a calendar week that begins on Monday at breakfast and ends Sunday after dinner. There will be access systems at both the Café, to track meal plans, and at the Eagle Rock, to track flex dollars. To access the system, a student simply presents their I.D. to the greeter in the Café or the cashier in the Eagle Rock. It will then be scanned by the system and meals or flex dollars will be deducted.

Additional Services

- **Casual Meal Prices:** Students who do not belong to a meal plan as well as guests and visitors are also welcome to dine at the café. The meal fees are:
Breakfast \$6.00
Lunch/Brunch \$7.00
Dinner \$8.00
- **Flex Dollars** are an option that may be added to any meal plan at the time of initial sign up. However, if you have forgotten to purchase flex dollars or have run out before the end of the semester, they are available for purchase through the Student Accounts office cashier.
- **To-Go Containers** are available. If you choose to get a To-Go container, you must leave the building after filling it. You cannot sit in the dining hall with the box. To-Go containers cost \$0.25 at the door. You can use flex, purchase a To-Go punch card, or bring a clean 8"x8" container.
- **Sick Trays** are available for students on a meal plan who cannot attend meals due to an illness. Students who are ill and would like a hot meal must send their ID card with a fellow meal plan holder, with instructions to give the card to the checker along with a request for a sick tray.
- **A Pack-Out Menu** is available to student organizations of twelve or more where all members are meal plan holders. Pack out orders must be placed at least five days prior to the event. For more information stop by the Bon Appétit office.
- **Special Dietary Needs** are available for students with medical conditions. Please identify those needs with Bon Appétit management.

Meal Plan Appeal

Concordia University, Irvine requires all residential students to purchase a meal plan. Resident Freshman are required to purchase at least a 14 meal plan. All other resident students are required to purchase at least a 10 meal plan. Students wishing to appeal may do so to the Office of Housing

Services. The University may grant or deny a request based on the following standards, with appropriate documentation: 1) classes interfere with meal times; 2) employment interferes with meal times; 3) special dietary needs.

What are considered viable reasons to appeal?

There are only three reasons that your meal plan may be considered for reduction: 1) you have classes that interfere with cafeteria hours; 2) you have work that interferes with cafeteria hours, and 3) you have special dietary/medical needs that the cafeteria is unable to accommodate.

How do I appeal?

You need to submit an appeal packet with relevant proof and documentation as to why the committee should hear your appeal. Please have your appeal packet submitted to Danny Mann in the Office of Housing & Residence Life (Sigma Square, 2nd Floor) no later than two weeks into the semester for consideration.

No appeals will be considered after this time. No exceptions. The Meal Plan Appeals committee will inform you in writing of their decision in early September.

Besides a letter stating my rationale for my appeal, what additional documentation will you need?

A) If you have classes that interfere with cafeteria hours *you need to submit a copy of your class schedule with your appeal letter.*

B) If you have work that interferes with cafeteria hours *you must submit a letter from your supervisor with your monthly work schedule.*

C) If you have special needs or medical reasons that the cafeteria cannot accommodate *you will need to bring a signed letter from your physician and meet with the Director of Bon Appetit. The letter should include contact information for your physician's office. It is your responsibility to ensure that all waiver forms are signed so that your physician can freely discuss your appeal with our office. If we are not able to directly speak to your physician, your appeal will be denied.*

What will happen after I turn in my appeal packet?

The University Meal Plan Appeals Committee will review packets in early September. You will receive a formal letter from the committee at the address you provide on your appeal letter. Committee decisions are final.

What do I do about my meal plan situation until I hear from the committee?

You are encouraged to utilize your meal plan. If you are approved to reduce or eliminate your meal plan we will make the appropriate adjustments to your student account.

Submit your appeal information by September 8th for consideration to:

Concordia University Irvine
Office of Housing and Residence Life – *University Meal Plan Appeals Committee*
1530 Concordia West

Irvine, California 92612-3203

If you have any questions, contact Michael Dunn, Director of Housing Services at (949) 854-8002, extension x1424 or at michael.dunn@uci.edu

Additional Policies

- All resident freshman students are required to participate in a minimum of the fourteen-meal plan.
- All resident sophomore and junior students are required to participate in a minimum of a ten-meal plan.
- All resident senior students are required to participate in a minimum of a five-meal plan.
- If students lose their ID cards, they have one business day to replace the card. Students will be allowed entrance to the Café at the Grimm Student Union after their meal plan and student id number is verified by the Bon Appetit Staff. If no card is presented within 2 business days, students will be declined access or they will be required to pay for each meal. There will be no reimbursement for these meals.

Meal Plan Q & A

“The checker knows me. Why do I have to show my card each time I come to the café?”

Your meal card identifies you as an owner of a meal contract and must be shown to the checker every time you eat a meal. Because of the different meal plans and the fact that some students are not meal plan owners, our checker can only be sure of accurate accountability by seeing each card. This step provides you, a paying customer, with the lowest possible prices.

“Why can't I let my friends use my meal card when I'm out of town? I paid for my meals. Someone might as well eat them if I can't be there myself.”

The answer is simple. Resident dining rates are based on actual meals served, not on the number of outstanding meals. The system is based on average attendance. In other words, we establish resident dining rates based on the statistical fact that the average resident dining patron will eat only a certain percentage of meals available. If meals were transferable, the basic cost of your meal plan would have to be increased to cover the increased cost of attendance. Please work with us to keep the resident dining rates as low as possible.

COMMUTER STUDENT SERVICES

One of the best ways to ensure a successful university experience is to be involved. For students living off campus, involvement often has to be planned into a busy schedule including work, family, or maintaining a household. As a member of the community, you have access to all the services and activities provided at Concordia.

Staying In-Touch

The best way to stay in touch is to read *The Commuter Cater*, a monthly newsletter created specifically for commuting students. You may also check postings on the kiosk between the Student Life Center and the Student Union or posters in the Gym walkway. The Concordia University website (www.cui.edu) always has updated information about activities on campus. See www.cui.edu/mycui for current events and announcements. For more information on staying in touch, see Communication Services.

Getting Involved On Campus

Commuting students are encouraged to get involved with student government and activities. Two commuter senators are elected to senate each year, and student leaders are always interested in volunteers to help with everything from intramural sports to the community service activities that range from beach clean-up to servant events in foreign countries.

OTHER SERVICES

Concordia University Bookstore

Hours:

Monday–Thursday 9:00 a.m.- 6:00 p.m

Friday - 9:00 a.m.–4:00 p.m

Saturday & Sunday - Closed

The Concordia University Bookstore invites you to make full use of its services or just to browse. You will find all of your “Eagle items” here! Additionally, you will be able to purchase all of your required textbooks and needed classroom supplies.

The bookstore also carries stamps, greeting cards, stationery items and backpacks. A variety of gifts and clothing with the Concordia name and Eagle emblem are available. A selection of teaching helps, daily devotional readings, Bibles and music material are also on hand. We will special order a needed or desired book.

Any suggestions to improve the operation and services offered by the Concordia University Bookstore are always welcome. Please stop by and visit any time.

Gym and Athletic Fields

Known as “the Arena,” the complex is a state-of-the-art facility. Basketball, badminton and volleyball courts are located on the beautiful floor of the spacious gymnasium. It also houses a training room, fitness (strength) room, and men’s and women’s locker rooms. The locker rooms are open until 5:00 p.m. Gym hours vary each semester to accommodate varsity sports and PE class use.

South of the gym the landscape merges into French Hill and forms a setting for baseball, softball, soccer, and track and field. The athletic fields not only form a delightful scene, but they contain excellent facilities for each sport. It is a great setting for personal exercise, for intramurals and for intercollegiate competition.

Amphitheatre

The Earl and Lillian Nelson Amphitheatre is used for drama productions, concerts, outdoor services, lectures, and other special events. The beautiful outdoor facility is located west of the Gym and seats approximately 900 people.

The Irvine Community

If you like the wide open spaces, you can find them northeast of the campus. If you want to find the “city”—Irvine, Newport Beach, Los Angeles—look toward the ocean (westward) or a bit northwest.

The city lights are a beautiful sight to see at night. For specific directions, it's best to ask students who are familiar with this area or consult the maps in the library.

Public Libraries

There may be times when students feel inclined to use library facilities other than the one at Concordia or that of UCI. The nearest Irvine branch library is located just down the hill in the University Park housing area, near the corner of Michelson and Sandburg. Irvine has another library, the Heritage Park branch, which is located on Walnut and Yale.

Banking

Check the yellow pages for a complete listing of banks. Bank of America, Home Savings, Sanwa Bank, Union Bank and Wells Fargo are just a few in the area.

Post Offices

When sending outgoing mail, be sure to address and stamp each item properly and drop it off in the Mailroom. The nearest general postal service where stamps, etc. may be purchased is located on Campus Drive across from the UCI campus. A major post office is located in the Irvine Industrial Center at 17192 Murphy Avenue. Postage stamps are also available in the Concordia Bookstore.

Shopping Centers

The following shopping centers are easily accessible from the campus:

Parkview Center: Out the back gate and right on university

Campus Plaza: Across from the UCI campus on Campus Dr.

University Center: Across from the UCI campus on Campus past Campus Center

Walnut Village: Corner of Culver and Walnut, near I-5

Orangetree: Corner of Jeffrey and Walnut, near I-5

Woodbridge: On Barranca, between Jeffrey and Culver

South Coast Plaza: Off Interstate 405 at Bristol

University Park Center: Michelson and Culver

Crossroads Center: Barranca and Culver

Alton Square: Alton and Jeffrey

The Bluff: Mac Arthur and Bison (near UCI campus)

Travel To and From Concordia

If you are driving to Concordia or you need to give directions to others:

Take the San Diego (405) or Santa Ana (5) freeway and exit at Jeffrey/University. Go south on Jeffrey, go to University to Ridgeline (turn left), go to Concordia East (turn right).

If possible, students who take a plane to Irvine should make connections with the John Wayne Airport (Orange County) rather than with the Los Angeles International Airport (LAX). For those who come to LAX there is a bus service to John Wayne Airport in Orange County which is only a few miles away from the Concordia campus.

Students seeking travel help at vacation or other times should consult the Yellow Pages to find a travel agency. Concordia University cannot provide transportation for students.



Surfrider Foundation Beach Clean-Up in Laguna Beach/Dana Point



Surfrider Foundation Beach Clean-Up in Newport Beach



SECTION III

- Student Development, Leadership, & Involvement
- Campus Church & Ministries
- Campus Performing Arts
- Athletics
- Intercultural Relations: Bridging Differences

STUDENT DEVELOPMENT, LEADERSHIP, AND INVOLVEMENT

Center for Student Leadership and Development

Hours: Monday – Friday: 8:00 am – 5:00 pm

Saturday & Sunday: Closed

Note: The hours vary throughout the academic year due to programs, events, and meetings.

Concordia takes student leadership seriously and believes that leadership must be integrated with learning and service. The Center for Student Leadership and Development is centrally located on campus and houses offices for student government leaders and key Student Affairs staff who work with student leadership. The Associate Dean of Student Development & Leadership provides leadership for the Center. The Director of Student Life oversees the Associated Student Government and coordinates collaborative efforts between student government and various entities on campus regarding the development of activities on campus. The Coordinator for Intercultural Relations develops programs and addresses religious, ethnic, and cultural diversity on campus.

Associated Student Government

The Associated Student Government, also known as ASCUI, provides students with a hands-on opportunity to develop their leadership skills and to experience the rewards and challenges of government. The Student Government Offices are located in the Center for Student Leadership and Development (CSLD). All activities of the student government come under the leadership of the Associate Student Government Executive Board and are advised by the Director of Student Life.

ASCUI Executive Board

President:	ext. 1421
Vice President:	ext. 1428
Secretary:	ext. 1235
Treasurer:	ext. 1429
Commissioner of Clubs and Organizations:	ext. 1450

Student Life Board

The Student Life Board functions under the direct leadership of the Student Body President. The Student Life Board develops, organizes, and implements student programs that enrich the social and academic experience of students at Concordia. Members of the Student Life Board seek to identify new ideas for campus programs and welcome your input. Speak to them about your suggestions and your needs.

Student Life Board

Student Activities
Intramurals
Communications
Radio RCUI
Chapel
Nurture
Witness
Local Missions
World Missions
Youth Ministry Team

Clubs and Organizations

Clubs and organizations function under the leadership of Commissioner of Clubs and Organizations. While each club and organization has its own faculty advisor, the Director of Student Life serves as a staff advisor to all clubs and organizations.

Organizations

Concordia has four permanent organizations that support, promote and celebrate various ethnic groups that make up the student body. Though each organization focuses on one broad ethnic group, all students are encouraged to participate in any of these organizations. The seven organizations are:

- Cross Cultural Link (CCC) -- Celebrates ethnic cultures of Asian and Pacific Islander heritage.
- Nuestra Voz (Our Voice) – Celebrates ethnic cultures of Hispanic and Latino heritage.
- Serving Our culture as Unified Leaders (SOUL) – Celebrates African American ethnic cultures.
- United Native Indians Trusting in Yahweh (UNITY) – Celebrates Native American cultures.

Clubs

Clubs are not necessarily permanent, but provide an opportunity for students with a common culture or interest to join in a formal club. Among Concordia's clubs are the following:

- **Cheer** – Supports Eagle Athletics. Tryouts are held in the fall for new members of the squad.
- **Dance Club** -- for anyone who would like to perform and dance in front of people. The dance club performs at the CU Center and at halftime shows in the Concordia Arena.
- **Ethics Bowl/Team** - provides leadership in presenting a cohesive course of action to advance the academic, social, and professional objectives.
- **God's Word 2 U (Gospel Choir)** - a lively spirit-filled choir leading CUI in worship.
- **Outdoor Club** - For anyone who enjoys outdoor activities, is conscious about our environment, and wants to work to better our environment.
- **Science** - For those students who are interested in the sciences.
- **Tae Kwon Do** - For the individual who enjoys exercise.
- **Silent Praise**– A new organization intended for all students who want to learn sign language. The organization teaches the basics of sign language and performs in chapel services and other special events such as culture fest, graduation, among others.

Student Senate

The Concordia University Board of Regents and the faculty are committed to include students within the policy-making functions of the university. Student Senate is the primary voice of students in policy-making activities. The Senate is comprised of elected representatives from each residence hall and the commuter and ESL population and functions under the leadership of the Student Body Vice-President. Senate also provides a communication link between students and student leadership including the Student Life Board, Clubs and Organizations and the Residence Life Staff.

Intercultural Scholars

The Intercultural Relations office invites freshmen and transfer students to apply for the Intercultural Leadership Scholarship. This scholarship is part of a leadership development program that challenges students to sharpen their skills and abilities as leaders on the Concordia University campus.

The scholarship is renewable and open to incoming freshmen and transfers. Up to ten students will be awarded \$3000 per year (\$1500 per semester, this amount may be adjusted according to financial need). Contact the Office of Intercultural Relations for more details on becoming an Intercultural Scholar at extension 1454.

Resident Assistants

SHOUT! is an evening service that has become a great CU tradition! SHOUT! is an expressive, meditative worship experience marked by extended times of praise singing, student-led devotions, personal reflection, and fervent prayer with other Believers. The atmosphere is low light and low-tech, but high-participation. The music is acoustic and earthy, while the messages are testimonial in style. This is a place to shout out to the Lord in praise and prayer, not to mention a great way to end your day!

Ministries

Nurture Activities

In connection with our campus church, our Nurture Team helps plan Small Group Bible studies and other fellowship activities, such as Christian Concerts. As you involve yourself in Nurture activities you invest in your own spiritual growth!

Witness Activities

In connection with the campus church, the Witness Team organizes ways to share the message of God's love with students on campus. If you like to talk to others about Jesus, we want you on our team!

Local Missions Activities

In connection with campus church, the Local Mission Team organizes and sponsors activities which provide opportunities for witnessing and service off campus. We help serve numerous organizations in Southern California and Mexico on a regular basis through a variety of servant activities. Whether you are good at sharing your faith or swinging a hammer, you can participate in spreading God's love!

World Missions Activities

In connection with campus church, the World Mission Team organizes and sponsors activities which provide opportunities for witnessing and service in another country. Last year, the World Mission Team went to Guatemala to share their lives as Christians and to spread the good news of Jesus Christ!

Youth Ministry Team Activities

Youth Ministry Teams (YMT) is a newly created ministry team on campus. YMT focuses on youth ministries outside the Concordia campus.

Off-Campus Churches

Students who would prefer to worship at another church will find churches of their choice in the Irvine community and the surrounding area. Several are listed below:

First Baptist Church of Irvine

2472 Walnut Avenue, Tustin
(714) 544-3070
Sunday Bible Study: 9:00 a.m.
Worship: 10:30 a.m., 6:00 p.m.

Good Shepherd Lutheran Church (ELCA)

4800 Irvine Center Dr., Irvine
(949) 552-1918
Sunday Worship: 8 a.m., 9:30 a.m., 11 a.m.

Irvine Presbyterian Church

4445 Alton Parkway, Irvine
(949) 786-9627
Sunday Worship: 8:30 and 10:15 a.m.
Saturday Evening Worship: 6:00 p.m.

Creekside Christian Fellowship

4670 Barranca Parkway, Irvine
(949) 786-4849
Sunday Worship: 9:00 a.m. & 10:45 p.m.

St. Elizabeth Ann Seton

9 Hillgate, Irvine
(949) 854-1000
Saturday Mass (English): 5:00 p.m.
Sunday Mass (English): 7:30, 9:00 and 10:30 a.m.
Sunday Mass (Korean): 12:30 p.m.

Vineyard Newport

102 East Baker St., Costa Mesa
(714) 556-8463
Sunday Worship: 9:30 a.m. and 6:00 p.m.

CAMPUS PERFORMNG ARTS

Visual and Performance Arts

Concordia provides a broad array of opportunities for students to become involved in music, theatre, and the arts. These range from large and small choirs, to handbell ensembles and instrumental groups, to theatre productions and art exhibits.

Music

For general information on the music program, visit Nick Hansen in the Music Center 109, ext. 1525, or for more specific information, see one of the following:

Vocal Music

Concordia Choir & Master Chorale Dr. Michael Busch, x1520
Chapel Choir Carol McDaniel x1544
Exalt & Acclaim (Contemporary)

Instrumental Music

Concert Handbells: Dr. Herb Geisler, x1527
Spirit Bells & Chapel Bells: Nancy Jessup, x1522
Pacific Ringers (Beginners): Dr. Herb Geisler, x1527
Instrumental Music: William Nichols, x1525
Worship Band: Jon Jordening, x1550
Organ: Carol McDaniel, x1544

Theatre

Theatre Productions, Professor Lori Siekmann at 1532.

Visual Art

Visual Art and Exhibits Gretchen Beck, x1509

Art exhibits usually do not require advance tickets. Watch MyCUI (www.cui.edu/mycui) for more information.

Tickets

Tickets for all music and theatre events are available through the Box Office located in the Music Center. Each student receives one free ticket for selected productions for year. Go to the Box Office with your student ID to receive your ticket.

ATHLETICS

Athletics Office

Hours: 8:00 am – 5:00 pm

Located in the Concordia Arena (2nd Floor)

Come and join the Concordia University Eagles and take flight with our soaring athletic teams. Whether you are on the field or in the stands, you can be a part of the excitement. Concordia University has a variety of men's and women's sports teams and an athletic program anchored in one primary purpose: to serving the long-term welfare of the players God has placed in our programs.

If the purpose of any athletic endeavor is to challenge human limits both on and off the playing field, then let Concordia University athletics challenge and excite you – as a player or a spectator!

The heart and soul of Concordia University's Athletic Department are reflected in their vision statement:

Our first priority is to create and foster a Christ-based community (family) where the love of God and of people is constantly evident. This includes sharing the Gospel with those whom God places in our care and path. Our next priority is the molding of indomitable Character to secure the base needed for a life that makes a difference. Thirdly, we want to ensure that our students receive an exceptional education – one that opens doors for them to serve according to their talents and calling. Finally, we want them to experience competitive excellence as measured by Christian standards.

The four core objectives are captured in our program's Mission:

Sharing Jesus Christ and winning on and off the field.

We share Jesus as part of the Great Commission. When Jesus said, "Go, and make disciples" a literal translation would have been, "As you go, make disciples...." As we undertake this journey together as coaches and athletes, discipling occurs. In other words, spiritual growth and development is intentionally woven into every aspect of the shared experience.

For more information on Concordia University athletic programs, contact the Athletic Department at extension 1423.

INTERCULTURAL RELATIONS: BRIDGING DIFFERENCES

Office of Intercultural Relations

Hours: 9:00 am – 6:00 pm

Located in the INTERAC Center (Lower Quads Residence Hall)

In Revelation 7:9 we are given a preview of what God's heavenly kingdom will look like:

“I looked, and there was a large crowd that no one could count, from every nation and tribe and people and language, standing before the throne and before the Lamb wearing white robes and carrying palm branches in their hands.”

The Concordia University community comprises students of many different racial, cultural and religious backgrounds. In the context of this diversity, community is neither a concept that separates individuals, nor changes them in order to develop consensus. Rather, true community values both differences and similarities.

Approximately one in four students at Concordia is a person of color. Just under half of the students at Concordia are Lutheran. Many of our students are Roman Catholic, non-denominational or affiliated with another Christian denomination. Some students are not Christian. For many students, this setting will be significantly more diverse than those previously experienced. For others, this community will be significantly more homogeneous. In this context, it is clear that everyone will not always agree and conflicts will occur. Our goal should never be to eliminate such conflicts by changing others or by removing them from our community. Rather, in a spirit of selfless love, our goal is to grow through conflict as we value and celebrate our differences as well as what we share in common.

Intercultural Relations Office

The Intercultural Relations Office works with the university and its surrounding communities to support the development of a multicultural and intercultural community. The name for this office was carefully selected to signify Concordia’s desire to go beyond the development of a multicultural campus to the creation of an intercultural community where different groups engage one another with united purpose. Concordia does not wish to build a campus where differences are tolerated or tenuously accepted, but a vibrant community of difference where diversity is embraced as an enriching factor that benefits all students in their pursuit of learning, service, and leadership. The office strives to create a campus environment that fosters both this appreciation of diversity and sees it as an educational factor that benefits all its members.

International Student Services and Involvement

Concordia University promotes and supports international student education. We believe our students coming from different countries throughout the world bring a rich diversity to our existing student environment. Moreover, we believe that we can learn from each other and positively bridge the understanding of differences in living and thinking. We strive to provide the following services:

- Advising and assisting international students and scholars about cross-cultural adjustment and campus and community resources;
- Providing social and educational opportunities through a variety of on and off campus activities and special events.

For more information, contact the Office of Intercultural Relations at extension 1454.



SECTION IV

- University Policies
- Your Academic Rights & Responsibilities
- Other Policies, Procedures, Rights, & Responsibilities
- Disciplinary Review System
- Disciplinary Review Flow Chart

UNIVERSITY POLICIES

Academic Honesty

All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic dishonesty are prohibited.

- Cheating includes, but is not limited to, the use of unauthorized materials, information or study aids in any academic exercise; or, helping another student commit an act of academic fraud; or, the failure to observe the expressed procedures or instructions of an academic exercise, e.g., examination instructions regarding alternate seating or conversation during examination.
- Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
- Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including, but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or, representing the identifiable but altered ideas, data or writing of another person as if those ideas, data or writing were the student's original work.
- Multiple Submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or, the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.
- Academic Disruption: Obstructing teaching, research, administration, disciplinary proceedings, and other University activities are prohibited.
- Assent to any academic violation is prohibited. Students not actively involved in academic conduct violations, but assenting to them, will be subjected to the disciplinary review and sanctions

Alcohol

Each member of the University community must make a personal decision whether or not to drink alcohol. The choice not to drink is an entirely acceptable one. The choice to drink carries with it the obligation to drink responsibly. The University has clear guidelines and definitions for students regarding alcohol consumption. In the residence halls, the privileges to drink are clearly defined by the state and federal laws regarding the consumption of alcohol and the University's alcohol policies.

Concordia University complies with the laws of the State of California. Important parts of those are summarized below:

No person may sell, furnish, or give any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (*Reference: California Alcoholic Beverage Control Act, Section 25658*)

It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (*Reference: California Alcoholic Beverage Control Act, Section 25662*)

The University further specifies:

a. Eligible Age.

All residents and their guests must be 21 years of age to possess, transport, store, or consume alcohol. Storage of alcohol in a room where a minor resides is prohibited in the residence halls.

b. Eligible Use in "Wet Rooms" Only.

Students who make the choice to consume alcohol and wish to do so on-campus must adhere to the following guidelines: 1) only persons 21 years of age or older are allowed to consume alcoholic beverages on campus; 2) students must complete and follow the instructions on the “Application for Drinking Privileges” and receive approval from the Office of Residential Education and Services. Approved applicants receive on-campus drinking privileges and a drinking I.D. sticker. Drinking privileges must be renewed yearly. Those who consume alcohol before their drinking privileges have been approved or renewed will be in violation of this policy. 3) Those with drinking privileges may consume alcohol in “Wet Rooms” only. A wet room is defined as any room in which all residents are of legal drinking age and all residents have received on-campus drinking privileges. All those present must adhere to policies governing noise and other common courtesies. Alcohol consumption is not permitted in any public areas within the University.

c. Open Containers.

No one, regardless of age, may have an open container of alcohol (e.g., can, bottle, cup) in a public area (including grounds, parking lots, quads, outdoor walkways and patios/balconies) at any time.

d. Common Sources of Alcohol.

Kegs (including those which are empty or untapped), party balls, bulk sources of alcohol, or any item used to facilitate the rapid consumption or distribution of alcohol are not permitted. Alcohol may not be manufactured or produced.

e. Personal/Guest Behavior.

Obvious intoxication is not appropriate in the University community. The consumption of an intoxicating beverage is not considered an excuse for irresponsible behavior. Individual residents are responsible for their own actions as well as the actions of their guest(s).

f. Irresponsible Drinking (On & Off Campus) and Excessive Use

Irresponsible drinking on or off campus, especially when it directly affects the individual and members of the Concordia University community, will not be tolerated. Those of legal age are reminded to also act responsibly when drinking at restaurants, bars, clubs, and parties held off campus. Drinking and operating a motorized vehicle is against the law and will not be condoned by the University. Over-indulgence is harmful to the consumer as well as those with whom that person comes in contact. Those acting irresponsibly will be referred to the Dean of Student Affairs and/or Associate Dean of Residential Education & Services for counsel and may be referred for a formal evaluation. Excessive use and abuse of alcohol are determined by University officials, which includes Resident Assistants, Assistant Directors of Residence Education, Director of Residential Education, Director of Housing Services, Associate Dean of Residential Education & Services, the Dean of Student Affairs, and other University officials.

g. Providing Alcohol to Minors

Providing alcohol to minors is a serious breach of State law and University policy. Students who are found to have provided alcohol to minors, including hosting alcohol parties with or for underage individuals, will face stiff disciplinary sanctions and may be dismissed from the University.

h. Disposal of Alcohol.

Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State law or University policies.

i. Safety.

The inability to exercise care for one’s own safety or the safety of others due in whole or part to alcohol consumption is considered a violation of policy.

j. Collections/Displays.

Alcohol container collections and/or displays (empty or unopened) are not permitted.

It is the hope of the University that individuals who abuse alcohol or other drugs will recognize their problems and voluntarily come forward to seek help. When abuse has resulted in harm to people or property, the University must deal with the conduct or be guilty itself of enabling behavior. When abuse has not been coupled with other problem behaviors, the university wants to enable students to be able to seek help without fear of incrimination. At this point, the university will try to work with

the student to identify means of assessing and treating the problem. Persons voluntarily opting for treatment should involve family and spouses, where appropriate, as soon as possible.

Animals

Animals, other than service dogs, are not permitted on University premises. In the residence halls, fish are permitted in a tank no larger than 10 gallons.

Bicycles

Cyclists do so at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while cycling or injuries caused by cyclists. Cyclists are encouraged to wear protective gear. All bicycles must be secured and locked in designated bicycle racks and may not be parked or left unattended in such a manner as to constitute a hazard to other persons. Riding bicycles in Concordia buildings is prohibited. Storage of bicycles in hallways, apartments and resident rooms is prohibited.

Collective/Community Responsibility

Everyone in a community has responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facility, and to take initiative and action if the violation of any policy should come to his/her attention. Concealment of violations negatively impacts the community. If concealment should occur, you may be considered an accomplice to the violation and be subject to disciplinary action. Report any violations to your RA or to the Office of Residential Education and Services.

Common Areas

Areas intended for the common use of students such as the quiet study lounges, laundry rooms, Quad barbeques, etc., are to be used respectfully. Charges for repairs, replacements, required cleaning or damages caused by negligence or misuse of items in common areas will be assessed to the responsible person(s) or equally shared by residents within the building(s) when those responsible are not identified. These charges will be deducted from the deposit as "Common Area Damages". Residents and guests may not sleep in common areas.

Cooperation with University Personnel

Residents and their guests must cooperate with and act respectfully toward University personnel who are acting in the performance of their duties. This includes, but is not limited to, interactions with all Residential Education and Services staff (professional and student staff), Dining Service staff, and Security staff. Examples of violations of this policy include providing false information, withholding information, interfering with staff while they are performing their duties, noncompliance with verbal or written directives or sanctions, and abusive language or exhibiting abusive behavior toward staff. Residents and guests must show identification, when requested.

Damages/Cleaning Charges

Cost of excessive cleaning required and damage within residential spaces and building common areas will be charged to occupants and deducted from deposit or assessed to resident(s) as separate charges if the amount exceeds damage deposit.

Decorations

All decorations must be arranged safely so that they do not cover or block exits, exit signs, walkways, elevators, lights, fire panels, or fire extinguishers. Decorations should not be attached to any fire safety equipment, including sprinklers. Fresh cut Christmas trees are not allowed in the residence halls; artificial or live potted trees are allowed. Candles are prohibited in the residence halls. All electrical materials and decorations must be Underwriter's Laboratories (UL) approved. No attachments can be made to the exterior of buildings without prior approval. For further clarification

on decorations and the use of extension cords, please contact the Office of Residential Education and Services.

Dining Facilities Conduct

Students will be held personally and/or financially accountable for the following violations:

- Use of another student's meal card
- Transferring use of your meal card to another student
- Taking food and/or University-owned property without permission from the manager of the dining facility
- Obtaining entrance or assisting others in obtaining entrance to the dining facility without a valid meal card or without paying the cashier

Disruptive Behavior

Disruptive Behavior is defined as a student's conduct that negatively impacts the University community. All members of the University community have a right not to be undeservedly infringed upon by others within the community. A University official will determine when individual or group actions move across the boundary of humor, fun, or personal expression to the point of seriously disturbing the peace, abusing privileges, rights, standards of decency, and personal respect of others in the community. This behavior detracts from any student's ability to benefit from an environment that is conducive to the academic, emotional, social, and spiritual growth. University staff can ask any resident or visitor to leave the premises if he/she feels such action is necessary. This policy applies to, but is not limited to, the following list:

- **Throwing Objects** - Thrown objects have resulted in physical harm, property damage, and an unclean environment. At no time shall any article be thrown or dropped from windows, roofs or balconies; nor may they be thrown at people or buildings.
- **Water Fights** - Water fights, water guns, water balloons, and water "horseplay" are prohibited. These activities frequently result in human injuries or damages to the facilities and furnishings. Water can activate the fire alarm system.
- **Food Fights** - Involvement in food fights or throwing food in any way within the housing communities or dining facilities is prohibited. Food fights have resulted in personal injuries and damage to furnishings and facilities.
- **Destruction and Defacing of Property** - Destruction and defacing of University property and personal property will not be tolerated.
- **Sports** - Sports activities should take place in designated recreational areas only due to the potential for injury, common area damages, and noise disturbances.
- **Rooftops** - No student is permitted on any building's roof for any purpose. If an item is on the roof, please contact a University employee to assist you.

Drugs

Students who possess, procure, consume, transfer, or use illegal drugs, including medicinal marijuana, or drug-related paraphernalia are subject to University disciplinary action and criminal action under State and/or federal law. Using prescription drugs in a manner that is inconsistent with a physician's directions is prohibited. Possession of drug paraphernalia is also prohibited. Drug paraphernalia includes but is not limited to items such as roach clips, bongs, hookah pipes, shisha pipes or any type of water pipe, or any object filled with water through which smoke is drawn.

If the University has reason to believe that a particular student has a problem with any form of drugs, the individual will be encouraged to acknowledge the problem and seek help. If the individual refuses to admit to the problem, the University may require that the individual receive a formal assessment to determine the level of use and/or abuse and the appropriate level of treatment. Individuals wishing to privately receive such an assessment are encouraged to contact the Wellness Center for a referral.

Students may participate in a treatment program without jeopardizing their student status. Participation in a treatment program will not, in itself, prevent the imposition of disciplinary sanctions, but will be considered by the Dean of Student Affairs in determining such sanctions.

Facility or Grounds Alterations

The University maintains the community facilities and grounds. No additions, alterations, or defacing, temporary or permanent, to the interior or exterior of any door, room, furnishings, hallway, building, or the grounds can be made without prior written approval from the Office of Residential Education and Services. Residents may not put up fences or place signs, cultivate plants, or make other changes to the grounds without prior approval from the Office of Residential Education and Services. Any projects that alter the appearance or integrity of a facility, or present safety liabilities, are prohibited.

Private vehicles are not permitted inside the housing community or on any unpaved surface at any time.

Fire Safety

All persons are required to evacuate during every fire alarm. Entry into a building is prohibited while an alarm is sounding. If a resident accidentally sets-off the fire alarm, please call Security at extension 1101 as soon as possible. It is against University regulations, and federal and State laws, to tamper with any of the following items:

- sprinklers
- heat detectors
- smoke alarms/detectors
- elevators
- door/hardware/closing mechanisms
- fire alarm systems
- fire hoses
- fire extinguishers
- pull stations
- fire doors

Tampering includes, but is not limited to:

- removing batteries of any alarm system
- disconnecting wiring of any alarm system
- muffling the sound of any alarm system
- removing hardware from fire doors to prevent proper latching/closing
- propping fire doors open with a “wedge”

Any person initiating a false fire alarm, activating a sprinkler system, or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and serious disciplinary action. Those who cause a fire or activate a sprinkler system, though it may be unintentional, will be held financially responsible for repair or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the hall/apartment.

NOTE: It is imperative that you notify the Office of Residential Education and Services any time you feel your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety.

Please note the following safety precautions and prohibitions:

- Incense, candles, open flames, open coil devices and fog machines are prohibited.
- No materials (cloth, paper, etc.) shall be placed over light bulbs for any reason.
- All lighting (including halogen lamps) in housing facilities must be UL-approved. Use of halogen lamps is discouraged based upon the potential fire hazard associated with improper use.

- Flammable/explosive liquids cannot be stored in residence halls.
- Possession and use of firecrackers or any other explosive is prohibited.
- No items may touch, obstruct, or be hung from sprinkler heads.
- Hallways and fire exits may not be blocked in any manner.
- All extension cords and power strips used in the residence halls must be the LCDI type (Leakage Current Detection and Interruption).
- Extension cords and power strips may not be connected to one another.

Furnishings

All University-provided furniture must remain in its assigned unit at all times. Furniture in common areas is the property of the University and is for the use of all residents. Moving furniture from common areas to individual rooms or apartments is considered theft. The relocation of University furniture to common areas, balconies, patios, and storage rooms or anywhere outside of the buildings is prohibited. Any damaged or missing items not noted on the unit condition form may be charged to the assigned resident(s). Window screens, desks, beds and furnishings assigned to individual apartments or rooms are not to be dismantled or removed from their proper place. Window units, including but not limited to air conditioners and large fans, are prohibited in the residence halls. Residents are prohibited from bunking or lofting beds. Requests to do so must be made to the Office of Residential Education and Services.

Gambling

All gambling is prohibited by the University.

Guest/Visitors

Occasionally, residents may wish to have a family member or friend visit or stay with them overnight. Overnight guests of the same gender are welcome, but must be hosted by a resident who has received the permission of his/her roommate(s) prior to inviting the guest. Students are able to have overnight guests of the same gender stay with them up to seven times per semester (the maximum duration of any visit is two nights). Each student is allowed no more than three guests and/ or visitors at a time in Concordia residences, unless prior approval has been obtained from the Office of Residential Education and Services. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests of the opposite gender are not allowed to remain overnight (see “Privacy Hours” policy for hours that visitation is allowed).

Each resident is responsible for the behavior of their guests and visitors while on campus and in the housing communities. Any situation involving disruptive behavior or frequent guests will be considered a policy violation and will be addressed by a staff member. Visitors who cause a disruption or violate policies are the responsibility of their host. The University has the right to restrict specific guests if they have been disruptive or have violated Housing or University policies. All residents are expected to respect the rights of people with whom they live.

As a private institution, Concordia University reserves the right under Section 602L of the California Penal Code to require any person to leave the University property and authorize to any person(s) a “persona non gratis” (Not welcome) status. Anyone refusing to cooperate with such a request is subject to arrest and removal from campus. The University also reserves the right to request assistance from public authorities for repeat offenders or for non compliance.

Harassment

Concordia University will not tolerate any form of harassment. Harassment is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities. Those people involved in harassment will face disciplinary action.

Hate Crimes

In order to maintain an environment that is conducive to diversity, Concordia University will act to prevent all hate-driven actions that interfere with the ability of an individual or group to function at the University. Hate-related offenses fall into two broad categories, hate crime and hate-related incident, which shall be defined as follows:

Hate Crime: "Hate crime" refers to any unlawful action that can be demonstrated to be motivated by hatred or bias towards a group or individual's real or perceived race, ethnicity, religion, color, nationality, gender, age, disability, or sexual orientation. "Hate crime" may include, but is not limited to, acts of vandalism, assault, harassment, or threats targeted at a specific group of students. See, e.g., California Penal Code Sections 422.6, 422.7, and 1170.75; and Civil Code Sections 51.7 and 52.1, and

Hate-Related Incident: A hate-related incident shall be defined as a hate-motivated action that is not punishable by state or federal law, but which interferes with the ability of a group or individual to function academically, socially, or spiritually at the university. Hate-incidents that impair the emotional, academic, social, or spiritual wellbeing of another or group of students will be subject to disciplinary action.

Hazing

Acts required as a condition of membership or an initiation to a student group that 1) endangers the mental, emotional, or physical health or safety of a student, 2) compromises the ability for students to function socially or to conduct studies, or 3) results in the destruction or removal of public or private property are prohibited.

Health and Safety Checks

To properly maintain residential spaces and ensure a sanitary living environment, the University staff will perform health and safety checks. Students who do not maintain a clean unit may be sanctioned.

Judicial Compliance and Interference with Conduct Investigation

Abuse of the disciplinary review system, including but not limited to: 1) failure to comply with sanctions; 2) falsification, distortion, or misrepresentation of information in a disciplinary case; 3) knowingly requesting a judicial proceeding without cause; 4) attempting to influence participation in or the proceedings of a judiciary committee hearing; and 5) failure to comply with a summons or a meeting request from a University official will not be tolerated and will result in disciplinary action.

Any action that disrupts or prevents a University official (i.e., RAs, security, faculty, staff) from conducting a formal investigation of misconduct including but not limited to: 1) refusing entry by a University official into a residence hall room, and 2) verbal or physical threats or harassment are prohibited.

Keys and Facilities Access

Access or attempted access to a room or facility without authorization is not permitted; nor is access or attempted access through a window permitted. Students may not reproduce any University keys, loan keys to another party, add locks to any doors, manipulate locks or door handles to gain entry without a key, or misuse a key in any way. Unauthorized room changes and key exchanges are prohibited.

Residents will be required to pay a \$75.00 lock change fee if keys are lost or stolen, or if keys are not returned at check out to the Office of Residential Education and Services. Residents may be required to return keys to the Office of Residential Education and Services prior to vacation and break closings. Students who lock themselves out of their rooms should contact the Office of Residential Education and Services during business hours or Security after business hours. Students may be assessed a \$10 fee for lockouts. Students are not to attempt to enter their room/apartment through windows.

Motor Vehicles

Gasoline powered motor vehicles, including mopeds, scooters, and motorcycles, are to be parked, stored or driven only in designated areas (public lots and roads) and not in the housing community.

Noise

Anytime individuals live together in a community, a reasonable level of noise is expected. However, common noise should not impede the ability of others to function effectively. Each night between 10 p.m. – 10 a.m., a greater degree of quiet is expected during “Quiet Hours”. The right to quiet supersedes the privilege to make noise, even outside of the designated hours of 10 p.m. – 10 a.m.

With appropriate approval from the Office of Residential Education and Services, and advance notice to the residential community, events may be scheduled that will result in a higher than normal noise level in the community. The staff will give careful consideration to any exception requests and will only grant approval occasionally. Any resident may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest, or quietly enjoy the community, unless it is a pre-approved and pre-publicized event. We encourage residents to first address noise issues with each other before requesting staff assistance. Music, musical instruments, television, loud talking, sports equipment, bass, sub woofers, or events that can be heard in another resident’s room or apartment can be considered too loud regardless of the time of day. Residents are asked not to direct stereo speakers or other amplification devices facing out of open windows. Noise that impedes the ability of a resident or residents to study, sleep, or work is prohibited and may result in disciplinary action.

Right of Entry

The University respects the right to privacy of individuals. However, authorized University personnel may enter residence halls, apartments, and student rooms as follows:

- a. For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification.
- b. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
- c. To make alterations, improvements or repairs
- d. In case of an emergency (e.g. situations that would cause destruction to property or injury to persons or self)
- e. Pursuant to a court order.
- f. When the room is believed to be abandoned.
- g. For closing periods when a building lock down is required.

In all cases occupants will be notified in advance whenever possible.

Privacy Hours (Residence Hall Hours)

The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite gender are not allowed to visit inside residence hall rooms/apartments. Privacy hours are as follows:

Sunday – Thursday: Midnight – 8:00 a.m.

Friday and Saturday: 2:00 a.m. – 8:00 a.m.

Holidays and School Break Periods: 2:00 a.m. – 8:00 a.m.

Students in any given room or apartment may desire privacy beyond these hours. These students can establish more restrictive hours through their roommate agreement. Twenty-four hour co-ed visitation is allowed in the residence hall lounges.

Sales and Solicitation

Campus facilities such as the residence halls, the library and campus technology are intended for purposes as outlined in the university mission statement. Any door-to-door residence hall solicitation should be reported promptly.

Sales, solicitation and/or other business may not be conducted on campus or using campus facilities and technologies without prior written permission from the Dean of Student Affairs. This includes, but is not limited to, homes sales “parties,” sales activities using campus technologies and the internet, and solicitation for involvement in pyramid-type businesses (e.g. Amway).

The distribution of non-University sponsored flyers and other marketing materials that have not been approved by the Dean of Student Affairs Office are prohibited.

Sexuality

God’s Word is clear regarding human sexuality. As Paul states in 1 Thessalonians 4:3, “God wants you to be holy and keep away from sexual sin.” In light of these words, Concordia encourages each student to clearly define boundaries for their expression of their sexuality remembering that sexual intercourse outside marriage is a sin. God has not designed His law regarding sexuality as a sanction, but as a guideline as to how we can most fully and joyfully experience His gift of human sexuality. The University policy prohibits sexual intercourse outside of marriage.

Sexual Harassment, Sexual Assault & Rape

Paul continues in 1 Thessalonians 4:6 saying, “No one should sin by taking advantage of a fellow Christian in this matter [sexuality], because the Lord avenges all these things.” Sexual intercourse outside of marriage is a sin. Taking advantage of another person sexually is both a sin and a crime. Thus, Concordia not only encourages each student to define their boundaries, but also strictly prohibits any student from crossing the boundaries set by any other individual. Students may not assume that a student who has not said “no” or “stop,” has consented to any level of sexual activity. Individuals initiating any level of physical intimacy must actively and verbally assure that a relationship partner is comfortable with the level of physical activity in the relationship. Students under the influence of alcohol may be unable to grant consent for sexual activity. Getting her or him drunk is not the same as getting her or his consent.

Sexual harassment of any employee, student, or applicant for admission to the University is strictly prohibited. Concordia University defines sexual harassment as including the following behavior: Unwelcome sexual advances; requests for sexual favors; unwelcome touching, fondling, visual display, and all other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or a term or condition of an individual's grade, recommendation, or participation in any educational program or opportunity;

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or as the basis for decisions affecting such individual's grade, recommendation, or participation in any education program or opportunity; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment or unreasonably interfering with an individual's work or academic performance, academic studies, or other educational opportunities.

Any conduct that constitutes as sexual harassment will vary depending upon the particular circumstances. Sexual harassment is not limited to physical acts and includes all acts of harassment based upon a person's sex. Behavior that may be experienced as intimidating or offensive, particularly when it recurs or one person has authority over the other, may include actions such as veiled suggestions of sexual activity; offensive comments, jokes, innuendoes, and other statements of a sexual nature; or the use of risqué jokes, stories, or images. Sexual harassment could include inappropriate personal attention given to any employee or a student or an applicant by a supervisor, a teaching assistant, an instructor, a professor, or any other member of the faculty, any officer, or any other person.

The University will not condone acts of sexual assault. Sexual assault is defined as attempted or actual sexual activity performed without the active, verbal consent of another individual. When penetration has not occurred but you have been a victim of unwanted sexual touching or forced sexual acts, another type of sex crime has occurred, either sexual assault or sexual battery.

The University will not tolerate acts of rape. Rape is defined as forced sexual intercourse, determined by vaginal penetration by any body part or physical object, no matter how slight. Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy or rape (see Penal Code Section 261).

Rape is defined as an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

Where a person is incapable because of a mental disorder, or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.

Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

Where a person is prevented from resisting by an intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

Where a person is at the time, unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the survivor meets one of the following conditions: a) was unconscious or asleep; b) was not aware, knowing, perceiving, or cognizant that the act occurred.

Where a person submits under the belief that the person committing the act is the survivor's spouse, and any artifice, pretense, or concealment induces the belief practiced by the accused, with the intent to induce the belief.

Where the act is accomplished against the survivor's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

Skateboarding, Rollerblading, and Skates

Skaters and rollerbladers do so at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while skating/rollerblading or injuries caused by skaters/rollerbladers. Skateboarding, rollerblading and skating inside Concordia

buildings are prohibited. Skateboarding is prohibited in the main walkways that are reserved primarily for pedestrians. Performing skateboarding tricks is limited to the traffic turn-around only, and any skateboarding that damages University property is prohibited. Motorized skateboards and scooters on main walkways are prohibited.

Smoking/Tobacco Use

Each person has the right to choose whether or not to use tobacco products (cigarettes, snuff, chewing tobacco, etc.). While the choice not to use these products is the healthiest decision, Concordia University recognizes the individual's rights to use tobacco. While the institution does acknowledge this right, the University is also aware of the rights of others and the responsibility to ensure a healthy living environment for all students, staff and faculty.

Smoking and the use of any tobacco products are prohibited inside any Concordia buildings, including residence halls, apartments, lounges and the “red tile” areas formerly designated for smoking. The use of tobacco by students under age 18 is prohibited; providing tobacco to any student under age of 18 is also prohibited. Smoking is permitted 25 feet from all buildings and in areas that will not impact fellow community members. Smokers are responsible for the proper disposal of all smoking materials.

Student Conduct Off-Campus

The University expects students living off-campus to conduct themselves as responsible citizens of the community and the University. Although campus disciplinary actions are usually taken for offenses committed on campus, there are instances in which the behavior of individuals or groups off-campus will become the subject for judicial proceedings. Examples of such offenses are University sponsored events and activities off campus, study abroad, athletic events off campus, and when the good name or interests of the University are affected.

Student Protests/Demonstrations

In adhering to the principles and foundations of a liberal arts university, and in adherence with the spirit and intent of the First Amendment, the University supports the rights of students to express their viewpoints in a peaceful manner that neither includes destruction of property nor hinders the operations of the University. This includes leading or inciting others to disrupt scheduled and/or normal activities within any campus building or that interferes with pedestrian or vehicular traffic on campus. In order to provide University support for your event, organizers are asked to notify and discuss intentions of your plans with Campus Safety and the Dean of Student Affairs Office as soon as possible.

Subletting

Residents may not sublet their housing space or assign any of their rights pursuant to the Housing License Agreement.

Technology

Concordia provides students with access to computer labs, computer networks, the internet, and telephones as a privilege—illegal behavior and/or violations of University policy may result in loss of this privilege. It is the University’s intention that these services be utilized first for academic pursuits. Students may utilize these services for personal or recreational purposes so long as these activities do not interfere with other students’ academic pursuits.

Please note that it is the student’s responsibility to protect their own property. The University will not be held liable for damage or loss of privacy due to computer hacking, viruses and/or worms, or other forms of electronic invasion.

- Students are not allowed to use campus technology for business purposes as outlined in the Sales and Solicitation section of this handbook.
- You may not use campus technology in ways that are illegal or violate provisions of the student conduct code.
- Unauthorized entry into a file to use, read, or changing its contents is prohibited.
- Unauthorized transfer, copy, and/or downloading of files (including use of peer-to-peer file sharing programs to download copyrighted materials) are prohibited.
- Unauthorized use on another individual's identification and/or passwords is prohibited.
- The use of technology to send or receive obscene, abusive, or pornographic content is offensive and prohibited.
- The use of technology to harass any person or persons will not be condoned and is also defined by the University as harassment.
- The use of computer facilities to interfere with normal operation of the University computer system is prohibited and may also be defined by the University as theft and fraud.
- Connecting any device (e.g. a hub) other than a personal computer to a University data network port is prohibited.
- Manipulation of the University telephone system that results in telephone bills being assigned to another individual or the University is prohibited and also defined by the University as theft and fraud.

Theft

Respect for the property of the University and others in the community is valued. The theft, conversion, damage or destruction of any University or others' property is prohibited.

Trespassing onto Private Property

Concordia University is surrounded by beautiful homes in the Turtle Rock area. Many of these homes have an association swimming pool and recreation facility. Entering into these facilities is considered trespassing. The home owners have the right to contact the Irvine Police Department and prosecute anyone illegally using their facilities. Trespassing and utilizing any association swimming pool or recreation facility not owned by the University are prohibited.

Unit Condition Inventory

Residents are responsible for examining all furnishings, fixtures, appliances, etc., and must record the condition of their assigned space and its contents on a University-provided unit condition form within 48 hours of occupancy. Failure to do so may subject the resident to a late fee and financial responsibility for pre-existing damage.

Violence, Abuse, and Threatening Behavior

Both direct and indirect forms of verbal and written abuse, threats, physical harassment, intimidation, and violence against another person or their property, as well as conduct that threatens the health and safety of self (including threats or attempts of suicide), are prohibited. This policy prohibits acts or threats of violence including, but are not limited to:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of property owned, operated or controlled by Concordia University or any member of its Faculty, Administrators, Staff and Students.
- Threatening phone calls, letters or other forms of verbal, written, or electronic communication (e.g. pagers, cellular phones, email, or fax).
- Harassing surveillance or stalking.

- Making suggestions or otherwise indicating that an act to injure persons or property is “appropriate.”
- Unauthorized possession or use of firearms, weapons, or any other dangerous devices.
- Interfering with or disrupting authorized University activities.
- Obscene or threatening gestures or other non-verbal actions/body language such as clenched fists, combat stance, etc.

Concordia University will not tolerate any threats or acts of violence, which result in physical or mental harm to University Faculty, Administrators, Staff, Students, or to any persons or entities conducting business with or visiting the Concordia University campus, educational satellite locations, or while participating in any University sponsored educational programs. Violations of this policy can result in action by the University as well as criminal charges.

Weapons and Explosives

Concordia University strictly prohibits the use or possession of firearms. Also prohibited are weapons such as, but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches (other than kitchen knives), nunchucks, paint pellet guns, any device which closely resembles a fire arm (such as BB guns, air pellet guns), slingshots, explosives, spear guns, bows and arrows, and other dangerous items.. Other dangerous items or implements used aggressively or for violent purposes are also prohibited. Mace and pepper spray must be registered with Security and may not be misused. The possession of fireworks, explosive materials and dangerous chemicals that can harm members of the University community and its buildings are prohibited. The above prohibitions extend to all buildings, areas and properties of Concordia University.

YOUR ACADEMIC RIGHTS & RESPONSIBILITIES

Academic Rights and Freedom

Students who function and live in a college environment are encouraged to exercise freedom of expression, but must also understand that such freedom is not public license to act in an inappropriate manner. Every student has the right to express a personal opinion as long as it does not infringe on the rights of others or disrupt community or university functions.

Concordia University believes that the professor in the classroom should encourage free discussion, inquiry and expression. The beliefs or opinions held by a student should not influence his/her grade in the course.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Any appeal shall be initiated within thirty days after the issuance of the grade. All appeals must be completed by the end of the same semester in which the appeal was made.

Academic Grievances

If a student feels that he or she, either individually or as a representative of the class, is being unfairly treated by a professor (full-time, resident or adjunct), then he or she should follow the following guidelines in order to rectify the situation. “Unfairly treated” may include, but is not limited to

- test questions that do not match course materials

- unequal grades for seemingly equal work
- lack of sensitivity towards class members
- insufficient coverage of content as indicated on syllabus or in the catalog

Academic Grievances Procedures

1) Make an appointment with the professor to discuss the situation. If the student is uncomfortable doing this, or the results of the meeting are unsatisfactory, he or she should make an appointment with the appropriate chair or dean to discuss the situation (if the professor in question is the chair, go directly to the dean; if the professor in question is the dean, go directly to the provost, Dr. Mary Scott).

- A. School of Arts and Sciences, Dr. Ken Mangels, dean.
 1. If the professor is teaching a course in athletic training or exercise & sport science, contact Dr. Vance Tammen, chair.
 2. If the professor is teaching a course in art, theatre or music, contact Dr. Peter Senkbeil, chair.
 3. If the professor is teaching a course in communication, English, humanities, Spanish or writing, contact Dr. Kerri Tom, chair.
 4. If the professor is teaching a course in biology, chemistry, mathematics or physics, contact Prof. Bret Taylor, chair.
 5. If the professor is teaching a course in American culture, anthropology, behavioral science, cross cultural studies, history, political science, psychology, sociology or social work, contact Dr. Buddy Mendez, chair
- B. If the professor is teaching a course in education, contact Dr. Joseph Bordeaux, dean, School of Education.
- C. If the professor is teaching a course in theology, contact Dr. James Bachman, dean, School of Theology.
- D. If the professor is teaching a course in business, accounting, information technology, management, marketing or sport management, contact Dr. Richard Harms, dean.

Academic Appeal Process

Academic evaluation of student performance shall be neither prejudicial nor capricious. Students who believe that they have been subjected to arbitrary or discriminatory academic evaluation shall follow the recommended procedure in attempting to have decisions re-assessed by the instructor:

- A. Appeal to the individual instructor directly
- B. Appeal to the Division Chair
- C. Appeal to the appropriate Academic Dean
- D. Appeal to the Provost

Academic Honesty & Integrity

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Plagiarism, cheating, fabrication, and facilitating academic dishonesty infractions are taken very seriously and are cause for disciplinary action.

Academic Dishonesty Judicial Procedures (Cheating & Plagiarism)

1. Informing the Student

The instructor will remind the student in the course syllabus that this course follows the policy on cheating and plagiarism as found in the student handbook.

2. Initiating Action in Cases of Cheating and Plagiarism

The instructor, upon discovering an incident of cheating or plagiarism, should be prepared to document the case carefully with appropriate and adequate evidence.

The instructor will confront and personally discuss the alleged dishonesty with the student. If the instructor is convinced after this confrontation that the student has been academically dishonest, then the following procedure will be pursued:

3. Disciplinary Procedure

a) After the instructor has confronted the student and informed him/her of the penalty, the instructor is to inform the Dean of Student Affairs within 24 hours (by the end of the following class day).

b) The minimum penalty is 0 (no credit) for the item in question and maximum is failing the class.

c) Upon notification by the instructor, the Dean of Student Affairs will notify the student of the appeal process within 24 hours.

4. Appeals Process

a) Any appeal by the student must be made in writing within 24 hours following notification from the Dean of Student Affairs.

b) If the student appeals the case, a special committee composed of three faculty/staff and two students, chosen by the Dean of Student Affairs, will review the case. The committee will determine whether the facts in the case are valid or invalid.

c) The committee's decision is given to the Vice President of Student & University Services who then notifies the student and the instructor. If found to be valid, the penalty will be imposed. Should the evidence be invalid, the instructor will give the student full credit for the item in question.

d) The Vice President of Student and University Services will inform the student in writing of the decision of the special appeal committee.

e) Once it is determined that said student(s) is guilty of cheating or plagiarism either by confession or by the appeal committee, the Vice President of Student and University Services may impose further disciplinary sanctions.

All information is to be held in confidence. Upon graduation of the student from Concordia, any written reports will be removed from the student's file.

Academic Class Attendance and Absences

Every student is expected to attend all regularly scheduled classes. Any time a student misses class, it is the **student's** responsibility to speak to her/his professor(s) and arrange to complete missed work. The Dean of Student Affairs's office will not make these contacts for you. The only individual who can "excuse" a student from a class session is the course instructor. The Dean of Student Affairs can verify the cause of a student absence when the absence is due to: 1) personal or family emergencies, or 2) medical problems that require either hospitalization or bed-rest under the supervision of a physician. In any case, students requesting such verification should present the Dean of Student Affairs with appropriate documentation when requesting that a memo be sent to their professors.

When students miss class in order to participate in co-curricular events such as music, athletics, or drama, co-curricular coaches and/or advisors are responsible for sending out the appropriate notice

to professors. Students should note that memos from the Dean of Student Affairs or co-curricular advisors do not excuse the absence, they simply verify the cause. Students who feel that an instructor is setting unfair or unreasonable attendance guidelines should use the Academic Grievance Procedure.

Non-attendance does not constitute withdrawal from a class and may result in the grade of "F." A Drop Form must be filed by the student and returned to the Registrar's Office before a student will be officially dropped from a course.

OTHER POLICIES, PROCEDURES, RIGHTS, & RESPONSIBILITIES

Alcohol and Other Drugs

In 1998, the Family Education Rights and Privacy Act (FERPA) was amended to allow administrator to contact parents, without the consent of the student, whenever any law or institutional rule or policy governing the use or possession of alcohol or controlled substance was broken. Under this amendment, parents are also entitled to obtain the evidence on disciplinary actions against their son or daughter. Parents can be notified of the student's violation before disciplinary hearings are held if the student is under the age of 21.

Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Concordia University is required, by law, to provide a report of annual crime statistics to the public and the U.S. Department of Education. You may access the most current statistics on the university website or in the Security Department.

Curfew in the City of Irvine

The city of Irvine has a curfew time for individuals age 18 and under. This will not affect the majority of our students, but if you will not be turning 19 until after you arrive in Irvine, you need to be aware that you cannot walk on the streets of Irvine after 10:00 p.m. unless you have a designated area to which you are going. The Irvine Police Department will stop you and issue you a ticket if it is determined you should not be out walking. This is for your protection!

Hospitalization (Voluntary & Non-Voluntary)

When a student is voluntarily or non-voluntarily hospitalized for physical (e.g., surgery) or mental/emotional issues, they must be cleared BEFORE returning to the residence hall and classes by the Dean of Student Affairs Office.

The University is empathetic to the recovery process for students who have been hospitalized. The clearance procedure ensures that students are in the best environment for their recovery. Likewise, the clearance procedure ensures that roommates are not burdened with responsibility of being the primary caregiver. The University is also empathetic to families of students who are in the recovery process. However, we discourage family members from residing in the residence halls and to find off campus accommodations.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 10 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and

- notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to an official of another school in which a student seeks or intends to enroll.
 4. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Note: The University may disclose, without consent, "directory information," such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students will be given opportunity at the time of registration to request in writing that directory information not be disclosed. Further detail may be found in the University Handbook: Policy 481.2 Privacy of Information: Academic Records.

Disclosing Student Records to Parents Under FERPA

In 1974, Congress took a major step to ensure student records were not disclosed to unauthorized third parties without student permission by enacting FERPA. FERPA has been amended several times to give college officials more latitude in disclosing student records to parents. Accordingly, student records can be disclosed to parents if:

1. A student is a dependent as defined by the IRS;
2. A student consents to disclosure;
3. An emergency occurs affecting student health or safety, and
4. A student violates a drug or alcohol policy.

Personal Web Pages and Participation in Online Websites

Any creation of a personal home page, participation in online synchronized/a-synchronized websites (MySpace, Facebook, Xanga, Friendster, etc.), or personal collection of electronic materials that are accessible to others must include a disclaimer that reads:

The material located at this site is not endorsed, sponsored or provided by or on behalf of Concordia University Irvine.

Adherence to these guidelines is required to insure that all members of the University community have an opportunity to work and live in a respectful environment. Failure to follow these guidelines will be subject to University disciplinary process.

Pregnancy and Sexually Transmitted Diseases

Sexual assault and rape may result in an unwanted pregnancy or contraction of a sexually transmitted disease (STD). In such cases, the university will help survivors to receive the appropriate medical, emotional and spiritual care, and to consider the needs and welfare of all parties while making difficult decisions.

Unwanted pregnancies and STDs may also be the result of sexual intimacy between consenting, though unwedded, adults. As with any sin, there are consequences for sinful behavior. However, the primary function of the law—showing us our need for a Savior—is generally accomplished through the consequence of the unwanted pregnancy or STD. In such cases, sanctions will be designed to ensure that students receive the appropriate care—medical, emotional and pastoral/spiritual. In times of crisis, students should turn to the university as a source of care, healing and forgiveness. This position does not condone sexual intercourse outside marriage. Rather, it is intended to guide university efforts to engage students in ministry as they face life-changing decisions.

Sexual Harassment

Sexual harassment is contrary to the religious and moral tenets of the university. In addition, such harassment can negatively affect a person's sense of well being, dignity, work, and academic performance.

Any employee or student of Concordia University should initiate complaints under the following procedures if he or she believes that he or she has been a victim of sexual harassment.

It is a violation of university policy for any employee, student, or person engaged by the university, including, without limitation, officers, administrators, faculty, and any person conducting business with Concordia University, to sexually harass any employee or student of Concordia University.

The procedure that follows is intended to discourage sexual harassment and to encourage any person who has suffered sexual harassment to initiate a complaint so that corrective action can be taken on behalf of the victim and Concordia University. Concordia University has a zero tolerance policy regarding the sexual harassment of students by faculty or staff. Any faculty or staff member who commits such behavior is subject to immediate dismissal.

Amorous Relationships

Concordia University strongly discourages amorous relationships, even if consensual, between university employees, students, and applicants for enrollment, especially when they occur between an employee and any person who determines such employee's position or compensation, a student or applicant, and any person who determines such student's grade or such applicant's admission or who could otherwise affect his or her academic performance or professional future. This would apply to any person in a supervisory position, including teaching assistants, professors, and other members of

the faculty and teaching staff whose evaluation of or assistance to a student or an employee could affect his or her professional or academic life.

In the event that a complaint of sexual harassment or assault is made during or following the termination of such an amorous relationship, the university will not consider the defense by the alleged offender that the relationship was consensual when investigating the complaint and/or determining action on said complaint.

For the purpose of this policy, consent is defined as verbal agreement and positive physical cooperation in the course of physical intimacy so long as both parties are acting freely and voluntarily and understand that the nature of consent cannot be given if either participant is unable to provide positive cooperation due to unconsciousness, mental incompetence, age, or intoxication. Lack of protest does not imply consent.

NOTE: The following policy is taken directly from Concordia University Handbook, which states the rights, responsibilities, and procedures for members of the entire University community.

Policy Provisions

1. Each member of the administration and staff is responsible for creating an atmosphere free of sexual harassment and for reporting any incidents of harassment he or she observes or which otherwise comes to his or her attention. Further, employees and students are responsible for respecting the rights of others at work.
2. It is a violation of the university's policy for any employee or any person engaged by the university, including, without limitation, officers, faculty, administrators, staff, and any person conducting business with the university or any student, to sexually harass any employee, student, or applicant for admission to the university.
3. All reports of sexual harassment will be promptly investigated. Substantiated complaints of sexual harassment will be effectively and promptly redressed and the complainant will be advised of the action taken. If the result of the investigation does not substantiate the complaint, both the complainant and the alleged offender will be so advised. Concordia shall take such action it deems appropriate, depending upon the circumstances and degree of authority it has over the alleged offender and in accordance with the disciplinary policies and procedures applicable to the person who allegedly committed the act of harassment. A written description of the procedures for the resolution of sexual harassment complaints is available upon request from the designated Sexual Harassment Appeal Officers (identified in the procedure section).
4. Concordia University expressly prohibits any form of retaliation against any person for filing a complaint under this policy or for assisting in a complaint investigation.
5. A copy of the policy prohibiting sexual harassment that informs the employee or the student of his or her right to raise and how to raise the issue of sexual harassment shall be posted in a conspicuous place for inspection and shall contain a statement that a copy of the policy will be furnished to any employee or student upon his or her request.

Complaints

How to Initiate a Complaint--Any employee, student, or applicant for admission who feels that he or she has been the victim of sexual harassment, and any employee, student, or other person witnessing an incident of sexual harassment should report the incident immediately. Reports, complaints, problems, grievances, and questions should be reported to one of the university's personnel designated as Sexual Harassment Appeal Officers (see Policy 712.31). When one of the Sexual Harassment Appeal Officers is the alleged offending party, or if the employee or the student is

uncomfortable reporting the incident to him (or her), or if it would be inappropriate to discuss the matter with him (or her), it should be reported to the other Sexual Harassment Appeal Officers.

Filing of Reports of Complaints—The Sexual Harassment Appeal Officers, upon receipt of a complaint, shall prepare a written summary of the reported incident(s) based on discussions with the complainant. The complainant will be asked, but not required, to initial that summary as a means of verifying the facts.

Action Pending Investigation of a Complaint—Upon receipt of a sexual harassment complaint, the Sexual Harassment Appeal Officers shall notify the alleged offender. If the alleged offender is a Concordia employee, his or her supervisor will be notified of the alleged offense. The individuals involved will be notified that a sexual harassment complaint has been received and will be investigated in a confidential manner. Depending on the seriousness of the complaint, interim measures, including suspension of the alleged offender from work with pay, if determined by the Sexual Harassment Appeal Officers to be appropriate, may be taken before the complaint is fully investigated. All persons notified will be asked to maintain confidentiality. In addition to the above temporary actions, the administrative staff of Concordia University and all officers shall comply with any reporting and other requirements of federal, state, and local laws and regulations.

Investigation of Complaint—The Sexual Harassment Appeals Officers or a designated management employee will investigate the complaint by questioning the alleged offender and any witnesses identified by the complainant. After a thorough investigation, the investigator will prepare a written report stating the investigator's conclusions. That report will include the complainant's name, a copy of the complaint, the names of any witnesses and their testimony, the name of the alleged offender, and the investigator's ultimate determination and recommended disposition of the complaint, including any corrective action.

Action on Investigative Findings— If the investigation substantiates the complaint, corrective action will be taken. This may include, but is not limited to: warning, reprimand, expulsion, dismissal, demotion, transfer of the alleged offender, or a disciplinary notice in the personnel file of the alleged offender. Prior to the implementation of any such corrective action, the alleged offender will be given the opportunity to rebut the investigation findings in the interview conducted by the investigator, and which also may include the Sexual Harassment Appeals Officers and the supervisor of the alleged offender. In addition, any corrective action shall be taken only following any hearing and appeals procedures that apply to the individual alleged offender and the action to be taken. If the results of the investigation do not substantiate the complaint, both the complainant and the alleged offender will be so advised.

Appeal Procedure— If the complainant or the alleged offender is not satisfied with the action on the investigative findings, he or she may appeal the case by the provision outlined in Policy 719.1, Appeal Procedure.

Recording of Investigative Materials— The personnel file of the alleged offender will state that an investigation was made and indicate the final outcome of the investigation. In addition, a confidential file shall be established for every sexual harassment complaint made. They shall include for each incident:

- a. the complainant's name, an initialed copy of the complaint as described by the complainant, the names of witnesses and their testimony, and the name of the alleged offender;
- b. a copy of the Investigative Report and determination of fact and recommendations made;
- c. an indication of the disposition of the complaint, including any appeal process findings and disposition.

These files shall be indexed by alleged offender(s), complainant(s), and complaint date. All such files shall be under the direct personal control of the Vice President for Administration. All file access shall be approved by the Vice President for Administration.

Evaluation

The Sexual Harassment policy shall be evaluated periodically by the University Administrative Council.

Sexual Assault, Rape, & Sexual Abuse

Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the university judicial code.

In addition to being on the most prevalent violent crimes on college campuses, sexual assault in the form “acquaintance rape” is also one of the most unrecognized and underreported crimes.

If you or someone you know is the victim (survivor) of rape or sexual assault keep the following in mind:

1. Rape and assault are never the victim’s (survivor’s) fault.
2. Victim (survivor) understandably find rape and sexual assault upsetting and painful to discuss. However, it is important to report the incident as soon as possible. Victims (survivors) should contact the Irvine Police Department regardless of whether they intend to press charges. It is important to understand that reporting the incident does not obligate the victim (survivor) to press charges.
3. Victims (survivors) may file charges under the university judicial code.
4. Seeking medical help is an important step that should be taken as soon as possible. Victims (survivors) should not shower, bathe, douche, or use mouthwash before receiving a medical examination. Doing so can interfere with the collection of medical evidence. If the victim (survivor) wishes to change clothes, the removed clothing should be saved and should not be washed. Going to the hospital does not mean the victim (survivor) will have to press charges.
5. Victims (survivors) should consider seeking support from a relative, University faculty, staff or administrator, good friend, pastor, or counselor.

If you are sexually assaulted, you may seek assistance by contacting the following University entities:

1. Dean of Student Affairs Office, Derek Vergara, Dean of Student Affairs
2. Office of Housing & Residence Life, Carol Roberts-Corb, Associate Dean of Residential Education & Services
3. Wellness Center, Anne Nelson, Director of the Wellness Center
4. Provost’s Office, Mary Scott, Provost
5. Campus Security Office, Tom Hume, Director of Campus Safety
6. Academic Advising, Dian Vieselmeyer, Associate Dean of Academic Support Services
7. Center for Student Leadership & Development, Christina Lunceford, Associate Dean of Student Development & Leadership and/or Priscilla Losey, Director of Student Life

Sportsmanship for Athletes and Spectators (Intramurals & Intercollegiate)

It is the responsibility of each student at Concordia University to assure that:

1. Conduct before, during, and after competition of all those who represent the participating institutions personifies the highest standards of behavior.
2. Competition is conducted in a manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators of their team.
3. Student coaches and athletes abide by the letter and spirit of the playing rules and shall be responsible for conducting themselves in an honest and sportsmanlike fashion at all times “so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.”
4. Student coaches are encouraged to foster sportsmanlike behavior on the part of their student-athletes both in and out of season sports.

Students with Disabilities

The University is committed to offering equal access to students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from the participation in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Student Publications

Student publications at the University serve a valuable and necessary function. One of the primary reasons for their existence rests in the educational value for editors, staff, and the student body at large. They should be used as a tool for the establishment and maintenance of free and responsible discussion and intellectual exploration on campus.

In the tradition of liberty of the press, students should be free, individually and collectively, to express their views on issues concerning institutional policy and other matters of general interest to the student body. Concordia University guarantees sufficient editorial freedom for the student publication to maintain their integrity of purposes as vehicles for free expression in an academic community. Student publications should be free of censorship, and their editors and managers should be protected from arbitrary suspension and removal due to student, faculty, administration, or public disapproval of editorial policy or content.

At the same time, since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency, and undocumented allegations or personal attacks, and in fair representation of the student body and the college. In an attempt to insure this responsibility, it is recommended that all publication copy must be previewed by the advisor and one more advisor of prior to publication.

Posting

General Guidelines

All advertising posted on campus must be stamped for approval by the Student Life Office, located in the Center for Student Leadership & Development (for students, student groups and off campus constituents) or University Services (for faculty and staff) prior to posting.

- This pertains to all materials to be posted on campus by an organization, department or individual.
- This also pertains to all materials to be posted on campus by an outside individual or sponsor.

- Materials not stamped are subject to removal and the sponsoring individual or organization may be subject to a loss of posting privileges.
- Bring materials to the Center for Student Leadership & Development or University Services Office at least 3 full days before they need to be posted to leave time for approval.

Size and Number of Posted Material

- A maximum of 20 copies will be approved with each stamp. The Student Life Office or University Services must approve additional copies.
- Posters may not exceed 3'x6'.
- Any distribution of handbills must also have prior approval.

Content of Posted Material

- All postings must name the sponsor and contact information within the material.
- Personal posters may be posted on the kiosk in front of the Grimm Student Union.
- Materials regarding personal advertising (car sales, garage sales, etc.) may only be posted on the kiosk in front of the Grimm Student Union.
- Materials advertising jobs may only be posted on the kiosk in front of the Grimm Student Union.
- Materials advertising housing may only be posted on the kiosk in front of the Grimm Student Union (must also have approval from Director of Housing Services).
- Materials displaying, promoting or implying the illegal use of alcohol or the use of illegal substances are prohibited.
- Materials that are profane, derogatory, sexist, racist or otherwise viewed as offensive to faculty, staff, students and guests are prohibited.

Posting of Material

- All materials (including tape) must be removed by the sponsoring organization or individual within 24 hours after the event has concluded. A fee may be charged for removal if not done by the sponsor.
- Do not remove or re-position other posted material in order to make room for your own material.
- Chalk advertising is not permitted.
- Materials advertising events on campus cannot be approved until the event has been properly scheduled and confirmed through the *Facility Request Form* process.
- Postings in the residence halls for events limited to residents and taking place within the halls must be approved by the building's Assistant Director.

Where You Can Post

Designated Posting Areas:

- Gym walkway windows
- Sidewalk and cement in front of the Grimm Student Union.
- Bulletin board in mailbox alcove
- Kiosk in front of Grimm Student Union

Areas requiring additional permission:

- Table tents in dining hall and wall in front of tray-return (approval required by Bon Appetit manager)
- Library (approval required by Library)
- Residence halls and residence hall lounges (approval by Assistant Director of designated hall).

- Classroom and departmental bulletin boards (see designated department)

Prohibited Areas:

- Interior painted surfaces
- Sidewalks in front of the CU Center
- Glass doors
- Light poles
- Entrance area of the Grimm Student Union Dining Hall
- Railings
- Parked vehicles

THE DISCIPLINARY REVIEW SYSTEM

Philosophy on Student Discipline

The University disciplinary review cycle is a formal explanation of the rights, responsibilities, policies, and procedures for students attending and participating in the Concordia University community. Disciplinary regulations are set forth in writing in order to give students general notice of university policy regulating student conduct. These regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms.

There are two primary purposes of the disciplinary review system at Concordia University. The first is to ensure the safety of the university community and its members. The second is to promote the moral and ethical development and personal growth of each individual student. In addition to these, Concordia supports the laws of the state and nation and in cases where a student is found in violation of the law; the university reserves the right to take disciplinary action. Collectively, these purposes are best achieved in a learning environment that carefully balances the importance of student rights with student responsibilities.

Though the university disciplinary system may, at times, work collaboratively with university security or local law enforcement authorities, the university disciplinary system should not be understood as analogous to the justice system used by criminal and civil courts. The disciplinary system at Concordia University serves to promote the personal and spiritual growth of students while protecting the needs of the academic community. Disciplinary action at the University will normally proceed notwithstanding any civil or criminal proceedings.

“While we are being disciplined, it always seems painful, rather than joyful. But for those who have gone through it, discipline gives a return of the peaceful fruit of righteousness.” (Hebrews 12:11)

Conflict Mediation

When the university community and its members are not threatened by student misconduct, the disciplinary review system may not always be the most effective means of helping students to change their behavior. In such cases, conflict mediation efforts may take precedence. For example, a practical joke between friends that gets carried away may be best addressed through conflict mediation efforts. However, a prank directed against a student based on a characteristic such as race or gender will be addressed through the disciplinary review system. In the residence halls, the Office of Housing & Residence Life staff and their RA’s can help students to determine whether discipline or conflict mediation is more appropriate for a given incident, and to walk students through the steps of either.

Fundamental Fairness

The federal and state legal systems have determined that the University disciplinary process is not a legal or criminal procedure. The University's disciplinary process is an educational, administrative review. This review may use an administrator, a panel of faculty, staff, and students, or a panel of students. If an institution is public, it is required to grant due process. Because the institution is private, constitutional due process is not required. In all judicial proceedings regarding a student's behavior, the student should be treated with fundamental fairness.

Jurisdiction

1. ***On Campus***—Generally, University jurisdiction and discipline will be limited to conduct that occurs on University premises or at events sponsored by the university.
2. ***Off Campus***—Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates college expectations and policies and when the college's interests as an academic community are clearly involved. Students participating in college affiliated study abroad programs during the academic year are governed by the code. Conduct violations occurring off-campus that 1) arise out of membership in the University community; or 2) adversely affect the University community and the pursuit of the institutional mission may also be subject to disciplinary review and sanctioning. Specifically, any violations of federal, state, or local law fall under the jurisdiction of the university.
3. ***Assent to Violations***—Students not actively involved in conduct violations, but assenting to them, will be subject to the disciplinary review and sanctions (e.g., a student who is not drinking, but in a room where an alcohol violation is occurring, will be held accountable for an alcohol policy violation).
4. ***Guests***—Students may be held responsible for the conduct of guests on campus.

Clarification of Terms

As you read The Disciplinary Review System, Your Rights and Responsibilities and the University Policies sections of the handbook, please be advised of the two following definition of terms:

1. "University" means Concordia University Irvine;
2. "University Official" includes any persons employed by the University, performing assigned administrative or professional responsibilities;
3. "University premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University;
4. "Students" may include all undergraduate and graduate students at the Concordia University Irvine;
5. the term, "Dean of Students" or "Dean of Student Affairs" is used to be an all inclusive term designating not only the Dean of Student Affairs, but also his/her designee;
6. the term "Associate Dean of Residential Education & Services" or "Director of Housing & Residence Life" is used to be an all inclusive term designated not only the for the Associate Dean of Residential Education & Services, but also his/her designee;
7. the Vice of President of Student and University Services, Dean of Student Affairs, and Associate Dean of Residential Education & Services reserve the right to assign or designate qualified individuals to serve in and/or perform various roles within the disciplinary review system, and
8. the term "University Judicial Officer" is an all inclusive term which identifies the Vice President of Student and University Services, Dean of Student Affairs, Associate Dean of Residential Education & Services, but also his/her designee.
9. the terms "Judiciary Committee" and "Judicial Committee" are synonymous.

Authority & Roles

Resident Assistant

The Resident Assistant (RA) reports conduct violations that violate state law or that threaten the development of healthy relationships and community.

Security Staff

The security staff serves to maintain a safe campus environment and reports incidents of misconduct to the Assistant Directors of Residence Life, Director of Housing Services, Associate Dean of Residential Education & Services, Dean of Student Affairs, or Vice President for Student and University Services for review.

Assistant Directors for Residence Life

The Assistant Directors for Residence Life conduct Administrative Reviews and adjudicate minor conduct violations by residents within their residence hall complexes. The Assistant Directors for Residence Life oversee the work of the RA staff.

Associate Dean of Residential Education & Services

The Associate Dean of Residential Education & Services reviews all reports of major conduct violations, assign appropriate sanctions, and maintain disciplinary records, primarily in the Residence Halls. The Associate Dean of Residential Education & Services manages the work of the entire Housing and Residence Life staff.

Dean of Student Affairs

The Dean of Student Affairs, along with the Vice President of Students and University Services oversees judicial affairs and the student disciplinary review cycle. The Dean of Students oversees all the departments in the Division of Student Affairs.

Vice President for Student and University Services

The Vice President for Student and University Services and the Dean of Student Affairs oversees the student appeal process and serves as the non-voting chair to the Judiciary Appeals Committee. The Vice President for Student Services, in collaboration with the Dean of Students and Associate Dean of Residential Education & Services, reviews all appeals regarding the interpretation of the conduct code and all student policies.

Judicial Committee

Role—The role of the judiciary committee is 1) to determine the facts of a disciplinary allegation that is either disputed or formally appealed to the committee and/or 2) to determine whether assigned sanctions are consistent with the guidelines set in the conduct code. The judiciary committee does not have the authority to interpret or modify University policy or the conduct code.

Membership—The Vice President for Student Services, Dean of Student Affairs, and Associate Dean of Residential Education & Services appoints students, faculty, and staff to the Judiciary Committee. The Vice President for Student Services serves as a non-voting chair. The Dean of Student Affairs and Associate Dean of Residential Education & Services, also nonvoting members, will present the case on behalf of the university or the aggrieved party.

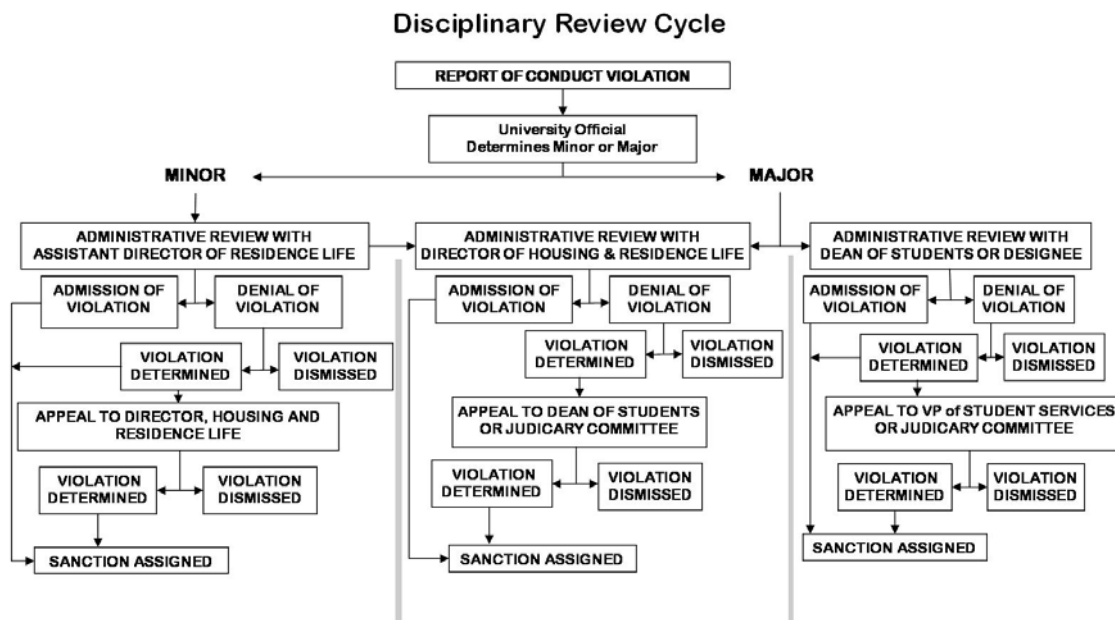
Judicial Appeals Committee

The Vice President for Student Services, Dean of Student Affairs, and Associate Dean of Residential Education & Services has the right to either handle appeals administratively or through a judicial appeals committee.

Role—The role of the judicial appeals committee is 1) to determine the facts of a disciplinary allegation that is either disputed or formally appealed to the committee and/or 2) to determine whether assigned sanctions are consistent with the guidelines set in the conduct code. The judicial appeals committee does not have the authority to interpret or modify University policy or the conduct code.

Membership—The Vice President for Student Services, Dean of Student Affairs, and Associate Dean of Residential Education & Services appoints students, faculty, and staff to the Judicial Appeals Committee. The University Judicial Officer serves as a non-voting chair. The Dean of Student Affairs and Associate Dean of Residential Education & Services, or designees, also nonvoting members, will present the case on behalf of the university or the aggrieved party.

DISCIPLINARY REVIEW FLOW CHART



Disciplinary Review & Processes

I. Submission and Review of Allegations

Incident Reports are completed and submitted to a supervisor and/or University Judicial Officer for review and processing. Incident Reports may be submitted by a Resident Assistant, Assistant Director of Residence Life, Director of Housing Services, Associate Dean of Residential Education & Service, Dean of Student Affairs, Vice President of Student and University Services, or other University Officials.

Violations come in two forms:

1. **Minor Violations**—Misconduct that is not serious in nature is considered a minor violation.
2. **Major Violations**—Violations are considered serious when:
 - a) there is a clearly identified victim of the misconduct;
 - b) the misconduct is excessive in nature; or
 - c) the misconduct is a violation of federal, state, or local laws.

II. Administrative Review

When possible and appropriate, a University Judicial Officer will conduct an administrative review to ensure that all parties involved in an incident are informed of the allegations, understand their rights, responsibilities, and adjudication processes per the University Student Handbook.

During the administrative review, a student may or may not take responsibility for the allegation(s). It will be at this juncture that the University Judicial Officer will decide the remaining course of the disciplinary review and process.

An administrative review and administrative hearing may take place concurrently or subsequently. The University Judicial Officer will determine what is just and appropriate.

III. Interim Suspension

In cases where a student presents a potential immediate threat to any member of the university community or to the normal operation of the university, the Associate Dean of Residential Education & Services may assign an interim suspension of housing privileges prior to initiating or completing the disciplinary review system. The Dean of Student Affairs may assign an interim suspension from campus (residence halls and/or classes) prior to initiating or completing the disciplinary review system. Interim suspensions from campus may be appealed only to the Vice President for Student and University Services.

IV. Hearings

Student conduct hearings come in two forms: 1) Administrative and 2) Judicial Committee. The University Judicial Officer has the right to determine whether an administrative hearing or a judiciary committee hearing is appropriate.

Administrative Hearing

An administrative hearing consist of a University official (Assistant Director of Residence Life, Director of Housing, Associate Dean of Residential Education & Services, Dean of Student Affairs, and Vice President of Student and University Services) who has the right to adjudicate without a Judiciary Committee.

Judicial Committee Hearing

The Judicial Committee hearings consist of a represented group of University officials. The following is a list of general guidelines for a hearing of the Judicial Committee. These procedures are not intended to comply with the regulations of a trial or hearing pursuant to criminal or civil law. Further, The Judicial Committee holds the right to establish whatever rules and guidelines it deems appropriate for any given hearing.

Judicial Committee Hearing Procedures

1. Hearings will be conducted as soon as possible after the case has been referred or appealed to the Judicial Committee. The University Judicial Officer will set the date and time for the hearing and provide written notification to each participant.
2. Hearings will be conducted in private.
3. The Associate Dean of Residential Education & Services, Dean of Student Affairs, or Vice President of Student and University Services will serve as a non-voting chair to the Judicial Committee. The chair will serve to protect the rights of all students involved in the hearing process and to review and rule on any procedural questions.

4. Admission of any person shall be at the discretion of the chair.
5. Students unable to attend the hearing may present a written statement for review. Written statements will be accepted only at the discretion of the chair.
6. Pertinent records and exhibits may be accepted as evidence for consideration by the Judicial Committee at the discretion of the chair.
7. In hearings involving more than one accused student, the chair may permit the hearings concerning each student to be conducted separately.
8. The aggrieved and the accused each have the right to be assisted by any advisor they choose at their own expense. The advisor may be an attorney. Advisors are not permitted to speak or to participate in the hearing.
9. The aggrieved and the accused have the right to present witnesses in their defense. Witnesses must provide relevant written documentation and information regarding the incident in question, and may not serve as character witnesses.
10. The Judicial Committee will interview each party. The chair may conduct interviews separately and privately.
11. If the accused fails to appear before the Judicial Committee, the hearing will continue. The opinion of the committee will be based on facts presented at the hearing.
12. The Judicial Committee will determine whether or not the accused student is “responsible or not responsible” for the alleged conduct violation by majority vote. This decision is not subject to reasonable doubt, but on what the Judicial Committee determines to be a preponderance of the evidence.
13. The Judicial Committee will prepare a formal opinion in which they identify the alleged violations, the facts as established in the hearing, and a determination of “responsible” or “not responsible” for each alleged violation. One copy of this opinion will be delivered to the aggrieved and the accused, and a second copy of the opinion will be kept in the student(s) file in the Dean of Student Affairs Office of each aggrieved and accused student.
14. All determinations of the Judicial Committee are final.

V. Sanctions

1. Sanctioning Options

- a) **Disciplinary Probation**—A period of time during which additional major violations will result in significantly more severe sanctions.
- b) **Strict Probation**—A period of time during which minor violations will be formally sanctioned and major violations will result in sanctions no less severe than suspension from the institution.
- c) **Warning**—Issued in unique cases where the Dean of Student Affairs determines that a violation did occur, but that formal sanctions are not necessitated. Warnings may include conditional sanctions which will be pardoned if the student remains violation-free during a prescribed period of time.
- d) **Fines**—The Dean of Student Affairs may assign fines for cause, as restitution for damages, or in circumstances when service hours are not a viable alternative.
 - a) **Community Resolution Hours**—Time is common “currency” for college students. Thus, these hours are the standard means of sanctioning student misconduct. Community Resolution hours are designed to force students to manage their time and not to serve as hard labor for violations committed.
 - b) **Educational Experience**—In consultation with the student, the Dean of Student Affairs may allow students to complete an educational experience (e.g., drug and alcohol use assessments, classes, or treatment) as a means of completing a portion of their community

service hours. The purpose of such experiences is to aid the student in making behavioral changes.

- c) Loss of “Wet” Room Privileges—Drinking privileges for students of legal drinking age living in “wet” rooms who violate alcohol policies may have said privileges suspended. In such an instance, all students living in the room will lose “wet” room privileges for the period of the suspension.
- d) Regular and Random Drug Tests—Students violating drug policy may be required to complete regular and random drug tests.
- e) Suspension from the Residence Halls—Students making repeated conduct violations or who are considered a threat to the campus residence community may be suspended from the residence halls for a stated period of time. During this period, the student may neither reside in nor visit campus residence halls. The Dean of Student Affairs may set conditions that must be met before the student can reapply to live in the residence halls.
- f) Expulsion from the Residence Halls—Students making repeated conduct violations or who are considered a threat to the campus residence community may be permanently expelled from the residence halls. Students having been expelled from the residence halls may neither reside in nor visit campus residence halls.
- g) Suspension from the Institution—Students making repeated conduct violations or who are considered a threat to the campus community as a whole may be suspended from the university for a stated period of time. During this period, the student may not enter the campus without consent from the Dean of Student Affairs. The purpose of this period is for students to focus on making behavioral changes that will allow them to successful return to the campus community. Accordingly, the Dean of Student Affairs may set conditions for the successful re-admittance to the university.
- h) Expulsion from the University—Students making repeated conduct violations and who are considered a threat to the campus community may be permanently expelled from the university. Students having been expelled from the university may not enter the campus without consent from the Dean of Student Affairs and Director of Campus Safety.
- i) Other Experiences—The Dean of Student Affairs may assign sanctions not here identified following consultation with the Vice President for Student and University Services.

2. Sanctioning Guidelines

- a) Disciplinary Probation—Following a major violation, students will be placed on disciplinary probation for a 15 week period of classes.
- b) Community Restitution —Students will *generally*, though not exclusively, be assigned ten hours of community service for each major committed during an incident of misconduct. Minors who violate the alcohol policy should expect no fewer than twenty hours of service plus an educational program.
- c) Probation Violations—Students committing conduct violations while on disciplinary probation will be assigned sanctions no less severe than double the sanctions for the previous violation *plus* sanctions for the major violation.
- d) Strict Probation—Students committing violations resulting in more than fifty hours of community service, whether due to severity or repetition, will be placed on strict probation.
- e) Hate Crimes—Any conduct violation motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class, will result in significantly more serious sanctions, and may result in immediate suspension or expulsion.

VI. Appeals

The appeals process is not a “re-hearing” of the original case. A student can make an appeal on several grounds:

1. Cause for Appeals

- a) Determination of Fact—This allows a student wrongly determined to be responsible for a violation of the conduct code to appeal that decision. This does not include interpretation of policy or evaluation of the appropriateness of policy.
- b) Consistency of Sanctions—This allows a student excessively sanctioned in a manner inconsistent with the guidelines stated in the conduct code to appeal those sanctions. This does not include appealing the appropriateness of the sanctioning guidelines identified in the conduct code.
- c) Failure to Adhere to Procedures – This allows a student who believes that procedures were not followed correctly during the hearing.
- d) New Information has become available

2. Lines of Appeal

- a) Students found responsible for minor conduct violations by Assistant Directors for Residence Life may appeal the decision to the Associate Dean of Residential Education & Services. In the case of a minor violation, the decision of the Associate Dean of Residential Education & Services is final.
- b) Students found responsible for conduct violations by the Associate Dean of Residential Education & Services may appeal the decision to the Dean of Student Affairs. The appeal to the Dean of Student Affairs is final.
- c) Students found responsible for conduct violations by the Dean of Student Affairs may appeal the decision to the Vice President of Student and University Services. The appeal to the Vice President of Student and University Services is final.
- d) Vice President of Student and University Services – Students who wish to appeal either:
 1. the interpretation of University Policy by the Dean of Student Affairs;
 2. or believe that the sanction(s) assigned for a major violation are excessive or inconsistent with the guidelines set in the Conduct Code may do so to the Vice President of Student Services. The decision of the Vice President of Student Services is final.
- e) Judicial Committee
 1. Students found responsible for a major conduct violation by the Associate Dean of Students and/or Dean of Students may appeal the decision to the Judicial Committee. The decision of the Judicial Committee is final.
 2. Students who believe that sanctions assigned for a major violation are excessive or inconsistent with the guidelines set in the Conduct Code may appeal the assigned sanctions to the Judicial Committee. Upon review of the case, the Judicial Committee may keep the assigned sanctions, decrease the sanctions, or increase the sanctions. The ruling of the Judicial Committee is final.
- e) Process for Filing Appeals—Appeals must be submitted to the Center for Student Leadership and Development in writing within 48 hours of the date of the decision. Written appeals must identify one or more of the following as the basis for the appeal:
 1. The prior decision was made contrary to existing school policy;
 2. The information used to reach a decision was inaccurate or incomplete;
 3. The accused student was not given sufficient opportunity to present her/his point of view;
 4. The process herein defined was abridged.

VII. *Disciplinary Records*

1. **Academic Records**—Other than expulsion or suspension from the University, disciplinary sanctions will not be part of the student’s permanent academic record. Permanent academic records are maintained by the University Registrar.
2. **Disciplinary Records**—The Dean of Student Affairs Office maintains a confidential record of student behavior. The record includes a written record of all proceedings surrounding student misconduct. Disciplinary records are personal and confidential. Students may also be inspected by university officials who have a professional justification for such information. Under no circumstance shall any personally identified information be released by anyone to any individual, agency or organization without the prior written consent of the student, or as provided by law. As disciplinary records reflect the educational processes of the university, they are educational records and governed by the Family Educational Rights and Privacy Act (FERPA).

SOURCES

Resources from:

Model Training and Selection Manual Student Judicial Boards
By Linda Murphy and Melora Smith

Adjudicating Cases of Alleged Sexual Assault: A Judicial Training Manual
By Vicki Misir, Steven M. Janosik, Anne C. Schroer-Lamont, Lawrence A. Tucker, and Rebecca Wybright

Student Handbook Policies: A Forms Manual for College Decision Makers
By Kent M. Weeks

Student Behavior: Policies, Programs, & the Law
By Kent M. Weeks

Implementing Student Policies: A Formbook
By Kent M. Weeks

University of La Verne Student Handbook

Pepperdine University Student Handbook



Concordia University Walkway