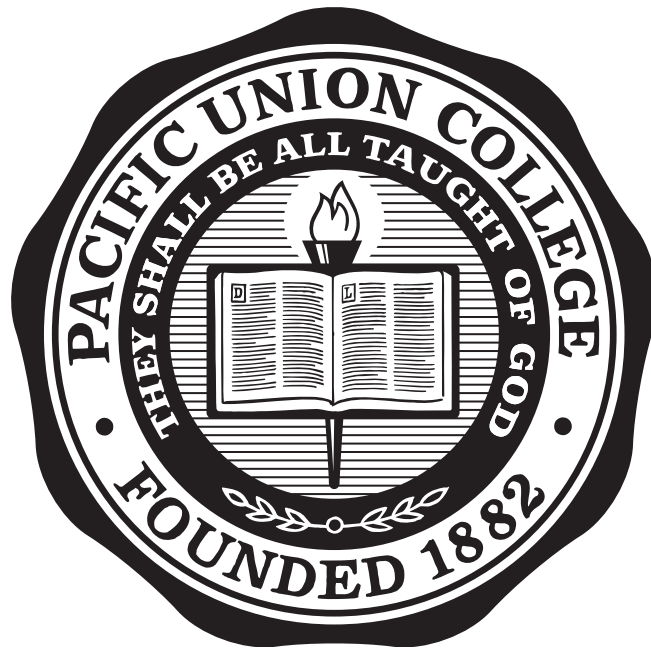


PACIFIC UNION COLLEGE GENERAL CATALOG



2024-2026

143RD ACADEMIC YEAR

MAILING ADDRESS:
ONE ANGWIN AVENUE
ANGWIN, CA 94508-9707
(707) 965-6313
WWW.PUC.EDU

PACIFIC UNION COLLEGE IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION.

Pacific Union College

Is accredited by:*

The WASC Senior College and University Commission
985 Atlantic Avenue, Suite 100, Alameda, California, 94501
(510) 748-9001, www.wscuc.org

Adventist Accrediting Association
General Conference of Seventh-day Adventists
12501 Old Columbia Pike, Silver Spring, Maryland 20904
(301) 680-6000, www.education.gc.adventist.org

Offers programs accredited by:

Accreditation Commission for Education in Nursing
(Baccalaureate and Associate Degree Programs)
Commission on Teacher Credentialing
Council on Social Work Education (Baccalaureate)
International Assembly for Collegiate Business Education
National Association of Schools of Music (Baccalaureate)
Seventh-day Adventist North American Division Commission
on Accreditation

Is a member of:

American Association of Presidents of
Independent Colleges and Universities
Association of American Colleges and Universities
Association of Governing Boards of Universities and Colleges
Association of Independent California Colleges
and Universities
California Council on the Education of Teachers
College Placement Council
Council of Independent Colleges
Independent Colleges of Northern California

National Association of Independent Colleges
and Universities
National League for Nursing
North American Association of Summer Sessions
Western Association of Graduate Schools

Is approved by:

The Attorney General of the United States for
nonimmigrant students
California Board of Registered Nursing
California Commission on Teacher Credentialing

Equal Opportunity Commitment

Pacific Union College is committed to equal opportunity for qualified men and women of any handicap, race, color, national or ethnic origin. It extends to them all the rights, privileges, programs, and activities generally accorded or made available to members of the college community. It does not discriminate against qualified persons on the basis of handicap, sex, race, color, national or ethnic origin in administration of its educational and admissions policies, financial affairs, employment programs, student life and services, or any other college administered program.

*Accreditation documents may be viewed in the Office of the Vice President for Academic Administration.

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Dentistry
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Health Information Administration
Law
Medical Radiography & Radiation Sciences
Medicine
Nuclear Medicine
Nutrition & Dietetics
Occupational Therapy
Optometry
Orthotics & Prosthetics
Pathologists' Assistant
Pharmacy
Physical Therapist Assistant
Physical Therapy
Physician Assistant
Public Health
Respiratory Care
Veterinary Medicine

Message From the President

We are a distinctively Seventh-day Adventist (SDA) Christian college that includes people from all faith backgrounds. We welcome you to participate in our community of faith and learning, a community that is nestled among giant trees and well-watered gardens, breathtaking mountain ranges, and the nearby cooling waters of the Pacific Ocean. We offer a warm-hearted, supportive community of students, faculty, and staff dedicated to serve the mission set forth by God.

Ellen G. White, a key founding member of our College, provided a ringing endorsement for our chosen location and the type of college that PUC should be: “I believe that as you walk through these grounds, you will come to the same decision – that the Lord designed this place for us.” (Walter Utt, *A Mountain, A Pickax, A College*).

PUC’s mission summarizes what we do:

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

You will appreciate how we carry out our mission!

- Learn with Purpose
- Rise in Faith
- Serve with Love

To **Learn with Purpose** involves your academic pursuits, one of the major reasons you would choose to study at PUC. Perhaps



Dr. Ralph Trecartin

you have asked the question, “Why am I here?” The more superficial answer may include: to get a job so you can make money. However, as God promised Solomon: Seek wisdom first, and all these other blessings will be added to you. We offer you an education that is not haphazard, but intentional. We *do* prepare you for a rewarding career, and our ultimate academic goal is to help prepare you for careers, those you currently seek, and careers that may not yet exist. We also want our students to learn how to be “thinkers, and not mere reflectors of other people’s thoughts.” (E.G. White, *True Education*).

Rise in Faith: What differentiates PUC from a typical secular college or university is our emphasis on the development of the *whole* person, including your spiritual and faith journey. We want you to Rise in Faith. As part of our faith-based community, we want you to walk with God, right into a joyous eternity.

Serve with Love: To achieve true, lasting joy, we need to learn how to serve others with love. This is where we extend beyond mere inward-looking meditation and self-evaluation. PUC takes the idea seriously that Jesus did not call us to static holiness, but rather to service for others. For you to find true meaning in life, you must find an outward focus that brings joy to others.

We ask you to join our mountain-top community with this mission in mind: Learn with Purpose, Rise in Faith, and Serve with Love.

Calendar, 2024-2025

September 2024

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October 2024

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November 2024

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December 2024

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January 2025

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February 2025

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April 2025

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May 2025

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June 2025

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July 2025

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August 2025

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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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August 2026

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2024-2025

Fall Quarter (2024)

W-Su	Sept	15	New Student Orientation
M		23	Instruction begins
Th		26	Last day to enter or delete courses
M-Sa	Oct	7-12	Week of Prayer
M	Nov	18	Last day to withdraw from courses
F		22	Thanksgiving recess begins (4 p.m.)
Su	Dec	1	Thanksgiving recess ends (10 p.m.)
M-Th		9-12	Final examinations

Winter Quarter (2025)

Su	Jan	5	New Student Orientation
M		6	Instruction begins
Th		9	Last day to enter or delete courses
M		20	Martin Luther King Day; no classes
Tu-Sa		21-25	Week of Prayer
F	Feb	7	Mid-quarter vacation; no classes
M	Mar	3	Last day to withdraw from courses
M-Th		17-20	Final examinations

Spring Quarter (2025)

Su	Mar	30	New Student Orientation
M		31	Instruction begins
Th	Apr	3	Last day to enter or delete courses
M		14	2025-2026 registration begins/Seniors
M-Sa		14-19	Week of Prayer
F-Su		18-19	Alumni Weekend
M		21	2025-26 registration begins/ All students
M	May	26	Memorial Day; no classes
T		27	Last day to withdraw from courses
M-Th	Jun	9-12	Final examinations
F-Su		13-15	Commencement

2025-2026

Fall Quarter (2025)

W-Su	Sept	17-21	New Student Orientation
M		22	Instruction begins
Th		25	Last day to enter or delete courses
M-Sa	Oct	13-17	Week of Prayer
M	Nov	17	Last day to withdraw from courses
F		21	Thanksgiving recess begins (4 p.m.)
Su		30	Thanksgiving recess ends (10 p.m.)
M-Th	Dec	8-11	Final examinations

Winter Quarter (2026)

Su	Jan	4	New Student Orientation
M		5	Instruction begins
Th		8	Last day to enter or delete courses
M		19	Martin Luther King Day; no classes
Tu-Sa		19-23	Week of Prayer
F	Feb	6	Mid-quarter vacation; no classes
M	Mar	2	Last day to withdraw from courses
M-Th		16-19	Final examinations

Spring Quarter (2026)

Su	Mar	29	New Student Orientation
M		30	Instruction begins
Th	Apr	2	Last day to enter or delete courses
M		13	2025-2026 registration begins/Seniors
M-Sa		13-17	Week of Prayer
F-Su		17-18	Alumni Weekend
M		20	2025-26 registration begins/ All students
M	May	25	Memorial Day; no classes
T		26	Last day to withdraw from courses
M-Th	Jun	8-11	Final examinations
F-Su		12-14	Commencement

Using this Catalog

You should become acquainted with this catalog before you begin your studies at Pacific Union College and you should continue to consult it throughout your college career. It is an important resource that describes the policies you must follow and the requirements you must meet in order to achieve your academic goals.

You should use this catalog to find information regarding the academic program that you have selected. Even if you have not yet decided on a major, you should become familiar with the general education program and plan a schedule of courses based on its requirements. Though an academic advisor is provided to offer guidance and advice, *you have the ultimate responsibility for meeting the requirements of the program you choose.*

Every effort has been made to ensure that the information in this catalog is correct at the time of publication. Altered circumstances and policy changes, however, may affect the accuracy of the information it contains. Consequently, should any regulations or program requirements be in conflict with information in this catalog, current regulations and requirements govern.

The catalog presents only an overview of college policies and regulations. Other existing requirements are equally binding, though not published in this catalog.



History

The Seventh-day Adventist Church has a heritage of strong commitment to education. Its members expressed this commitment during the late 1800s and early 1900s by establishing schools and colleges near major population centers across North America. In 1874 the Church founded its first college in Battle Creek, Michigan. A few years later, the rapidly growing California church began looking for a good location for a school in Northern California.

In the vineyards of Healdsburg, fifteen miles north of Santa Rosa, the searchers found an ideal property. Total cost of the imposing brick structure and its furnishings, just off Healdsburg's main street, was thirty gold coins. The new school, to which Pacific Union College traces its roots, opened April 11, 1882, with two teachers and twenty-six students. In 1899, to reflect more accurately the school's purpose and its expanding curriculum, the school's name was changed to Healdsburg College; it became Pacific Union College in 1906.

When the Angwin Resort on Howell Mountain above Napa Valley's St. Helena became available, the College Board sensed the opportunity to secure more adequate space for the growing school and the associated businesses that had been established to provide student employment. They bought the buildings and land for \$60,000. On September 29, 1909, Pacific Union College was dedicated at its present Angwin site. The resort's hotel, bowling alleys, and cottages became dormitories, classrooms, and faculty homes. Students and faculty worked together building other structures, often using lumber harvested from college property.

The Campus

Today the institution occupies a 200-acre main campus surrounded by approximately 1800 acres of college-owned agricultural and forested land. The school's estate includes 60 major structures as well as employee homes, necessary utilities, and other buildings. Fifteen academic buildings house the library, classrooms, laboratories, and offices. West Hall, the oldest, dates from 1917. The newest, Chan Shun Hall, is a modern science complex, in use since 1986. It includes 55,000 square feet of classroom, laboratory, and office space. Two women's residence halls and two men's residence halls that can accommodate approximately 900 students on campus.

The Area

The college is located on Rancho La Jota, whose title is based on an old Mexican land grant. It is surrounded by places of historic significance in the development of the American West: Sonoma, the northernmost Spanish mission in California and the scene of the Bear Flag Revolution; Fort Ross, the southernmost Russian outpost on the continent; Sutter's Fort and the California gold diggings; and the routes of early explorers, traders, and immigrant groups.

Howell Mountain, the school's site, is a junction point for the life zones of north and south, coast and interior, and is recognized as an unusually rich area for studying plant and animal life. About one hundred miles from the campus, at Albion in Mendocino County, the college owns fourteen acres where it operates the Albion Field Station. This primitive region, where the Albion River empties into the Pacific Ocean, presents unusual opportunities to study marine biology and botany.

The San Francisco, Oakland, and Sacramento International Airports are within a two-hour drive from the campus. Bus service from St. Helena to Napa, Berkeley, Oakland, San Francisco, and other cities brings the cultural opportunities of large urban communities within reach of the student body.

Institutional Student Learning Outcomes

The outcomes for the Academic Program* and for General Education**, together with the Institutional Student Learning Outcomes below, comprise a Christian liberal arts education at Pacific Union College.

“Joyful is the person who finds wisdom, the one who gains understanding.” — Proverbs 3:13 (NLT)

➤ ***Wholeness***

PUC graduates will make mature, independent choices integrating the needs of body, mind, and spirit.

➤ ***Integrity***

PUC graduates will live lives based on the highest ethical standards.

➤ ***Service and Stewardship***

PUC graduates will practice the Biblical imperatives to serve humanity, resist injustice, and care for the created world.

➤ ***Diversity, Equity, and Inclusion***

PUC graduates will display intercultural competence and understanding as informed members of a dynamic global church and world community.

➤ ***Our Adventist Heritage***

PUC graduates will understand and value the major tenets of Seventh-day Adventist Christian thought, including the blessing and significance of the Sabbath.

➤ ***Maintaining Lifelong Learning***

PUC graduates will continue to practice the intellectual skills, curiosity, and creativity necessary to live lives of useful human service, both personally and professionally.



* *The Academic Program Student Learning Outcomes can be found online at puc.edu/academics/degrees-programs.*

** *The General Education Student Learning Outcomes can be found in the section entitled “General Education” in this catalog.*

Pacific Union College is a Christian liberal arts college sponsored by the Seventh-day Adventist Church. Its mission is to prepare its students for fellowship with God and service to Him through service to humanity. To achieve its mission, the college offers an excellent education, informed by a distinctive Seventh-day Adventist Christian point of view, to all who appreciate the school's unique values and its integration of faith and learning. Paying special attention to Christianity's role in civilization, the college considers liberal arts study with a Christian perspective to be uniquely valuable not only for its own sake, but also as a basis for career training and professional life.

Christian Liberal Education

Liberal arts education with a Christian perspective prepares one to live in responsible human freedom. Such study promotes a balanced self-development. It frees one from the confines of personal experience and immediate interests and encourages entering with understanding into the experience of others. It advocates at once a tolerance of differing views, the respect those views deserve, and vigorous engagement with them. It fosters those lifelong habits of curiosity and serious inquiry that sustain the growth of the human spirit. It develops creative self-expression, including the ability to speak and write articulately. It provides breadth and flexibility for coping and adapting in a changing world.

The Major

As an essential part of their liberal arts education, students choose majors for specialized study in harmony with their personal interests and as preparation for successful entry into their

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

chosen careers or into graduate study. The college regularly reviews all programs to maintain their quality and to ensure that they respond to current student demand and to the changing needs of the Church and the larger community.

General Education Core

The structured general-education core gives scope of knowledge. The liberal arts emphasis in both the major and the general-education core promotes quality of understanding. The graduate should therefore have

a growing knowledge and an enlightened appreciation of the major areas and modes of learning. A personally appropriated Christian view of the origin and purpose of human life should give this knowledge coherence for each student.

Independent, Critical Thinking

Beyond giving information, the disciplines of the liberal arts create the environment for students to develop their abilities to think analytically, critically, and independently. Students are challenged to find original solutions for a variety of problems. Such study teaches not only the different modes of inquiry and their valid uses, but also their limitations.

Faith and Learning

In a church-related college, tensions may sometimes occur between the claims of a religious belief system and those of academic pursuits. But because faith without thought is not an acceptable alternative to thought without faith, such unresolved tensions should never force the sacrifice of one to protect the other. Ideally, they should energize creative study of the valid claims of both faith and learning and of their interrelationships. A foundation of knowledge and understanding strengthens faith.

The Mission of the College

Because the challenge of resolving ambiguities and uncertainties often produces the most valuable new insights, such study should both preserve intellectual honesty and enhance a faith worth holding. Knowing truth does indeed bring freedom.

Responsible Freedom

Students are urged through their total college experience to evaluate their own convictions and to infuse them with enduring cultural values and essential Christian principles. They are invited to recognize that changing times require a fresh statement of this heritage, but not its compromise. They are challenged to blend these timeless values and principles in a distinctive lifestyle that includes responding helpfully to human need, wherever encountered, in a natural expression of their own Christian calling. As Jesus showed, the finest incarnation of responsible freedom is in compassionate human service.

The Mission Realized

The mission of the college is therefore partly realized when its students leave the campus well prepared for advanced study and for selfless service to humanity in productive careers marked by uncompromising personal integrity. The mission is more perfectly realized when these same students are set on their way free to approach their potential as persons restored in the image of God and as agents of His grace in the world.

Orientation for New Students

Before the fall quarter, the College provides an orientation program to acquaint new students with various aspects of campus life. Activities include familiarization with campus facilities and services and social gatherings to provide opportunities to become acquainted with other students and faculty members.

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

Student Life

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

College Standards for Student Conduct

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

Religious Spiritual Life

In keeping with the special character of PUC, students are expected to attend a specified number of worship and vesper services, all planned to stimulate a growing relationship with Jesus and maturity in Christian living.

You may participate in a variety of other religious activities: small group Bible study, the Student Missionary program, short-term mission opportunities, off- and on-campus service groups, and retreats. These activities provide opportunities for you to be active in service to God and humanity.

Cultural Activities

Cultural activities include artists and members of the music faculty in classical music concerts; the Lecture Series which offers outstanding presentations by distinguished guest speakers; and Rasmussen Art Gallery exhibitions featuring guest artists, members of the art faculty, and student artwork. These events are provided to the campus and surrounding community free of charge.

Recreational Facilities

College recreational facilities include a lounge and game room in the Campus Center (Dining Commons, first floor); a gymnasium with three full-size basketball courts where basketball, volleyball, futsal, and badminton are available; a fitness center with cardio machines and weight rooms containing free weights and weight machines; a 25-meter short course Olympic swimming pool; lighted outdoor tennis courts; and athletic fields for softball, soccer, volleyball, flagball, and running track & trails. Recreational areas near the College offer skiing, golfing, scuba diving, and boating.

Student Association

Every student enrolled for a minimum of six quarter hours is automatically a voting member of the Student Association. The Association is responsible for promoting and conveying the ideals and objectives of the College and coordinates a number of social and religious activities and other services on campus.

Student Life and Services

The main purpose of the Student Association is to provide social and spiritual programming and to serve as a liaison with College administrators. The SA Senate is an additional forum for addressing relevant campus issues.

You are invited and encouraged to participate in the Association's various opportunities for activities and leadership. A detailed description of the Student Association organization appears in the Association's Constitution and Bylaws.

Student Housing and Dining

As a Pacific Union College student, you must register your housing in the Student Life Office. Housing policies apply if you are enrolled in summer sessions or working full or part time on campus during summer sessions.

Residence Halls

Pacific Union College affirms the values to be gained from being primarily a residential college. If you are an unmarried student age 22 or younger who accepts admission to the College, you agree to live in a residence hall (unless you apply for and are granted an exception). Residence halls are available to students currently enrolled at Pacific Union College who meet eligibility requirements. If you are age 24 or older you may live in a residence hall on a "space-available" basis upon application.

Off-Campus Housing

If you are an unmarried student in good standing, your request for off-campus housing may be approved if you are:

1. age 23 or older,
2. age 22 and will be turning 23 during the current academic year,
3. a fifth-year senior (Student Missionary and Taskforce years may count as one year),
4. a holder of an earned bachelor's degree,
5. a single parent,
6. divorced or widowed,
7. living with parents or other immediate relatives (grandparents, aunts, uncles, siblings at least 25 years old) in their primary residence,
8. a student with significant financial need and are offered room and board at substantial savings (you are required to live in the host family's home), or
9. a part-time student enrolled for six or fewer credits.

Requests for off-campus housing are considered and acted upon quarterly. You should secure approval before signing a lease for off-campus housing. Unmarried community students are not to live in "coed" groups.

Dining

Bon Appétit at PUC Dining Commons provides a balanced sustainable diet for all students. The College provides current and on-trend vegetarian/vegan fare along with traditional Adventist classics. We can accommodate any dietary restriction or special requests. Please stop by and speak to the Executive Chef or General Manager so we can learn how we can meet your specific needs.

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

PUC offers one meal plan that caters to our students' different dietary and lodging needs. If you live in a residence hall, you are expected to take your meals in the PUC Dining Commons and The Grind. For further information, see this catalog's "Financial Information" section.

Health Services

The Health Services Department offers evaluation and treatment of various illnesses and injuries. The clinic is open Monday through Friday and is located in building #3 on the campus map, in the Howell Mountain Market plaza behind Angwin Dental. Nurse office visits are available daily on a walk-in basis; physician office visits are available daily by appointment. A nurse advice line (707-965-6789) is available whenever the clinic is closed, including weekends and breaks. Visit the Health Services section of the PUC website at www.puc.edu/healthservices for more information. The College's general fee covers the services offered to students at the on-campus clinic. Any off-campus care will be the individual's financial responsibility under their own primary insurance plan. Students are strongly encouraged to work with the Health Services Department before accessing care outside the clinic.

All students must carry their own medical insurance while attending Pacific Union College. Your plan must cover emergent and non-emergent off-campus medical and mental health care in the Napa Valley. If you do not currently carry insurance or your plan is inadequate, you will be responsible for acquiring adequate coverage; proof of insurance must be submitted each school year. Varsity athletes are instructed to contact insurance companies to verify coverage for sports-related injuries.

Career and Counseling Center

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

Counseling Services

Professional, confidential support is available on an individual, couple, family, or group basis. Counselors want to help you deal with any anxiety, depression, stress, situational difficulties, or other personal problems that might interfere with your academic performance or seriously compromise your quality of life.

Access Services

Pacific Union College complies with the Americans with Disabilities Act (1990) with its updated Amendments Acts (2008), section 504 of the Rehabilitation Act, and applicable state and local regulations regarding students with disabilities.

The College is committed to promoting and achieving equitable learning opportunities and participation for students with documented disabilities. To receive services, students must provide current and appropriate documentation of their qualifying disability. Since accommodations are not retroactive, the student must submit documentation to the Access Services Director (ASD) as soon as possible. The ASD will arrange accommodations based on the student's documentation and needs. Examples of accommodations are: exam accommodations, downloadable and audible format of books, note-takers, assistive technology, accessible housing, and other services.

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

Testing Services

The Career and Counseling Center is an official non-Saturday test site for college and graduate school admissions. Test application forms, national testing dates and deadlines are available.

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

Career Services

Career testing and personality testing are available through the Career and Counseling Center. Career counseling is also available to explore career options, self-assessment, skills, interests, values, goals, and job-seeking strategies. Additionally, the

Center offers assistance in writing résumés, application letters, and developing effective interviewing skills.

Internship and Graduate School Exploration

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

Student Success Center

The Student Success Center (SSC) provides various services to help students succeed and persist toward graduation. These services include collaborative mentoring and coaching relationships, free tutoring, skills development workshops, spiritual nurture opportunities, and connections to campus partners for holistic student support. Using a strengths-based approach, the SSC assists students in navigating barriers to achievement and aims to enhance their self-efficacy as they establish and pursue their personal, academic, and professional goals.

Student Veteran Services

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

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

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

Technology Resources

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

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

Any downloading, distributing, copying, or sharing of copy-

Student Life and Services

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

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

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

Library Services

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

Family Educational Rights and Privacy Act (FERPA)

In maintaining student records, Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act affords students certain rights with respect to their education records. For a full description of these rights, see "Appendix B: Student Rights Under FERPA" in this catalog.

Grievance Policies and Procedures

The college has developed grievance policies and procedures to ensure that members of its constituent groups are not being treated unjustly, unethically, discriminatorily. Statements detailing these policies and procedures are in the *Student Handbook*.

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

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

Pacific Union College will accept your application for admission regardless of your race, age, sex, or national origin so long as your attitude and behavior are in harmony with the goals and traditions of this Seventh-day Adventist college and your abilities and preparation indicate the probability of academic success.

Although church affiliation is not required for admission, you are expected to abide by the policies outlined in this catalog and the *Student Handbook*. To qualify for admission, you must give evidence of intellectual competence, high moral character, satisfactory health, and a genuine desire to learn.

No student should at any time come to the college for the purpose of registering without having first received a formal notification of acceptance.

Academic Preparation

Applicants to Pacific Union College need to be prepared to participate in a rigorous academic program. The following list outlines the required courses and recommended courses for completion as part of your secondary-school education. Students who have not successfully completed the recommended courses may be required to take additional courses in college.

- 4 years of English (required)
- 3 years of Mathematics, including Algebra, I, II, & Geometry or Integrated Math I, II, & III (2 years required, 3rd year recommended)
- 3 years of Science, including laboratory sciences in the areas of Biology, Chemistry and Physics (2 years required, 3rd year recommended)
- 2 years of History, including U.S. and World (required)
- 2 years of Foreign Language (recommended)
- Computer Literacy (recommended)
- Religion coursework (required if offered at your secondary school)

Application Procedures

1. Apply online at www.puc.edu/admissions. There is no fee for online applications.
2. Request that official transcripts be sent directly to the Pacific Union College Admissions Office from:
 - a) the academy or high school from which you graduated;
 - b) all colleges you previously attended.Applicants are responsible for the transfer of official transcripts of all high-school and college work attempted. Applicants who matriculate directly from high school must provide official complete high school transcripts or GED exam scores, including the graduation date, before the start of college courses. Official college transcripts from all prior colleges except PUC must be provided before the last two weeks of the first term at PUC. Student access restrictions may be applied due to missing academic documents. Anyone who willfully refrains from transferring all scholastic records, or does not give full and truthful information concerning previous attendance at other educational institutions, will not knowingly be accepted or retained as a student. The transcripts become the property of the college and are kept on permanent file. The unweighted cumulative GPA from the graduating high school and each college attended is recorded in the application file.
3. Take the required college entrance examination and be sure that scores are on file in the Admissions Office. Pacific Union College participates in the American College Testing Program (ACT) as an essential element in academic advising. Each first-year and transfer applicant with fewer than 45 quarter credits must provide ACT (or SAT) scores.
4. International applicants must meet the additional requirements described in the section of this catalog entitled "Admission of International Students".
5. Wait for a decision letter. When all pertinent documents are on file (application form, transcripts, exam scores), the

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application will be processed and you will promptly be notified in writing of the action taken. Applicants who apply before high school graduation will be evaluated for provisional admission based on unweighted GPA and exam scores after seven semesters of high school. High school applicants with an unweighted GPA above 2.75 may qualify for early notification after six semesters of high school are complete.

Acceptance Follow-Up Procedures

The letter of acceptance outlines further steps necessary before registration:

1. The college's Health Services Department is required to have on file basic medical information to meet county requirements. The minimum information necessary is:
 - a) Current personal and family medical history
 - b) Recent physical examination including TB testing
 - c) Childhood immunization recordsForms can be downloaded at www.puc.edu/healthservices.
2. Submit official final high school documents showing graduation date and final GPA.
3. Submit official college transcripts showing all college work attempted or completed.

Reapplication Procedures

1. If your residence as a student at Pacific Union College has been broken for three or more consecutive quarters, you must follow regular application procedures in order to re-establish student status.
2. If your residence as a student at Pacific Union College has been broken for less than three consecutive quarters, you may contact the Admissions Office to have your original application updated and re-activated.

Regular Admission Status

You may have regular admission status if you are in one of the following categories:

1. **Students having secondary-school graduation**
Demonstrate an unweighted GPA of at least 2.5.
2. **Students who have passed the GED**
2002-2014 Version: Demonstrate a standard score of at least 400 on each of the five tests and an average standard score of at least 500 for all five tests for the Test of General Educational Development (GED).
2014 Version: Demonstrate a standard score of at least 165

on each of the four tests and an average standard score of at least 177 for all four tests for the Test of General Educational Development (GED).

3. **Students who have passed the CHSPE**
Demonstrate a passing score on the California High School Proficiency Examination (CHSPE) *and*
Demonstrate the following additional requirements:
 - a) Successful completion of at least two years of secondary school.
 - b) A letter from the applicant stating the rationale for early entrance into college.
4. **Students who have completed the IGCSE program.**
Demonstrate completion of the International General Certificate of Secondary Education (IGCSE), including 5 subjects with exam grades of C or higher and a program diploma.
5. **HiSET exam**
Students who have passed the HiSET exam demonstrate a standard score of at least 12 each of the five sections and a combined score of at least 75 on all sections.
6. **Home school applicants**
Contact the Admissions Office and discuss the individual situation. Home school applicants should anticipate providing ACT or SAT scores, home school transcripts, and the college may request GED or CHSPE scores.
7. **Transfer students (Less than 45 quarter hours)**
Demonstrate a minimum cumulative college GPA of 2.0 on transferable college work
and
Demonstrate one of the admissions standards for first-year freshmen as described above (option 1, 2, 3, or 4) *and*
Be in good academic standing and have an acceptable citizenship record at your most recent or current college.
8. **Transfer students (45 or more quarter hours)**
Demonstrate at least 45 quarter hours of transferable college credit with a minimum cumulative college GPA of 2.0
and
Be in good academic standing and have an acceptable citizenship record at your most recent or current college.
9. **Reapplicants**
Demonstrate both a minimum college cumulative GPA and a Pacific Union College cumulative GPA of 2.0 *and*
Demonstrate an acceptable citizenship record.

Other Types of Admission

In addition to admission on regular academic standing, there are other types of admission at Pacific Union College.

Admission by Advanced Enrollment

Advanced Enrollment status is for secondary-school students of superior ability who wish to enroll in some college courses while completing secondary-school graduation requirements. For admission to this status, you must meet the following criteria:

1. Completion of your sophomore year of secondary-school with an unweighted GPA of at least 3.0.
2. Recommendation from the secondary-school faculty supporting your ability to benefit from early college enrollment and specifying your remaining requirements for graduation and the method of fulfilling them.
3. Written rationale for early entrance into the college program and evidence of superior motivation.

Students in this category are granted special high school admission and must also apply for regular admission, subject to secondary-school graduation.

Admission of International Students

If you are an international student, you will be considered for admission when you have:

1. met all requirements for regular admission status;
2. provided certified English translations of transcripts;
3. met all financial requirements for international students, including the submission of a \$1,000 deposit, as described in the section of this catalog entitled “International Students” under FINANCIAL INFORMATION; and
4. demonstrated ability to pursue studies in the English language by presenting evidence that all years of education have been in the English language AND that the common language of the resident country is English, OR a satisfactory score on one of the following exams:

Score of 80 or higher on the TOEFL (Test of English as a Foreign Language), Internet

Score of 15 or higher on the ACT, English Section

Score of 430 or higher on the SAT, Evidence-Based Reading and Writing Section

Score of 6.5 or higher on the IELTS (International English Language Testing System), Academic Version

Score of 59 or higher on the PTE (Pearson Test of English), Academic Version

Duolingo scores are not approved for academic placement or advising but will be considered as part of the application documents if score is above 105

Score of 4.0 or higher on the iTEP (International Test of English Proficiency), Academic Version

Probationary Admission

You may be considered for probationary admission status if you are a first time freshman applicant and have submitted ACT or SAT scores for review, and you qualify in one of the following categories:

1. *Students having secondary-school graduation*

Applicants who demonstrate a composite score of 14 or higher on the ACT exam or a combined score of 780 or higher on the SAT exam

and

Demonstrate an unweighted high school GPA of at least 2.0 but less than 2.5 in the following required high school courses:

4 years of English

2 years of History

2 years of Science

2 years of Math or Integrated Math, including Algebra

2. *Students who have passed the GED*

2014 Version: Demonstrate a standard score of at least 160 on each of the four tests and an average standard score of at least 170 for all four tests for the Test of General Educational Development (GED).

2002-2014 Version: Applicants who demonstrate a score of at least 350 on each of the five tests and an average standard score of at least 450 for all five tests for the GED.

3. *Special Action*

Applicants who are granted admission by special action of the Admissions Committee.

If granted probationary admission, or special action admission, you may take a maximum of 15 units and must participate in the programs of the Student Success Center. At the end of the term, your status will be reevaluated. If you completed your college coursework with a GPA of 2.0 or higher, you will be given regular admission status. Otherwise you will be placed on Academic Suspension. For more information on Academic Probation and Academic Suspension, see the section entitled “Academic Information and Policies” in this catalog.

Admission

Readmission from Academic Suspension or Dismissal

If you previously attended Pacific Union College and you were placed on academic suspension or dismissal, you may apply for readmission after you complete the appropriate amount of transferable coursework at another accredited college or university. You will need to demonstrate a minimum GPA of 2.3 on the most recent coursework as well as a minimum cumulative college GPA of 2.0 (excluding PUC coursework). In order to reapply, you will need to request that official transcripts be sent directly to the Pacific Union College Admissions Office from all institutions that you attended while on suspension or dismissal.

If you are readmitted to Pacific Union College following academic suspension or dismissal, your admission status will be provisional and your academic performance will be evaluated after each subsequent quarter. Failure to meet the academic requirements outlined at the time of your readmission will result in your dismissal.

For further information regarding academic suspension and dismissal, see the section entitled “Academic Information and Policies” in this catalog.

Admission as a Non-Degree Student

If you wish to take one or more courses through Pacific Union College without being admitted as a degree-seeking student, you may apply for admission as a non-degree student by completing the “Short Application” (available in the Enrollment Office). It is recommended that you apply at least one month prior to the beginning of the quarter for which you expect to register at Pacific Union College.

If you are accepted as a non-degree student, enrollment in any particular course is subject to the approval of the instructor and to your meeting any course prerequisites. As a non-degree student, you will be required to register through the Records Office and ordinarily will be limited to a maximum of six quarter hours at any one time. Most non-degree students do not qualify for financial aid.

If you are currently on suspension or dismissal from Pacific Union College, you do not qualify to apply for admission as a non-degree student.

There are three standard categories of non-degree students accepted at Pacific Union College:

1. *Guest Student for Transfer Credit:*

A student who has been accepted for study in another college or university and wishes to earn credit at Pacific Union College for transfer.

2. *Special Summer Student*

A student who wishes to attend Pacific Union College but

does not meet the requirements for regular admission. Admission on this status is limited to the summer term. After completion of the summer term, the student may apply for regular admission and the summer credit will be included in the calculation of college credit for admissions requirements. Former PUC students on academic suspension from the college are not eligible for this status.

3. *Personal Enrichment*

A student who wishes to take individual courses at Pacific Union College for personal or professional development. Students in this category may take a maximum of six units of credit per quarter. Students who wish to register for additional units must apply and qualify for regular admission.

Changes in academic policies made and announced during the school year have the same force as if they were published in this catalog. Policies may not be waived or amended except by petition to and approval by the Academic Standards and General Education Committee. If you wish to petition for an exception to an academic policy, complete a Special Request form (available at the Records Office), ask the appropriate department chair to endorse your request, and return it to the Records Office.

Registration and Enrollment

You are expected to register online through Web Advisor (accessible from the college web site) for all your courses during the registration periods as announced in this catalog.

Financial Clearance

A financial restriction is placed on each student's registration account 30 days prior to the start of each quarter. During this period, students are required to obtain financial clearance from the Student Financial Services Office. For further information, see the section entitled "Financial Information" in this catalog. *If, at the end of the second day of courses, you have not received financial clearance, your registration will be cancelled and your reserved spot in your courses will no longer be guaranteed.* After clearing finances, you may re-register for any available courses until the last day to add courses.

If complications delay your financial clearance until after the last day to add courses, you may submit a petition for "Late Registration due to Financial Reasons" to the Records Office during the second week of the quarter. You must obtain financial clearance and submit your petition no later than the end of the second week of the quarter. *You may not under any conditions continue attending any courses or living in campus housing after the second week of the quarter unless you have received financial clearance.*

Changes in Registration

To avoid changes in registration, you should plan your program carefully. You may add courses or withdraw from them before the published deadlines. *You are responsible for checking your official schedule to make sure that it is correct.*

Late Registration

You must complete registration for each quarter by the last day to add courses (Thursday of the first week of instruction).

You may not register for a course after the last day to add courses except by petition to and approval by the Academic Standards and General Education Committee. To petition for late registration for a course, you may complete a Late Add Request form (available at the Records Office). If approved, a late registration flat rate fee of \$100 will be charged to your account.

Even if emergency circumstances make it impossible to complete your registration for a particular course as described above, *you may not under any conditions continue attending a course after the fifth week of the quarter unless you are officially enrolled.* No grade is issued or recorded on the transcript, or credit awarded, for any course for which you are not officially enrolled by the midpoint of the course.

Prerequisites and Corequisites

You must complete all prerequisites prior to taking a course. Exceptions may be made only by the permission of the instructor. Prerequisites are indicated in the course description. Unless otherwise noted, all prerequisites must be completed with a grade of C- or higher.

You must take all required corequisites concurrently with a course. Exceptions may be made only by the permission of the instructor. Corequisites are indicated in the course description.

Academic Information and Policies

Restriction on Lower-Level Courses

You may not take lower-level courses after you have earned credit in a more advanced course in the same area, as identified by the academic department.

Cancellation of Scheduled Courses

The college administration, in consultation with the respective department chair, reserves the right to cancel any course listed in the course schedule if enrollment is five students or fewer or if a qualified instructor is not available because of unavoidable changes in personnel.

Consortia

Pacific Union College is part of the CAREonline and Council of Independent Colleges (CIC) consortia, which allows students to take courses from our Adventist sister institutions and broadens our offerings to over 200 pre-approved courses.

These consortia are hosted on the Acadeum Course Share platform, of which PUC is also a member. The Acadeum platform hosts higher education institutions both offering and utilizing pre-approved, online courses through selected consortia that can be taken for credit at PUC.

Students may enroll in courses through Acadeum with the approval of their advisors and PUC's Acadeum representatives. In instances where equivalent courses are offered at PUC in the same term, students may not enroll in consortial courses. Appeals may be granted in exceptional circumstances.

Audited Courses

If you wish to attend a course but do not wish to complete all regular assignments, you may, with the consent of the instructor, register on an audit basis. Applications to change registration from "Audit" to "Credit" or from "Credit" to "Audit" are not approved after the end of the first week of the quarter. Fees for audited courses are charged at half the regular tuition rate, except for private music lessons, ensembles, and other participation-type courses, which are charged at the full tuition rate. On the transcript, audited courses carry the notation "AU." Audited courses do not count for credit and cannot be used to meet graduation requirements.

Academic Credit

Pacific Union College operates on the quarter system. The standard quarter is 11 weeks in length, with 10 weeks of course sessions and 1 week of final examinations. One quarter credit normally represents one fifty-minute class per week throughout an academic quarter and approximately two hours of preparation for each fifty-minute session. One laboratory period of

approximately three hours is considered equal in credit value to one lecture/discussion period and the expected preparation.

Course Load

The academic course load is described in terms of quarter hours of credit. During the regular academic quarter, course loads are defined as follows:

<i>Enrollment Status</i>	<i>Course Load</i>
Overload Status	More than 17.5 quarter hours
Full Load	12 - 17.5 quarter hours
Three-Quarter Load	9 - 11.9 quarter hours
Half Load	6 - 8.9 quarter hours
Less-than-Half Load	0 - 5.9 quarter hours

To enroll for an overload, you must complete a Request for Overload form (available at the Records Office) and obtain the approval of your academic advisor and the registrar. There is an extra charge for overloads, as described in the section entitled "Financial Information" in this catalog.

If you are on Academic Probation, your maximum course load is reduced to 15 quarter hours.

Study-Work Program

If you are employed either on- or off-campus, you are expected to adjust your course load in harmony with the following schedule to achieve a reasonable balance in study and work:

<i>Course Load</i>	<i>Maximum Work Load</i>
16 quarter hours	16 hours per week
14 quarter hours	20 hours per week
12 quarter hours	26 hours per week
10 quarter hours	32 hours per week

If you have a record of average scholastic achievement, you should plan a study-work program involving less than the maximum labor load suggested. It is recommended that you work with your academic advisor to determine an appropriate work load for your individual situation.

Class Standing

Class standing is calculated based on quarter hours of credit completed as follows:

<i>Class Standing</i>	<i>Credits Completed</i>
Freshman	Fewer than 45 quarter hours
Sophomore	45 - 89.9 quarter hours
Junior	90 - 134.9 quarter hours
Senior	135 or more quarter hours
Graduate	Enrolled in a master's program

Reserving Courses for Post-Degree or Graduate Credit

If you have taken upper-division courses that were not needed to fulfill graduation requirements, you may reserve specific ones for post-baccalaureate or graduate credit for education by making arrangements with the Education Department and the Records Office.

Directed Group Study

A course is offered as a Directed Group Study when a department chooses to

1. experiment with a course before it is listed in the catalog, or
2. offer the course, on a one-time basis, for enrichment purposes when sufficient student interest is indicated.

A specific title is assigned when the course is offered. Directed Group Studies are offered under the course number 296 or 496.

Directed Study

You may take a catalog-listed course on an individual basis only under the most unusual circumstances and at the discretion of the instructor and department chair. Any such course will be offered only for the number of hours listed in the catalog and will adhere to the catalog description and standard course syllabus. In order to register for a directed study, you must complete and submit a Request for Directed Study form (available at the Records Office). Directed Studies are offered under the course number 297 or 497.

Independent Study

Independent Study refers to advanced study or research you may do on an individual basis under the direction of a faculty member with regular appointment. You may earn up to twelve hours in Independent Study. Independent Study should not take the place of courses regularly available, and may not be used to meet general-education requirements.

To be eligible for Independent Study in any department, you must have reached junior or senior standing, have met all departmental prerequisites, and have earned a minimum GPA of 3.0 in the proposed area of study. In order to register for an independent study, you must complete and submit a Request for Independent Study form (available at the Records Office). In order to complete the form, you will negotiate a contract with the instructor and the chair of the supervising department specifying the number of hours of credit to be earned, the detailed requirements of the course, the grading criteria, and a schedule of meetings. Independent Studies are offered under the course number 495.

Midterm Grades

Midterm grades of C- or below are posted at the mid-point of each term. These grades are used for advisory purposes and are not included on the official record.

Withdrawal from Courses

You may withdraw from a course through Flashlight any time before the last day to withdraw. On the transcript, withdrawn courses carry the notation “W”. A course from which you withdraw before the last day to delete courses (one week after instruction begins) will not appear on your transcript.

If withdrawal from a course will result in a credit load of less than 12 credit hours, consult with your financial counselor prior to withdrawing in order to determine how your financial package will be affected. International students should not drop below 12 credit hours without consulting with the international student advisor in the Student Services Office.

You may not withdraw from a course after the last day to withdraw except by petition to and approval by the Academic Standards and General Education Committee. To petition for late withdrawal from a course, you may complete a Late Withdraw Request form (available at the Records Office).

Withdrawal from the College

To withdraw from the college, complete a Notice of Withdrawal form (available at the Records Office). The completed form must be signed by your residence-hall dean, your financial counselor, and the retention coordinator. Withdrawal is official when the form with the signatures has been submitted to the Records Office. The date of official withdrawal from the college will appear on your transcript. *If you choose to withdraw after the eighth week of the quarter, a grade of “F” will be recorded for all courses in which you are registered.*

Pre-Examination Week

No off-campus field trips, major examinations, or extracurricular activities requiring student participation may be scheduled during the week prior to the first day of final examinations (“dead week”) in order that you may devote full time to completing course projects and preparing for final examinations. Exceptions are made for laboratory courses and for those courses meeting once a week only and for which there is no contact during the normal final exam week. Additional exceptions include take-home exams, skills tests in activity courses, and quizzes.

Academic Information and Policies

Final Examinations

You must take the final examination in each course in which you are enrolled at the time listed in the official examination schedule or you will receive the grade earned without the final examination. All travel, work, medical appointments and other plans must be arranged early to avoid an examination conflict. Exceptions to the schedule will be granted by the academic dean for the following circumstances:

1. A death in the immediate family;
2. A documented medical emergency demanding immediate attention; or
3. An examination schedule with four examinations in one day or three consecutive examinations in one day (a request for an examination schedule change must be filed with the academic dean before the end of the ninth week of the quarter).

You should expect no other exceptions to the published schedule unless you can provide proof to the academic dean of an emergency situation beyond your control. If exceptions are granted for other reasons, you will be charged a fee of \$100 for each rescheduled examination.

Dean's List

When you complete a minimum of 12 college-level credits with a GPA of at least 3.85 during a term at Pacific Union College, you are honored as a member of the Dean's List for that term.

Grading System

Final grades are posted at the end of the quarter. Once grades have been posted, grade changes are permitted only if it can be established that a clerical error was made, resulting in an inaccurate grade submission on your official record. If you believe that your final grade is inaccurate, contact your instructor. You may also contact the Records Office for any question regarding this process. If your grade may have been affected by prejudice based on race, ethnicity, gender, age, or disability, a claim must be made by filing a Title IX report at www.puc.edu/titleix.

To raise a grade once it has been recorded, you must repeat the course at Pacific Union College. *Late work is not accepted after the end of the term.*

Grades

Grades are recorded by letters and are assigned point values as follows:

A	4.0	C	2.0	AU	Not computed
A-	3.7	C-	1.7	I, IP	Not computed
B+	3.3	D+	1.3	NR	Not computed
B	3.0	D	1.0	S	Not computed
B-	2.7	D-	0.7	U	Not computed
C+	2.3	F	0.0	W	Not computed

Grade Point Average (GPA)

The GPA is computed by dividing the total number of points earned by the total number of hours attempted. Grades earned for remedial coursework are not included in the GPA.

Audit

The grade "AU" is assigned to a course taken on an audit basis. A course for which you register for audit but do not attend regularly is assigned a "W."

Incomplete

A grade of "I" is given for circumstances beyond a student's control, and only if at least 60 percent of the coursework has been completed. A student requests an "I" grade from the instructor by completing a "Request for Incomplete Grade" form. It is the student's responsibility to ensure the form is complete and submitted to the Records Office for approval. The deadline for completion for the I grade must be no later than the end of the following term (excluding the summer session for those not in attendance) as well as the default grade that will result if a final grade is not submitted within the time limit. Incomplete units are not calculated in the grade point average. An "I" may be changed to a grade only by the instructor processing a "Change of Grade" form within the time limit. *Seniors must complete all outstanding Incompletes, In-progress, and PUC Credit by Exams prior to the spring quarter of their graduating year.

In Progress

The "IP" grade is available at the end of the first quarter for courses indicated as IP eligible. These courses state "Qualifies for IP grading" in the course description. IP courses have a maximum duration of four quarters (three quarters following the quarter in which the student first registers for the course). Courses that involved continued research, extended capstone projects, clinical hours, fieldwork, and directed teaching illustrate the types of courses that merit IP grades. The student's final grade is entered when the instructor submits a "Change of Grade" form to the Re-

records Office. If a grade change is not issued within the designated time for the completion of the IP course, an “F” will be entered by the Records Office.

*Seniors must complete all outstanding Incompletes, In-progress, and PUC Credit by Exams prior to the spring quarter of their graduating year.

**Aviation majors/minors: please refer to the *Aviation Addendum and Flight Policies and Procedures Handbook* for more information on policies.

Not Reported

The grade “NR” is temporarily assigned when the instructor does not report a grade. An “NR” not removed by the end of the second week of the following quarter becomes an “F.”

Satisfactory

A grade of “S” signifies that you earned the equivalent of “C-” or higher for a course graded on a Satisfactory/Fail (S/F) basis. The “S” grade is used only when a course is “Graded S/F” or “Graded S/U” as specified in the course description or when situations (eg., COVID-19) necessitate a grading adjustment.

Unsatisfactory

A grade of “U” signifies that you did not complete the requirements for the course. The “U” grade is used only for GNRL 100 Campus Community.

Withdrawal

A grade of “W” is assigned to a course from which you officially withdraw between the beginning of the second week and the end of the eighth week. You may not withdraw from a course after the eighth week.

Repeating Courses to Improve the Grade

The following regulations govern course repeats to improve the grade:

1. If you wish to repeat a course to improve the grade, *you must repeat the course in residence at Pacific Union College* in order for your GPA to be recomputed.
2. If you take a course at Pacific Union College and then repeat the course in residence in order to improve the grade, *both instances of the course with grades will still appear on your official Pacific Union College transcript.* However, the course with the lower grade will be marked clearly as a repeated course on the transcript, and only the course with the higher grade is included in the grade-point calculation and the total credits earned.

3. If you transfer a course and then repeat the course while in residence to improve the grade, the transfer course will no longer apply at Pacific Union College.
4. You may repeat a course only if you have not taken a more advanced course in the same subject.
5. If you earned an unsatisfactory grade in a course required for your program and you have taken a more advanced course in the same subject, you may, on the advice of your major advisor, take another course in the same general area to meet graduation requirements.

Repeating Courses for Duplicate Credit

In general, courses may not be repeated for duplicate credit. However, some courses have been determined to be repeatable for credit due to the nature of the material covered. If a course is repeatable for credit, this information will be indicated within the course description, along with any special regulations governing the repeats for the particular course.

Academic Advising

Advisory Services

As a new student, you will work with an enrollment counselor, a departmental advisor, and/or a transfer credit analyst in order to plan your first quarter schedule and complete your initial registration.

Your academic advisor(s) will be assigned based on your declared academic program; assignment occurs directly prior to the start of your first quarter. Thereafter, you should plan to meet with your academic advisor(s) regularly for consultation and support. In April, an advising restriction is placed on each student’s registration account. You are required to clear this restriction prior to registration for the next academic year; clearance will be granted by your academic advisor(s) once you have met for a satisfactory advisory session.

In planning your studies, you should carefully follow the degree requirements outlined in this catalog. At any time during your enrollment at Pacific Union College you may run a Degree Audit as a tool to make sure all the degree requirements are being met. Such planning helps to ensure that you meet all graduation requirements in an orderly, logical, and timely sequence.

Undeclared Students

Students who are not ready to declare a major are assigned to an advisor who will help them structure their course schedules in a way that provides an appropriate foundation for their future

Academic Information and Policies

major course work. The advisor also assists students in looking at course options that will be helpful in making a decision about the major.

Teaching Credential Advising

Teacher education at Pacific Union College involves preparation in subject-matter areas as well as professional education courses required for Seventh-day Adventist and California State teaching credentials. Course selection and sequencing is crucial for students pursuing an education credential. If you have chosen a career in teaching, you should consult with the Education Department as early as possible in your curriculum planning.

Academic Attendance and Behavior

Academic Integrity

Academic integrity is highly valued and is expected. Academic dishonesty is an extremely serious offense and is cause for disciplinary action. *Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are ordinarily subject to dismissal from the course with a failing grade.*

Situations involving academic dishonesty are dealt with by the instructor of the course in consultation with the department chair. A record of any verified instance of dishonesty is forwarded to the academic dean and is kept in the student's personal file. Whenever such filing occurs, the student involved is notified. Established appeal and grievance procedures provide the student with the opportunity to respond to the situation. A pattern of serious or habitual dishonesty is dealt with by the academic dean and may result in failing grades or dismissal from the college. (For further details, see "Appendix A" in this catalog.)

Ownership of Written Work

Written work you present in fulfillment of course requirements becomes the property of the college. The instructor or the college, however, may not publish the written work for any reason without your permission. The original copy is returned to you at the discretion of the instructor. When it is not returned, you have the right to request and be given a copy of work turned in. You should request a copy not later than the end of the quarter following that during which you took the course.

Use of Classroom Materials

Federal and state privacy and intellectual property laws, including the Copyright Protection Act of 1976, prohibit students or other persons from publishing, publicizing, or selling classroom materials, including lecture notes or audio/visual recordings of lectures, without permission. This would include disseminating such materials over the internet.

Pacific Union College and its faculty reserve the right to take any available legal action under federal and state law against any person publishing, publicizing, or selling such materials without permission. In addition, Pacific Union College and its faculty reserve the right to take any available legal action under federal and state law against any person using such materials in a way that would be highly offensive to a reasonable person and gives a false impression about the college or its employees or constituents.

Class Attendance

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

Attendance in courses is expected to begin on the first day of the quarter. If you miss the first session of a course without providing notification to your instructor, even if you are pre-registered, your spot in that course may be given away to another student.

You are expected to inform your instructor in advance if you are going to be absent from a class session for any reason. Regardless of the circumstances for your absence, you are responsible for contacting your instructor as soon as possible.

Planned Absences:

For any planned absences, you must contact your instructor in advance to discuss assignments, deadlines, and material to be covered in class. Opportunities to make up coursework for planned absences of a personal nature are provided at the instructor's discretion, and you may not place any undue burden on the instructor. For approved college activities, your instructor will work with you to provide class material and/or extended deadlines when you pre-arrange to be absent. A schedule of approved college activities is announced by Academic

Administration. Examples include: required field trips, varsity athletics events, or music ensemble performances; note that varsity or music practice are not approved absences. If a student has a planned absence on the date due for assignments listed in the syllabus, students should submit those assignments prior to their planned absence. In the case of in-class assignments missed due to pre-approved college activity absences, instructors will provide, at minimum, one business day to make up classwork upon scheduled return. Some instructors may use academically related activities (such as assignments, group work, quizzes, and examinations) to determine attendance. Activities used to determine attendance may not negatively affect the grade of students with pre-approved absences due to college activities. Dropped grades will not be used for material missed due to pre-approved college activities. However, your instructor may consider you to be absent from the course if you are not excused and do not participate in these activities according to the established course schedule. Please note that the instructor is not under any obligation to provide opportunities to make up coursework due to either late registration, unexcused absences, or failure to meet extended deadlines.

Academic departments may identify courses that are incompatible with frequent excused absences. These courses are identified in catalog descriptions and in syllabi. Students participating in pre-approved college activities such as touring groups are strongly encouraged to choose alternative courses. If alternatives are not available, students in touring groups should consult the course instructor before registering for an incompatible course.

Unplanned Absences:

Unplanned absences do occur. In cases of illness or emergency, contact your instructor as soon as possible. Your instructor will work with you according to the attendance policy of the course. Absences that result from short-term suspensions due to violations of the principles outlined in the Student Life Agreement will be treated as unexcused absences and significant academic penalties may apply as a result of such unexpected absences.

Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus. You are responsible for reviewing, understanding, and adhering to the published attendance policies for all your courses. If you are absent for more than 20% of a course, your instructor may give you a failing grade for the course or may request that you withdraw from the course if the syllabus contains such a policy. This may apply regardless of the reason

for your absences. Depending on the nature of the course, some instructors may necessarily have a more strict policy with regards to attendance. The college to deal at any time with individual cases of excessive non-attendance.

Guest Attendance and Auditing:

At the discretion of the instructor, guests may be invited to attend individual class sessions. Otherwise, attendance at Pacific Union College courses is a privilege that is reserved for registered Pacific Union College students. If you wish to attend a course on a regular basis, you are expected to register for the course and pay any associated fees. If you wish to attend a course but do not wish to receive credit, you may request to register on an audit basis. Provided that the instructor approves, the college may grant exceptions to this policy for certain special circumstances (such as community-member participation in music ensembles or professional development opportunities for college-employed professors and tutors).

Students' children (of any age) are not to attend in-person classes or laboratories with their parents. Students' children may not disrupt online classes. In case of a childcare emergency, contact your instructor to discuss possible accommodations.

Disruptive Academic Behavior Policy

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

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

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

Please note that academic discussions often include multiple perspectives. The civil expression of disagreement with the professor or with other students is permitted and is not, in itself, considered to be disruptive behavior.

If you demonstrate disruptive academic behavior, your professor may request that you engage in a resolution plan. Various individuals are available to help you develop strategies

Academic Information and Policies

for appropriate academic conduct, including your academic advisor, academic mentors, and Counseling Center professionals. You may not be allowed to return to class until the resolution plan has been developed.

If your disruptive behavior is excessive or if you fail to resolve your disruptive behavior according to plan, your professor may work with the department chair to file a report with the academic dean. The Student Services Office will also receive a copy of the report. In extreme circumstances, the academic dean may decide to administratively withdraw you from the class upon recommendation from your professor and the department chair. Occurrences of disruptive academic behavior in multiple classes may result in further actions by administration.

Academic Standing

Academic standing is determined at the end of each quarter based on academic performance. When evaluating “consecutive” or “subsequent” quarters to determine academic standing, the quarters to be considered are your most recent quarters at Pacific Union College. This applies whether or not that period of quarters was interrupted for any reason by one or more breaks in enrollment.

For the purposes of determining academic standing, the GPA is computed including grades earned for remedial coursework.

Academic standing for a particular term is not retroactively changed if that term GPA is impacted by repeating a course for a better grade in a later term.

First Quarter Academic Probation

You will be placed on *first quarter academic probation* at the end of any quarter when your GPA for that quarter or your Pacific Union College cumulative GPA falls below 2.0. Occasionally, a new student may be admitted on first quarter academic probation.

While on first quarter academic probation, you may enroll in a maximum of 15 quarter hours of course work. You will not be eligible for any office in student activities or for participation in varsity athletics. You will be required to meet regularly with an assigned Academic Mentor in the Student Success Center. If you are placed on first quarter academic probation as a freshman, you will be required to register for and successfully complete the student seminar sequence (GNST 104-105).

At the end of the quarter, your academic performance will be evaluated. Your quarter GPA and your Pacific Union College cumulative GPA *each* must be at least 2.0 to achieve regular

standing, otherwise you will be placed on second quarter academic probation.

Second Quarter Academic Probation

You will be placed on *second quarter academic probation* at the end of the second consecutive quarter at PUC when either your GPA for that quarter or your Pacific Union College cumulative GPA is below 2.0.

While on second quarter academic probation, you are subject to the same guidelines for students on first quarter academic probation (as described above).

At the end of the quarter, your academic performance will be evaluated. Your quarter GPA and your Pacific Union College cumulative GPA *each* must be at least 2.0 to achieve regular standing, otherwise you will be placed on academic suspension.

Academic Suspension

You will be placed on *academic suspension* at the end of the third consecutive quarter when either your GPA for that quarter or your Pacific Union College cumulative GPA is below 2.0. *Academic suspension is recorded on the transcript.*

While on academic suspension, you may not continue your studies at Pacific Union College. You may apply for readmission to PUC once you have completed at least 12 quarter hours of transferrable coursework at another accredited college or university and you are able to demonstrate the following:

1. A minimum GPA of at least 2.3 on the most recent 12 quarter hours of coursework.
2. A minimum cumulative college transfer GPA of 2.0

If you are readmitted to Pacific Union College following academic suspension, you will be required to meet regularly with an assigned Academic Mentor and your academic performance will be evaluated after each successive quarter:

If you have a Pacific Union College cumulative GPA below 2.0 upon readmission after suspension, then you must achieve a minimum GPA of 2.3 for each successive quarter until you have completed at least 2 successful quarters *and* your Pacific Union College cumulative GPA has reached 2.0. You will achieve regular standing after at least two quarters have been successfully completed *and* your cumulative GPA has reached 2.0, otherwise you will be placed on Academic Dismissal.

If you have a Pacific Union College cumulative GPA of 2.0 or above upon readmission after suspension, then you must achieve a minimum GPA of 2.0 for each of your next two quarters. You will achieve regular standing after these two quarters have been successfully completed, otherwise you will be placed on Academic Dismissal.

Academic Dismissal

You will be placed on *academic dismissal* if you are readmitted to Pacific Union College following academic suspension and then fail to earn a satisfactory GPA (as described above) during any subsequent quarter. *Academic dismissal is recorded on the transcript.*

While on academic dismissal, you may not continue your studies at Pacific Union College. You may apply for readmission to PUC once you have completed at least 45 quarter hours of transferrable coursework at another accredited college or university and are able to demonstrate the following:

1. A minimum GPA of at least 2.3 on the most recent 45 quarter hours of coursework.
2. A minimum cumulative college transfer GPA of 2.0

If you are readmitted to Pacific Union College following academic dismissal, you will be required to meet regularly with an assigned Academic Mentor and your academic performance will be evaluated after each subsequent quarter. You must earn a GPA of at least 2.0 each quarter of your enrollment at Pacific Union College, otherwise you will be placed on permanent academic dismissal.

Permanent Academic Dismissal

You will be placed on *permanent academic dismissal* if you are readmitted to Pacific Union College following academic dismissal and then your GPA falls below 2.0 in any quarter. *Permanent academic dismissal is recorded on the transcript.*

Students on permanent academic dismissal are ineligible for readmission to Pacific Union College.

Academic Renewal

If you have previous substandard performance at Pacific Union College, academic renewal offers you a one-time opportunity to renew your academic record. When academic renewal is granted, the substandard Pacific Union College terms are disregarded from the GPA and from all considerations associated with degree requirements.

Under academic renewal, your permanent Pacific Union College transcript is annotated so that it is readily evident to all users of the record that no work taken during the disregarded terms, even if satisfactory, may apply toward degree requirements. All work will remain legible on the record, ensuring a true and complete academic history. Academic renewal does not change academic standing.

You may petition for up to three quarters of Pacific Union College coursework to be disregarded when at least one year

has elapsed since the most recent work to be disregarded was completed. Alternately, you may petition for up to nine quarters of previous Pacific Union College coursework to be disregarded when at least three years have elapsed since the most recent work to be disregarded was completed.

To petition for academic renewal, you need to demonstrate that the work completed in the selected terms is not representative of your current academic ability and level of performance. The GPA for the terms under consideration should be significantly lower than your GPA for recent terms. Additionally, you must demonstrate your current academic performance through one of the following:

1. at least a 3.0 GPA on the most recent 15 quarter units at Pacific Union College.
2. at least a 3.0 GPA on the most recent 45 quarter units of transferrable coursework at another accredited college or university.

The petition should be submitted to the Records Office. The evaluation of criteria and the final decision regarding academic renewal is made by the registrar and/or the Academic Standards and General Education Committee.

Transfer Credit

Submission of Official Transcripts

Even though you may be accepted based on unofficial transcripts, you should plan to submit official copies of all transcripts for evaluation by the Records Office.

Once you have graduated from secondary school, an official copy of your secondary school transcript should be submitted.

If you attend other institutions of higher education either before or during your time as a Pacific Union College student, you must provide complete official transcripts from each college or university attended. Official transcripts should be submitted within one quarter of completing the transfer work.

In order for your transcript to be considered official, it must:

1. bear all the indicated authentication features from the issuing institution (i.e. authorized signature, official seal, electronic link for authentication); and
2. come directly from the issuing institution in either a sealed, unopened envelope or via an accepted secure electronic delivery method.

Any transcript that does not meet these criteria will be considered unofficial. Faxed transcripts and unsecured emailed transcripts are always considered unofficial.

Documents (including transcripts) from other institutions

Academic Information and Policies

which have been presented for admission and evaluation of credit become the property of the college and are not reissued or copied for release.

Evaluation for Transfer Credit and Course Waivers

Pacific Union College reserves the right to accept or reject credit earned at other institutions. The following general regulations are used in evaluating transfer credit:

- *Transfer credit and course waivers are applied only for courses with a grade of C- or higher.*
- 1 semester credit is considered to be equivalent to 1.5 quarter credits.
- A maximum of 18 semester credits per semester or 18 quarter credits per quarter are accepted.
- There is no limit on the number of credits that you may transfer from a recognized junior (two-year) college. However, to earn the baccalaureate degree, you must complete a minimum of 84 credits total (including 60 upper-division credits) through recognized senior (four-year) colleges or universities.
- Upper-division credit is not allowed for junior (two-year) college courses or for courses numbered as lower-division credit at another college.
- You should not expect to receive transfer credit for technical/vocational courses, remedial courses, or courses that are designated by the originating institution as non-transferable.
- You may waive certain course requirements if you present credit in courses substantially equivalent in purpose, scope, context, and credit value to the required course from which you request exemption.
- Transfer credit and course waivers are not applied based on unofficial transcripts; official transcripts must be submitted.
- The college reserves the right to require repetition of courses that have become outdated.

Prior to taking courses at other institutions, you should obtain approval from the Records Office at Pacific Union College in order to ensure that the credit will be accepted.

Associate Degree for Transfer (ADT)

Pacific Union College participates in the Associate Degree for Transfer (ADT) initiative within the state of California. Qualified students who have completed an approved ADT program from a California Community College may enroll at PUC to complete a baccalaureate degree within an approved similar program.

If you have completed an approved ADT program prior to transfer, you are eligible to graduate from PUC with the “similar” baccalaureate program in no more than 102 additional quarter units. The exact pathway to complete the specific major

will depend on the specific ADT curriculum. The 102 quarter unit graduation option is not guaranteed if you change majors or elect to add any additional degree objective, such as a second major or minor.

If you have completed an approved ADT program prior to transfer, you will be accepted with junior-level standing. Your coursework completed for the ADT major (grade of C- or higher) will be transferred and applied to aligned baccalaureate major requirements. Non-aligned major coursework will be applied as elective credit. The coursework you completed for the ADT general education will be accepted to meet the requirements of General Education sections I, III, IV, and V.

Please contact the Records Office to obtain more information, including the list of currently-approved ADT majors that align with similar baccalaureate programs at PUC.

Transfer Credit from Regionally-Accredited Institutions

Official transcripts from institutions accredited by regional accrediting associations are evaluated to allow equivalent courses from the transfer institution to satisfy specific course requirements at Pacific Union College. Credit is allowed for college course work completed during high school, provided that it is documented as college-level credit on a transcript from a regionally-accredited institution of higher education.

Credit from Institutions without Regional Accreditation

If you have transcripts from an institution without regional accreditation, you may request a transcript evaluation after you have completed a minimum of 16 quarter hours in residence at Pacific Union College with a GPA of at least 2.0. The transcript from the unaccredited institution will be analyzed on a course-by-course basis; occasionally credit is established for those courses that appropriately apply to your program at Pacific Union College. *In most instances you will be asked to validate courses taken at an institution without regional accreditation by passing challenge examinations before credit will be granted.*

Transcripts from International Institutions

If you are seeking to obtain transfer credit based on transcripts from an international institution of higher education, you may be asked to provide an official evaluation through an approved provider. Approved providers include AACRAO's IES, WES, ECE, and IERF. You are responsible for requesting the evaluation and paying any associated costs. Contact the Records Office for additional information.

The College English sequence (ENGL 101-102) can only be

fulfilled by equivalent English courses taken at institutions where all instruction is in English.

Armed Forces Credit

Although “blanket” credit is not awarded for military service, some training courses provided by the armed forces may be the equivalent of college courses. Pacific Union College awards credit for military training in accordance with the American Council on Education’s *Guide to the Evaluation of Education Experiences in the Armed Services*.

Credit by Life-Learning Portfolio Assessment

You may earn up to 18 hours of credit through assessment of documentation provided in a Life-Learning Portfolio. The Academic Standards and General Education Committee administers this program in harmony with established Pacific Union College guidelines and standards. Additional information is available at the Records Office.

Credit by Examination

Regulations Governing Credit by Examination

You may earn academic credit by successfully writing certain AP (Advanced Placement), IB (International Baccalaureate), CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Tests), Excelsior, and college-prepared examinations. The following regulations apply to all credit earned through examinations:

1. No credit by examination is available for remedial courses.
2. The maximum credit applicable to a four-year degree is 45 hours of external examination credit and 18 hours of college-prepared examination credit.
3. The maximum credit applicable to a two-year degree is 24 hours of external examination credit and 9 hours of college-prepared examination credit.
4. Pacific Union College awards credit for selected examinations only. You may get further information at the Records Office regarding which examinations are accepted for credit by Pacific Union College.
5. Credit earned by examination will be placed on your transcript with the credit hours earned and a grade of “S”.
6. You may not earn credit by examination if the course in question is a prerequisite to one in which you have already earned credit.
7. If you have taken or attempted a course, you may not raise the grade for that course through credit by examination.

AP and IB Examinations

AP and IB examinations are taken in secondary school after completion of an AP or IB course in a particular subject.

Credit is granted based on a satisfactory scores on examinations. The minimum satisfactory score for AP examinations is a 3. The minimum satisfactory score for IB Higher Level examinations is a 4. No credit is awarded for IB Standard Level Examination.

You will be granted 4 or 8 quarter hours of General Education or elective credit for each passed AP examination. You will be granted 8 quarter hours of General Education or elective credit for each passed IB Higher Level examination. Information regarding exact credit amounts and equivalencies for each test may be obtained from the Records Office.

GE and elective credits granted for AP and IB examinations do not necessarily apply to major requirements. Some professional or graduate schools may not accept AP and IB credit. Check with your advisor to determine the applicability of AP and IB credit to your major or pre-professional program.

CLEP, DSST, and Excelsior Examinations

CLEP, DSST, and Excelsior examinations are intended as a means of establishing academic credit for persons who, through extensive independent study, specialized training, etc., have gained knowledge equivalent to that gained by regular study in formal college courses. The CLEP, DSST, and Excelsior examinations are open to all classifications of students, but are directed toward freshmen and sophomores.

CLEP, DSST, and Excelsior examinations are prepared and administered by outside testing agencies. The Pacific Union College Counseling Center is an official testing site and can provide further information regarding examination procedures. To earn credit for a CLEP, DSST, or Excelsior examination, you must achieve the credit granting score recommended by the American Council on Education.

College-Prepared Examinations

College-prepared examinations are prepared and administered by Pacific Union College faculty members. A course for which credit may be earned by examination is normally a lower-division course. Its content is such that it can be measured by a written, oral, or manipulative test.

To be eligible for credit by examination, you must demonstrate superior competence, such as a GPA of at least 3.0 in similar courses or work experience sufficient to develop competencies.

No college-prepared examination may be taken until a completed Request for Credit Examination form is on file at the Records Office. The form can be obtained from the Records

Academic Information and Policies

Office and requires the signatures of the course instructor, the department chair, and the registrar as well as proof of payment for examination fees. For fees, see the section entitled “Financial Information” in this catalog.

To earn credit for a college-prepared examination, you must score a C+ or better on the graded examination. If you have audited a course, you may earn credit by examination for the course by paying one half of regular tuition. Examinations for credit cannot be repeated.

Waiver Examinations

You may waive certain course requirements by passing a proficiency examination. The examination is administered by the department concerned and approved by the Records Office.

Qualifying for course exemption through waiver examination does not involve the awarding of credit, nor does it reduce the total number of hours to be earned for a degree. Its only effect is to increase the number of elective hours available as part of your degree program. For examination fees, see the section entitled “Financial Information” in this catalog.

Veteran Student Enrollment and Satisfactory Progress

The veterans certifying official in the Records Office submits official certifications of enrollment to the Veterans Administration so that educational benefits can be awarded.

If you are a veteran or the spouse or dependent of a veteran, you must apply for certification by contacting the certifying official at the Records Office. The certifying official will supply the necessary forms and advise you of the procedures you must complete in order to receive the benefits to which you are entitled. It is recommended that you submit your paperwork at least two months prior to the date you expect to enroll.

The Department of Veterans Affairs (VA) determines eligibility for benefits. Monthly payments are made by the VA directly to you or to the school, depending on the type of benefits you are receiving. If the payments for tuition and fees are received by the school, these payments will be placed directly on your student accounts.

To qualify for maximum benefits, you must enroll for a full course load (See “Course Load”). If you enroll for less than a full course load, your benefit payments will be adjusted accordingly by the VA.

According to VA policy, veterans’ educational benefits are discontinued for a veteran (or eligible person) who remains on academic probation for more than three quarters. If you should

come into this category, the VA will be notified that your certification has been terminated for “Unsatisfactory Attendance, Conduct, Or Progress”. There will be no further certification for benefits until your academic standing reflects improvement to a cumulative 2.0 GPA.

For more VA information, please see the student handbook or on our website at puc.edu/veterans.

Varsity Athletic Academic Policies

In order to support the success of student athletes, the following policies will apply:

1. Student athletes may have a maximum of one midterm grade in the D range (D+, D, or D-) and no midterm grades of F. Students who do not meet these criteria may continue to practice with the team, play home and away games (but no games requiring an overnight stay). The student may travel with the team and play in away games requiring overnight stay after improving grades so that no current F grades remain and no more than one midterm grade in the D range (D+, D, D-) remains, as evidenced by an email from each professor to the Records Office. Coaches will not contact professors directly regarding grade adjustments; any necessary communication with the professors will be handled by the Athletics Director or the Faculty Athletic Representative (FAR).
2. Student-athletes on first quarter academic probation (not second quarter academic probation) will be allowed to practice with their team and participate in home games, contingent on meeting the following conditions: they meet every week during the quarter with a mentor in the Student Success Center (SSC). If they miss a meeting, they will lose their privilege of practice/play for that week. If they miss more than two sessions during the quarter with their mentor in the SSC, they may lose the privilege altogether.
3. Any student athlete who is not cleared as an NAIA-eligible member of a varsity athletic team may not travel with the team or miss classes to attend home contests.

In order to support the success of new student athletes, the following policies will apply to a student athlete’s first athletic season at PUC:

1. All new student athletes are required to register for and regularly attend GNST 110: Pioneering Success (offered during the fall term).
2. All new freshman student athletes with a high school GPA below 2.75 and all new transfer student athletes with a

transfer GPA below 2.75 will be required to meet weekly with an academic mentor provided by the Student Success Center throughout the first athletic season (fall quarter for Soccer, Volleyball, & Cross Country; fall & winter quarters for Basketball). The mentor will provide weekly non-attendance reports to the Athletics Department. If a student athlete misses one mentoring session, then the athlete will not be allowed to practice, travel, or compete until the mentor reports that regular attendance has been resumed. Returning student athletes identified as at-risk by the SSC or the Athletics Director will be required to adhere to the same mentorship guidelines.

3. All new freshman student athletes with a high school GPA below 2.75 and all new transfer student athletes with a transfer GPA below 2.75 may register for a maximum of 14 units during the athletic season (12 core units plus 1 unit of GNST 110 plus 1 unit of ESAC Varsity). All other new student athletes may register for a maximum of 17 units during the athletic season (15 core units plus 1 unit of GNST 110 plus 1 unit of ESAC Varsity).

Degree and Enrollment Verifications

Students can order official degree and enrollment verifications through Parchment.com in either electronic or paper format. There are processing fees for each type of document. Please see the Financial Information for published fees. For more details on how to order, please visit puc.edu/records.

Transcripts and Diplomas

Transcripts

Official transcripts can be ordered online through Parchment.com in either electronic or paper format. Electronic transcripts are \$10 each, while paper transcripts are \$12 (including postage). Ordering transcripts through the Records Office directly will cost \$20 per transcript. It is recommended that students place all orders through Parchment.com. For more details on how to order transcripts, please visit puc.edu/transcripts. Any costs for rush mailing will be added. Please see the Financial Information published rates.

Transfer of Coursework to Other Institutions

Pacific Union College is regionally accredited. However, other institutions reserve the right to accept or reject credit earned at Pacific Union College. Prior to taking courses at Pacific Union College for the purpose of transferring credit to another institu-

tion, you should obtain approval from the other institution in order to ensure that the credit will be accepted.

Diplomas

Diplomas for graduates will be mailed approximately one month after:

1. The commencement ceremony has been completed;
2. Final grades have been recorded;
3. Final academic evaluations have been completed; and
4. Financial clearance has been obtained.

One diploma is provided free of charge for each degree earned. If a replacement diploma is requested, a fee of \$35 per diploma is assessed. A notation of “Reissued” is recorded on the replacement diploma. Reissued graduate diplomas will be provided with a \$45 replacement fee. Any costs incurred for rush mailing of diplomas will be added.

No diplomas are issued until all of your financial obligations have been met. This means that your student account is paid in full, any Perkins or Collegiate loans are in current status, and you completed an exit interview with PUC’s Student Loan department. The college reserves the right to withhold your diploma if you are in arrears in payment of accounts or other charges, including student loans.

Academic Notary Services

To obtain a notarized academic record, students or alumni must visit the Records Office with their original PUC academic records or request to have duplicates printed. This service will require a fee which may vary depending on the type of record and the number of copies needed. Please contact the Records Office for more details.

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Degree Requirements and General Education

Pacific Union College is a Christian liberal arts institution of higher education offering studies and activities designed to promote the harmonious development of each student—spiritually, mentally, socially, and physically.

Through religious services, classroom instruction, and a varied program of social and cultural activities, the college seeks to assist in the development of both character and intellect. A sincere attempt is made to create an environment in which each student may freely arrive at a realistic and satisfying concept of human nature and of humanity's relation to the universe.

Character as a code of moral and spiritual values, and intellect as the tool of reason, are integrated in the learning experience in order to provide a firm base for effective, ongoing contributions to the church and society.

In essence, the college seeks to

- promote the development of a sense of values and a personal philosophy of life as an outgrowth of commitment to the Christian faith;
- stimulate intellectual curiosity essential to the discovery of truth;
- encourage creativity in thought and expression;
- demonstrate that learning is both discipline and pleasure and that meaningful, lasting benefits accrue to those who throughout life continue to experience the satisfaction of learning;
- introduce students to the great body of knowledge by which people understand and relate to their physical and social environments;
- develop certain basic skills and abilities that contribute to satisfactory social and occupational relationships; and
- nurture our learning community by meeting regularly at the Community Speaker Series.

While Pacific Union College is primarily a four-year liberal arts institution, it also offers two-year programs leading to associate degrees, professional four-year degrees, graduate programs in business, education, and nursing, and preprofessional programs.

Degrees and Curricula

Degrees Offered

- **Associate Degree:**
Associate of Science (A.S.)
- **Baccalaureate Degrees:**
Bachelor of Arts (B.A.)
Bachelor of Science (B.S.)
- **Professional Baccalaureate Degrees:**
Bachelor of Business Administration (B.B.A.)
Bachelor of Fine Art (B.F.A.)
Bachelor of Science in Nursing (B.S.N.)
Bachelor of Social Work (B.S.W.)
- **Graduate Degrees:**
Master of Arts in Teaching (M.A.T.)
Master of Business Administration (M.B.A.)
Master of Education (M.Ed.)
Master of Science in Nursing (M.S.N.)

Teacher Education Program

Teacher education at Pacific Union College is a two-step, five-year program involving preparation in subject-matter areas and professional education courses required for Seventh-day Adventist and California State teaching credentials. For further information, see the section entitled "Education" in this catalog.

Preprofessional Curricula

Preprofessional curricula and advising are offered to prepare students for admission to certain types of professional schools. For a list of available curricula, see p. 4 of this catalog.

Degree Requirements and General Education

Completion of Degree Requirements

It is the responsibility of each student to satisfy degree requirements. You are expected to acquaint yourself with the various policies and requirements published in the catalog and, in consultation with your advisor, to plan your course of study accordingly.

Catalog Requirements

You normally meet the graduation, general education, and major course requirements of the catalog current the year you first enter Pacific Union College. You have the option of qualifying under any catalog in effect during the time you are in continuous residence. You may choose the requirements for your major and for general education from separate qualifying catalogs.

If your residence as a student at Pacific Union College is broken by a period of more than three consecutive quarters (excluding summer quarter), you must meet the requirements of the catalog under which you return to the college, or of a subsequent catalog.

Degree Candidacy

You should apply for degree candidacy when you begin the academic year during which it will be possible to complete all requirements for graduation. To begin this process, meet with your advisor to review your remaining degree requirements and register for all remaining classes. Once registered, print out a copy of your completed Program Evaluation from Student Planning in Flashlight and have your advisor sign it.

The completed and signed Program Evaluation should be submitted to the Records Office along with an Application to Graduate and a signed Graduation Contract. The Associate Registrar will review these documents for completeness and will work with you to resolve any remaining requirements. Upon the satisfactory completion of this process, you will be considered a degree candidate and will be placed on the official graduating list for the academic year. A graduation application fee of \$75 is applied to the student account once this process is completed. This fee is waived for early applicants (those who complete the process prior to the end of the fall term).

In order to be eligible for degree conferral and participation in spring commencement, you must successfully complete an application for degree candidacy by the end of winter quarter. There are no guarantees of approval after this deadline. If you are approved, you will be charged a \$75 late application fee.

All transfer coursework and credit by examination must be completed and filed at the Records Office by the end of winter quarter. Any exceptions must be approved through the Records Office and Academic Administration.

Commencement

At the end of spring quarter, commencement is held for all students who have completed all requirements for a degree. If you complete your requirements during a summer, fall or winter quarter, you are eligible to participate in the following spring commencement.

Official Degree Conferral Date

The official date of degree conferral appearing on your academic records is that of the last day of the quarter during which you actually completed the degree requirements, except for Spring, which is always Commencement Sunday.

For the 2023-2025 academic years, the official degree conferral dates are as follows (conditions permitting):

2023-2024 (Eligible for June 2024 commencement)

Requirements Completed	Degree Conferred
Summer 2023	August 18, 2023
Fall 2023	December 14, 2023
Winter 2024	March 21, 2024
Spring 2024	June 16, 2024

2024-2025 (Eligible for June 2025 commencement)

Requirements Completed	Degree Conferred
Summer 2024	August 16, 2024
Fall 2024	December 12, 2024
Winter 2025	March 20, 2025
Spring 2025	June 16, 2025

Graduation In Absentia

You are expected to participate in the commencement service for which you are eligible unless you notify the Records Office *in advance* that you plan to graduate *in absentia*. You should make written application for exemption not later than one week prior to commencement. A fee of \$125 is assessed if you change your absentia status less than one week prior to commencement.

Graduation Recognition for Nurses

All nursing students are expected to participate in the recognition (pinning) service. Requests for exemption may be submitted to the Nursing Department.

Graduation with Academic Distinction

Undergraduate students who have earned both a Pacific Union College and an overall GPA of 3.5-3.749 will be graduated *cum laude*; those with 3.75-3.899, *magna cum laude*; and those with 3.9-4.0, *summa cum laude*. For the commencement program, preliminary academic distinction is calculated based on all coursework completed up through the winter quarter. However,

Degree Requirements and General Education

the official academic distinction which appears on the academic records is calculated based on all work completed for the degree.

Honors Program Graduation

The Honors Program is a baccalaureate-level program designed to enrich the studies of well-prepared students. Students fulfilling all requirements of the Honors Program will graduate “With Honors,” a designation that appears on the graduation program and on the student’s transcript and diploma.

Multiple Degrees

Multiple degrees may be conferred concurrently or subsequently if you have met all the major and general-education requirements for each degree and the requirements for multiple majors.

Minors

You may choose to earn a minor if you earn an associate degree or a baccalaureate degree. However, a minor is not required for graduation.

A minor consists of a minimum of 24-30 quarter hours, including a minimum of 6 upper-division hours completed in residence at PUC. The specific requirements for each minor are given under the departmental listings, and the following requirements apply to all minors:

1. No course, including required cognates, with a grade below C- may apply toward the minor.
2. You must maintain a minimum GPA of 2.0 (C) in the minor.
3. A minimum of 20 hours in the minor must not overlap those in any other major or minor.
4. The minor must have a name different from the major.

You should consult with your academic advisor about a minor if you plan to teach or if you anticipate attending a graduate school that requires a concentration in a discipline other than the major.

The Baccalaureate Degree Program

Preparation for a career involves both general and specialized education. Courses of study leading to a baccalaureate degree are designed to give a general understanding of the major academic disciplines and to provide for specialization in the field of your major interest.

If you have not yet selected a major, you may pursue a general program of education while exploring several fields. One can usually do this without loss of time or credit if the program is carefully planned in consultation with academic advisor.

Graduation Requirements for the Baccalaureate Degree

Candidates for baccalaureate degrees must satisfy the following requirements:

► *Residence Requirements:*

You must satisfy the following minimum residence requirements on the Angwin campus or in an extension program.

1. 48 quarter hours in total.
2. At least 24 hours for the major.
3. 30 quarter hours of upper-division coursework.
4. All courses defined as capstone courses within the major.
5. For students taking a minor, 6 upper-division hours for the minor.

► *General Requirements:*

You must satisfy the following general requirements to earn the baccalaureate degree.

1. A minimum of:
 - 192 quarter hours of coursework total
 - 60 hours at the upper-division level
 - 84 hours from senior-level (four-year) institutionsWithin the hours required for a baccalaureate degree, most students will find room for elective courses that will also enrich their general preparation.
2. A minimum resident and cumulative GPA of 2.0 (C). Some departments have additional GPA requirements, as outlined in the departmental listings.
3. Completion of the general education requirement specified for the degree sought.
4. Completion of a baccalaureate-degree major according to the specified guidelines.
5. Completion of application for degree candidacy.
6. Completion of GNST 401, Senior Assessment Seminar, including any discipline-specific requirements.

► *The Baccalaureate Degree Major:*

A major consists of a minimum of 45 quarter hours. The specific requirements for each major are given under the departmental listings, and the following requirements apply to all majors:

1. No course, including required cognates, with a grade below C- may apply toward the major.
2. You must maintain a minimum GPA of 2.0 (C) in the major.

Some departments may have additional requirements, as outlined in the departmental listings.

You may earn more than one major or emphasis, provided that you complete all courses and cognates required for each; however, a minimum of 30 quarter hours must be completed in each major or emphasis that does not overlap with any other major or emphasis.

Degree Requirements and General Education

► Degree Audit Fees:

A non-refundable fee of \$100 will be charged to students who apply to graduate and participate in commencement, but do not fulfill their graduation requirements within the summer quarter following the ceremony. This fee will be charged quarterly until a student's graduation requirements are satisfied, with a maximum duration of two years. To avoid incurring these charges, we strongly recommend students carefully reviewing their academic progress and verify that all requirements are met before participating in commencement.

General Education

Regulations Governing General Education

1. Unless expressly excluded by a statement in the departmental course listings, a general education course in the field of your major may both satisfy the general education requirement and apply toward your major.
2. Credit hours from any given course may be applied to only one area of general education.
3. No course with a grade below D- may apply toward general education.
4. The general-education program contains prerequisite requirements (I.C, II.A, and VIII.A) that may be met through the satisfactory completion of certain courses at a regionally-accredited or AAA-accredited secondary institution. Completion of these courses must be demonstrated on an official transcript from your accredited secondary school. If you complete such courses through home school or through an institution without either regional or AAA accreditation, you may elect to validate each course by passing departmental challenge examinations.

IGETC and CSU Lower-Division Breadth

The Intersegmental General Education Transfer Curriculum (IGETC) and the CSU Lower-Division Breadth are series of courses offered in the California community colleges for students who plan to transfer to baccalaureate-level institutions. There are three options: UC IGETC, CSU IGETC, and CSU Lower-Division Breadth. :

UC Completion of the UC IGETC will satisfy all requirements for areas I, III, IV, V, and VIII in the PUC baccalaureate general education package EXCEPT for requirement I.B, Oral Communication. Students who complete the UC IGETC will still be required to meet this requirement.

CSU Completion of the CSU IGETC and the CSU Lower-Division Breadth will satisfy all requirements for areas I, III, IV, and V in the PUC baccalaureate general education package.

Students who complete the IGETC or the CSU Lower-Division Breadth will still be required to meet all requirements for areas II, VI, VII, and VIII in the PUC baccalaureate general education package.

Completion of the IGETC or CSU Lower-Division Breadth must be certified by a community college counselor and submitted to Pacific Union College with the student's final transcript prior to the first term of enrollment.

Transfer Students

The main objective of the general education program is not so much to require a prescribed list of courses as it is for students to achieve the *purposes* of general education as stated in each section. The courses listed are those by which Pacific Union College students achieve the purposes of the program. Acceptable transfer courses for meeting requirements may not in every case be identical, but they must achieve the purposes of each section.

Algebra Course Placement

If you did not complete a full year of either Algebra II or Integrated Math III or IB Mathematics SL course with a semester grades of C- or higher you will be required to take basic algebra, or its equivalent in order to meet the algebra proficiency requirements.

Basic algebra is offered as a two-course remedial sequence of Math 095-096 Basic Algebra I and II. The requirement can also be satisfied upon successful completion of a waiver test available from the Mathematics Department.

The Purpose of General Education at Pacific Union College

The general education program at Pacific Union College seeks to provide students with the **knowledge, values, and skills** they need to live Christ-centered productive lives of integrity and service in a complex world.

- A **knowledge** of human cultures and the natural world;
- Appreciation for and commitment to the values embodied by the institutional Student Learning Outcomes: wholeness, integrity, service & stewardship, diversity, our Adventist heritage, and maintaining lifelong learning;
- The following **skills**:
 - To think critically about complex issues;
 - To write clearly and effectively in English;
 - To communicate collaboratively with diverse others;
 - To use quantitative techniques and data to solve problems;
 - To locate and use appropriately a broad variety of resources and information.

The purposes of General Education are more specifically defined in each of the subsections.

General Education Options

This section of the catalog provides the general education requirements for the B.S., B.A., and A.S. degrees.

Modified requirements for the professional baccalaureate degrees can be found in their respective departmental sections as follows:

- B.B.A. Business Administration
- B.F.A. Visual Arts
- B.S.N. Nursing
- B.S.W. Psychology/Social Work

The general education requirements for each degree are subject to the regulations and placement guidelines as described in this section of the catalog.

Honors Program

The Honors Program offers an alternative baccalaureate-level general education program for academically motivated students. Students who complete the Honors Program have no other general education requirements. For additional information, including curriculum requirements and program guidelines, see the section of this catalog entitled “Honors Program”

General Education Requirements for the B.S. & B.A. Degree

The general education requirements for the B.S. and B.A. degrees are listed in the following sections numbered I-VIII. The necessary coursework amounts to 23 courses (69-84 hours) for the B.S. degree and 24-27 courses (73-97 hours) for the B.A. degree. Students who require preparatory-level coursework in English or Algebra should plan for additional hours.

I. Foundations of Learning (16 hours)

Foundations of Learning requirements A, B, and C should be completed by the end of the freshman year and must be completed by the end of the sophomore year.

➤ Written Communication

ENGL 101+102 College English (4+4)

Honors Students (Specialized Option)

HNRS 111+121 Narrating/Quest + Analyzing/Arts (5+5)

Students who complete the Written Communication requirement will be able to write informative and persuasive essays that are clear and effective, that are supported by credible sources, and that demonstrate ability to think and read critically.

➤ Oral Communication

COMM 105 Communication and Public Speaking (4)

Students who complete the Oral Communication requirement will be able to recognize and demonstrate effective speaking and listening skills in a variety of contexts: interpersonal relationships, small groups, and public presentations.

➤ Algebra Proficiency

A full year of either Algebra II or Integrated Math III with semester grades of C- or better at an accredited secondary institution or successful completion of an approved waiver exam or MATH 095+096 Basic Algebra I+II (remedial courses)

➤ Statistics

STAT 222 Introduction to Statistics (4)

Students who complete the Algebra & Statistics requirement will be able to demonstrate basic algebra skills and reason critically in their use of statistical data.

Degree Requirements and General Education

II. Foundations of Faith (18 hours, 6 upper division)

- ▶ Studying Scripture (choose three):
 - RELG 105 Biblical Foundations (3)
 - RELB 220 Kings and Conquest (3)
 - RELB 225 Books of Moses (3)
 - RELB 230 Psalms and Wisdom Literature (3)
 - RELB 235 Prophets of Israel (3)
 - RELB 245 Encountering Jesus (3)
 - RELB 250 Parables of Jesus (3)
 - RELB 290 Letters of Paul (3)
 - RELB 342 Biblical Books (3)
 - RELB 350 Topics in Biblical Studies (3)
 - RELB 370* Studies in Daniel (3)
 - RELB 371* Studies in Revelation (3)
 - RELT 205 Christian Beliefs (3)
- BSN Students (Specialized Option)*
 - RELB 341* Jesus as Healer (3)
- ▶ Exploring SDA Life and Thought (choose one):
 - RELB 337 Last Day Events (3)
 - RELB 370* Studies in Daniel (3)
 - RELB 371* Studies in Revelation (3)
 - RELH 120 Intro to Seventh-day Adventism (3)
 - RELH 235 Life and Ministry of Ellen White (3)
 - RELH 329 American Denominations (3)
 - RELH 350 Topics in Adventist History (3)
 - RELH 360 Adventist Heritage (3)
 - RELT 305 Seventh-day Adventist Beliefs (3)
 - RELT 336 Curr Issues in Seventh-day Adventism (3)
- ▶ Integrating Faith and Life (choose one):
 - RELB 210 Introduction to Biblical Ethics (3)
 - RELG 125 Thrive (3)
 - RELH 314 World Religions for Healthcare (3)
 - RELP 110+111L Next Gen Leadership & Service (3+1)
 - RELP 235 Sharing Your Faith (3)
 - RELP 300 Christian Spirituality (3)
 - RELP 310+311L Next Gen Christian Leadership (3+1)
 - RELP 319* Church Missions/Modern World (3)
 - RELP 350 Topics in Applied Theology (3)
 - RELT 240 Eco-theology (3)
 - RELT 320 Philosophy of Religion (3)
 - RELT 350 Topics in Theological Studies (3)
 - RELT 355 Christian Ethics in Society (3)
 - RELT 390 Christian Bioethics (3)

* Course has additional prerequisites or registration requirements; see the course description for details.

BSN Students (Specialized Option)

- RELP 346* Spiritual Care for Patients (3)
- RELT 345* Christian Ethics/ Patient Care (3)

Psychology & Social Work Students (Specialized Option)

- PSYC/SOWK 490* Religion, Ethics, & Human Sciences (4)

▶ Electives (choose one):

Complete additional hours from RELB, RELG, RELH, RELP, and/or RELT courses to meet the total religion requirement. When selecting religion electives, please note that courses designated with MAJ in the class schedule are Theology Department major courses that are not open to GE students.

Students who complete the Foundations of Faith requirement will be able to explain the historical and salvific meaning of Jesus, explore and critically analyze biblical texts and themes as well as Seventh-day Adventist beliefs and values, and integrate transformative faith perspectives with life in the contemporary world.

Note: Requirement in Religion for Transfer Students:

As a Seventh-day Adventist institution of higher education, religion coursework is a foundational part of the College curriculum. However, students who transfer from non-Adventist colleges or universities may not have had required religion coursework as part of their curriculum at the previous institutions. These students may elect to waive a portion of the requirement in proportion to the total number of hours transferred from non-Adventist institutions.

The remaining religion requirement must be completed at *Pacific Union College*. Contact the Records Office for more information.

Total Transfer Hours	Religion Requirement at PUC		
	Total	UD	Sections Required
0-31	18	6	All sections
32-63	15	6	SS, LT, FL, electives as needed
64-95	12	3	SS, LT, FL, electives as needed
96-127	9	0	SS, LT, electives as needed
128+	6	0	SS, electives as needed

III. History & Social Sciences (10-12 hours)

- History (choose one)
 - HIST 101 History of World Civ I (4)
 - HIST 102 History of World Civ II (4)
 - HIST 134 History of the US I (4)
 - HIST 135 History of the US II (4)
 - HIST 220 Intro to Ancient History (4)
 - HIST 230 Intro to Asian History (4)
 - HIST 250 Intro to Middle East History (4)
 - Anthropology, Psychology, and Sociology (choose one):
 - ANTH 124 Cultural Anthropology (4)
 - PSYC 121 General Psychology (4)
 - PSYC 390 Gender Issues (3)
 - SOCI 121 Introduction to Sociology (4)
 - SOCI 214 The Family (4)
 - SOCI 232 American Social Problems (4)
 - SOCI 355 Cultural Diversity (3)
 - Additional Social Science Options (choose one):
 - ECON 261 Macroeconomics (4)
 - ECON 265 Microeconomics (4)
 - GEOG 210 World Regional Geography (3)
 - GLBH 201 Introduction to Global Health
 - MKTG 360 Consumer Behavior (3)
 - PLSC 124 Introduction to American Government (4)
 - PLSC 274 Introduction to Political Thought (3)
 - PLSC 328 Critical World Issues (3)
- Well-prepared students may also select from the following courses. Enrollment is by permission of the instructor.*
- HIST 330 Medieval to Renaissance Europe (4)
 - HIST 333 Early Modern Europe to 1848 (4)
 - HIST 353 U.S. Industrialization (4)
 - HIST 357 Civil War and Reconstruction (4)
 - HIST 415 Seminar in U.S. or Europe in WWI (4)

Students who complete the History requirement will be able to practice civic engagement by critically analyzing historical developments and demonstrating the methods of the historian in writing.

Students who complete the Social Science requirement will be able to employ the methods of the social scientist to think critically about human behavior and interaction, including how humans create and are influenced by social, cultural, and economic and political structures.

IV. Arts & Humanities (3 courses/10-12 hours)

- Literature:
 - ENGL 301 Themes in Literature (4) *Jrs & Srs only*

Students who complete the Literature requirement will be able to read literature for pleasure and understanding, and think, read, and write critically about literary texts within a broad cultural context.
- Two of the following courses, each from a different area.
 - Visual Arts:
 - ARTH 107 History of American Art (4)
 - ARTH 115 History of Western Art I (4)
 - ARTH 116 History of Western Art II (4)
 - ARTH 260 History of World Cinema (4)
 - ARTH 278 History of Women Artists (4)
 - ARTH 308 History of Asian Art (3)
 - Music:
 - MUHL 105 Survey of Music (3)
 - MUHL 115 Survey of Music for Visual Media (3)
 - MUHL 205 Listening with Understanding (3)
 - MUHL 206 Music in Christian Worship (3)
 - MUHL 245 World Music and Culture (3)
 - MUHL 331-333 Music History Sequence (3-3-3)
 - MUHL 103 Fundamentals of Music Theory (3)

Language & Culture:

An approved college-level language and culture course.

Demonstrated language proficiency does not apply.

BA students must select coursework in a different language than that used to satisfy the requirements of Section VIII.

- SPAN 105 Spanish for Healthcare I (3)
- SPAN 151 Intermediate Spanish (4)
- SPAN 215 Spanish for Healthcare II (3)

Students who complete the Visual Arts, Music, and Language & Culture requirement will be able to think critically about the development of human knowledge and expression, appreciate the perspectives and contributions of people of other cultures and historical periods, and identify standards of aesthetic value.

V. Science (7-10 hours)

Two of the following courses, each from a different area. At least one of the courses must include a laboratory.

- Physical Science:
 - ASTR 115+L Astronomy + Lab (5)
 - CHEM 101+L Introductory Chemistry + Lab (4)
 - CHEM 102+L Survey of Organic Chemistry + Lab (4)
 - CHEM 111+L General Chemistry + Lab (4+1)

Degree Requirements and General Education

GEOL 233+L	Geology + Lab (4)
PHYS 105	Introduction to Physics (5)
PHYS 105+106L	Introduction to Physics + Lab (5+1)
PHYS 111+L	General Physics + Lab (4)

► Life and Environmental Science:

BIOL 101+L	Human Anatomy + Lab (5)
BIOL 102+L	Human Physiology + Lab (5)
BIOL 105+L	Introduction to Biology + Lab (5)
BIOL 111+L	Biological Foundations I + Lab (5)
BIOL 112+L	Biological Foundations II + Lab (5)
BIOL 113+L	Biological Foundations III + Lab(5)
BIOL 227	Natural History of California (3)
BIOL 227+L	Natural History of California + Lab (3+1)
BIOL 338+L	Field Biology + Lab (3)
CHEM 481+L	Biochemistry I (4)
CNTC 201 + L	Principles of Conservation Technology
ENVR 360	Conservation Biology (3)
ENVR 361	Energy and Climate Change (3)
ENVR 362	Pollution and Environmental Quality (3)
MICR 134+L	General Microbiology + Lab (5)

Students who complete the Science requirement will be able to demonstrate knowledge of basic science, to explain various methods of scientific inquiry, and to reason critically about the applications of scientific information.

VI. Health & Fitness (4-7 hours)

► Health: one course from the following:

FDNT 235	Nutrition (3)
HLED 162	Fitness for Life (2)
HLED 166	Health Education (2)
HLED 169	Current Health Concerns (2)

► Fitness:

Two exercise science courses. One must be a course designated as an aerobic activity course (course number ends with A).

Specialized Option

EMER 181	Tech Rescue II (2) applies as 1 ESAC course
ESTH 365	Outdoor Exp (3) applies as 1 ESAC course
ESTH 476	PE for Children (3) applies as 1 ESAC course

Students who complete the Health and Fitness requirement will be able to demonstrate the knowledge, skills, and inclination necessary to sustain a healthy, well-balanced life.

VII. Practical and Applied Arts (3-7 hours)

At least 2 courses, to be selected from two of the following subsections:

► Interpersonal Skills:

COMM 223	Interpersonal Communication (3)
COMM 326	Advanced Public Speaking (3)
PSYC 126	Assertive Behavior (2)
PSYC 227	Conflict Resolution & Rel Skills (3)

► Management of Information and Personal Finance:

ACCT 121	Financial Accounting I (3)
BUAD 118	Personal Money Management (3)
BUAD 223	Personal Law (2)
DTSC 101	Introduction to Data Science (4)
INFS 115	Introduction to Computer Program (4)
INFS 146	Spreadsheets (2)
INFS 240	Intro to Geographic Info Systems (2)
MGMT 160	Small Business Management (3)

Education Credential Students (Specialized Option)

EDUC 332	Teaching with Technology (3)
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► Outdoor and Survival Skills:

AGRI 212	Home Greenhouse Gardening (2)
AGRI 213	Home Vegetable Gardening (2)
EMER 180	Fundamentals of Technical Rescue (3)
ESTH 365	Outdoor Experience (3)

► Visual and Performing Arts:

ARTF 121	Drawing Fundamentals (2)
ARTF 212	Ceramics I (2)
ARTF 224	Painting: Oil & Acrylic (2)
ARTP 150	Black & White Photography (3)
ARTP 250	Digital Photography I (3)
CHEM 210	Laboratory Glassblowing (1)
DRMA 229	Acting I: Fundamentals (3)
MUED 241	Basic Conducting (2)
MUEN (Any)	Music Ensembles (1)
MUSP 120-124	Music Lessons (class instruction) (1)
MUSP 162/362	Music Lessons (general) (1-2)
MUSP 320-324	Music Lessons (class instruction) (1)
MUTH 121 +L	Beginning Theory Lab (1)
MUTH 224	Music Technology: Notation (1)
MUTH 225	Music Technology: Editing & Synthesis (2)

Students who complete the Practical and Applied Arts requirement will be able to demonstrate practical skills in two separate areas.

VIII. World Language (B.A.) (1-4 course/4-16 hours)

This section is required of all B.A. students and is recommended for students in other curricula.

► Prerequisite:

Two full years of a foreign language with semester grades of C- or better at an accredited secondary institution
or

Satisfactory completion of an elementary-level college sequence in a world language such as one of the following:

- FREN 111+112+113 Beginning French (4+4+4)
- GRMN 111+112+113 Beginning German (4+4+4)
- ITAL 111+112+113 Beginning Italian (4+4+4)
- RELL 211+212+213 Biblical Greek (4+4+4)
- SPAN 111+112+113 Beginning Spanish (4+4+4)

► Requirement*:

A linguistic-cultural experience in a world language through the first quarter of the intermediate level.

Options include the following:

- RELB 480 Advanced Greek Exegesis (3)
- SPAN 151 Intermediate Spanish (4)
- SPAN 215 Intermediate Spanish for Healthcare (3)

Coursework completed during 1-2 quarters of study abroad through Adventist Colleges Abroad (ACA)

Supervised independent study at the intermediate level may also be available on a case-by-case basis to qualified students in French, German, and Italian. Students interested in intermediate coursework in one of these languages should consult with the Department of Communication and World Languages to review qualifications and determine availability.

Students who complete the World Language requirement will be able to read and communicate at the intermediate level in a world language. They also will be able to appreciate and think critically about another culture.

The Associate Degree Program

Graduation Requirements for the Associate Degree

Candidates for associate degrees must satisfy the following requirements:

► Residence Requirements:

You must satisfy the following minimum residence requirements on the Angwin campus or in an extension program.

1. 24 quarter hours in total.
2. At least 12 hours for the major.
3. All courses defined as capstone courses within the major.
4. For students taking a minor, 6 upper-division hours for the minor.

► General Requirements:

You must satisfy the following general requirements to earn the associate degree.

1. A minimum of 90 quarter hours of course work.
2. A minimum resident and cumulative GPA of 2.0 (C). Some departments have additional GPA requirements, as outlined in the departmental listings.
3. Completion of the general education requirement specified for the degree sought.
4. Completion of an associate-degree major according to the specified guidelines.
5. Completion of application for degree candidacy.
6. Completion the assessment requirements. The requirements are incorporated in the major courses for nursing students. All other associate-degree students take GNST 201.

► The Associate Degree Major:

The specific requirements for each major are given under the departmental listings, and the following requirements apply to all majors:

1. No course, including required cognates, with a grade below C- may apply toward the major.
2. You must maintain a minimum GPA of 2.0 (C) in the major. Some departments have additional requirements, as outlined in the departmental listings.

You may earn more than one major, provided that you complete all courses and cognates required for both. However, a minimum of 30 quarter hours in the second major must not overlap those in the first.

* This requirement may be waived (with no college credit) based on one of the following:

- 1) Documented completion of at least four years of formal schooling conducted in a foreign language (in a country where that language is the native tongue) with a C average or better.
- 2) Documented rating of Intermediate-Mid or higher for an ACTFL Oral Proficiency Interview in a foreign language.
Contact the Records Office for information on these options.

Degree Requirements and General Education

General Education Requirements for the Associate of Science Degree

The general education requirements for the A.S. degree are listed below. The necessary coursework amounts to 10 courses (27-31 hours) for the A.S. degree. Modified general education requirements for the A.S. in Nursing can be found in the section entitled “Nursing”.

I. Foundations of Learning

- Written Communication
ENGL 101 College English (4)
- Oral Communication
COMM 105 Communication and Public Speaking (4)
- Algebra
A full year of either Algebra II or Integrated Math III with semester grades of C- or better at an accredited secondary institution or successful completion of an approved waiver exam.
MATH 095+096 Basic Algebra I+II (4+4)

II. Foundations of Faith (9 hours)

9 credit hours must be completed within the following two sections:

- Studying Scripture (choose one)
Complete one course from the options listed under this section of the baccalaureate religion GE requirement.
- Exploring SDA Life and Thought (choose one):
Complete one course from the options listed under this section of the baccalaureate religion GE requirement.
- Electives (choose one):
Complete additional hours from RELB, RELG, RELH, RELP, and/or RELT courses to meet the total religion requirement. When selecting religion electives, please note that courses designated with MAJ in the class schedule are Theology Department major courses that are not open to GE students.

Note: Requirement in Religion for Transfer Students: Students who transfer from non-Adventist colleges or universities may elect to waive a portion of the religion requirement (see baccalaureate GE section for further explanation). The remaining religion requirement must be completed at *Pacific Union College*. Contact the Records Office for more information.

Total Transfer Hours	Religion Requirement at PUC	
	Total	Sections Required
0-31	9	All sections
32-63	6	SS, electives as needed
64+	3	SS

III. History & Social Science

IV. Arts & Humanities

V. Science & Statistics

- Two courses from two separate sections (from courses that meet baccalaureate degree general education requirements- see the previous pages).

VI. Health & Fitness

- Health:
One course from the following:
FDNT 235 Nutrition (3)
HLED 162 Fitness for Life (2)
HLED 166 Health Education (2)
HLED 169 Current Health Concerns (2)
- Fitness:
Two exercise science courses. One must be a course designated as an aerobic activity course (course number ends with A).

Specialized Option

- EMER 181 Tech Rescue II (2) applies as 1 ESAC course
- ESTH 365 Outdoor Exp (3) applies as 1 ESAC course
- ESTH 476 PE for Children (3) applies as 1 ESAC course

The Master Degree Programs

Programs leading to a Master of Arts in Teaching and a Master of Education are available. If interested in one of these degrees, consult the section entitled “Education” in this catalog. Address specific questions to the Education Department.

A program leading to a Master of Business Administration is available. If interested in this degree, consult the section entitled “Business Administration” in this catalog. Address specific questions to the Business Administration Department.

Program leading to a Master in Nursing is available. If interested in this degree, consult the section entitled “Nursing and Health Sciences” in this catalog. Address specific questions to the Nursing Department.

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Prefix 1

The three- or four-letter prefix to each course number indicates the subject area. An index of course prefixes may be found on the following two pages.

Numbering and Classification 2 of Courses

Courses are numbered as follows:

001-099 Remedial Courses

For students with inadequate academic skills. Credit earned through remedial courses may not apply towards any degree or towards the GPA.

100-299 Lower-division Courses

Normally taken by freshmen and sophomores.

300-499 Upper-division Courses

Normally taken by juniors and seniors. Freshmen may register for these courses only with special permission of the registrar and with the approval of the academic advisor and the course instructor.

500-599 Graduate Courses

Primarily for graduate students. With the approval of the major professor, a senior whose preparation is adequate may take graduate courses for undergraduate credit.

Credit Hours 3

One quarter hour of credit generally represents a minimum of thirty hours of work on the part of the student, or three hours of work per week throughout the standard ten-week quarter.

A lecture course will include approximately one hour of class and two hours of out-of-class work per week per credit. An activity course (laboratory, exercise science activity, etc.) will include two to three hours of activity per week per credit, with out-of-class work assigned as needed. Other types of courses will be arranged as needed to involve the appropriate amount of student work.

A course offered in a term of a different length will contain the same contact hours and out-of-class student work as the same course offered during a standard academic quarter.

Quarter System 4

Quarters are designated as Fall **F**; Winter, **W**; Spring, **S**; and Summer, **Su**. Every effort is made to accurately reflect the quarter(s) in which a course will be offered. However, the college reserves the right to adjust course scheduling as necessary.

Some courses are Arranged (**Arr**) rather than being taught on a regular cycle.

Special Information 5

Any special information for a course is designated at the end of the course description as follows:

1. Laboratories- Three hours in length unless specified otherwise.
2. Prerequisites*
3. Corequisites*
4. Repeatability for Credit*
5. Special Grading*
6. Alternate Year Courses- Odd/even designation based on the end of the academic year.

Even year 2023-2024

Odd year 2024-2025

Every effort is made to accurately reflect the year(s) in which a course will be offered. However, the college reserves the right to adjust course scheduling as necessary.

* See the section entitled "Academic Information and Policies" for more information.

Education	
1	Early Childhood Education
2	ECED 181 Introduction to Early Childhood Education 3 F A general overview of early childhood education. Includes basic child development, history of early childhood education, types of programs, qualifications and characteristics of successful teachers, career opportunities, teaching permit information, and current issues.
	ECED 184 Health, Safety, and Nutrition 4 W A holistic examination of health, safety, and nutrition and their effect on the well-being of children. How to prepare and maintain a safe and healthy environment and encourage good nutrition for young children. Helps meet State requirements for specified training in preventative health practices. Odd years.
	ECED 185 The Creative Development of the Young Child 3 W Focus on the integration of creative activities such as visual art, music, movement, and dramatic play. Includes a field experience with groups of children to plan and implement relevant curricular activities. Explores the concept of creativity and its importance in the field of early childhood education.
	ECED 189 Constructive Guidance and Management 3 W An exploration of the techniques and strategies designed to enhance effective and positive guidance and discipline practices. Methods for teaching young children autonomy and self-discipline, while promoting development of positive self-concept and prosocial behaviors. Focus on the creation of a positive and caring environment for young children. Prerequisite: ECED 181 or EDUC 101.
	ECED 210 Child Protection and National Standards 2 S The medical, legal, and social implications of suspected abuse. Recognition of the role of the educator and physician in preventing child abuse and family violence, through routine assessment of family dynamics, early identification of children at risk, and cooperation with community services that support families. Even years.
	ECED 215 Observation and Assessment of the Young Child 3 S An introduction to a variety of observation and guidance techniques that can be used with children in early childhood education programs. Includes an emphasis on observing young children and assessing their early childhood learning environments. Prerequisite: ECED 181.
	ECED 220 Early Childhood Curriculum 3 W A theoretical and experiential investigation of curriculum in the preschool environment. Emphasis on continuity of learning experiences for children and the use of materials for instructional purposes. Prerequisites: ECED 181, 226. Even years.
3	ECED 226 The Spiritual/Moral Development of the Young Child 3 F Understanding how the moral/spiritual development is the domain in which children grow in their ability to think and act according to their understanding of what is right and wrong. Explores children's development of moral understanding and their consequent ability to act increasingly with the needs of others in mind and to resolve moral dilemmas based on ideals of justice, fairness, or caring. Theories by Lawrence Kohlberg, Jean Piaget, and Carol Gilligan.
4	ECED 230 Child, Family, and Community 3 F Acknowledges the value and necessity of collaboration between parents, teachers, and the community in support of children. Includes the challenges facing contemporary families, the needs of families with diverse backgrounds, available community resources, political awareness, and child and family advocacy. Effective methods of communication with families and community members will be practiced. Prerequisite: ECED 181. Even years.
	ECED 235 Child Development 3 F See PSYC 235
	ECED 240 Infant and Toddler Care I 3 W A study of the care and education of infants and toddlers (birth to age three) in group settings such as child care centers, family child care homes, and Early Head Start. Includes the support of the whole child in a safe, responsive environment. Emphasizes relationship-based care along with state-mandated requirements for the child under age three. Prerequisite: ECED 181. Odd years.

Course Information

Prefix: Undergraduate Courses

The three- or four-letter prefix to each course number indicates the department or subject area as follows:

Prefix	Subject	Department	Page
ACCT	Accounting	Business Administration & Economics	76
AGRI	Agriculture	Biology	62
ANTH	Anthropology	Psychology & Social Work	186
ARTD	Graphic Design	Visual Arts	206
ARTF	Fine Art	Visual Arts	208
ARTH	History of Art	Visual Arts	210
ARTP	Photography	Visual Arts	211
ASTR	Astronomy	Mathematics & Physics	144
AVIA	Aviation	Aviation	55
BIOL	Biology	Biology	62
BIOT	Biotechnology	Biology	65
BUAD	Business Administration	Business Administration & Economics	77
CHEM	Chemistry	Chemistry	87
CHIN	Chinese	World Languages & Cultures	219
COMM	Communication	Communication	92
CNTC	Conservation Technology	Biology	65
DRMA	Dramatic Arts	English	119
DTSC	Data Science	Mathematics & Physics	144
ECED	Early Childhood Education	Education	105
ECON	Economics	Business Administration & Economics	77
EDUC	Education	Education	107
EMER	Emergency Services	Nursing & Health Sciences	172
ENGL	English	English	119
ENSL	English as a Second Language	English	121
ENVR	Environmental Studies	Biology	66
ESAC	Physical Education Activity	Kinesiology	135
ESTH	Physical Education Theory	Kinesiology	137
FDNT	Foods and Nutrition	Nursing & Health Sciences	173
FILM	Film	Visual Arts	211
FIN	Finance	Business Administration & Economics	78
FREN	French	World Languages	219
GEOG	Geography	History	126
GEOL	Geology	Biology	67
GLBH	Global Health	Nursing & Health Sciences	173
GNRL	General	Non-departmental Courses	50
GNST	General Studies	Academic Administration	50
GRMN	German	World Languages	219
HIST	History	History	126
HLED	Health Education	Kinesiology	139
HLTH	Health Sciences	Nursing & Health Sciences	174
HNRS	Honors	Honors Program	129
INFS	Information Systems	Business Administration & Economics	78
ITAL	Italian	World Languages	219

Prefix	Subject	Department	Page
JAPN	Japanese	World Languages	219
JOUR	Journalism	Communication	94
KORE	Korean	World Languages	219
LANG	Language & Culture Studies	World Languages	219
MATH	Mathematics	Mathematics & Physics	145
MGMT	Management	Business Administration & Economics	79
MICR	Microbiology	Biology	67
MKTG	Marketing	Business Administration & Economics	80
MUED	Music Education	Music	151
MUEN	Music Ensemble	Music	152
MUHL	Music History and Literature	Music	153
MUSP	Music Performance	Music	153
MUTH	Music Composition and Theory	Music	154
NURS	Nursing	Nursing & Health Sciences	175
PHIL	Philosophical Studies	Theology	194
PHYS	Physics	Mathematics & Physics	147
PLSC	Political Science	History	127
PREL	Public Relations	Communication	95
PSYC	Psychology	Psychology & Social Work	186
RELB	Religion, Biblical Studies	Theology	194
RELG	Religion, General Studies	Theology	195
RELH	Religion, Historical Studies	Theology	196
RELL	Religion, Biblical Languages	Theology	196
RELP	Religion, Applied Theology	Theology	197
RELT	Religion, Theological Studies	Theology	198
SCIE	Science	School of Sciences	67
SOCI	Sociology	Psychology & Social Work	188
SOWK	Social Work	Psychology & Social Work	188
SPAN	Spanish	World Languages	220
STAT	Statistics	Mathematics & Physics	148
WRIT	Writing	English	121

Prefix: Graduate Courses

The four-letter prefix to each course number indicates the department or subject area as follows:

Prefix	Subject	Department	Page
ACCT	Accounting	Business Administration & Economics	81
BEXM	Management	Business Administration & Economics	81
BHRM	Human Resources	Business Administration & Economics	81
BUAD	Business Administration	Business Administration & Economics	82
ECON	Economics	Business Administration & Economics	82
EDUC	Education	Education	112
FNCE	Finance	Business Administration & Economics	82
HADM	Healthcare Administration	Business Administration & Economics	82
NURS	Nursing	Nursing & Health Sciences	179
RELP	Religion, Applied Theology	Theology	199
RELT	Religion, Theological Studies	Theology	199

General Courses

General Courses

(Nondepartmental Courses)

LOWER-DIVISION COURSES:

GNRL 100 **0.2 F, W, S** **Community**

A regular gathering of the Pacific Union College community. Students, faculty, and staff meet to worship, learn and exchange ideas and information. Required for all undergraduate students each quarter (unless specially exempted). To pass, freshmen, sophomores, and juniors must attend a minimum of eight meetings each quarter. Seniors must attend a minimum of six meetings each quarter. Repeatable for credit. Graded S/U.

GNRL 104 **1 Su** **Young Scholars Program**

A week-long program of course work, projects, and investigations in science, mathematics, humanities and the arts. Prerequisite: Admission to the PQSeek summer program for talented and gifted students. Repeatable for credit. Graded S/F.

GNRL 105 **Young Scholars Program**

A week long program of course work, projects, and investigation in science, mathematics, humanities, and the arts. Prerequisite: Admission to the PQ Rise summer program for talented and gifted students. Repeatable for credit. Graded S/F

GNRL 204 **2 S** **Introduction to Dentistry**

Dental anatomy, morphology, and related aspects of dentistry as a career. One lecture and one laboratory per week.

UPPER-DIVISION COURSE:

GNRL 350 **6 F, S** **Field Experience**

Enrollment limited to students in the Pacific Union College Student Missionary and Task Force programs. Registration for the course must be completed before the experience begins and is limited to students who have previously taken courses at Pacific Union College. Consists of academic work that is done in connection with the service appointment, including a weekly journal, a reflective paper, and a public presentation. Registration qualifies students to maintain part-time enrollment status at the college during the fall and spring quarters. Further information is available at the Campus Ministries Office or from the registrar. Repeatable to a maximum of 12 credits. Qualifies for IP grading. Graded S/F.

General Studies

LOWER-DIVISION COURSES:

GNST 101 **1 F, S** **Frontiers**

This course is designed to give students the pioneering spirit and tools to successfully navigate college life and beyond through the engagement with Pacific Union College's Institutional Student Learning Outcomes, Core Competencies, and their Success Team. The course will have a series of two to three short inspirational talks each day from key faculty and staff members across the campus that will help students understand the importance of engaging with college life as part of their success in college and their career. Students will meet weekly with their small fusion groups as well as go over topics learned in class.

GNST 104+105 **2+1 F, W, S** **Student Seminar I, II**

GNST 104 examines the college learning process in academic areas and encourages skill development in goal setting, learning styles, note taking and test-taking strategies. These and other topics related to learning and retaining college material are explored.

GNST 105 is designed to immediately follow GNST 104. Academic progress is tracked on a weekly, one-on-one basis, although one or more group sessions and tutorials may be required. Students who have returned to regular academic standing have the option to waive GNST 105 if approved by the SSC Director.

Only available to students with freshman class standing and by recommendation of the academic advisor or instructor.

GNST 110 **1 F** **Pioneering Success**

Introduction to Pacific Union College's academic campus culture and key campus resources. Focuses on helping students learn how to navigate college requirements while balancing the demands of being a student athlete. Also includes information regarding athletic program eligibility requirements. Registration for and successful completion of the course is required for all new members of the Pioneers Athletics program.

GNST 201 **0.1 F, W, S** **Assessment Seminar**

Designed for students graduating with an associate degree. Assesses student learning outcomes in general education and in the field of study so that the college may determine how well it is reaching its educational goals. May include a major field examination, other standardized examinations, an exit interview and various Pacific Union College-developed tests and surveys. Required for, and

restricted to, students during their final quarter of residency for the A.S. program. Qualifies for IP grading.

UPPER-DIVISION COURSE:

GNST 401 **0.2 F, W, S**
Senior Assessment Seminar

Designed for baccalaureate seniors only. Assesses student learning outcomes in general education and in the field of study so that the college may determine how well it is reaching its educational goals. May include a major field examination, other standardized examinations, an exit interview and various Pacific Union College-developed tests and surveys. Required for, and restricted to, students during their final quarter of residency for the B.A., B.S., B.B.A., B.F.A., B.Mus., and B.S.W. programs. Qualifies for IP grading.

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Faculty

Milbert Mariano, Dean; Nathan Tasker, Director;
Merilyn Chaffee

Departmental Office: Flight Center; (707) 965-6219

Degrees and Programs

Aviation, B.S.	53
Aviation, A.S.	54
Aviation, Minor	54

PUC's unique training environment and innovative approach to flight training is designed to maximize traditional aircraft handling skills with a holistic focus on personal discipline, public service and corporate leadership. FAA Airline Transport Pilot (ATP) Certification is now expected for most long-term career pilot positions.

The four-year Bachelor in Aviation Program offers a comprehensive package for ab-initio career pilots. Graduates typically meet the requirements for the Airline Transport Pilot Certificate after graduation. (See below.) The Associate and Minor programs offer similar benefits in a shorter program to supplement prior/future flight certification or other fields of expertise.

Aviation students and their families aspiring toward Airline Transport Pilot Certification are encouraged to dialog with the Flight Center with reference to FAA Advisory Circular 61-139 for the latest information regarding individual progression.

Admission to the Aviation Program:

After acceptance to PUC, prospective aviation majors and minors must apply to the Flight Center. Additional academic requirements, psychological testing and character references are required as well as an FAA Medical and TSA citizenship / background checks.

Additional Fees:

Aircraft, and simulator (AATD) fees as well as exam fees are

currently not fully covered by tuition. Pilots who enroll for flight classes (AVIA 273, x76, x77, x78, AVIA 472, 473) will receive ≈\$500 per credit hour toward their flying account. Excellence requires extensive study as well as consistent life balance skills. Excellent aviation majors can expect to spend about \$4,500 (Bachelor) or \$6,500 (Associates) per year above the costs when compared to another degree. Excellent aviation minors may earn specific certificates with out of pocket costs as follows:

- Private Pilot Airplane \$3,000
- Instrument Rating \$2,000
- Commercial Pilot \$12,500

Aviation Colloquium AVIA 396:

Every flight student must complete AVIA 396 every quarter in residence. Transfer Students: at its discretion, the Aviation Department may prorate the total required credits maintaining at least two thirds of relevant degree requirement.

Major in Aviation, B.S.

A minimum of 106 hours (59 upper-division hours)

> Required Core Courses (94 hours):

AVIA 120	Flight Operations	2
AVIA 123	Aviation Law & Regulations I	3
AVIA 124	ATC/Airspace I	2
AVIA 173	Meteorology	4
AVIA 176	Private Pilot I	5
AVIA 177	Private Pilot II	5
AVIA 178	Private Pilot III	5
AVIA 223	Aviation Law & Regulations II	3
AVIA 224	ATC/Airspace II	2
AVIA 276	Instrument Rating I	5
AVIA 277	Instrument Rating II	5
AVIA 278	Instrument Rating III	5
AVIA 279	Aerodynamics and Performance I	3
AVIA 305	Aircraft Systems I	3

Aviation

AVIA 376	Commercial Pilot I	8
AVIA 377	Commercial Pilot II	8
AVIA 378	Commercial Pilot III	8
AVIA 379	Aerodynamics & Performance II	3
AVIA 396	Aviation Colloquium	4-6
AVIA 405	Aircraft Systems II	3
AVIA 477	Human Factors & Aviation Safety I	4
AVIA 479	Human Factors & Aviation Safety II	4

► Required Core Electives (12 hours):

At least 12 hours from the following: 12

AVIA 302	Flight Simulation Challenge (1)
AVIA 350	Mission Flying Theory and Flight (2)
AVIA 375	Flight Instructor Theory (4)
AVIA 402	Simulation Innovation (2)
AVIA 460	Professional Skills for Pilots (2)
AVIA 468	Flight Instructor Flight Training (3)
AVIA 470	Fundamentals of Instruction (1)
AVIA 472	Instrument Instructor Flight (7)
AVIA 473	Advanced Practicum in Flight (1-12)
AVIA 476	Add-on Class Rating (4)
AVIA 478	Add-on CFI Rating (4)

Recommended Minor:

A minor in Business Administration is recommended.

Recommended Courses:

The following courses are recommended:

Mission Aviation:

ANTH 124, AVIA 350, COMM 330, EMER 104-105, PREL 337, RELH 311, RELP 235, 319, SOWK 121

Commercial Aviation:

AVIA 450, COMM 223, 330, ECON 261, MGMT 361, 465

Major in Aviation, A.S.

A minimum of 64 hours (35 upper-division hours)

► Required Core Courses (42 hours):

AVIA 120	Flight Operations	2
AVIA 123	Aviation Law & Regulations I	3
or AVIA 223	Aviation Law & Regulations II	3
AVIA 124	ATC/Airspace I	2
or AVIA 224	ATC/Airspace II	2
AVIA 173	Meteorology	4
AVIA 276	Instrument Rating I	5
AVIA 277	Instrument Rating II	5
AVIA 278	Instrument Rating III	5
AVIA 279	Aerodynamic & Performance I	3
or AVIA 379	Aerodynamic & Performance II	3

AVIA 305	Aircraft Systems I	3
or AVIA 405	Aircraft Systems II	3
AVIA 376	Commercial Pilot I	8
AVIA 377	Commercial Pilot II	8
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AVIA 396	Aviation Colloquium	2-3
AVIA 470	Fundamentals of Instruction	1
AVIA 477	Human Factors & Aviation Safety I	4
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General Education Package

Those students who are prepared to engage the Honors Program General Education package are strongly encouraged to do so. This program engages the qualities of critical thinking and problem-solving to a high level. Simultaneous reduction of General Education credit-hour commitment, frees up space for additional aviation electives or FAA certificates, or both. Further guidance is available from Admissions and the Student Success Center.

Recommended individual GE Courses:

Physics: PHYS 111 (4)

Math: STAT 222 (4)

Physical Fitness: ESAC 100 or 300 courses (8-10 credits)

Minor in Aviation

A minimum of 28 hours (6 upper-division hours)

► Required Core Courses (22 hours):

AVIA 120	Flight Operations	2
AVIA 123	Aviation Law & Regulations I	3
or AVIA 223	Aviation Law & Regulations II	3
AVIA 124	ATC/Airspace I	2
or AVIA 224	ATC/Airspace II	2
AVIA 176	Private Pilot I	5
AVIA 177	Private Pilot II	5
AVIA 178	Private Pilot III	5

► Required Electives:

Take at least 6 hours from the following:

Additional AVIA courses, selected in consultation with the advisor. Include at least 6 upper-division hours from AVIA 305, 350, 379, 402, 473, 477, or 479.

Aviation

SERVICE COURSE:

(Not applicable to a major or minor in this department)

AVIA 101 **1 F, W, S** **Introduction to Flight**

An introduction to the elements and science of flight. Flight instruction on basic maneuvers of flight and landings. Survey of aircraft types, design considerations, and role applications. Brief history of aviation and its safety programs.

LOWER-DIVISION COURSES:

AVIA 102 **1 F** **Flight Simulation Challenge I**

Flight and interactive scenario based challenges based upon real life aviation incidents and accidents. Challenge yourself in a virtual simulation environment with a licensed instructor through aviation industry standard FITS (FAA/Industry Training Standards). No experience required.

AVIA 107 **2 S** **Remote Pilot Certificate**

This course includes both ground theory and flight experience to prepare students for the FAA Part 107 written exam. Successful completion of this course allows work in various fields for compensation or hire. Students will also have the opportunity to fly multiple variations of drones to fully understand their flight characteristics. Odd years.

AVIA 120 **2 F** **Flight Operations**

Flight School safety and best practices, fueling and dispatch, airworthiness, FAA medical rules and considerations, line orientation, Part 141 orientation. FAA

Aviation Handbooks, ACS, Introduction to threat and error management.

AVIA 123 **3 W** **Aviation Law and Regulations I**

Constitutional law and historical background of federal aeronautical regulators, administrative law construction and survey (FAR and AIM). Private Pilot law, Commercial Pilot law, International law, Airworthiness, Directives. Odd years.

AVIA 124 **2 W** **Air Traffic Control and Airspace I**

ATC system, operation, procedures and requirements within the VFR environment, towered operations, radar operations, navigation aids (capability, certification and usage) GPS, WAAS, SBAS. Even years.

AVIA 173 **4 F** **Meteorology**

Explores the causes of weather phenomena and patterns. Identifying weather hazards, meteorological flight planning, aviation weather equipment, and consideration of weather conditions as they relate to aircraft and flight performance. Even years.

AVIA 176 **5 Su, F, W, S,** **Private Pilot I**

Flight and ground training from beginning to the successful completion of Phase 4, including the pre-solo knowledge exam.

AVIA 177 **5 Su, F, W, S** **Private Pilot II**

Flight and ground training from the beginning of Phase 5 to the successful completion of the Stage II check. Includes first solo flight and cross-country written exam.

AVIA 178 **5 Su, F, W, S** **Private Pilot III**

Flight and ground training from first solo cross-country and ends with the successful completion of the final course Stage III check. The FAA knowledge test is also passed. The pilot is now eligible for the final FAA Practical Test.

AVIA 223 **3 W** **Aviation Law and Regulations II**

Administrative law construction and survey (FAR and AIM), instrument pilot law, commercial operator law, enforcement actions, NTSB and ASRS, regulatory certification, rule making and legislation, Advisory Circulars. Even years.

AVIA 224 **2 W** **Air Traffic Control and Airspace II**

ATC system, operation, procedures and requirements within the IFR environment, non-towered operations, non-radar operations, engine-inoperative, standard gradients and protected areas. Odd years.

AVIA 273 **1-12 Su, F, W, S** **Practicum in Flight**

Practice in cross-country flying as pilot-in-command to various destinations. Practice with cockpit management skills, aeronautical decision making, and pre-flight planning. Prerequisite: AVIA 178 or Private Pilot Certificate. Repeatable to a maximum of 12 credits.

AVIA 276 **5 Su, F, W, S** **Instrument Rating I**

Flight, simulator and ground training from beginning to the completion of Phase III. Instrument scan, partial panel, unusual attitude recovery, GPS, VOR, and NDB navigation.

Aviation

AVIA 277 **5 Su, F, W, S** **Instrument Rating II**

Flight, simulator and ground training from the beginning of Phase 4 to the completion of Phase 5. Holding patterns, DME arcs, precision and non-precision approaches.

AVIA 278 **5 Su, F, W, S** **Instrument Rating III**

Flight, simulator and ground training from the beginning of Phase 6 to the completion of the final Stage IV check. The FAA knowledge test is also passed. The pilot is now eligible for the final FAA Practical Test.

AVIA 279 **3 S** **Aerodynamics and Performance I**

Relevant terminology and instructional understanding of the four forces in straight level, turning and climbing/descending flight, calculation of stall speed. High speed, transsonic and supersonic flight. High altitude aerodynamics turbine engine performance (propulsive efficiency and altitude effects for turbine engines, prop-fan and jet). Configuration changes. Odd years.

AVIA 240 **2 S** **Aviation History**

A survey of some pivotal events in the development of human flight from ancient times to the latest space exploration. Motive, context, and impacts of each historical event are analyzed critically. Even years.

UPPER-DIVISION COURSES:

AVIA 302 **1 Su, F, W, S** **Flight Simulation Challenge II**

Flight and interactive scenario based challenges based upon real life aviation incidents and accidents. Challenge yourself in a virtual simulation environment with a licensed instructor through aviation

industry standard FITS (FAA/Industry Training Standards). Prerequisites: AVIA 178 or AVIA 278.

AVIA 305 **3 S** **Aircraft Systems I**

Survey and understanding of pilot/static instruments, flight controls, fly-by-wire systems (i.e. flight law), reciprocating engine theory, ignition systems, hydraulic systems, autoflight/FMS/INS, APU/GPUs, fuel systems (tanks, pumps, delivery, landing gear and brakes). Even years.

AVIA 350 **2 F** **Mission Flying Theory and Practice**

Advanced mountain flying, operations at small unimproved airstrips, high altitude operations, and advanced short field techniques. Includes go/no-go decision-making before flight and during maneuvers. Even years.

AVIA 376 **8 Su, F, W, S** **Commercial Pilot I**

Commercial pilot level crosscountry ground and flight planing, ADM, in a scenariobased, training context. Course covers from beginning to the completion of the Stage I check at the end of Phase 3.

AVIA 377 **8 Su, F, W, S** **Commercial Pilot II**

Flight and ground training from Phase 4 to the completion of the Stage II check at the end of Phase 5. Includes Complex or TAA aircraft flying as well as the commercial maneuvers.

AVIA 378 **8 Su, F, W, S** **Commercial Pilot III**

Flight and ground training for Phases 6 to 8 including the completion of the final Stage III check in Phase 8. The FAA knowledge test is also passed. The pilot is now eligible for the final FAA Practical test.

AVIA 379 **3 S** **Aerodynamics and Performance II**

Relevant terminology and instructional understanding of stability and control (including spiral instability and dutch roll) low speed (high alpha) flight ground-effect, aspect ratio induced drag adverse yaw, aircraft performance requirements special flight conditions, reciprocating engine performance (propulsive efficiency and altitude effects). Even years.

AVIA 396 **0.5 F, W, S** **Aviation Colloquium**

Formal seminars on current Aviation Human Factors, Air Traffic Control (ATC) and Airspace and Aviation Safety-issues. Required every quarter for all aviation majors and minors.

AVIA 402 **2 Arr** **Simulation Innovation**

The student will in any combination, design, build, implement, test, and/or evaluate a synthetic or virtual flight or ground training device for the purpose of enhancing the learning or flight training environment. Prerequisite: AVIA 178. Repeatable up to 6 credits.

AVIA 405 **3 S** **Aircraft Systems II**

Survey and understanding of gyroscopic instruments, AHARS, turbine engine theory, propellers and governors, electrical systems (including standby systems), ice and rain protection, environmental and pneumatic systems, oxygen systems, fire detection/suppression (engine and cargo), emergency systems and survival equipment. Odd years.

AVIA 460 **2 S**
Professional Skills for Pilots

Job application, CV writing, interview process, seniority, bidding and simulation preparation. Emphasis on successfully completing IOE and faith and conscience in the workplace with a Part 121 Airline or similar operation. Odd years.

AVIA 468 **3 Su, F, W, S**
Flight Instructor Flight Training

Flight training from the instructor seat for all private and commercial pilot maneuvers for the relevant flight instructor practical test. Prerequisites or co-requisites: AVIA 375, AVIA 378, AVIA 470.*

AVIA 470 **1 F**
Fundamentals of Instruction

Explores various theories of teaching and learning, including the laws of readiness, primacy, with specific focus on passing the FAA FOI knowledge exam. Required for any FAA flight or ground instructor certification. Prerequisite: AVIA 278 or course lecturer permission. Odd years.

AVIA 472 **7 Su, F, W, S**
Instrument Instructor Ground and Flight Training

Flight and Ground training, lesson planning and simulator instruction proficiency for the Instrument Flight Instructor initial or additional rating practical test. Prerequisites: AVIA 378. Prerequisites or Corequisites: AVIA 278, 470

AVIA 473 **1-6 Su, F, W, S**
Advanced Practicum in Flight

Research or instruction in advanced flight operations. Advanced flight operations include night operations, IFR operations, Class B operations, and low altitude or high alpha flight. Special reports or research projects may be required in conjunction with these assignments.

Prerequisite: AVIA 273 and arrangement with Flight Center Faculty. Repeatable to a maximum of 12 credits. Qualifies for IP grading.*

AVIA 476 **4 F, W, S**
Add-on Class Rating

Flight and ground training for the addition of category or class rating to an existing pilot certificate. Prerequisite: AVIA 178 or AVIA 378.

AVIA 477 **4 W**
Human Factors and Aviation Safety I

From an Airline and ATC system context, review of pivotal and recent incidents/accidents. Safety studies (include latest Richard G. McSpadden Report) accident investigation methods and process, causal and contributing factors CRM and risk management. Even years.

AVIA 478 **4 Su, F, W, S**
Add-on CFI Rating

Flight and ground training for the addition of category or class rating to an existing flight instructor certificate. Prerequisite: AVIA 468 or AVIA 472.

AVIA 479 **4 W**
Human Factors and Aviation Safety II

From an environmental, airport and aircraft context, threat and error management, review of pivotal and recent incidents/accidents. Safety studies (incl Nall Report), Safety programs, AQP, Aero-medical factors Odd years.

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Faculty

Aimee Wyrick-Brownworth, Dean; John Duncan, Chair; Floyd Hayes, Bryan Ness, Backil Sung, Robin Vance

Clark Professor of Conservation Technology: Scott Butterfield

Professors Emeriti: Earl M. J. Aagaard, Kenneth L. Millard, Gilbert J. Muth, Terrence L. Trivett

Departmental Office: 121 Clark Hall; (707) 965-6635

Degrees and Programs

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Biologists seek to understand the complexity of the living world through observation and experiment. By offering course work and laboratory experience concerning microorganisms, plants, animals (including humans), and the interrelationships among these living things, the *Biology Department* encourages the student to consider the study of life an exciting and continuing challenge, whether at the level of molecules, cells, organisms, populations, or ecosystems.

The biology major prepares students for careers in the practice or teaching of the life sciences, for graduate study, or for entering professional schools in dentistry, medicine, veterinary medicine, and pharmacy.

The biology curriculum may be enriched by research (BIOL 412) either on or off campus.

Major in Biology, B.S.

A minimum of 100.5 hours (49.5 upper-division hours)

► Required Core Courses (40.5 hours):

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 221+222	Intro to Research Methods I, II	2+2
BIOL 233	Ecology	4
BIOL 320	Cellular and Molecular Biology	4
BIOL 348	Systems Physiology	5
BIOL 354	Genetics	4
BIOL 397	Biology Seminar	0.5
BIOL 450	Philosophy of Origins	3
SCIE 290	Sophomore Seminar	1

► Required Core Electives (21 hours):

At least 21 hours from the following: 21
 In consultation with the advisor, select additional upper-division BIOL courses (please note that service courses do not count toward the major). BIOT 345, BIOT 345L, CHEM 481, ENVR 360, and ENVR 360L may also apply.

► Required Cognate Courses (39 hours):

CHEM 111+12+13+L	General Chemistry I, II, III+Lab	5+5+5
CHEM 371+72+73+L	Organic Chemistry I, II, III+Lab	4+4+4
PHYS 111+112+113	General Physics I, II, III	4+4+4

Recommended Cognate Courses:

CHEM 481	Biochemistry I (4)
MATH 131	Calculus I (4)

Pre-medical and pre-dental students:

The B.S. degree curriculum, including recommended cognates, exceeds all undergraduate science requirements for pre-medical and pre-dental students applying to Loma Linda University and many other schools.

Biology

Major in Biology, B.A.

A minimum of 88.5 hours (37.5 upper-division hours)

Required core courses and cognate courses are the same as those for the B.S. degree. Core electives: Select 9 hours in biology from the core electives listed above for the B.S. degree. BIOL 412 is not applicable toward the B.A. degree.

Major in Biotechnology, B.S.

A minimum of 109.5 hours (55.5-62.5 upper-division hours)

► Required Core Courses (78.5 hours):

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 221	Intro to Research Methods I	2
BIOL 222	Intro to Research Methods II	2
BIOL 320	Cellular and Molecular Biology	4
BIOT 345+345L	Biotechnology I+Lab	2+1
BIOT 397	Biology Seminar	0.5
BIOT 445+445L	Biotechnology II+Lab	1+2
BIOT 490	Biotechnology Capstone	1
BIOT 494	Biotechnology Internship	4
CHEM 111+12+13+L	General Chemistry I, II, III+Lab	5+5+5
CHEM 324+324L	Analytical Chemistry I+Lab	2+1
CHEM 371+72+73+L	Organic Chemistry I, II, III+Lab	4+4+4
CHEM 481+482	Biochemistry I, II	4+4
SCIE 290	Sophomore Seminar	1

At least one the following:

MICR 134	General Microbiology	5
BIOL 366	Medical Microbiology	5

► Required Core Electives (16 hours):

At least 16 hours from the following: 16

(Include at least one BIOL course and one CHEM course)

BIOL 348	Systems Physiology (5)
BIOL 354	Genetics (4)
BIOL 419	Developmental Biology (3)
BIOL 426	Histology (5)
BIOL 430	Neuroscience (4)
BIOL 469	Immunology (4)
CHEM 225	Chemical Modeling (2)
CHEM 426L	Integrated Chemistry Laboratory (1-4)
CHEM 483	Biochemistry III (3)
CHEM 483L	Biochemistry III Laboratory (2)
CHEM 485	Topics: Biophysical Chemistry (3)

► Required Cognate Courses (15 hours):

PHYS 111+112+113	General Physics I, II, III (4+4+4)
RELT 390	Christian Bioethics (3)

Major in Conservation Technology, B.S.

A minimum of 91 hours (30-40 upper-division hours)

► Required Core Courses (64 hours):

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 221+222	Intro to Research Methods I, II	2+2
BIOL 412	Research in Biology	2
CNTC 201	Principles of Conservation Tech	3
CNTC 240	Introduction to GIS	2
CNTC 301	Applications of Conservation Tech	2
CNTC 301L	Applied Conservation Tech Lab	2
CNTC 340	Intermediate GIS	2
CNTC 490	Conservation Tech Capstone	1
CNTC 494	Internship	4
DTSC 101	Introduction to Data Science (+Lab)	4
DTSC 201	Fundamentals of Data Science (+Lab)	4
DTSC 215	Frmworks & Libs for Data Science	4
DTSC 323L	Statistical Methods in Data Sci Lab	1
DTSC 420	Machine Learning	3
ENVR 360	Conservation Biology (+Lab)	4
INFS 115	Introduction to Programming	4
STAT 322	Statistical Methods	3

► Required Core Electives (30 hours):

At least four classes from the following list:

BIOL 233	Ecology	4
BIOL 323	Vertebrate Biology	4
BIOL 325	Flowering Plants	3
BIOL 331	Marine Biology	4
BIOL 338	Field Biology	3
ENVR 361	Energy & Climate Change (+Lab)	4
ENVR 362	Pollution & Environ. Quality (+Lab)	4
DTSC 425	Legal & Ethical Aspects of Data	3
MATH 131	Calculus I	4

► Required Cognate Courses (15 hours):

CHEM 111+12+13+L	General Chemistry I, II, III+Lab	5+5+5
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Major in Environmental Studies, B.S.

A minimum of 91.5 hours (19.5 upper-division hours)

► **Required Core Courses (61.5 hours):**

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 221	Intro to Research Methods I	2
BIOL 222	Intro to Research Methods II	2
BIOL 233	Ecology	4
BIOL 450	Philosophy of Origins	3
CHEM 111+12+13+L	General Chemistry I, II, III+Lab	5+5+5
ENVR 360+360L	Conservation Biology+Lab	4
ENVR 361+361L	Energy & Climate Change+Lab	4
ENVR 362+362L	Pollution & Environmental Quality + Lab	4
ENVR 397	Environmental Studies Seminar	0.5
ENVR 494	Internship	4
RELT 240	Eco-theology	3
SCIE 290	Sophomore Seminar	1

► **Required Core Electives (30 hours):**

<i>At least 30 hours from the following:</i>		30
AGRI 212	Home Greenhouse Gardening (2)	
AGRI 213	Home Vegetable Gardening (2)	
BIOL 227+L	Natural Hist of California & Lab (3+1)	
BIOL 323	Vertebrate Biology (4)	
BIOL 325	Flowering Plants (3)	
BIOL 328	Animal Behavior (4)	
BIOL 331	Marine Biology (4)	
BIOL 338	Field Biology (3)	
BIOL 366	Medical Microbiology (5)	
CHEM 324+324L	Analytical Chemistry I+Lab (2+1)	
CHEM 325	Analytical Chemistry II (2)	
CHEM 371+72+73+L	Organic Chemistry I, II, III+Lab	4+4+4
CHEM 451+452	Thermodynamics+Kinetics (3+3)	
ENVR 412	Research in Environmental Studies (1-2)	
GEOL 233	Geology (4)	
INFS 240	Intro to Geographic Info Systems (2)	
MATH 131+132	Calculus I, II (4+4)	
PHYS 111+112+113	General Physics I, II, III (4+4+4)	

Recommended courses for students interested in specific areas:

The following courses are recommended to help students become better prepared for a job or for graduate school in more specialized areas. These courses are not intended to provide students with the specific skills required for a job.

Air Quality: CHEM 324+324L, 371+372+373, 451+452, INFS 240, MATH 131+132, PHYS 111+112+113

Conservation Biology: BIOL 227, 323, 325, 328, 338, INFS 240

Energy: CHEM 324+324L, 325, 371+372+373, 451+452, GEOL 233, INFS 240, MATH 131+132, PHYS 111+112+113

Environmental Economics: ACCT 121+122+123, ECON 261, 265, MATH 131+132

Environmental Policy: PLSC 124, 274, RELT 355, SOWK 232

Marine Resources: BIOL 331, GEOL 233, INFS 240

Solid Waste Management: CHEM 324+324L, 325, 371+372+373, 451+452, INFS 240, PHYS 111+112+113

Water Management: BIOL 366, CHEM 324+324L, 325, 371+372+373, 451+452+453, INFS 240, MATH 131+132, MICR 134, PHYS 111+112+113

Wildlife Management: BIOL 227, 323, 328, 338, INFS 240

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in science with a concentration in biology should take the B.A. or B.S. degree in Biology. Students will need to pass the science (biology concentration) portion of the CSET exam one quarter prior to doing full-time student teaching. Students are invited to discuss the program with their major advisor in the Biology Department.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Biology

Minor in Biology

A minimum of 30 hours (12 upper-division hours)

► **Required Courses (18 hours):**

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 355	Issues on Origins	3

► **Required Electives (12 hours):**

At least 12 hours from the following (9 upper-division): 12
Additional non-service BIOL courses

Minor in Environmental Studies

A minimum of 30 hours (11 upper-division hours)

► **Required Courses (30 hours):**

BIOL 233	Ecology	4
ENVR 360	Conservation Biology	3
ENVR 361	Energy & Climate Change	3
ENVR 362	Pollution & Environmental Quality	3

At least two of the following labs: 1+1

ENVR 360L	Conservation Biology Lab (1)
ENVR 361L	Energy & Climate Change Lab (1)
ENVR 362L	Pollution & Envr Quality Lab (1)

At least one of the following sequences: 15

BIOL 121+122+123	Biological Foundations I, II, III (5+5+5)
CHEM 111+112+ 113	General Chemistry I, II, III (5+5+5)

Agriculture

LOWER-DIVISION COURSES:

AGRI 212 2 W

Home Greenhouse Gardening

The greenhouse as a solar energy source for the home. Growth and multiplication of plants for food and home beautification. One lecture and one laboratory per week.

AGRI 213 2 S

Organic Vegetable Gardening

Developing a home vegetable garden using all-natural methods for preparing, growing, maintaining, protecting, and harvesting garden crops. One lecture and one laboratory per week.

Biology

SERVICE COURSES:

(Not applicable to a major or minor in this department)

BIOL 100 4 F

Introduction to Human Biology

Basic concepts of human anatomy (including terms, structure, cell, and organs), human physiology (including basic chemistry, homeostasis, and genetics) and microbiology (including microorganisms, prokaryotes, and human immune system). Designed to prepare students for BIOL 101, BIOL 102, and MICR 134.

BIOL 101 5 F, W

Human Anatomy

Human structure as the expression of basic principles of morphology. Each functional system considered in terms of its cell, tissue, and organ types. Four lectures and one laboratory per week. Prerequisite: One of the following options:
- Minimum ACT score of 22
- Minimum SAT score of 1100 (new scoring system) or 1500 (old scoring system)

- Minimum college-level GPA of 3.0
- Completion of BIOL 100 with minimum grade C-

BIOL 102 5 W, S
Human Physiology

The function of human body systems, emphasizing the relationships among these systems; the role of each system in normal body function and health. Four lectures and one laboratory per week. Prerequisite: BIOL 101 with minimum grade C-. Recommended prerequisite: Secondary-school chemistry or CHEM 101 with minimum grade C-.

BIOL 105 4 W
Introduction to Biology

The organization and complexity of living organisms. The central questions of biology: the relationship between form and function, acquisition and use of energy, continuity between generations, and biodiversity. Enrollment limited to non-science majors; not available to students who have had a college biology course.

BIOL 105L 1 W

Introduction to Biology Lab

Hands-on experience and practical understanding of fundamental biological concepts. Corequisite or prerequisite: BIOL 105.

BIOL 223 2 F

Medical Terminology

The terminology of science and medicine.

BIOL 227 3 S

Natural History of California

Plants and animals of California as they relate to its diverse topography and geography.

BIOL 227L 1 S

Natural History of California Laboratory

Laboratory activities coordinated with BIOL 227. Coerequisite: BIOL 227.

BIOL 355 3 F

Issues on Origins

Scientific and biblical models regarding the origin and history of life. Special reference to the impact of origins philosophy on the interpretation of biological, geological, and paleontological evidence. Enrollment is limited to students in majors other than biology and environmental studies. Applicable to a minor in biology.

Note: A minimum grade of C- is required for all listed biology prerequisite courses.

LOWER-DIVISION COURSES:

BIOL 121+122+123 5+5+5 F+W+S
Biological Foundations I, II, III

An integrated foundation in life science principles for biology majors and preprofessional students in the biomedical sciences. Prerequisite to most biology courses with higher numbers.

Four lectures and one laboratory per week. Prerequisite: BIOL 105 or equivalent.

BIOL 121: Mendelian genetics, biodiversity, ecology, and evolution.

BIOL 122: The cell as the structural and functional unit of life; organelles and their functions; structure and function of essential biomolecules; and an introduction to molecular genetics. Prerequisite: CHEM 101 or equivalent.

BIOL 123: The form and function of plants and animals.

BIOL 221 2 F, W

Introduction to Research Methods I

Study of descriptive and inferential statistical methods frequently used to analyze biological data, including experimental design, graphical presentation of data, analysis of frequency data, parametric vs nonparametric tests, analysis of two or more means, correlation and regression. One lecture and one laboratory per week. Prerequisites: BIOL 121+122+123. Prerequisite or corequisite: STAT 222.

BIOL 222 2 F, W

Introduction to Research Methods II

The gathering of resource material from the peer-reviewed scientific literature and the design of a research project that incorporates the choice of a model system, statistical tests, data recording and analysis, and interpretation of results. The primary focus is the writing and oral presentation of a well-designed research proposal. One lecture and one laboratory per week. Prerequisite: BIOL 221 (or STAT 322 for Biomathematics majors).

BIOL 233 4 F
Ecology

The interaction of physical and biological factors in maintaining balance within the ecosystem. Survey of world

biomes and aquatic ecosystems. Laboratories examine and compare biotic communities and their structure. Three lectures and one laboratory per week. Prerequisite: BIOL 121+122+123.

UPPER-DIVISION COURSES:

BIOL 320 4 W

Cellular and Molecular Biology

Composition, structure, and function of the cell and its organelles; emphasis on intracellular and intercellular communication and control principles. Three lectures and one laboratory per week. Prerequisites: BIOL 121+122+123; CHEM 371.

BIOL 323 4 W

Vertebrate Biology

Biology of the vertebrates, including their relationship to the physical environment and to other species and their social and reproductive patterns. The laboratory emphasizes the vertebrates in northern California. Three lectures and one laboratory per week. Prerequisite: BIOL 121+122+123.

BIOL 325 3 S

Flowering Plants

Study of flowering plant biology; structure and physiology, practical human uses, and methods of collecting, identifying, and curating representative specimens. Two lectures and one laboratory per week. Prerequisite: BIOL 123 or BIOL 227.

BIOL 328 4 S

Animal Behavior

Diversity of animal behavior including instinct, learning, communication, sociobiology, and the genetic, physiological, and ecological aspects of behavior. Three lectures and one laboratory per week. Prerequisite: BIOL 121+122+123.

Biology

BIOL 331 **4 F**

Marine Biology

Introduction to oceanography, marine life, and humanity's impact on the marine environment. Three lectures and one laboratory per week. Prerequisites: BIOL 121+122+123.

BIOL 338 **3 Arr**

Field Biology

Study of the diversity of organisms in marine, freshwater, and terrestrial ecosystems of a selected region. Offered under different subtitles and at different locations. Includes classroom lectures, laboratory, and extensive field exercises as part of a study tour during an academic break. Requires additional cost for study tour and includes travel during an academic break. Contact the Biology Department for further information. Qualifies for IP grading.

BIOL 348 **5 F**

Systems Physiology

Functions of the nervous, muscular, endocrine, cardiovascular, respiratory, renal, and reproductive systems with emphasis on regulatory mechanisms and integration. Examines processes used by animals in adjusting to their external environment and controlling their internal environment. Laboratories involve firsthand analysis of selected aspects of the major functional systems. Four lectures and one laboratory per week. Prerequisites: BIOL 121+122+123 or BIOL 101+102.

BIOL 354 **4 S**

Genetics

Genetics of bacteria, plants, and animals. Chromosome mapping, population and evolutionary genetics, prokaryotic and eukaryotic genetic control, and molecular genetics. Emphasis on the study of modern molecular genetic techniques and concepts. Three lectures and one

laboratory per week. Prerequisites: BIOL 121+122+123, 320.

BIOL 366 **5 W**

Medical Microbiology

Major groups of bacteria, viruses, and fungi that are pathogens or normal flora of humans. Laboratory work emphasizes the culture, characterization, and identification of unknown bacteria of medical importance. Four lectures and one laboratory per week. Prerequisite: BIOL 121+122+123 or MICR 134.

BIOL 395 **1-3 Arr**

Special Topics in Biology

Additional laboratory or library studies correlated with biology courses. Repeatable for credit under different subtitles.

BIOL 397 **0.5 W**

Biology Seminar

(See also BIOL 397 & ENVR 397)

Topics of current interest in the biological and environmental sciences are presented and discussed. Prerequisites: BIOL 121+122+123, SCIE 290. Graded S/U.

BIOL 412 **1-4 F, W, S, Su**

Research in Biology

Original investigation in selected areas of biology. The research topic is selected and the work done under direction of a faculty advisor. Scholarly presentation of research results is encouraged. Prerequisites: BIOL 121+122+123, 222 and permission of the instructor. Repeatable to a maximum of 4 credits. A maximum of 2 credits applied to the Biology major. Graded S/U. Qualifies for IP grading.

BIOL 419 **3 S**

Developmental Biology

Principles of animal development and its molecular basis in selected model organisms. Cell communication and differentiation, embryonic induction, pat-

tern formation, morphogenesis, and the genetic control of development. Prerequisites: BIOL 121+122+123, 320, 354.

BIOL 422 **4 S**

Advanced Human Anatomy

Intensive study of the structure of the human body. The laboratory requires extensive cadaver dissection. Two lectures and two laboratories per week. Prerequisite: BIOL 121+122+123 or BIOL 101 with a grade of B or better.

BIOL 426 **5 W**

Histology

Microscopic structure of the fundamental tissues and organs of humans and other mammals with functional correlations. Three lectures and two laboratories per week. Prerequisite: BIOL 121+122+123. Recommended: BIOL 320.

BIOL 430 **4 F**

Neuroscience

The neural basis of behavior with emphasis on the human nervous system. Includes cellular approaches to neural function, neuroanatomy, development of neurons and circuits, and neuroendocrine mechanisms. Three lectures and one laboratory per week. Prerequisite: BIOL 121+122+123. Recommended prerequisite: BIOL 348.

BIOL 450 **4 W**

Philosophy of Origins

Historical and current issues relating to special creation and evolution models of origins. Biological, geological, and paleontological evidence and potential explanations along with the theological and scientific implications of various interpretations. Limited to students with senior standing majoring in biology and environmental studies who will graduate in the current calendar year. Prerequisite: BIOL 121+122+123.

BIOL 469 **4 S**
Immunology

The lymphoid system and its response to foreign substances by humoral or cellular mechanisms that may protect or injure the host. Immunogens, immunoglobulins, complement, antigen-antibody reactions, phagocytosis, inflammation, immediate and delayed allergy, autoimmunity, and the immunology of transplantation, cancer and tolerance. Prerequisites: BIOL 121+122+123, 320

BIOL 495 **1-3 Arr**
Independent Study

Properly qualified students in biology whose scholarship is of outstanding quality may undertake a limited amount of individual investigation. Repeatable to a maximum of 6 credits.

Biotechnology

UPPER-DIVISION COURSES:

BIOT 345 **2 F**
Biotechnology I

An overview of the basic goals and methods of biotechnology with an emphasis on DNA biotechnology. Topics covered include DNA and RNA analysis and manipulation, gene and DNA cloning, DNA amplification, DNA sequencing and genetic modification of organisms. Applications of biotechnology, along with political and ethical considerations, will be discussed. Two lectures per week. Prerequisites: BIOL 121+122+123. Corequisite: BIOT 345L.

BIOT 345L **1 F**
Biotechnology I Lab

Focus on critical thinking, analytical reasoning, and lab skills practiced in the fields of biomedical science, genetic engineering, agriculture, and forensics. Techniques include cultures of cell lines,

bacteria and worms, and protein analyses of ELISA, immunocytochemistry and Western blotting in addition to preparation of media and solution. One laboratory per week.

BIOT 397 **0.5 W**
Biotechnology Seminar

(See also BIOL 397 & ENVR 397)
Topics of current interest in the biological and environmental sciences are presented and discussed. Prerequisites: BIOL 121+122+123, SCIE 290. Graded S/U.

BIOT 445 **1 W**
Biotechnology II

Advanced molecular genetics techniques, including isolation and manipulation of DNA, PCR, DNA sequencing, genomics and informatics, cloning, and genetic modification of plants and animals. Coverage of the topics will be primarily drawn from the peer-reviewed scientific literature, so the information will be as up-to-date as possible. One lecture per week. Prerequisites: BIOT 345; BIOL 320 or CHEM 481. Corequisite: BIOT 445L.

BIOT 445L **2 W**
Biotechnology II Lab

Focus on critical thinking, analytical reasoning, and lab skills practiced in the fields of biomedical science, genetic engineering, agriculture, and forensics. Techniques include DNA and RNA extraction, DNA forensics, gene detection, gene cloning and transformation. Two laboratories per week.

BIOT 490 **1 S**
Biotechnology Capstone

A detailed overview of the primary applications of biotechnology, including genetic modification of organisms, genetic testing, forensics, whole organism cloning, gene therapy and enhancement, stem cell technology, tissue culturing and

human reproductive biotechnology. In addition to understanding the roles of these technologies in society, their ethical implications will be explored as they relate to the promises and perils of fully utilizing biotechnology as its potential expands. Limited to students with a senior standing majoring in biotechnology. Prerequisite: BIOT 445, 445L.

BIOT 494 **1-4 F, W, S**
Biotechnology Internship

Volunteer service or employment with a biotechnology company or organization. Intended to provide students with experience relevant to future employment or graduate studies. A report must be submitted summarizing duties performed and skills learned. Repeatable to a maximum of 4 credits. Prerequisites: BIOT 345, 345L, CHEM 324, 324L, and permission of the instructor. Graded S/U. Qualifies for IP grading.

Conservation Technology

LOWER-DIVISION COURSES:

CNTC 201 **3 F**
Conservation Technology

This course will introduce students to an array of current and emerging technologies in the conservation/environmental field, include remote sensing, geographic information systems (GIS), geographic positioning systems (GPS), coding/programming, Internet of Things (IoT), camera trapping, environmental sensors, artificial intelligence (including machine and deep learning), digital twins, conservation genetics (e.g., eDNA, scat dogs), and mobile app development and usage. Students will be learn to critically read and evaluate peer-reviewed

Biology

scientific literature. Two lectures and one laboratory per week.

CNTC 240 **2 F**
Introduction to GIS
(See INFS 240)

UPPER-DIVISION COURSES:

CNTC 301 **2 W**
Applications of Conservation Technology

Study of the development and use of conservation technologies in environmental and other professional fields, with experience in understanding how this field is evolving and what professional job prospects may exist now and in the future. Experience applying conservation technologies – including camera trapping, eDNA, coding/programming, geographic information systems (GIS), and mobile apps – in field and laboratory situations. Prerequisite: CNTC 201

CNTC 301L **2 S**
Applied Conservation Technology Lab

Application of conservation technologies – including geographic information systems (GIS), remote sensing, coding/programming, and camera trapping – to forest and fire management questions within the PUC forest. Students will become proficient in experimental design, data collection, data analysis, and scientific communication. Prerequisite: DTSC 101, INFS 115, INFS 240, and CNTC 301.

CNTC 340 **2 S**
Intermediate GIS

Study of the spatial data structures and the display, manipulation, and analysis of geographic information, both through lecture and laboratory settings. Hands-on application of GIS skills and experience with GIS software will occur

in the laboratory. Prerequisite: INFS/CNTC 240.

CNTC 490 **1 S**
Conservation Technology Capstone

A project-based course in which students develop proposals for conservation technology-based projects that could be implemented at PUC or to evaluate data and make recommendations based on conservation-technology-based projects that are already occurring at PUC. Prerequisite: CNTC 301, 301L.

CNTC 494 **1-4 F, W, S, Su**
Internship

Placement in a professional internship position where students will apply their conservation technology skills to a job. Each student will produce a final report and presentation based on the outcomes of their internship. Prerequisite: Permission of the instructor. Repeatable to a maximum of 4 credits.

Environmental Studies

UPPER-DIVISION COURSES:

ENVR 360 **3 F**
Conservation Biology

Conservation ethics, population biology, biodiversity, threats to biodiversity, conserving biodiversity, and the interplay of human populations, economics, and politics. Required corequisite for biology and environmental studies majors and minors: ENVR 360L.

ENVR 360L **1 F**
Conservation Biology Laboratory

Laboratory activities coordinated with ENVR 360. Prerequisite: BIOL 121+122+123.

ENVR 361 **3 W**
Energy and Climate Change

Fossil fuels, alternative energy sources, energy conservation, energy politics, atmosphere and climate, natural climate changes, and global warming. Required corequisite for environmental studies majors and minors: ENVR 361L.

ENVR 361L **1 W**
Energy and Climate Change Laboratory

Laboratory activities coordinated with ENVR 361

ENVR 362 **3 S**
Pollution and Environmental Quality

Air pollution, ozone depletion, acid rain, water quality, water pollution, wastewater treatment, solid waste management, food production, pest control, and various environmental hazards. Required corequisite for environmental studies majors and minors: ENVR 362L.

ENVR 362L **1 S**
Pollution and Environmental Quality Laboratory

Laboratory activities coordinated with ENVR 362.

ENVR 397 **.5 W**
Environmental Studies Seminar
(See also BIOL 397)

Topics of current interest in the biological and environmental sciences are presented and discussed. Prerequisites: BIOL 121+122+123, SCIE 290. Graded S/U.

ENVR 412 **1-4 F, W, S, Su**
Research in Environmental Studies

Original investigation in selected areas of environmental studies. The research topic is selected and the work done under direction of a faculty advisor. Scholarly

presentation of research results is encouraged. Prerequisites: BIOL 222 and permission of the instructor. Repeatable to a maximum of 4 credits. A maximum of 2 credits applied to the Environmental Studies major. Graded S/U. Qualifies for IP grading.

ENVR 494 **1-4 F, W, S, Su**
Internship

Volunteer service or employment with an environmental government agency or non-government organization to provide students with experience relevant to future employment or graduate studies. A report must be submitted summarizing duties performed and skills learned. Prerequisite: Permission of instructor. Repeatable to a maximum of 4 credits. Graded S/U. Qualifies for IP grading.

Geology

LOWER-DIVISION COURSES:

GEOL 233 **3 F**
Geology

A comprehensive introduction to the fundamental principles and concepts of Earth science.

GEOL 233L **1 F**
Geology Lab

Hands-on experience and practical understanding of fundamental geological concepts. Corequisite or prerequisite: GEOL 233.

Microbiology

SERVICE COURSE:

(Not applicable to a major or minor in this department)

MICR 134 **5 F, S**
General Microbiology

An introduction to microorganisms—the bacteria, viruses, and fungi; the usefulness of microorganisms in nature and manufacturing; pathogenesis and immunity. Consideration of each major infectious disease with respect to its causative agent, characteristics, diagnosis, transmission, and prevention. Four lectures and one laboratory per week. Prerequisites: Demonstrated algebra proficiency of MATH 096 or equivalent
plus

One of the following options:

- BIOL 101, 102 (*strongly recommended*)
- Minimum ACT score of 22
- Minimum SAT score of 1100 (new scoring system) or 1500 (old scoring system)
- Minimum college-level GPA of 3.0
- Completion of BIOL 100 with minimum grade C-.

Science

LOWER-DIVISION COURSE:

SCIE 290 **1 W**

Preparation of math and science students for successful pursuit of internship/research, graduate school, and career opportunities. Discussions of discipline-specific career options and skills needed for obtaining a job or success at the next level of education. Includes resume writing and portfolio preparation. Relevant topics of interest presented by guest speakers. 1 credit S/F

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Faculty

Milbert Mariano, Dean; David Bell, Chair; Abram Fisher, Keith Neergaard, M. Scott Perryman,

Adjunct Professors: Anna Chouteau, Eric Hall, Heather Hamilton, Earl Knecht, Jeffrey Lobas, Matt Mumford, Joanna Nelson

Professors Emeriti: Rodney O. Hardcastle, Henry W. Kopitzke, Lary J. Taylor, Marcia L. Toledo, Richard T. Voth

Departmental Office: 317 Irwin Hall; (707) 965-6238

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The degree programs offered by the *Business Administration & Economics Department* are fully accredited by the International Assembly for Collegiate Business Education (IACBE). As part of a Seventh-day Adventist college, the department intends not only to prepare students to successfully meet the everyday challenges of a career in business, but also to prepare its graduates to give effective Christian influence in their communities. To meet these goals, the department offers several programs of study.

The B.B.A. (Bachelor of Business Administration) is a professional degree designed for the student who intends to enter the job market upon completing the four-year program or to be well prepared for graduate studies. This program offers the following emphases: Accounting, Finance, Healthcare Management, International Business, Management, and Marketing.

The B.S. (Bachelor of Science) in Business Administration is a degree designed for those who plan to enter a postgraduate or graduate program in law or business.

The B.A. (Bachelor of Arts) degree program in Business Administration is a traditional curriculum for those interested in taking a program that includes the study of a foreign language.

The B.S. (Bachelor of Science) in Management Information Systems is a degree designed for the student who plans to pursue a career in the support and management of information systems.

The B.S. (Bachelor of Science) in Management for Medical Professionals is a degree designed for those who plan to enter a professional medical graduate program, such as medicine, dentistry, or physical therapy. Since most graduates of such professional programs will ultimately have their own business, this degree is particularly useful for them.

The preparation offered in the four-year Business Administration programs (B.B.A., B.S., and B.A.) differs considerably. Both the B.S. and the B.A. degree offer more flexibility in course selection than the B.B.A. However, the first two years are similar enough so that in the process of choosing a field for concentration, students have ample time to explore a variety of professions in consultation with departmental faculty and others. Many opportunities and avenues for service are thus available to students majoring in business.

Students interested in teaching business-related subjects at the secondary level should consult with their advisor in the Business Administration & Economics Department and with the credential analyst in the Education Department. They may generally take any bachelor's degree program in business and the specific education courses required. They will then need to pass the PRAXIS and SSAT competency examinations to obtain the secondary teaching credential.

The M.B.A. (Master of Business Administration) is for the post-baccalaureate student who is interested in a career in business. The program is offered online and can be taken with either full-time or part-time enrollment.

Business Administration & Economics

Bachelor of Business Administration, B.B.A.

A minimum of 100 hours (58 upper-division hours)

► Required Core Courses (60-61 hours):

ACCT 121+122	Financial Accounting I, II	3+4
ACCT 123	Managerial Accounting	3
BUAD 325+326	Business Law I, II	3+3
BUAD 494	Internship	1
ECON 261	Macroeconomics	4
ECON 265	Microeconomics	4
FIN 341	Finance	5
INFS 146	Spreadsheets	2
MGMT 228	Principles of Information Systems	4
MGMT 361	Management	4
MGMT 466	Business Ethics	3
MGMT 481	Operations Management	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
STAT 222	Introduction to Statistics	4

One of the following courses: 3-4

MATH 106 College Algebra (3)

MATH 131 Calculus I (4)

Recommended Supporting Course:

BUAD 118 Personal Money Management (3)

► Emphases (choose one):

1. Accounting Emphasis (39-40 hours)

ACCT 311+312+313	Intermediate Accounting I, II, III	3+3+3
ACCT 321	Cost Accounting I	3
ACCT 322	Cost Accounting II	3
ACCT 341	Individual Taxation	4
ACCT 343	Business Taxation	4
ACCT 391	Acct Systems in Small Business	3

At least 11 hours from the following: 11*

ACCT 307	Gov't & Nonprofit Accounting (3)
ACCT 345	Estate Planning, Gifts & Trust Tax (3)
ACCT 451	Advanced Accounting (3)
ACCT 453	Auditing (5)
BUAD 329	Fraud Examination (3)

Additional hours from the following: 3-4*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

2. Finance Emphasis (39-40 hours)

ACCT 311+312+313	Intermediate Accounting I, II, III	3+3+3
ECON 371	Money, Banking, and Capital Markets	4
FIN 488	Problems in Finance	3

At least one of the following courses: 4

ACCT 341 Individual Taxation (4)

ACCT 343 Business Taxation (4)

At least 12 hours from the following: 12*

BUAD 335 Real Estate (4)

BUAD 371 Insurance and Risk Management (3)

FIN 419 Personal Financial Planning (3)

FIN 444 Investments (3)

FIN 463 Financial Planning and Forecasting (3)

Additional hours from the following: 4-5*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

3. Healthcare Management Emphasis (39-40 hours)

ACCT 307	Govt & Nonprofit Accounting	3
BUAD 370	Healthcare Law	3
BUAD 371	Insurance & Risk Management	3
ECON 270	Healthcare Economics	3
MGMT 370	Healthcare Management	3
MKTG 417	Services Marketing	3

At least 15 hours from the following: 15*

ACCT 311	Intermediate Accounting I (3)
ACCT 312	Intermediate Accounting II (3)
ACCT 321	Cost Accounting I (3)
ACCT 322	Cost Accounting II (3)
FIN 463	Financial Planning & Forecasting (3)
MGMT 350	Project Management (3)
MGMT 465	Organizational Behavior (3)
MGMT 472	Human Resources Management (3)
MKTG 371	Marketing Research (3)

Additional hours from the following: 6-7*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

* Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.

4. International Business Emphasis (39-52 hours)

ANTH 124	Cultural Anthropology	4
MGMT 457	International Business	3
MKTG 371	Marketing Research	3

At least 9 hours from the following: 9

ACCT 311+312+313	Intermediate Accounting I, II, III (3+3+3)	
ACCT 321+322	Cost Accounting I,II (3+3)	
ACCT 343	Business Taxation (4)	

Competence at the intermediate level in a language other than English. 0-12

This requirement may be met by one of the following options:

1. One-year sequence in college intermediate language course.
2. Study for a minimum of one quarter in a college abroad where classes are conducted in a foreign language, completing at least 12 quarter units with grades of C or higher.
3. Passing a competency test in a foreign language.
4. Graduation from a secondary school in a non-English-speaking country in which classes were conducted in the language of that country.

At least two courses from the following: 6-8

COMM 330	Intercultural Communication (3)	
ARTH 116	History of Western Art II (4)	
ARTH 260	History of World Cinema (4)	
HIST 375	U.S. and the World Since 1945 (4)	
PLSC 330	Modern Comparative Government (3)	

Additional hours from the following: 10-13*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

5. Management Emphasis (39-40 hours)

ACCT 311	Intermediate Accounting I	3
BUAD 334	Entrepreneurship	3
MGMT 350	Project Management	3
MGMT 465	Organizational Behavior	3

At least 15 hours from the following: 15*

ACCT 343	Business Taxation (4)	
ACCT 391	Acct Systems in Small Businesses (3)	
BUAD 371	Insurance and Risk Management (3)	
INFS 380	Database Systems (3)	
INFS 470	Business Analytics (3)	
MGMT 457	International Business (3)	
MGMT 472	Human Resources Management (3)	
MKTG 372	Retailing Management (3)	
MKTG 377	Sales Management (3)	

At least one of the following courses: 3*

ACCT 321	Cost Accounting I (3)	
ACCT 322	Cost Accounting II (3)	

Additional hours from the following: 6-7*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

6. Marketing Emphasis (39-40 hours)

MKTG 360	Consumer Behavior	3
MKTG 371	Marketing Research	3
MKTG 374	Advertising	3
MKTG 417	Services Marketing	3
MKTG 481	Marketing Problems	3

At least 12 hours from the following: 12*

BUAD 334	Entrepreneurship (3)	
INFS 377	Electronic Commerce (3)	
MGMT 457	International Business (3)	
MKTG 372	Retailing Management (3)	
MKTG 377	Sales Management (3)	

At least 6 hours from the following: 6

ACCT 311+312	Intermediate Accounting I, II (3+3)	
ACCT 321+322	Cost Accounting I, II (3+3)	
ACCT 343	Business Taxation (4)	
ACCT 391	Acct Systems in Small Business (3)	

Additional hours from the following: 6-7*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 100 total hours and 58 upper-division hours for the major.

► B.B.A. General-Education Requirements:

The general-education requirements for the B.B.A. are the same as for the B.S. degree except only one course is required for IV.B, to be chosen from either IV.B.1 (Visual Arts) or IV.B.2 (Music).

* Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.

Business Administration & Economics

Major in Business Administration, B.S.

A minimum of 72 hours (35 upper-division hours)

► **Required Core Courses (66-67 hours):**

ACCT 121+122	Financial Accounting I, II	3+4
ACCT 123	Managerial Accounting	3
BUAD 325+326	Business Law I, II	3+3
BUAD 494	Internship	1
ECON 261	Macroeconomics	4
ECON 265	Microeconomics	4
FIN 341	Finance	5
INFS 146	Spreadsheets	2
MGMT 228	Principles of Information Systems	4
MGMT 361	Management	4
MGMT 466	Business Ethics	3
MGMT 481	Operations Management	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
STAT 222	Introduction to Statistics	4

At least 6 hours from the following: 6

ACCT 311+312+313	Intermediate Accounting I, II, III (3+3+3)	
ACCT 321+322	Cost Accounting I, II (3+3)	
ACCT 341	Individual Taxation (4)	
ACCT 343	Business Taxation (4)	
ACCT 345	Estate Planning, Gifts & Trust Tax (3)	
ACCT 391	Acct Systems in Small Business (3)	

One of the following courses: 3-4

MATH 106	College Algebra (3)
MATH 131	Calculus I (4)

► **Required Core Electives (5-6 hours):**

Additional hours from the following: 5-6*

Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 72 total hours and 35 upper-division hours for the major.

Recommended Supporting Course:

BUAD 118	Personal Money Management (3)
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Major in Business Administration, B.A.

A minimum of 66 hours (29 upper-division hours)

► **Required Core Courses (60-61 hours):**

ACCT 121+122	Financial Accounting I, II	3+4
ACCT 123	Managerial Accounting	3
BUAD 325+326	Business Law I, II	3+3
BUAD 494	Internship	1
ECON 261	Macroeconomics	4
ECON 265	Microeconomics	4
FIN 341	Finance	5
INFS 146	Spreadsheets	2
MGMT 228	Principles of Information Systems	4
MGMT 361	Management	4
MGMT 466	Business Ethics	3
MGMT 481	Operations Management	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
STAT 222	Introduction to Statistics	4

One of the following courses: 3-4

MATH 106	College Algebra (3)
MATH 131	Calculus I (4)

► **Required Core Electives (5-6 hours):**

Additional hours from the following: 5-6*
Any additional hours needed from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to obtain at least 66 total hours and 29 upper-division hours for the major.

Recommended Supporting Course:

BUAD 118	Personal Money Management (3)
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* Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.

Major in Management Information Systems, B.S.

A minimum of 74 hours (41 upper-division hours)

► **Required Core Courses (75 hours):**

ACCT 121+122	Financial Accounting I, II	3+4
ACCT 123	Managerial Accounting	3
BUAD 494	Internship	1
ECON 265	Microeconomics	4
FIN 341	Finance	5
INFS 115	Intro to Computer Programming	4
INFS 146	Spreadsheets	2
INFS 240	Intro to Geographic Info Systems	2
INFS 320	Business Intelligence	3
INFS 377	Electronic Commerce	3
INFS 380	Database Systems	3
INFS 465	Fundamentals of Data Communication	3
INFS 470	Business Analytics	3
MGMT 228	Principles of Information Systems	4
MGMT 350	Project Management	3
MGMT 361	Management	4
MGMT 466	Business Ethics	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
STAT 222	Introduction to Statistics	4

One of the following courses: 3-4

MATH 106	College Algebra (3)
MATH 131	Calculus I (4)

At least 2 of the following courses: 6

ACCT 322	Cost Accounting II (3)
BUAD 325	Business Law (3)
MGMT 457	International Business (3)
MGMT 465	Organizational Behavior (3)
MGMT 472	Human Resources Management (3)
MGMT 481	Operations Management (3)
STAT 322	Statistical Methods (3)

Major in Management for Medical Professionals, B.S.

A minimum of 95 hours (31 upper-division hours)

► **Required Core Courses (53 hours):**

ACCT 121+122	Financial Accounting I, II	3+4
ACCT 123	Managerial Accounting	3
BUAD 118	Personal Money Management	3
BUAD 325	Business Law I	3
BUAD 370	Healthcare Law	3
ECON 265	Microeconomics	4
ECON 270	Healthcare Economics	3
FIN 341	Finance	5
INFS 146	Spreadsheets	2
MGMT 361	Management	4
MGMT 370	Healthcare Management	3
MGMT 481	Operations Management	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
MKTG 417	Services Marketing	3

► **Required Cognate Courses (42 hours):**

At least 42 hours from the following: 42

BIOL 101	Human Anatomy (5)
BIOL 102	Human Physiology (5)
BIOL 112+111+113	Biological Foundations I, II, III (5+5+5)
CHEM 111+12+13	General Chem I, II, III + Labs (5+5+5)
CHEM 371+72+73	Organic Chem I, II, III + Labs (4+4+4)
CHEM 481+482	Biochemistry I, II (4+4)
MATH 131+132	Calculus I, II (4+4)
MICR 134	General Microbiology (5)
PHYS 111+112+113	General Physics I, II, III (4+4+4)

Minor in Business Administration

A minimum of 24 hours (9 upper-division hours)

► **Required Courses (18 hours):**

ACCT 121	Financial Accounting I	3
ACCT 122	Financial Accounting II	4
ACCT 123	Managerial Accounting	3
ECON 261	Macroeconomics	4
ECON 265	Microeconomics	4

► **Required Electives (12 hours):**

At least 12 hours (9 upper-division) from the following: 12
Additional ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses.

Business Administration & Economics

The M.B.A.

The Pacific Union College Business Department offers the M.B.A. (Master of Business Administration) degree. The M.B.A. is for the post-baccalaureate student who is interested in a career in business. The program is offered online and can be taken with either full-time or part-time enrollment.

Admission to the M.B.A. Program

All potential students, including former Pacific Union College students, must apply for admission both to the college and to the M.B.A. program.

The application will be considered once official postsecondary transcripts and other requested materials have been filed with the PUC Admissions Office. The admissions office will coordinate with the Business Department for review of the application and will notify the applicant of the action taken.

Admission is determined by the Business Department faculty on the basis of credentials held, recommendations, former academic performance, and background. The college reserves the right to cancel the acceptance of any person for graduate study should further evidence indicate that he or she does not adequately meet requirements for the M.B.A. program.

A student who has been accepted for graduate study in another regionally-accredited institution of higher education and wishes to earn credit for transfer should apply as a guest student and is not required to follow the regular M.B.A. admission procedures.

Prerequisites for Admission to the M.B.A. Program

1. Admission to Pacific Union College.
2. A baccalaureate degree (any major) from a regionally-accredited institution of higher education.
3. Submission of a graduate application that includes the following:
 - a) Online application form;
 - b) Application fee of \$25 (non-refundable);
 - c) Two recommendations (completed by work supervisors or undergraduate professors);
 - d) Official transcripts from all institutions attended;
 - e) A minimum cumulative undergraduate GPA of 3.0; and
 - f) Official scores from the Graduate Management Admission Test (GMAT), taken within the past five years. *Note: With Business Department approval, applicants may be admitted without the GMAT if they have a cumulative GPA of at least 3.25 or if they have at least five years of full-time business-related management experience.*

4. Completion of the following courses at the undergraduate level with a grade of “C-” or higher:

- a) Introduction to Statistics (STAT 222 or equivalent);
- b) Microeconomics; (ECON 265 or equivalent); and
- c) Introduction to Spreadsheets (INFS 146 or equivalent).

Note: Students who lack one or more of these prerequisite courses should discuss their options with the Business Department chair. Options may include PUC undergraduate online course offerings, substitutions based on similar undergraduate coursework, or proficiency examinations.

5. Recommended: Completion of the following courses at the undergraduate level with a grade of “C-” or higher:

All Emphases:

- a) Accounting (ACCT 121+122+123 or equivalent)
- b) Finance (FIN 341 or equivalent)

Accounting Emphasis only

- c) Intern. Accounting (ACCT 311+312+313 or equivalent)

Note: Students may be admitted to the M.B.A. program without these recommended prerequisites. However, they will be required to complete additional coursework at the graduate level (ACCT 505 and FNCE 505 for all emphases, ACCT 507 and 508 for the accounting emphasis) in order to obtain the necessary prerequisite proficiency.

International Student Admission

International students must meet all prerequisites for admission as outlined above. Additionally, international students must provide an official GMAT score (taken within the past 5 years) regardless of undergraduate GPA or work experience. International applicants must also provide a TOEFL score of at least 100 (Internet-based) as a prerequisite for admission.

Provisional Admission

On rare occasions, the Business Department faculty may provisionally accept a student based on their academic background. A student accepted on academic provisional basis may be admitted to regular status upon the completion of 18 credit hours taken through PUC with a minimum grade of B in each course. Students are not permitted to repeat courses in order to satisfy this requirement. Students who do not satisfy this requirement will not be permitted to continue in the program.

Transfer Credit

The department chair must approve any transfer coursework prior to admission to the program. Credit earned by correspondence, examination, work experience, or continuing education is not applicable to the M.B.A. course requirements.

The Program of Studies

Each student will be assigned a graduate advisor from the Business Department faculty. The student will work with their advisor to construct an acceptable Program of Studies. The advisor and the department chair will work collaboratively to monitor progress during the period of graduate study.

The Program of Studies must provide for the following:

1. Removal of any undergraduate deficiencies;
2. Sequencing of course work so that all requirements are completed within the five-year limit.
3. Completion of all requirements for the degree; and

Requirements for Graduation with the M.B.A.

M.B.A. candidates have the option of fulfilling requirements under the catalog of their first enrollment or any subsequent catalog during the time of continuous enrollment. To receive the M.B.A., students must meet the following requirements

1. Satisfactory completion of approved Program of Studies, including all core and emphasis requirements. A student may earn multiple emphases, provided that each emphasis includes 18 hours of credit that do not overlap with any other emphasis.
2. A minimum overall graduate GPA of 3.0 with no more than two classes with grades below than B-. Classes with a grade of C- or below will not be counted for credit toward the master's degree, although they impact the graduate GPA. A course may be repeated one time to improve the GPA. A maximum of two courses may be repeated.
3. Completion of requirements within five calendar years beginning with the first enrollment in courses counting toward the master's degree. A time extension requires petition to and approval from the Business Department.
4. Submission of the Application to Graduate with the Records Office according to published institutional deadlines.

Master of Business Administration, M.B.A.

A minimum of 58 hours

► **Core Requirements (38 hours):**

BUAD 505	Management in a Changing World	5
BUAD 510	Accounting for Control & Decision Making	5
BUAD 520	Financial Management	5
BUAD 530	Organizational Behavior	5
BUAD 540	Marketing Management	5
BUAD 555	Leadership and Change	5
BUAD 570	Strategic Decision Making	5
RELP 520	Integrating Faith and Leadership	3

► **Foundational Requirements (0-20 hours)**

Students who lack the appropriate undergraduate prerequisites must complete the following courses:

ACCT 505	Financial Accounting (5) <i>All Emphases</i>
FNCE 505	Finance (5) <i>All Emphases</i>

► **Emphases (choose one):**

1. Healthcare Administration Emphasis (20 hours)

Healthcare Administration Electives	20
Healthcare Administration elective hours, chosen in consultation with the advisor.	

2. Management Emphasis (20 hours)

20 hours from the following courses	20
BEXM 505	Legal Framework of Decisions (5)
BEXM 520	Corporate Intrapreneurship (5)
BEXM 560	Seminar in Entrepreneurship (5)
BEXM 585	Contemporary Issues in Management (5)
BEXM 594	Business International Study Tour (5)
BEXM 595	Independent Study (5)
BEXM 597	Management Research (5)
BHRM 510	Human Resource Management (5)
BUAD 555	Leadership and Change (5)
ECON 521	Managerial Economics (5)

Business Administration & Economics

Accounting

LOWER-DIVISION COURSES:

ACCT 121 **3 F** **Financial Accounting I**

Accounting practices and procedures needed in various types of ownership entities for financial reporting. No prior accounting knowledge necessary.

ACCT 122 **4 W** **Financial Accounting II**

A continuation of ACCT 121 with particular emphasis on the partnership and the corporate form of organization; income statement and balance sheet analysis. Three lectures and one laboratory per week. Prerequisite: ACCT 121 with a grade of C- or higher.

ACCT 123 **3 S** **Managerial Accounting**

Use of accounting data for managerial planning, control, and decision-making. Particular emphasis on entities which produce a product. Prerequisite: ACCT 121+122 with a grade of C- or higher, INFS 146.

UPPER-DIVISION COURSES:

ACCT 307 **3 F** **Government and Nonprofit Accounting**

Accounting principles and practices unique to state and local units, educational, health care, charity, religious, and other not-for-profit organizations. Financial reporting and record keeping. Prerequisite: ACCT 121+122. Even years.

ACCT 311+312+313 **3+3+3 F+W+S** **Intermediate Accounting I, II, III**

Accounting theory and practice relating to the valuation and presentation of assets, liabilities, net worth, revenue, and expense accounts. Prerequisites: ACCT 121+122.

ACCT 321 **3 W** **Cost Accounting I**

Key concepts of cost planning and control. Includes c-v-p analysis, job costing, activity-based costing, budgeting and variances, cost behavior, strategic decision-making, and pricing. Prerequisites: ACCT 121+122+123.

ACCT 322 **3 S** **Cost Accounting II**

Key concepts of cost planning and control. Includes balanced scorecard, cost allocation, joint products, process costing, inventory, capital budgeting, transfer pricing, and performance measurement. Prerequisite: ACCT 121+122+123.

ACCT 341 **4 W** **Individual Taxation**

Federal income taxation and tax planning for individuals. Designed for non-majors as well as for business majors and minors.

ACCT 343 **4 S** **Business Taxation**

Federal taxation and tax planning in relationship to corporations and partnerships. Odd years.

ACCT 345 **3 F** **Estate Planning, Gifts and Trust Taxation**

Federal taxation and tax planning for gifts, estates, and trusts. Odd years.

ACCT 391 **3 S** **Accounting Systems in Small Businesses**

Starting a business and setting up and maintaining accounting records for a small business. Taxation of small businesses is emphasized. Small business accounting software (QuickBooks) is utilized. Prerequisites: ACCT 121+122. Even years.

ACCT 451 **3 W** **Advanced Accounting**

Specialized topics including partnerships, branches, consolidated statements, segment reporting. Recommended prerequisites: ACCT 311+312. Even years.

ACCT 453 **5 W** **Auditing**

The independent auditor's functions; pronouncements of the American Institute of Certified Public Accountants. Four lectures and one laboratory per week. Prerequisites: ACCT 311+312+313; STAT 222. Odd years.

ACCT 495 **1-3 Arr** **Independent Study**

Designed for students qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Business Administration

LOWER-DIVISION COURSES:

BUAD 118 **3 F, S** **Personal Money Management**

Financial decisions facing individuals in society, including installment buying and borrowing, insurance, home ownership, saving, budgeting expenditures, investments, and trusts. Prerequisite: MATH 096 or higher level mathematics course.

BUAD 223 **2 F** **Personal Law**

Topics include dealing with an attorney, the court systems, crimes, torts, minors and the law, consumer law, landlord/tenant relationships, the legal responsibilities of owning a motor vehicle, employment relationships, and planning an estate. Not available to business majors for business credit during the junior or senior year.

UPPER-DIVISION COURSES:

BUAD 325 **3 F** **Business Law I**

A study of the legal system, with emphasis on common-law contracts, sales under Article II of the Uniform Commercial Code and negotiable instruments.

BUAD 326 **3 W** **Business Law II**

The legal system in the United States, emphasizing agency relationships, business entities, government regulation, and property.

BUAD 329 **3 F** **Fraud Examination**

The principles of fraud detection and deterrence. Topics include the nature

of fraud and the types of people who commit fraud, fraud investigation and types of fraudulent schemes, including a discussion of skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, and fraudulent financial statements. Even years.

BUAD 335 **4 S** **Real Estate**

The various aspects of real-estate principles, practices, and ownership. Preparation for the California licensing examination. Designed for the general student. Odd years.

BUAD 370 **3 S** **Healthcare Law**

The legal framework surrounding the administration of healthcare and its impact on the practitioner, the administrator, and the patient. Prerequisite: BUAD 325.

BUAD 371 **3 S** **Insurance and Risk Management**

Recognition and evaluation of property, liability, and personal insurable risks facing a business firm, family, or other economic unit. Basic tools of risk management, loss prevention, selecting and dealing with an insurer and fire, marine, casualty, liability, life, and health insurance. Odd years.

BUAD 493 **1-3 Arr** **Special Topics**

An enrichment course treating specific topics not normally covered in the department's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

BUAD 494 **1 F, W, S** **Internship**

Contract arrangement between student, faculty, and a cooperating organization or business that provides practical experience to tie in with the student's major. Repeatable to a maximum of 2 credits toward a business major. Prerequisite: Permission of the instructor. Eligible for IP grading. Graded S/F.

BUAD 495 **1-3 Arr** **Independent Study**

Designed for students who are qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Economics

LOWER-DIVISION COURSES:

ECON 261 **4 F, W** **Macroeconomics**

An analysis of the structure and functioning of the economy in the United States. Concepts and tools of economics are used to study how decisions of individuals, businesses, and governments relate to growth, income, employment, and inflation.

ECON 265 **4 W, S** **Microeconomics**

An economic analysis of the workings of the market system in the United States. The factors that determine prices, costs, elasticity, utility, demand, supply, and the factors of production (land, labor, capital) when monopoly and pure competition exist and when conditions between these two models of competition exist.

Business Administration & Economics

ECON 270 **3 F** **Healthcare Economics**

An analysis of the unique characteristics of the economics of the health care industry in the United States. Emphasis on managed care dynamics, including the role of third-party sources of payment, as well as the economics of information, including moral hazard and adverse selection problems. Odd years.

UPPER-DIVISION COURSES:

ECON 371 **4 W** **Money, Banking and Capital Markets**

Money and the way it affects and is affected by central and commercial banking. Emphasis on the monetary policy of the Federal Reserve System. Evolution, structure, role, regulation, and management of financial institutions in the U.S. economy. Prerequisite: ECON 261. Odd years.

ECON 495 **1-3 Arr** **Independent Study**

Designed for students who are qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Finance

UPPER-DIVISION COURSES:

FIN 341 **5 F** **Finance**

Financial policies of corporations in the management of assets, liabilities, and owners' equity. Major topics include risk and return, time value of money, present value, capital budgeting, cost of capital, valuation, leverage, long-term financing, and working capital management.

Prerequisites: ACCT 121+122+123; INFS 146; MATH 106 or 131; STAT 222.

FIN 419 **3 W** **Personal Financial Planning**

Introduction to personal financial planning and its role in the financial services industry. Emphasis on developing, implementing, and monitoring personal financial plans. Odd years.

FIN 444 **3 W** **Investments**

Investment alternatives and the development of rational objectives and investment philosophies. Topics include risks, returns, evaluation concepts, technical approaches, portfolio development, the efficient market hypothesis, and decisions relating to different types of investments. Recommended prerequisite: FIN 341. Even years.

FIN 463 **3 S** **Financial Planning and Forecasting**

Planning and forecasting in financial management for business, government, and nonprofit organizations. Construction, analysis, and interpretation of financial plans. Prerequisite: FIN 341. Odd years.

FIN 488 **3 F** **Problems in Finance**

Study and discussion of selected topics in finance through readings and case studies. Topics include working capital management, capital budgeting, financing decisions, dividend policy, cost of capital, and capital structure decisions. Prerequisite: FIN 341. Even years.

FIN 495 **1-3 Arr** **Independent Study**

Designed for students qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Information Systems

LOWER-DIVISION COURSES:

INFS 115 **4 S** **Introduction to Computer Programming**

Introduction to the principles necessary for writing clear, well-designed and efficient computer programs. No prerequisites, but a knowledge of basic algebra (MATH 095-096) is assumed.

INFS 146 **2 F** **Spreadsheets**

Class/laboratory instruction in Microsoft Excel software, combining spreadsheets with graphics and database systems. Creating and modifying formulas, tables, PivotTables, graphs, and macros.

INFS 240 **2 F** **Introduction to Geographic Information Systems**

Core concepts and components of geographic information systems (GIS). Introduction to the use of real-world GIS software systems, including industry-standard ArcGIS. One lecture and one laboratory per week.

UPPER-DIVISION COURSES:

INFS 320 **3 F** **Business Intelligence**

Concepts of business intelligence (BI) as components and functionality of information systems. Applying data mining

tools and analytics to gain new insights into organizational operations. Developing intelligent systems for decision support. Odd years.

INFS 340 **2 S**
Intermediate GIS
 (See also CNTC 340)

Study of the spatial data structures and the display, manipulation, and analysis of geographic information, both through lecture and laboratory settings. Hands-on application of GIS skills and experience with GIS software will occur in the laboratory. Prerequisite: INFS/ CNTC 240.

INFS 377 **3 F**
Electronic Commerce

Tools and technologies needed for participating in electronic commerce. Business opportunities, challenges, and strategies for leveraging the emerging national and global information infrastructure. Security, privacy, ethics, and business practices. Even years.

INFS 380 **3 W**
Database Systems

Analysis and design of databases for business. File systems, database management functions, hierarchical, network, relational, and object-oriented data models. Normalization, SQL queries, entity-relationship diagramming. Issues in distributed databases, simultaneous access, and big data. Use of Corporate DBMS software. Even years.

INFS 465 **3 S**
Fundamentals of Data Communication

Various methods of data communication: networking, telephony, communications hardware and software. Even years.

INFS 470 **3 W**
Business Analytics

Formal modeling approaches in managerial decision-making. Topics include data visualization, linear programming, integer programming, decision-making under uncertainty, queuing theory, Markov processes, network diagrams, and inventory models. Prerequisites: MATH 106 or 131. Odd years.

INFS 482 **3 S**
Systems Analysis and Design

Concepts, skills, methodologies, techniques, tools, and perspectives essential for systems analysts to successfully develop information systems. Even years.

INFS 495 **1-3 Arr**
Independent Study

Designed for students who are qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Management

LOWER-DIVISION COURSES:

MGMT 160 **3 W**
Small Business Management

Managerial considerations in owning and operating a small business. Not applicable toward a baccalaureate major or minor in the department.

MGMT 228 **4 S**
Principles of Information Systems

Concepts of design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, and decision making. Major emphasis on

the managerial and strategic aspects of information technology.

UPPER-DIVISION COURSES:

MGMT 334 **3 S**
Entrepreneurship

A survey of what it takes to start and operate a business. Legal, managerial, accounting, marketing, and financial aspects of getting a business up and running. Development of a business plan for startup.

MGMT 350 **3 W**
Project Management

Comprehensive approach to project management tools and applications. Includes planning, scheduling, budgeting, estimating, controlling, and monitoring projects. Also includes resource allocation, resource loading, CPM, CMM, GANTT, and PERT. All students will engage in completing a real world strategic or operational project for an organization. Odd years.

MGMT 361 **4 S**
Management

The basic concepts and theory of management with particular emphasis on planning, organizing, leading, and controlling.

MGMT 370 **3 W**
Healthcare Management

Foundations of healthcare administration. Introduction to the U.S. healthcare system and its structure, functions, trends, and issues. Prerequisite: MGMT 361.

MGMT 457 **3 W**
International Business

An analysis of problems encountered in operating businesses across national boundaries. Even years.

Business Administration & Economics

MGMT 465 **3 F**

Organizational Behavior

Emphasis on the human aspects in organizations, including motivation, power, job enrichment, interpersonal and intergroup processes and relationships, perception, leadership, and organizational change and design.

MGMT 466 **3 S**

Business Ethics

The environmental setting of business and its interdependence with other elements of the social order. An assessment of business involvement in urban, community, consumer, and environmental affairs.

MGMT 472 **3 W**

Human Resources Management

Contemporary objectives and problems relating to personnel management in organizations. Recruitment, selection, performance appraisal, training and development, supervision, compensation, pensions, grievances, and disciplinary actions. Odd years.

MGMT 481 **3 F**

Operations Management

Optimal approaches to the production of goods and services. Planning, scheduling, plant layout, production standards, quality, and cost controls. Prerequisite: STAT 222.

MGMT 491 **3 S**

Strategic Management

A capstone course integrating various functional areas of business and applying this knowledge to a study of business and institutional problems primarily through the case method. Should be taken during the senior year. Prerequisites: FIN 341; STAT 222; MGMT 361; MKTG 351.

MGMT 495 **1-3 Arr**

Independent Study

Designed for students qualified to undertake an advanced and independent project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Marketing

UPPER-DIVISION COURSES:

MKTG 351 **4 F, S**

Marketing

Marketing institutions and marketing decisions in relationship to the achievement of institutional goals. Management issues relating to product, price, promotion, and distribution; effects of marketing decisions on the environment and of the environment on marketing decisions.

MKTG 360 **3 F**

Consumer Behavior

The application of research findings and concepts from such academic disciplines as psychology, anthropology, sociology, economics, and marketing to consumer buying behavior. Even years.

MKTG 371 **3 W**

Marketing Research

Introduction to basic research concepts and techniques useful for determining information needs, conducting research, and making appropriate reports of research findings. Prerequisite: STAT 222. Odd years.

MKTG 372 **3 S**

Retailing Management

The structure and environment in which retailing management occurs. Areas of special emphasis include operation of stores, merchandise decisions,

layout, pricing, and promotion decisions. Even years.

MKTG 374 **3 F**

Advertising

The advertising function in profit and nonprofit enterprises from management's point of view. The purpose of advertising, media planning, budgeting for advertising, and an evaluation of the effectiveness of advertising. Odd years.

MKTG 377 **3 S**

Sales Management

The role of the sales manager in planning, organizing, developing, directing, controlling, and evaluating the sales force. Personal selling is also emphasized. Even years.

MKTG 417 **3 W**

Services Marketing

Application of marketing concepts and principles in service and nonprofit institutions. Identification and study of various constraints, clients, and publics; the special requirements, needs, and desires of those associated with and affected by the organization. Prerequisite: MKTG 351.

MKTG 481 **3 W**

Marketing Problems

Selected areas in marketing, illustrating practical solutions to situations likely to confront marketing managers. Emphasis on developing an understanding of marketing problems and developing approaches to effective decision-making in marketing. Should be taken during the senior year. Prerequisite: MKTG 351. Even Years.

MKTG 495 **1-3 Arr**

Independent Study

Designed for students qualified to undertake an advanced and independent

project. The project must be approved by the chair of the department. Repeatable to a maximum of 3 credits.

Graduate Courses

Prerequisite to all graduate-level courses: Admission to the M.B.A. program.

ACCOUNTING COURSES:

ACCT 505 **5 Online** **Financial Accounting**

An introduction to financial accounting. Emphasizes uses of information contained in financial statements. Students are also introduced to the principles of managerial accounting. Required for students who have not taken an undergraduate two-course sequence in accounting.

ACCT 507+508 **5+5 Online** **Intermediate Financial Accounting I, II**

An in-depth sequence in financial accounting.

ACCT 507 topics include the accounting conceptual framework, the hierarchy of GAAP, accounting for assets, liabilities, and owners' equity.

ACCT 508 topics include revenues and expenses, income taxes, leases, pensions, and financial statement reporting and disclosure requirements.

Required for accounting emphasis students who have not taken an undergraduate sequence in intermediate accounting. Prerequisite(s): ACCT 121, ACCT 122, or ACCT 505.

ACCT 512 **3 Online** **Advanced Financial Accounting and Reporting**

Basic theory of financial reporting, inventory, fixed assets, monetary current assets and current liabilities, present value concepts, deferred taxes, shareholder

equity, investments, statement of cash flows, business combinations and consolidations, derivative instruments and hedging activities, governmental, and non-profit accounting.

MANAGEMENT COURSES:

BEXM 505 **5 Online** **Legal Framework of Decisions**

Examines the legal environment within which legislative bodies, courts, and administrative agencies act upon the operation of business and government. Contracts, judicial and legislative process, and administrative rule-making reviewed.

BEXM 520 **5 Online** **Corporate Intrapreneurship**

Presents concepts, tools, and techniques for managing new business creations, or creating an environment of innovation/entrepreneurship within larger existing organizations. The spectrum of activities to be considered is broad including new ventures launched by both corporate and division managers in established and emerging businesses.

BEXM 560 **5 Online** **Seminar in Entrepreneurship**

Examines the theory and practice of entrepreneurship and traditional business models. A business plan is developed and presented, including market research, legal organization business forms, and a human resource plan. Includes case studies devoted to successful entrepreneurial business.

BEXM 585 **5 Online** **Contemporary Issues in Management**

A seminar of open discussion and guest lectures relating to current issues developing within the science of management. Topics include key concepts in leadership, motivation, management of

change, societal issues, community relations, and organizational development.

BEXM 594 **2-5 Online** **Business International Study Tour**

A trip designed to acquaint the student with important international business centers and facilities along with cultural experiences unique to the country. Various types of organizations will be visited related to the purpose of the trip. Note: An additional fee may be required to cover additional travel expenses. Prerequisite: Permission of the instructor.

BEXM 595 **5 Online** **Independent Study**

Individualized research into a selected topic chosen by the faculty adviser and the student.

BEXM 597 **5 Online** **Management Research**

A research project under the supervision of a faculty in the discipline, which includes review of literature, research design, and data collection and analysis leading to a paper appropriate for professional publication and/or presentation.

HUMAN RESOURCES COURSES:

BHRM 510 **5 Online** **Human Resource Management**

Provides a framework for understanding and thinking strategically about employment relations and the management of human resources in organizations. Builds on insights from the social sciences to explore how employment relations are influenced by economic, social, psychological, legal, and cultural forces. Special topics include: Recruitment and selection; performance evaluation; compensation and benefits; promotion; job design; training; layoffs; retention and turnover; and the human resource implications of various strategies.

Business Administration & Economics

BUSINESS ADMINISTRATION COURSES:

BUAD 505 **5 Online** **Management in a Changing World**

Presents an overview of the fundamental issues underlying a post-industrial society, such as the changing concepts of technology and knowledge. Organizational theory, structure, and design are emphasized. The relationships between individuals and organizations, the social responsibility of organizations and ethical issues for managers, workforce diversity, and the challenges of managing in today's complex organizational environment are studied.

BUAD 510 **5 Online** **Accounting for Control and Decision Making**

A student may receive credit for this course from only one program. Review of basic financial accounting and financial statements. Study of the use of accounting for the planning and control, application of accounting techniques for budgeting, pricing, and decision making. Prerequisite(s): ACCT 505 or equivalent.

BUAD 520 **5 Online** **Financial Management**

Understanding and analyzing information for decision making. The financial environment, financial statement analysis, operating, cash and capital budgeting, working capital management, interest mathematics, and cost of capital are discussed. Prerequisite(s): ACCT 123, INFS 146, STAT 222, ECON 265 or equivalent.

BUAD 530 **5 Online** **Organizational Behavior**

Leadership, motivation, group dynamics, decision making, interpersonal relations, change. Designing and implementing the organizational structure: Corporate divisions, departments, sup-

port groups. Organizing work: Positions, specifications, performance standards and review, reward systems, program and project management.

BUAD 540 **5 Online** **Marketing Management**

The marketing process, product development, pricing, packaging, promotional strategy, development of channels of distribution integrated into a program for profit and nonprofit organizations. Contains a research component.

BUAD 555 **5 Online** **Leadership and Change**

Examines theory and leadership practices in various types of organizations. Particular emphasis is placed on the strategic role of leaders in leading organizational development and change in an age of rapidly changing markets and technologies. Examines why organizational change efforts succeed or fail; strategies for leaders to anticipate and effect needed organizational changes successfully.

BUAD 565 **2-5 Online** **Topics in Business**

Selected topics designed to meet the needs or interest of students in specialty areas of business and management. This course may be repeated for credit with permission. Prerequisite: Permission of instructor.

BUAD 570 **5 Online** **Strategic Decision Making**

A capstone seminar in which the applied behavioral aspects and the impact of the continuous changes in post-industrialized society are linked to the key organizational function known as decision making. Utilizing a case approach to integrate earlier coursework, the course enhances decision making skill by providing students the opportunity to analyze the effects of various decision

strategies on organizational outcomes. Prerequisite(s): BUAD 505, BUAD 510, BUAD 520, BUAD 540. Permission of dean or program coordinator if taken before completion of core curriculum.

BUAD 595 **5 Online** **Independent Study**

Individualized research into a selected topic chosen by the faculty adviser and the student.

ECONOMICS COURSES:

ECON 521 **5 Online** **Managerial Economics**

The economics of the individual in its decision making. Forecasting economic conditions using economic indicators and economic models. Prerequisites: Undergraduate microeconomics and macroeconomics.

FINANCE COURSES:

FNCE 505 **5 Online** **Principles of Finance**

A study of the fundamental principles of financial organization. Emphasis is on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization. Required for students who have not taken an undergraduate course in finance. Corequisite(s): ACCT 505 or equivalent.

HEALTHCARE ADMINISTRATION COURSES:

HADM 530 **5 Online** **Human Resources in Healthcare Organizations**

Strategic human resource management from the perspective of healthcare providers and managers. Provides a framework for understanding and thinking strategically about employment

relations and the management of human resources in health care organizations. Builds on insights from the social sciences to explore how employment relations are influenced by economic, social, psychological, legal, and cultural forces. Special topics include recruitment and selection; performance evaluation; compensation and benefits; promotion; job design; training; layoffs; retention and turnover; and the human resource implications of various strategies.

This course introduces the technical and legal aspects of human resources management (HRM) from a strategic business perspective and examines how HRM best practices can be applied to management of health services organizations. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining health care organizations.

HADM 532 **5 Online** **Finance and Management** **Accounting in Healthcare**

Healthcare finance and management accounting from the perspective of healthcare providers and non-financial managers of health services. Review of basic accounting and financial statements, financial management principles, the healthcare reimbursement system, reimbursement process, and factors influencing the financial environment are discussed with emphasis on strategies to promote and sustain the financial viability of healthcare organizations.

HADM 545 **5 Online** **Economics and Health Policy**

Healthcare economics and health policy from the perspective of healthcare providers and non-financial managers of health services. Factors influencing the economic environment are discussed including the push and pull of specific

healthcare goals, the constraining effects of resource limitations, and the resulting healthcare system in the United States. Benefits and drawbacks associated with healthcare systems both within and outside of the U.S. will be considered.

This course prepares the student to lead improvements in health care through an understanding of macroeconomic principles in the health care market. Students will be given the opportunity to apply theoretical and empirical economic analysis to business and public policy issues in health care

HADM 585 **5 Online** **Healthcare Organizational** **Leadership and Strategic Planning**

Examines theory and leadership practices in healthcare organizations. Emphasis is placed on the strategic role of leaders in leading healthcare organizational development and change in an age of rapidly changing markets and technologies. Examines why organizational change efforts succeed or fail; strategies for leaders to anticipate and affect needed change successfully in the modern healthcare organization.

This course is focused on organization development and leadership theories, including the self-discovery of leadership potential and change leadership strategies applied within healthcare organizations. As a blend of theory and application, the course is designed for you to work toward identifying and implementing broad-scale organizational change while employing strategic leadership practices

HADM 595 **5 Online** **Independent Study**

Individualized research into a selected topic chosen by the faculty adviser and the student.

HADM 597 **5 Online** **Healthcare Administration Research**

A research project under the supervision of a faculty member in the discipline, which includes review of literature, research design, and data collection and analysis leading to a paper appropriate for professional publication and/or presentation.

THEOLOGY COURSES:

REL 520 **3 Online** **Integrating Faith and Leadership**

See Theology page 193

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Faculty

Aimee Wyrick-Brownworth, Dean; Kent Davis, Chair; Marie Pak, Robert Wilson

Faculty Emeriti: Donald R. Halenz, William M. Hemmerlin, James R. Van Hise

chemistry@puc.edu; (707) 965-7597

Degrees and Programs

Chemistry, B.S.	85
Chemistry, B.A.	86
Biochemistry, B.S.	86
Teaching Credential	86
Chemistry, Minor	86

The *Chemistry Department* serves students with a primary interest in chemical science as well as students in other fields for which chemistry is an important foundation. The department has the following objectives:

- To give a thorough grounding in the principles of chemistry, both in theory and in practical experience with instrumentation currently in use.
- To help the student develop problem-solving abilities through a careful analysis of problems and the application of chemical principles.
- To provide an atmosphere where Christian values are integrated into the learning experience.

The department offers several degree options. For students intending to enter a graduate chemistry program or directly enter the profession, both the B.S. in Chemistry and the B.S. in Biochemistry are suitable programs. Students who intend to enter a professional program in one of the medical sciences will find the B.S. in Biochemistry provides a very good preparation. Students are encouraged to work closely with their major advisor to select suitable electives regardless of their career choice. Students whose interests include the liberal arts and languages as well as chemistry may choose the B.A. in Chemistry.

Major in Chemistry, B.S.

A minimum of 93.5 hours (47.5 upper-division hours)

► Required Core Courses (60.5 hours):

CHEM 111+12+13+L	General Chemistry I, II, III+L	5+5+5
CHEM 225	Chemical Modeling	2
CHEM 324+324L	Analytical Chemistry I + Lab	3+1
CHEM 325	Analytical Chemistry II	3
CHEM 371+72+73+L	Organic Chemistry I, II, III+L	4+4+4
CHEM 397	Chemistry Seminar	0.5
CHEM 414	Inorganic Chemistry	3
CHEM 426L	Integrated Chemistry Lab (x4)	1+1+1+1
CHEM 451+452	Thermodynamics	4
CHEM 452	Kinetics	2
CHEM 453	Quantum Mechanics	3
CHEM 481	Biochemistry I	4
CHEM 490	Senior Capstone	1
CHEM 499	Independent Research (2 qtrs.)	1+1
SCIE 290	Sophomore Seminar	1

► Required Core Electives (5 hours):

At least 5 hours from the following: 5
Additional upper-division CHEM courses

► Required Cognate Courses (28 hours):

MATH 131+132	Calculus I, II	4+4
PHYS 111+112+113	General Physics I, II, III	4+4+4
At least two of the following courses:		8
INFS 115	Intro to Computer Programming (4)	
MATH 265	Elementary Linear Algebra (4)	
MATH 269	Elementary Differential Equations (4)	

Chemistry

Major in Chemistry, B.A.

A minimum of 70.5 hours (34.5 upper-division hours)

► **Required Core Courses (50.5 hours):**

CHEM 111+12+13+L	General Chemistry I, II, III+L	5+5+5
CHEM 324+324L	Analytical Chemistry I + Lab	3+1
CHEM 325	Analytical Chemistry II	3
CHEM 371+72+73+L	Organic Chemistry I, II, III+L	4+4+4
CHEM 397	Chemistry Seminar	0.5
CHEM 414	Inorganic Chemistry	3
CHEM 451	Thermodynamics	4
CHEM 452	Kinetics	2
CHEM 490	Senior Capstone	3
SCIE 290	Sophomore Seminar	1

At least three credits from the following:

CHEM 426L	Integrated Chemistry Lab (2-3)	3
CHEM 483L	Biochemistry III Lab (2)	

► **Required Cognate Courses (20 hours):**

MATH 131+132	Calculus I, II	4+4
PHYS 111+112+113	General Physics I, II, III	4+4+4

Major in Biochemistry, B.S.

A minimum of 102.5-103.5 hours (49.5-52.5 upper-division hours)

► **Required Core Courses (57.5-58.5 hours):**

CHEM 111+12+13+L	General Chemistry I, II, III+L	5+5+5
CHEM 324+324L	Analytical Chemistry I + Lab	3+1
CHEM 371+72+73+L	Organic Chemistry I, II, III+L	4+4+4
CHEM 397	Chemistry Seminar	0.5
CHEM 426L	Integrated Chemistry Lab (x3)	1+1+1
CHEM 451	Thermodynamics	4
CHEM 452	Kinetics	2
CHEM 481	Biochemistry I	4
CHEM 482	Biochemistry II	4
CHEM 483+483L	Biochemistry III + Lab	3+2
CHEM 490	Senior Capstone	1
SCIE 290	Sophomore Seminar	1

At least one of the following courses:

CHEM 225	Chemical Modeling (2)	2-3
CHEM 325	Analytical Chemistry II (3)	

► **Required Core Electives (6 hours):**

At least 6 hours from the following: 6

Additional upper-division CHEM courses

► **Required Cognate Courses (39 hours):**

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
MATH 131+132	Calculus I, II	4+4
PHYS 111+112+113	General Physics I, II, III	4+4+4

At least one of the following courses:

BIOL 320	Cell & Molecular Biology (4)	4
BIOL 354	Genetics (4)	
BIOL 469	Immunology (4)	

Pre-medical and pre-dental students:

See advisor for recommended cognates.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in science with a concentration in chemistry may take the any of the Chemistry baccalaureate degrees. Students will need to pass the science (chemistry concentration) portion of the CSET exam one quarter prior to doing full-time student teaching. Students are invited to discuss the program with their major advisor in the Chemistry Department.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Minor in Chemistry

A minimum of 30 hours (15 upper-division hours)

Take at least 30 hours (15 upper-division) chosen from any non-service CHEM courses.

Chemistry

SERVICE COURSES:

(Not applicable to a major or minor in this department)

CHEM 101 4 F
Introductory Chemistry

An elementary introduction to fundamental principles of chemistry. Primarily for students preparing to enter an allied health or related field or to enroll in CHEM 102 and 111. Three lectures and one laboratory per week. Prerequisite: High school Algebra I or MATH 095.

CHEM 102 4 W
Survey of Organic Chemistry

The important classes of organic compounds. Emphasis is given to topics related to the health sciences and biochemistry. Three lectures and one laboratory per week. Prerequisite: High school chemistry or CHEM 101.

CHEM 103 4 S
Survey of Biochemistry

The chemistry of living organisms emphasizing the normal processes occurring in the human body. Three lectures and one laboratory per week. Prerequisite: CHEM 102.

LOWER-DIVISION COURSES:

CHEM 111+112+113 4+4+4 F+W+S
General Chemistry I, II, III

A complete introduction to the fundamental principles of chemistry including atomic and molecular structure, bonding theories, intermolecular forces, phases of matter, stoichiometry, kinetics, thermodynamics, acid/base equilibria, and electrochemistry. Includes the following topics: Atomic and molecular orbital theory, stoichiometry, gas laws, thermodynamics, kinetics, chemical equilibrium, acid-base theory, pH and introductions

to nuclear, inorganic, and organic chemistry. Intended for chemistry majors and preprofessional students in medicine, dentistry, and other technical fields. Must be taken in sequence. Prerequisites: Algebra II, Integrated Math III, or MATH 096. An ACT Math score of 19 (or SAT Math score of 500) is expected. Secondary school chemistry and physics are highly recommended. Corequisite: CHEM 111L, 112L, 113L.

CHEM 111L+112L+113L 1+1+1 F+W+S
General Chemistry Lab I, II, III

Laboratory activities exploring aspects of the fundamental principles of chemistry. Corequisite: CHEM 111, 112, 113.

CHEM 210L 1 S
Laboratory Glassblowing

Introduction to laboratory glassblowing. Includes basic seals, annealing and glass repair. One laboratory per week.

CHEM 225 2 S
Chemical Modeling

Introduction to computers in chemistry. Software solutions to mathematically model chemical processes and for modeling chemical structures and reactions will be explored. Prerequisite: CHEM 111.

UPPER-DIVISION COURSES:

CHEM 324 3 F
Analytical Chemistry I

An introduction to analytical chemistry. Emphasis is on gravimetric analysis, ions in solution, acid-base equilibria, complex formation, and titrations. Data recording and processing methods, including error analysis and statistics. Prerequisite: CHEM 113.

CHEM 324L 1 F
Analytical Chemistry I Laboratory

A series of laboratory experiments to determine unknown quantities of se-

lected chemical substances. Prerequisite or corequisite: CHEM 324.

CHEM 325 3 W
Analytical Chemistry II

The theoretical basis of chemical analysis using electrochemical and spectroscopic analysis with an introduction to principles of operation of current analytical instrumentation. Prerequisite: CHEM 324L.

CHEM 371+372+373 3+3+3 F+W+S
Organic Chemistry I, II, III

The physical and chemical properties of compounds of carbon. A mechanistic approach to the study of organic reactions with an emphasis on spectroscopic methods of analysis. Must be taken in sequence. Prerequisite: CHEM 113. Corequisite: CHEM 371L, 372L, 373L.

CHEM 371L+372L+373L 1+1+1 F+W+S
Organic Chemistry Lab I, II, III

Laboratory activities exploring the physical and chemical properties of compounds of carbon. Corequisite: CHEM 371, 372, 373.

CHEM 397 0.5 S
Chemistry Seminar

Introduction to chemical literature searching, the anatomy of a scientific paper, and critiques of scientific communication. Also includes talks on current topics in science. Prerequisite: CHEM 373. Graded S/F.

CHEM 414 3 S
Inorganic Chemistry

A systematic study of inorganic chemistry with emphasis on chemical theory and bonding, the descriptive chemistry of the elements, and transition-metal chemistry. Prerequisite: CHEM 113. Odd years.

Chemistry

CHEM 426L 1-4 W, S **Integrated Chemistry Laboratory**

A laboratory course that integrates material from the major areas of chemistry including Analytical, Biochemistry, Inorganic, Organic, and Physical. Experiments will vary from quarter to quarter. Repeatable up to 4 times.

CHEM 451 4 F **Thermodynamics**

(See also PHYS 445)

A classical and statistical treatment of energy and entropy concepts used to predict the direction and extent of changes in chemical and physical systems. Prerequisites: CHEM 113, MATH 132, and PHYS 111.

CHEM 452 2 W **Kinetics**

Kinetic theory, chemical kinetics, including enzyme kinetics, transport properties. Prerequisites: CHEM 112, MATH 132, and PHYS 111.

CHEM 453 3 S **Quantum Mechanics**

(See also PHYS 461)

An introduction to the Schrödinger wave equation and its solutions, the variational method, operator methods, angular momentum, atomic structure, and the chemical bond. Prerequisites: CHEM 111, MATH 132, and PHYS 111.

CHEM 481 4 F **Biochemistry I**

Structure-function studies of biomolecules, enzyme kinetics, and bioenergetics. Prerequisite: CHEM 373.

CHEM 482 4 W **Biochemistry II**

Cellular metabolism of carbohydrates, lipids, and proteins. Signal transduction and hormonal integration of metabolism. Prerequisite: CHEM 481.

CHEM 483 3 S **Biochemistry III**

Information pathways of DNA, RNA, protein metabolism, & regulation of gene expression. Prerequisite: CHEM 482.

CHEM 483L 2 S **Biochemistry III Laboratory**

Laboratory discussions and activities introducing the basic experimental techniques of protein biochemistry. One lecture and one laboratory per week. Prerequisite: CHEM 482. *Previously CHEM 484L.*

CHEM 485 3 Arr **Topics in Biochemistry**

Study of an advanced topic in biochemistry. Topics may include biophysical chemistry, pharmaceutical chemistry, nucleic acid enzymology, signal transduction, or macromolecular structure and function. Repeatable for credit under different subtitles. Prerequisite: CHEM 482 or BIOL 320.

CHEM 486 3 Arr **Topics in Chemistry**

Study of an advanced topic in chemistry. Topics may include advanced organic synthesis or mechanisms, organometallic chemistry, materials chemistry, or statistical thermodynamics. Repeatable for credit under different subtitles. Prerequisite: CHEM 373.

CHEM 490 1 W **Senior Capstone**

Topics of current interest in chemistry. Under supervision of department faculty, each student prepares and presents a paper on a topic of interest in chemistry. Prerequisite: SCIE 290, 397.

CHEM 495 1-3 Arr **Independent Study**

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty.

CHEM 499 1-2 F, W, S **Independent Research**

An independent research project undertaken with direction from a faculty member. Arrangements should be made before the beginning of the quarter. Repeatable to a maximum of 4 credits in Bachelor of Science curricula.

Science

LOWER-DIVISION COURSE:

SCIE 290 1 W

Preparation of math and science students for successful pursuit of internship/research, graduate school, and career opportunities. Discussions of discipline-specific career options and skills needed for obtaining a job or success at the next level of education. Includes resume writing and portfolio preparation. Relevant topics of interest presented by guest speakers. 1 credit S/F

Faculty

Milbert Mariano, Dean; Tara Hargrove, Chair;
Tammy McGuire

Adjunct Professors: Eric Graham, Julie Lee, Hayley Perry, Sean Trace

Professors Emeriti: James D. Chase, Herbert P. Ford,
Jennifer J. Wareham Best

Departmental Office: 327 Irwin Hall; (707) 965-6687

Degrees and Programs

Communication, B.A.	89
Communication, B.S.	90
Health Communication, B.S.	90
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The *Communication Department* serves the communication needs of students in every department, offering instruction in a variety of communication skills and principles that apply in mass media, public presentations, small group, and interpersonal settings. The department provides curricula leading to a variety of communication-related careers, with specific preparation for careers in public relations, journalism, health communication, and strategic communication. Communication courses also provide valuable learning opportunities for those preparing for careers which incorporate public speaking, such as business, law, medicine, pastoral or evangelistic ministry, broadcasting, and others.

Major in Communication, B.A.

A minimum of 59 hours (29 upper-division hours)

► Required Core Courses (41 hours):

COMM 223	Interpersonal Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 360	Junior Seminar	1
COMM 424	Communication Research I	3
COMM 425	Communication Research II	3
COMM 434	Film Evaluation	3
COMM 450	Senior Seminar	1
COMM 494	Communication Internship	3
JOUR 110	Current Issues in the Media	3
JOUR 243	Copyediting I	3
JOUR 244	Copyediting II	3

At least one of the following courses: 3

COMM 426	Argumentation (3)	
COMM 427	Persuasive Communication (3)	

► Required Major Electives (18 hours):

At least 12 hours from the following: 12
Additional COMM, JOUR, PREL courses.

At least 6 hours from the following: 6
Additional COMM, PREL, or JOUR courses. The following courses may also apply: ARTD 130, DRMA 229, PSYC 126, PSYC 390, SOCI 355, and WRIT 320.

Communication

Major in Communication, B.S.

A minimum of 68 hours (29 upper-division hours)

► Required Core Courses (41 hours):

COMM 223	Interpersonal Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 360	Junior Seminar	1
COMM 424	Communication Research I	3
COMM 425	Communication Research II	3
COMM 434	Film Evaluation	3
COMM 450	Senior Seminar	1
COMM 494	Communication Internship	3
JOUR 110	Current Issues in the Media	3
JOUR 243	Copyediting I	3
JOUR 244	Copyediting II	3

At least one of the following courses:

COMM 426	Argumentation (3)	3
COMM 427	Persuasive Communication (3)	3

► Required Electives (27 hours):

At least 15 hours from the following: 15
Additional COMM, JOUR, PREL courses.

At least 12 hours from the following: 12
Additional COMM, PREL, or JOUR courses. ARTD 130, DRMA 229, PSYC 126, PSYC 390, SOCI 355, and WRIT 320 may also apply.

Major in Health Communication, B.S.

A minimum of 72 hours (25 upper-division hours)

► Required Major Courses (38 hours):

COMM 220	Health Communication	3
COMM 223	Interpersonal Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 360	Junior Seminar	1
COMM 424	Communication Research I	3
COMM 425	Communication Research II	3
COMM 440	Health Communication Seminar	3
COMM 493	Health Communication Internship	3
JOUR 243	Copyediting I	3

► Required Major Electives (9 hours):

At least 9 hours from the following: 9
Additional COMM, PREL, or JOUR courses.

► Required Cognate Courses (28 hours):

At least 28 hours from the following: 28

BIOL 101	Human Anatomy (5)	
BIOL 102	Human Physiology (5)	
BIOL 121+122+123	Biological Foundations I, II, III (5+5+5)	
BIOL 348	Systems Physiology (5)	
BIOL 366	Medical Microbiology (5)	
BIOL 422	Advanced Human Anatomy (4)	
CHEM 101	Introductory Chemistry (4)	
CHEM 102	Survey of Organic Chemistry (4)	
CHEM 103	Survey of Biochemistry (4)	
CHEM 111+111L	General Chemistry I + Lab (4+1)	
CHEM 112+112L	General Chemistry II + Lab (4+1)	
CHEM 113+113L	General Chemistry III + Lab (4+1)	
CHEM 371+371L	Organic Chemistry I + Lab (3+1)	
CHEM 372+372L	Organic Chemistry II + Lab (3+1)	
CHEM 373+373L	Organic Chemistry III + Lab (3+1)	
CHEM 481	Biochemistry I (4)	
ESTH 371	Biomechanics (4)	
ESTH 372	Physiology of Exercise (4)	
FDNT 235	Nutrition (3)	
MICR 134	General Microbiology (5)	
PHYS 111+12+13	Physics I, II, III (4+4+4)	
SPAN 105	Spanish for Healthcare I (3)	

Recommended Cognates

PSYC 121	General Psychology (4)
SOCI 121	Introduction to Sociology (4)

Major in Multimedia Communication, B.S.

A minimum of 71 hours (38 upper-division hours)

► Required Core Courses (53 hours):

COMM 223	Interpersonal Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 335	Podcasting	3
COMM 360	Junior Seminar	1
COMM 424	Communication Research I	3
COMM 425	Communication Research II	3
COMM 434	Film Evaluation	3
COMM 450	Senior Seminar	1

JOUR 110	Current Issues in the Media	3
JOUR 141	Newswriting and Reporting	3
JOUR 243	Copyediting I	3
JOUR 244	Copyediting II	3
JOUR 434	Media Communication Ethics	3
JOUR 494	Journalism Internship	3
PREL 345	Social Media Marketing	3

At least one of the following courses: 3
 COMM 340 Visual Communication & Semiotics (3)
 COMM 350 Nonverbal Communication (3)

► Required Cognate Courses (9 hours): 9

At least 9 hours from the following:

ARTD 130	Fundamentals of Graphic Design	3
ARTP 250	Photography: Digital Fundamentals	3
FILM 152	Introduction to Filmmaking	3
FILM 256	Editing	3

► Required Emphasis Electives (6 hours): 6

At least 6 hours from the following:
 Additional COMM, PREL, or JOUR courses selected in consultation with the advisor. ARTD, ARTP, and FILM courses and WRIT 311 and 320 may also apply.

Major in Strategic Communication, B.S.

A minimum of 77 hours (44 upper-division hours)

► Required Core Courses (65 hours):

COMM 223	Interpersonal Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 335	Podcasting	3
COMM 360	Junior Seminar	1
COMM 424	Communication Research I	3
COMM 425	Communication Research II	3
COMM 434	Film Evaluation	3
COMM 450	Senior Seminar	1
JOUR 110	Current Issues in the Media	3
JOUR 141	Newswriting and Reporting	3
JOUR 243	Copyediting I	3
JOUR 244	Copyediting II	3
JOUR 434	Media Communication Ethics	3
PREL 231	Intro to Public Relations	3
PREL 232	Crisis Communication	3
PREL 337	Fundraising for Non-Profits	3
PREL 339	Strategic Communication	3

PREL 345	Social Media Marketing	3
PREL 494	Public Relations Internship	3

At least one of the following courses: 3

COMM 340	Visual Communication & Semiotics (3)	
COMM 427	Persuasive Communication (3)	

► Required Cognate Courses (12-14 hours):

At least one of the following courses:

ARTD 130	Fundamentals of Graphic Design	3
WRIT 320	Creative Writing: Online Publication	4

At least three of the following courses: 9-10

MKTG 351	Marketing (4)	
MKTG 360	Consumer Behavior (3)	
MKTG 372	Retailing Management (3)	
MKTG 374	Advertising (3)	
MKTG 377	Sales Management (3)	
MKTG 417	Services Marketing (3)	
MKTG 481	Marketing Problems (3)	

Typing Proficiency

Typing skill is essential for an emphasis in marketing communication. If you are deficient in this area, you should work on improving your typing proficiency during your freshman year.

Minor in Communication

A minimum of 24 hours (9 upper-division hours)

► Required Courses (9 hours):

COMM 223	Interpersonal Communication	3
COMM 330	Intercultural Communication	3
COMM 326	Advanced Public Speaking	3
or COMM 428	Debate	3

► Required Electives (15 hours):

At least 15 hours from the following (6 upper-division): 15
 Additional COMM, PREL, or JOUR courses. DRMA 229 may also apply.

Minor in Health Communication

A minimum of 24 hours (9 upper-division hours)

► Required Courses (12 hours):

COMM 220	Health Communication	3
COMM 223	Interpersonal Communication	3
COMM 330	Intercultural Communication	3
COMM 440	Health Communication Seminar	3

► Required Electives (12 hours):

At least 12 hours from the following: 12
 COMM 326 Advanced Public Speaking (3)

Communication

or COMM 428	Debate (3)	
COMM 328	Small Group Communication (3)	
COMM 329	Organizational Communication (3)	
COMM 332	Leadership (3)	
COMM 350	Nonverbal Communication (3)	
COMM 427	Persuasive Communication (3)	
COMM 490	Issues in Communication (3)	
COMM 495	Independent Study (1-3)	
ECON 270	Healthcare Economics (3)	
GLBH 201	Introduction to Global Health (2)	
GLBH 310	Population Health (4)	
PREL 231	Intro to Public Relations (3)	
PREL 232	Crisis Communication (3)	
SPAN 105	Spanish for Healthcare (3)	

Minor in Journalism

A minimum of 24 hours (9 upper-division hours)

► **Required Courses (16 hours):**

JOUR 110	Current Issues in the Media	3
JOUR 141	Newswriting and Reporting	3
JOUR 243	Copyediting I	3
JOUR 244	Copyediting II	3

JOUR 434	Media Communication Ethics	3
JOUR 350	Campus Chronicle	1

► **Required Electives (8 hours):**

At least 8 hours from the following: 8
 COMM, PREL, or JOUR. ARTD, ARTP, and FILM courses
 and WRIT 311 and 320 may also apply.

Minor in Public Relations

A minimum of 24 hours (9 upper-division hours)

► **Required Courses (12 hours):**

PREL 231	Intro to Public Relations	3
PREL 232	Crisis Communication	3
PREL 339	Strategic Communication	3
PREL 345	Social Media Marketing	3

► **Required Electives (12 hours):**

At least 12 hours from the following: 12
 COMM, PREL, or JOUR. ARTD, ARTP, and FILM courses
 and WRIT 311 and 320 may also apply.

Communication

LOWER-DIVISION COURSES:

COMM 105 4 F, W, S **Communication and Public Speaking**

Develops skills in communication, surveys the human communication process, and encourages responsible speaking and listening. Focuses on intrapersonal, interpersonal, small group, and public communication with a specific emphasis on interaction with diverse others in a collaborative setting.

COMM 220 3 F **Health Communication**

Overview of the role communication plays in healthcare. Introduction to the ways that body language, gender, culture,

and personality effect communication among groups and teams of healthcare professionals as well as in patient provider communication. Prerequisite: COMM 105.

COMM 223 3 S **Interpersonal Communication**

Examining how communication contributes to relationship initiation, development, maintenance, and repair. Emphasis is given to appropriate preception-checking, listening, conflict resolution, and self-disclosure skills. Prerequisite: COMM 105.

UPPER-DIVISION COURSES:

COMM 326 3 W **Advanced Public Speaking**

Advanced instruction in composing informative and persuasive speeches and delivering them before groups. Focuses on speech organization and individual delivery. Prerequisite: COMM 105. Odd years.

COMM 328 3 S **Small Group Communication**

Effective use of communication in small groups; analysis of the nature of group productivity, cohesiveness, and leadership; group problem-solving within various contexts. Prerequisite: COMM 105.

COMM 329 **3 W**
Organizational Communication

Examining the communication elements unique to organizations (i.e., schools, churches, businesses). Topics include information adequacy challenges, organizational structure effects on communication, power dynamics, organizational culture/identity, and socialization. Prerequisite: junior or senior class standing.

COMM 330 **3 S**
Intercultural Communication

Variables and effects of both verbal and nonverbal communication between cultures. Practical applications for careers in all communication fields (domestic and international), business, international relations, international relief and development, language-translation, foreign affairs, social work, and education. Prerequisite: COMM 105.

COMM 332 **3 S**
Leadership: Theory and Practice
 (See HNRS 202)

This course will explore various approaches to leadership with the goal to understand one's own strengths and areas of improvement for future (and present) leadership responsibilities. Areas of emphasis include communication behaviors, skills, and practices of effective leaders. Prerequisite: COMM 105. Qualifies for IP grading.

COMM 335 **3 W**
Podcasting

A comprehensive journey designed for aspiring podcasters to gain the knowledge and practical skills necessary to conceive, record, produce, and launch their own podcasts. Each week, students delve into different aspects of podcasting, including the technical, creative, and promotional facets, with hands-on

assignments to apply the week's teachings. Students will produce several podcast episodes and will be equipped with the foundational understanding and experience to continue their podcasting endeavors.

COMM 340 **3 F**
Visual Communication and Semiotics

The study of signs and sign systems ("semiotics") and how they influence meaning-making in a variety of contexts (i.e., personal, organizational, political, media) with the goal to be more aware and responsible consumers and users of visual communication. Even years.

COMM 350 **3 F**
Nonverbal Communication

An overview of nonverbal codes and their role in communication. Includes the influence of culture and gender on interpretation of nonverbal language. Explores nonverbal influences in relationship-building, compliance, and deception. Odd years.

COMM 360 **1 W**
Junior Seminar

Step-by-step process of how to find and apply for jobs. Includes exercises such as creating and updating a résumé, writing a cover letter, what to look for, and how to apply for internships/jobs. Enrollment limited to department majors. Course should be taken during the sophomore or junior year. Prerequisite: sophomore class standing.

COMM 424 **3 F**
Communication Research I

Planning communication research, designing research instruments, and writing a research plan. Includes overview of ethical issues involved in research. Prerequisites: senior class standing, COMM 328, JOUR 243 or

244, and at least 9 additional hours of COMM, JOUR, or PREL courses.

COMM 425 **3 W**
Communication Research II

Implementing a communication research plan, survey techniques, tabulation procedures, and simple statistical tests. Includes interpreting survey results, as well as writing and presenting research in a professional, ethical, and credible fashion. Prerequisites: senior class standing, COMM 424, STAT 222.

COMM 426 **3 Arr**
Argumentation

Logical reasoning, fallacies in reasoning, the structure of arguments, and methods of analyzing and evaluating arguments for critical decision making. Emphasis includes both oral and written arguments. Prerequisite: senior class standing.

COMM 427 **3 S**
Persuasive Communication

Rhetorical principles of ethical persuasion in public speaking, interpersonal relationships, public relations, and advertising. Development of skills in logical argument, emotive influence, psychological appeal, and achieving source credibility. Prerequisite: junior or senior class standing. Even years.

COMM 428 **3 W**
Debate

In this course students will debate and analyze real-world topics and contemporary issues. Synthesizing wide bodies of complex information students will create, deliver, and refute arguments. Even years.

COMM 434 **3 F**
Film Evaluation

This course provides for active student participation in examining the role and function of film in our society, both in

Communication

the modern era and historically, and how to evaluate them for meaning within the context of a film and the filmmaking process. Emphasis will be placed on evaluation within a Christian context. Prerequisites: ENGL 102 or equivalent Odd years.

COMM 440 **3 W** **Health Communication Seminar**

Exploration, discussion, and review of original research in many areas of health communication. Each student will conduct an extensive review of the research in a specialized area of health communication. Prerequisites: COMM 105, 220, 223, junior or senior class standing.

COMM 450 **1 W** **Senior Seminar in** **Communication Disciplines**

Capstone course emphasizing professional skills, ethics, creation of portfolio, and career planning. Prerequisite or corequisite: COMM 360.

COMM 490 **1-3 Arr** **Issues in Communication**

Study of a specific issue in an area of communication such as rhetoric and public address, small group communication, interpersonal communication, intercultural communication, organizational communication, journalism, public relations, and speechwriting. Repeatable for credit under different subtitles.

COMM 493 **3 F, W, S, Su** **Health Communication Internship**

Supervised work experience in a health communication-related environment. Skills in the practice of communication are used. Enrollment limited to department majors. Advance approval of the department required. May not be taken before the end of the sophomore year. Prerequisites: COMM 105, 220. Qualifies for IP grading. Graded S/F.

COMM 494 **3 F, W, S, Su** **Communication Internship**

Supervised work experience in a communication-related environment. Skills in the practice of communication are used. Enrollment limited to department majors. Advance approval of the department required. May not be taken before the end of the sophomore year. Prerequisites: COMM 105, 226; JOUR 110, 141; PREL 231. Qualifies for IP grading. Graded S/F.

COMM 495 **1-3 Arr** **Independent Study**

Opportunity for the advanced student to investigate special interests under the direction of departmental faculty.

Journalism

LOWER-DIVISION COURSES:

JOUR 110 **3 F** **Current Issues in the Media**

Introduction to journalism and its various platforms, including print, video, online, and broadcast. Emphasis on the role and responsibility of the press in a free society.

JOUR 141 **3 S** **Newswriting and Reporting**

Gathering information and writing news stories for mass-media news audiences.

JOUR 243 **3 W** **Copyediting I**

Refining grammar, punctuation, word selection, and organizational writing and editing skills. Focuses on the importance of writing concise, accurate, balanced, and bias-free journalistic pieces.

JOUR 244 **3 S** **Copyediting II**

An overview of the basic tools and tasks of copyeditors, including rewriting, editing, correcting grammar, using *The Associated Press Stylebook*, creating style sheets, and methods of querying authors. Students learn to edit using conventional marks and symbols, apply the appropriate level of copyediting, eliminate bias, and ensure consistency. Prerequisite: JOUR 243.

UPPER-DIVISION COURSES:

JOUR 350 **1 F, W, S** **Campus Chronicle Production**

Supervised experience in the production and publication of PUC's student newspaper, the *Campus Chronicle*. Graded S/F. May be repeated for credit.

JOUR 434 **3 F** **Media Communication Ethics**

Current issues involving personal rights and corporate responsibilities as related to concepts of free speech and responsible journalism.

JOUR 494 **3 F, W, S, Su** **Journalism Internship**

Supervised opportunity for the student to accrue direct experience in a professional journalistic setting as approved by the department. Enrollment restricted to department majors. Prerequisites: JOUR 141, 244; PREL 231, 232; ARTD 253. Qualifies for IP grading. Graded S/F.

JOUR 495 **1-3 Arr** **Independent Study**

Offers the advanced student opportunity to pursue investigation in fields of special interest under the direction of departmental faculty.

Public Relations

LOWER-DIVISION COURSES:

PREL 231 **3 W**
Introduction to Public Relations

Fundamental values and procedures of the public relations profession. Research techniques, public relations management, writing, and media relations. Even years.

PREL 232 **3 S**
Crisis Communication

Applications of public relations to specific publics including employees, multicultural communities, consumers, and government. Management of public relations in crises. Recommended prerequisite: PREL 231. Even years.

UPPER-DIVISION COURSES:

PREL 337 **3 F**
Fundraising for Non-Profits

Philosophy of philanthropic giving and the techniques that lead to successful fundraising. Creation of a writing portfolio including: Case statement, direct mail letter, brochure, and press release. Regular guest presentations from fundraising professionals. Odd years.

PREL 339 **3 S**
Strategic Communication

The media of public relations and their incorporation into an integrated marketing communication plan, including the elements, development, and structuring of the plan. Odd years.

PREL 345 **3 F**
Social Media Marketing

Exploring social media in effective integrated marketing communication. Utilizing the role of the public relations practitioner and the tools needed to represent, support, and promote a business through digital channels. Focus on implementing a campaign through social platforms and practicing the technical skills needed to become social media proficient. Even years.

PREL 494 **3 F, W, S, Su**
Public Relations Internship

Supervised experience in public relations. Under the direction of a public relations professional, the student accrues direct experience in a professional public relations setting as approved by the department. Enrollment restricted to department majors. Prerequisites: JOUR 141, 244; PREL 231, 232; ARTD 253. Qualifies for IP grading. Graded S/F.

PREL 495 **1-3 Arr**
Independent Study

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty.

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Faculty

Milbert Mariano, Dean; Jean Buller, Chair; Jennifer Peñaflores, Nicole Smith

Professors Emeriti: Tom Lee, Marvin K. Mitchell, Jim Roy

Departmental Office: 203 Education Building; (707) 965-7265

Degrees and Programs

Early Childhood Education, A.S.	98
Early Childhood Education, B.S.	98
Early Childhood Education, Minor	98
Elementary Education: Liberal Studies, B.S.	99
Multiple Subject Credential and M.A.T.	100
Single Subject Credential and M.A.T.	102
Education, M.Ed. (summer program)	103

The *Education Department* offers a variety of programs:

The Early Childhood Education majors and minor prepare individuals to pursue careers involving work with young children (birth to eight years). The A.S., the B.S., and the minor each meet requirements for different levels of the California Child Development Permit.

The Liberal Studies major is the recommended undergraduate degree for individuals wishing to be elementary teachers.

The first stage of credentialing is the California SB2042 Preliminary Multiple Subject and/or Single Subject Credential. The credential can be earned concurrently with the undergraduate program, as a post-baccalaureate non-degree program, or as a Master of Arts in Teaching (M.A.T.) program. The Seventh-day Adventist Basic certificate can be earned concurrently with any of these options.

The Master of Education (M.Ed.) is offered during the summers.

The Teacher Education Program is approved by the California Commission on Teacher Credentialing and by the Office of Education, General Conference of Seventh-day Adventists.

Mission

The mission of the Education Department is to develop professional and compassionate teachers who have the skills and teaching strategies necessary to create a rigorous and stimulating classroom climate where learning takes place for all students.

Vision

No occupation is more important than teaching children and young people the knowledge and life skills needed to be successful and contributing members of society. No occupation calls on its members to embody selfless “service” more than those who teach in the Pre-K – Gr. 12 education system.

Recognizing the need for caring and competent teachers in California schools, PUC and the Education Department are committed to teaching and coaching best-practice beliefs and strategies with pre-service candidates. We desire candidates to see unique potential in every student and to plan and implement instruction, aligned with CA subject-matter standards and frameworks, that will turn that potential into tangible life skills. We desire our candidates to be skilled in forming positive, supportive relationships with students and to identify and support students experiencing difficulty or trauma. We also desire candidates to be able classroom managers, relying first on engaging and relevant instruction, but also relying on non-coercive management where students are taught to become self-regulated and self-managers. Finally, our vision includes not only helping candidates to achieve teaching credentials, but also connecting them to potential employers when their credential is complete.

Our vision to inspire and train knowledgeable and skilled pre-service teachers is rooted deeply in our Seventh-day Adventist world view, which calls on us to be a part of God’s loving plan to restore humankind with the love, freedom, power and joy with which He originally endowed us. This worldwide leads us to see the wholeness in every child—cognitively, emotionally, physically, and spiritually—and to see the wholeness in every human being’s potential life experience, now and for eternity.

Education

Child Development Permits/Certificates

The California Child Development Permit is issued by the California Commission on Teacher Credentialing (CCTC) and the Seventh-day Adventist Professional Achievement Recognition Certificate is issued by the Pacific Union Conference Department of Education. Both documents are organized into different levels, each authorizing the holder to perform different levels of service in child development programs.

The Early Childhood Education programs at PUC meet the requirements for different levels as follows:

A.S. in Early Childhood Education

Meets the requirements for the California Child Development Teacher Permit and the Seventh-day Adventist Professional Achievement Recognition Certificate. Appropriate for individuals who plan to teach in early childhood education programs.

B.S. in Early Childhood Education

Meets the requirements for the California Child Development Site Supervisor Permit and the Seventh-day Adventist Professional Achievement Recognition Certificate. Appropriate for individuals who plan to teach in and direct early childhood education programs. This program may also be combined with the Teacher Education Program to earn a CA Preliminary Multiple Subject Credential and a Seventh-day Adventist Basic Elementary certificate.

Minor in Early Childhood Education

Meets the requirements for the California Child Development Permit. Appropriate for individuals pursuing careers involving work with young children from birth through eight years old in various fields, such as Education, Nursing, Psychology, Social Work, and others.

Major in Early Childhood Education, A.S.

A minimum of 51 hours

► Required Core Courses (37 hours):

ECED 181	Introduction to Early Childhood Education	3
ECED 184	Health, Safety, and Nutrition	4
ECED 185	The Creative Development of the Young Child	3
ECED 189	Constructive Guidance and Management	3
ECED 210	Child Protection and National Standards	2
ECED 215	Observation & Assessment of the Young Child	3
ECED 220	Early Childhood Curriculum	3
ECED 226	The Spiritual/Moral Dev of the Young Child	3
ECED 230	Child, Family, and Community	3
ECED 235	Child Development	3
ECED 240	Infant and Toddler Care I	3
ECED 276	Student Teaching I	5

► Required Cognate Courses (12-13 hours):

BIOL 227+L	Natural History of California + Lab	3+1
HLED 166	Health Education	2
PSYC 121	General Psychology	4

At least one of the following courses:

COMM 105	Communication and Public Speaking (4)	3-4
COMM 326	Advanced Public Speaking (3)	

► Additional Requirements:

Valid Red Cross Standard First Aid Certificate
Valid Basic Life Support Cardiopulmonary Resuscitation course

Major in Early Childhood Education, B.S.

A minimum of 95 hours (41 upper-division hours)

► Required A.S. Courses (51 hours):

All requirements for the A.S. degree as described above

► B.S. Program Admission Requirements:

Demonstrate the following admissions requirements:

1. Minimum college GPA of 2.75
2. Passing score on the CBEST. Note: This requirement is waived for students with a college GPA of 3.25 or higher.

► Required Core Courses (44 hours):

ECED 326	Physical & Social/Emotional Development	3
ECED 340	Infant and Toddler Care II	3
ECED 361+2	Admin & Supervision of ECE Programs I, II	4+5
ECED 370	Math for the Young Child	3
ECED 371	Science for the Young Child	3
ECED 372	Language and Literacy in the Young Child	3
ECED 482	Student Teaching II	3
EDUC 101+L	Intro to Teaching + Classroom Observations	2+1
EDUC 332	Teaching with Technology	3
EDUC 333	Educational Psychology	4
EDUC 336	The Multicultural Classroom	3
EDUC 340	Exceptional Children in the Classroom	4

► Required Cognate Course (3 hours):

MGMT 160	Small Business Management	3
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Minor in Early Childhood Education

A minimum of 30 hours (7 upper-division hours)

► Required Core Courses (30 hours):

ECED 181	Introduction to Early Childhood Education	3
ECED 184	Health, Safety, and Nutrition	4
ECED 189	Constructive Guidance and Management	3
ECED 210	Child Protection and National Standards	2
ECED 226	Spiritual & Moral Development/Young Child	3
ECED 235	Child Development	3

ECED 276	Student Teaching I	5
EDUC 336	The Multicultural Classroom	3
EDUC 340	Exceptional Children in the Classroom	4

Major in Elementary Education: Liberal Studies, B.S.

The Liberal Studies major is highly recommended for all individuals seeking elementary level teaching credentials. The coursework in the degree is designed specifically to:

1. Provide a strong content knowledge base in the various subjects taught in the elementary classroom; and
2. Prepare the elementary credential candidate to pass assessments required for the credential.

A minimum of 79 hours (29 upper-division hours)

► **Required Core Courses (79-81 hours):**

Arts and Humanities

ARTD 124 + 125	Design and Composition I, II	3+3
DRMA 229	Acting I: Fundamentals	3
EDUC 339	ELL Pedagogy	3

Natural Science and Mathematics*

BIOL 227	Natural History of California+Lab	3+1
MATH 211+212	Foundations of School Math I, II	3+3

Choose one of the following:

ASTR 115	Astronomy	5
GEOL 233	Geology	4
PHYS 105	Introduction to Physics	5

Social and Behavioral Science*

HIST 134+135	History of the United States I, II	4+4
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At least one of the following courses:

PSYC 234	Human Development (4)	3-4
PSYC 235	Child Development (3)	
GEOG 210	World Regional Geography	3

Education

EDUC 101+L	Intro to Teaching + Classroom Obsv	2+1
EDUC 333	Educational Psychology	4
EDUC 340	Exceptional Children in the Classroom	4
EDUC 345	Teaching Math in the Elem School	4
EDUC 353+356	Teaching English Language Arts I, II	4+4
EDUC 357	Teaching Content Areas	4

Interdisciplinary or Integrative Course

PHYS 485	Issues in Science and Religion (3)	3-4
PSYC 435	Psychology of Religion (3)	

PSYC 490	Issues in Religion, Ethics, & Human Sci (4)
RELH 360	Adventist Heritage** (4)
SOCI 435	The Sacred and Profane in Society (3)

► **General-Education Requirements (76-84 hours):**

Students who wish to obtain the Liberal Studies major must complete specific general education courses as follows:

I. Foundations of Learning (16-24 hours)

ENGL 101+102	College English I, II	4+4
COMM 105	Communication and Public Speaking	4
STAT 222	Introduction to Statistics	4

At least one of the following options: 0-8

A full year of Algebra II or Integrated Math III with semester grades of C or better from an accredited secondary institution
Approved algebra waiver exam

MATH 095+096	Basic Algebra I, II (4+4)
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II. Foundations of Faith (18 hours)

Eighteen hours of religion: 18

Complete the religion requirement as described on p. 40 of this catalog. Include the following:

REL 205 or 220	Christian Beliefs (3) or SDA Beliefs (3)
RELH 360	Adventist Heritage (4)
3 hours of RELB coursework	

III. History and Social Sciences (12 hours)

HIST 101+102	History of World Civilizations I, II	4+4
PSYC 121	General Psychology	4

IV. Arts and Humanities (11 hours)

ENGL 301	Themes in Literature	4
MUHL 105 or 245	Survey of Music or World Music	3

One of the following courses: 4

ARTH 107	History of American Art (4)
ARTH 115	History of Western Art I (4)
ARTH 116	History of Western Art II (4)
ARTH 278	History of Women Artists (4)

V. Science (9 hours)

BIOL 105	Introduction to Biology	5
CHEM 101	Introductory Chemistry	4

VI. Health and Fitness (6 hours)

HLED 166	Health Education	2
EDUC 476	Physical Education for Children	3
ESAC-A (aerobics) course		1

VII. Practical and Applied Arts (3 hours)

EDUC 332	Teaching with Technology	3
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Note: DRMA 229 (taken for the major) applies to section E.

* Courses used to satisfy general education requirements may not be used to satisfy requirements in the this area.

** Meets SDA Certification requirement.

Education

Teacher Education Program for the Multiple Subject (Elementary) Credential

- Undergraduate program
- Post-baccalaureate non-degree program
- Master of Arts in Teaching (M.A.T.) program

The California SB2042 Preliminary Multiple Subject Teaching Credential can be earned concurrently with the undergraduate program, as a post-baccalaureate non-degree program, or as a Master of Arts in Teaching (M.A.T.) program. Students may also earn the Seventh-day Adventist (SDA) Basic Elementary certificate. Students should consult with the credential analyst to determine the appropriate program for their needs.

Prerequisites for Admission to the Credential Program

Candidates must be formally admitted to the credential program before admission to methods courses or field experiences.

► Prerequisites for all applicants

1. Complete EDUC 101- Introduction to Teaching and EDUC 101L- Classroom Observations.
2. The Basic Skills Requirement can be met by:
 - a) Coursework
 - b) Coursework and Exam
 - c) Achieving Qualifying Score on SAT or ACT
 - d) Pass the CBEST
 - e) Pass the CSET: Multiple Subjects plus Writing Skills Examination
 - f) Pass the CSU Early Assessment Program or the CSU Placement Examinations
 - g) Pass a Basic Skills Examination from Another State
3. Obtain a Certificate of Clearance from the California Commission on Teacher Credentialing to verify criminal record clearance.
4. Submit the complete program application as follows:
 - a) Application form
 - b) Advisor Interview
 - c) Personal Statement
 - d) Recommendation
 - e) Official transcripts for all college work
 - f) Certificate of Clearance (criminal record check)
 - g) Basic Skills verification
 - h) SDA church membership verification (if a SDA member)
5. Complete the admissions interview with the Credential Analyst.

► Additional prerequisites for undergraduate applicants

1. Demonstrate a minimum cumulative GPA of 2.75.
2. Complete the residence requirement: One successful quarter at Pacific Union College or acceptance from another teacher education program.

3. Select a bachelor's degree. It is highly recommended that candidates complete the B.S. in Liberal Studies as this degree gives the subject matter content needed to teach elementary school. *Please note: Program admission by the end of the sophomore year is highly recommended and is required for recipients of the Adventist Mission Scholarship in Education.*

► Additional prerequisites for post-baccalaureate non-degree applicants

1. Demonstrate a minimum cumulative GPA of 2.75.
2. Submit official documentation demonstrating completion of a four-year bachelor's degree from a regionally-accredited institution of higher education.
3. Demonstrate subject matter competency.

► Additional prerequisites for M.A.T. applicants

1. Demonstrate a minimum cumulative GPA of 3.0.
2. Submit official documentation demonstrating completion of a four-year bachelor's degree from a regionally-accredited institution of higher education.

Full-Time Student Teaching (EDUC 493/593)

Candidates must meet the following prerequisites prior to participation in the full-time student teaching experience.

1. Obtain acceptance into the credential program.
2. Demonstrate a minimum cumulative GPA of 2.75 (undergraduate and post-baccalaureate non-degree candidates) or 3.0 (M.A.T. candidates).
3. Obtain clearance from the Vice President for Student Life.
4. Complete the following coursework and field experience requirements: EDUC 339/539, 340/540, 345/545, 353/553, 356/556, 491/591, 492/592, 493/593- Math, 493/593- Reading, and Pre-Session Student Teaching.
5. Pass Department Reviews #1 and #2.
6. Receive approval of the California Teacher Performance Expectations (TPEs) Portfolio.

Requirements for the Teaching Credential

To be recommended for the California SB2042 Preliminary Multiple Subject Teaching Credential and/or the SDA Basic Elementary regional certificate, candidates must hold a bachelor's degree from an accredited institution, and have completed satisfactorily all the course work, field work, and examinations required by the professional education program as described on these pages. Teacher candidates must also demonstrate subject matter competency by one of the following options:

1. Completion of coursework at a regionally accredited college or university, as verified by a commission-approved

program of professional preparations that addresses each of the commission-adopted domains of the applicable subject matter requirements.

2. Successful completion of an academic major in the subject the candidate will teach.
 - For Single Subject credentials, the major must be one of the subjects named in California Education code section 44257(a).
 - For Multiple Subject Credentials, the major must be in liberal studies or an interdisciplinary major that includes coursework in the content areas identified in subdivision (b) of the California Education Code section 44282.
3. Pass the California Subject Exam for Teachers (CSET) in the subject you will teach.

Coursework Requirements Multiple Subject (Elementary) Credential

- **Undergraduate program**
- **Post-baccalaureate non-degree program**
- **Master of Arts in Teaching (M.A.T.) program**

➤ *Prerequisite Coursework*

EDUC 101	Introduction to Teaching (2)	
EDUC 101L	Classroom Observations (1)	

➤ *Basic Core (22 hours)*

EDUC 332 or 532	Teaching with Technology	3
EDUC 333 or 533	Educational Psychology	4
EDUC 335 or 535	Moral Dimensions of Teaching and Learning	3
EDUC 336 or 536	The Multicultural Classroom	3
EDUC 339 or 539	ELL Pedagogy	3
EDUC 340 or 540	Exceptional Children/Classroom	4
EDUC 477 or 577	Classroom Management	3

➤ *Instructional Methods Core (41 hours)*

EDUC 345 or 545	Teaching Math in the Elem School	4
EDUC 353 or 553	Teaching English Language Arts I	4
EDUC 356 or 556	Teaching English Language Arts II	4
EDUC 357 or 557	Teaching Content Areas: Science, Social Studies, the Arts	4
EDUC 476 or 576	PE for Children	3
EDUC 479 or 579	Organizing/Self Contained Classroom	2
EDUC 491 or 591	STS: TPA Cycle 1	1
EDUC 492 or 592	STS: TPA Cycle 2	1
EDUC 493 or 593	Beginning Reading Field Experience	1
EDUC 493 or 593	Math Field Experience	1
EDUC 493 or 593	Pre-Session Student Teaching	3
EDUC 493 or 593	Full-Time Student Teaching	12
EDUC 498 or 598	STS: Culminating Teaching Experience	1

➤ *Additional Requirements*

- HLED 166 Health Education (2)
- Complete the U.S. Constitution requirement
 - Take HIST 134+135 or PLSC 124 or pass the constitution examination available in the Credential Office
- Complete an ARC or AHA CPR course (infant/child/adult)
- Demonstrate subject matter competency
- Pass the CALTPA- California Teaching Performance Assessment
- Pass the RICA- Reading Instruction Competence Assessment

Requirements for Seventh-day Adventist Certification

To be recommended for the SDA Basic Elementary certificate, candidates must complete the following additional requirements:

- EDUC 368+L or 568+L K-12 Bible & Practicum
- 18 hours of religion coursework, including RELT 205 or 220, RELH 360, and 3 hours of RELB coursework
- Complete a SDA field experience
- Meet the SDA Health Message requirement
- Meet the SDA Philosophy of Education requirement
- Be a baptized member of the SDA church

Restrictions on Courses Accepted for Transfer for the Credential Requirements

A maximum of one methods course without fieldwork may be taken by correspondence or directed study if approved by the department. Methods courses with fieldwork may not be taken by correspondence or directed study. Methods courses with fieldwork being transferred will require the fieldwork to be completed at Pacific Union College. Requests for transfer credit for core classes will be considered on an individual basis. Contact the Credential Office for more information.

Credential Coursework at the Graduate Level

The core courses for the credential are offered at both the undergraduate and the graduate level. In order to enroll in the courses offered at the graduate level, a student must have a baccalaureate degree and be admitted to the M.A.T. program. Certain credential courses at the graduate level are differentiated and include increased requirements as compared to the corresponding credential course at the undergraduate level.

Applying Undergraduate Coursework to the M.A.T.

If students complete required credential coursework at the undergraduate level, only one basic core course may be applied toward the M.A.T. coursework requirements.

Students in the M.A.T. program are not eligible to take the credential coursework at the undergraduate level once they are admitted to the program.

Education

Requirements for Graduation with the M.A.T.

To receive the M.A.T. with the Multiple-Subject specialization, students must meet the following requirements:

1. Complete the core coursework (55 credits) for the M.A.T. Only one undergraduate course may be applied toward the M.A.T. requirements.
2. Demonstrate a minimum overall graduate GPA of 3.0 with no grade lower than B-.
3. Receive approval of the TPEs Portfolio.

Requirements for the Teaching Credential

To be recommended for the California SB2042 Preliminary Single Subject Teaching Credential and/or the SDA Basic Secondary certificate, candidates must hold a bachelor's degree from a regionally accredited institution, and have completed satisfactorily all the course work, field work, and examinations required by the professional education program as described on these pages.

Coursework Requirements Single Subject (Secondary) Credential

- Undergraduate program

- Post-baccalaureate non-degree program

- Master of Arts in Teaching (M.A.T.) program

➤ Prerequisite Coursework

EDUC 101	Introduction to Teaching (2)	
EDUC 101L	Classroom Observations (1)	

➤ Basic Core (22 hours)

EDUC 332 or 532	Teaching with Technology	3
EDUC 333 or 533	Educational Psychology	4
EDUC 335 or 535	Moral Dimensions of Teaching and Learning	3
EDUC 336 or 536	The Multicultural Classroom	3
EDUC 339 or 539	ELL Pedagogy	3
EDUC 340 or 540	Exceptional Children/Classroom	4
EDUC 477 or 577	Classroom Management	3

➤ Instructional Methods Core (31 hours)

EDUC 358 or 558	Literacy in the Content Areas	3
EDUC 361 or 561	Middle School Teaching Strategies	4
EDUC 362 or 562	Secondary Content Area Teaching Strategies	4
EDUC 491 or 591	STS: TPA Cycle 1	1
EDUC 492 or 592	STS: TPA Cycle 2	1
EDUC 494 or 594	Middle School Field Experience	1
EDUC 494 or 594	High School Field Experience	1
EDUC 494 or 594	Pre-Session Student Teaching	3
EDUC 494 or 594	Full-Time Student Teaching	12

EDUC 498 or 598	STS: Culminating Teaching Experience	1
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➤ Additional Requirements

HLED 166	Health Education (2)	
Complete the U.S. Constitution requirement		
Take HIST 134+135 or PLSC 124 or pass the constitution examination available in the Credential Office		
Complete an ARC or AHA CPR course (infant/child/adult)		
Demonstrate subject matter competency		
Pass the CALTPA- California Teaching Performance Assessment		

Requirements for Seventh-day Adventist Certification

To be recommended for the SDA Basic Secondary certificate, candidates must complete the following additional requirements:

- 18 hours of religion coursework, including RELT 205 or 220, RELH 360, and 3 hours of RELB coursework
- Complete a SDA field experience
- Meet the SDA Health Message requirement
- Meet the SDA Philosophy of Education requirement
- Be a baptized member of the SDA church
- EDUC 368/L or 568/L K-12 Bible & Practicum (recommended but not required)

Restrictions on Courses Accepted for Transfer for the Credential Requirements

A maximum of one methods course without fieldwork may be taken by correspondence or directed study if approved by the department. Methods courses with fieldwork may not be taken by correspondence or directed study. Methods courses with fieldwork being transferred will require the fieldwork to be completed at Pacific Union College. Requests for transfer credit for core classes will be considered on an individual basis. Contact the Credential Office for more information.

Credential Coursework at the Graduate Level

The core courses for the credential are offered at both the undergraduate and the graduate level. In order to enroll in the courses offered at the graduate level, a student must have a baccalaureate degree and be admitted to the M.A.T. program. Certain credential courses at the graduate level are differentiated and include increased requirements as compared to the corresponding credential course at the undergraduate level.

Applying Undergraduate Coursework to the M.A.T.

If students complete required credential coursework at the undergraduate level, only one basic core course may be applied toward the M.A.T. coursework requirements.

Students in the M.A.T. program are not eligible to take the

credential coursework at the undergraduate level once they are admitted to the program.

Requirements for Graduation with the M.A.T.

To receive the M.A.T. with the Single-Subject specialization, students must meet the following requirements:

1. Complete the core coursework (46 credits) for the M.A.T. Only one undergraduate course may be applied.
2. Demonstrate a minimum overall graduate GPA of 3.0 with no grade lower than B-.
3. Receive approval of the TPEs Portfolio.

The M.A.T. and the M.Ed.

The Pacific Union College Education Department offers two distinct masters degrees, the M.A.T. and the M.Ed.

The M.A.T. (Master of Arts in Teaching) is for the post-baccalaureate student who has not earned a preliminary teaching credential. The program is designed for full-time enrollment during the academic year and is focused on the practice of the teaching profession. As a professional degree, the M.A.T. does not provide a foundation for further graduate study.

The M.Ed. (Master of Education) is for the post-baccalaureate student who has earned a preliminary teaching credential and is employed as a teacher. The program is designed for part-time enrollment during the summer and combines professional practice with scholarly research. As a research degree, the M.Ed. provides a foundation for further graduate study, if desired.

Master of Education Degree, M.Ed.

This degree meets the requirements for the Seventh-day Adventist Professional Credential. The program is designed for part-time enrollment during the summers and is completed over a period of several years.

Admission to the Master of Education Degree Program

All potential students, including former Pacific Union College students, must apply for admission both to the college and to the M.Ed. program.

The application will be considered once official postsecondary transcripts and other requested materials have been filed with the Education Department. Upon review of the application, the department will notify the applicant of the action taken.

Admission is determined by the Education Department faculty on the basis of credentials held, recommendations, former academic performance, and background. The college reserves the right to cancel the acceptance of any person for graduate study should further evidence indicate that he or she does not adequately meet requirements for the M.Ed. program.

Prerequisites for Admission to the M.Ed. Program

1. A baccalaureate degree from a regionally-accredited institution of higher education.
2. A state credential or SDA credential, or eligibility for these credentials.
3. Admission to Pacific Union College.
4. Submission of a graduate application to the Education Department that includes the following:
 - a) Application form
 - b) Two recommendations
 - c) Official transcripts
 - d) Interview with department chair and one other Education faculty member
 - e) Essay discussing interests and goals
5. A minimum GPA of 3.0 in each of the following areas:
 - a) Undergraduate upper-division major
 - b) Education courses
 - c) Overall college work, or the last 96 quarter hours
6. A proposed program of studies appropriate to the student's strengths, interests, and professional goals.

A student who has been accepted for graduate study in another accredited institution of higher education and wishes to earn credit for transfer should apply as a guest student and is not required to follow the regular M.Ed. admission procedures.

Previous and Transfer Credit

The department chair or the credential analyst must approve any coursework taken prior to admission to the program.

A maximum of 12 quarter hours of approved transfer credits may be applied toward the degree.

Credit earned by correspondence, examination, student teaching, or continuing education is not applicable to the M.Ed. course requirements.

Reserved Credit

Students who have completed 135 hours toward a baccalaureate degree and who will be eligible to apply for admission to the M.Ed. program after graduation may request to reserve a maximum of 8 quarter hours of approved upper-division courses for application to the M.Ed. provided that they are not needed to fulfill requirements for the bachelor's degree or the preliminary credential. Students interested in this option should make arrangements with the Education Department.

The Program of Studies

The Education Department faculty will work with each student to construct an acceptable Program of Studies and will monitor progress during the period of graduate study.

Education

The Program of Studies must provide for the following:

1. Removal of any undergraduate deficiencies,
2. Sequencing of course work so that all requirements are completed within the seven-year limit,
3. Completion of all departmental and college requirements for the degree.

Requirements for Graduation with the M.Ed.

M.Ed. candidates have the option of fulfilling requirements under the catalog of their first enrollment or any subsequent catalog during the time of continuous enrollment. To receive the M.Ed., students must meet the following requirements

1. Satisfactory completion of approved Program of Studies.
2. A minimum overall graduate GPA of 3.0 with no grade lower than B-.
3. Satisfactory completion of examinations and projects as determined by the student's Committee on Studies.
4. Completion of requirements within seven calendar years beginning with the first enrollment in courses counting toward the master's degree or date of acceptance into the program, whichever comes first. Students who take these courses at any time during the seven-year period are considered to have continuous enrollment status. A time extension requires approval from the Education Department.

Coursework Requirements Master of Education, M.Ed. (Program offered during summers only)

A minimum of 45 hours

► Pedagogy Requirements (29 hours):

EDUC 510	Leadership in Education	3
EDUC 513	Progressive Instructional Strategies	3
EDUC 515	Educational & Psychological Evaluation	3
EDUC 516	American Curriculum	3
EDUC 517	Current Issues in Education	3
EDUC 525	Teaching Children with Reading Difficulties	3
EDUC 525L	Field Experience	1
EDUC 530	Brain Research and Learning	3
EDUC 538	Computers in the Classroom, Level 2	2
EDUC 538L	Computers in the Classroom Lab	1
EDUC 550	Advanced Study of Exceptional Children in the Classroom	3

► Action Research Project (7 hours)

EDUC 596	Methods in Research	2
EDUC 597	Action Research Project	5

► Subject Matter Courses (9 hours)

At least 11 hours of graduate-level (or reserved graduate) electives, chosen in consultation with Education and Subject Matter advisors and designed to strengthen subject matter knowledge.

For the SDA Professional Elementary Certificate

If not taken previously, coursework must include two of the following: Fine Arts Methods, PE Methods, Children's Literature, Applied Arts Methods.

For the SDA Professional Secondary Certificate

If not taken previously, coursework must include Education of the Exceptional Student, Multicultural Education, Learning Theory/Style, and Reading in Content Areas.

Early Childhood Education

LOWER-DIVISION COURSES:

ECED 181 **3 F** **Introduction to Early Childhood Education**

A general overview of early childhood education. Includes basic child development, history of early childhood education, types of programs, qualifications and characteristics of successful teachers, career opportunities, teaching permit information, and current issues.

ECED 184 **4 W** **Health, Safety, and Nutrition**

A holistic examination of health, safety, and nutrition and their effect on the well-being of children. How to prepare and maintain a safe and healthy environment and encourage good nutrition for young children. Helps meet State requirements for specified training in preventative health practices. Odd years.

ECED 185 **3 W** **The Creative Development of the Young Child**

Focus on the integration of creative activities such as visual art, music, movement, and dramatic play. Includes a field experience with groups of children to plan and implement relevant curriculum activities. Explores the concept of creativity and its importance in the field of early childhood education.

ECED 189 **3 W** **Constructive Guidance and Management**

An exploration of the techniques and strategies designed to enhance effective and positive guidance and discipline practices. Methods for teaching young children autonomy and self-discipline, while promoting development of positive self-concept and prosocial behaviors. Focus on the creation of a positive and caring environment for young children. Prerequisite: ECED 181 or EDUC 101.

ECED 210 **2 S** **Child Protection and National Standards**

The medical, legal, and social implications of suspected abuse. Recognition of the role of the educator and physician in preventing child abuse and family violence, through routine assessment of family dynamics, early identification of children at risk, and cooperation with community services that support families. Even years.

ECED 215 **3 S** **Observation and Assessment of the Young Child**

An introduction to a variety of observation and guidance techniques that can be used with children in early childhood education programs. Includes an emphasis on observing young children and assessing their early childhood learning environments. Prerequisite: ECED 181.

ECED 220 **3 W** **Early Childhood Curriculum**

A theoretical and experiential investigation of curriculum in the preschool environment. Emphasis on continuity of learning experiences for children and the use of materials for instructional purposes. Prerequisites: ECED 181, 226. Even years.

ECED 226 **3 F** **The Spiritual/Moral Development of the Young Child**

Understanding how the moral/spiritual development is the domain in which children grow in their ability to think and act according to their understanding of what is right and wrong. Explores children's development of moral understanding and their consequent ability to act increasingly with the needs of others in mind and to resolve moral dilemmas based on ideals of justice, fairness, or caring. Theories by Lawrence Kohlberg, Jean Piaget, and Carol Gilligan.

ECED 230 **3 F** **Child, Family, and Community**

Acknowledges the value and necessity of collaboration between parents, teachers, and the community in support of children. Includes the challenges facing contemporary families, the needs of families with diverse backgrounds, available community resources, political awareness, and child and family advocacy. Effective methods of communication with families and community members will be practiced. Prerequisite: ECED 181. Even years.

ECED 235 **3 F** **Child Development** *See PSYC 235*

ECED 240 **3 W** **Infant and Toddler Care I**

A study of the care and education of infants and toddlers (birth to age three) in group settings such as child care centers, family child care homes, and Early Head Start. Includes the support of the whole child in a safe, responsive environment. Emphasizes relationship-based care along with state-mandated requirements for the child under age three. Prerequisite: ECED 181. Odd years.

Education

ECED 276 **5 F, W, S**

Student Teaching I

Supervised practicum (150 hours) lasting the entire quarter in an infant/toddler setting. Students will participate in activities carried out by early childhood educators working with infants and toddlers within early childhood settings. Also includes seminar activities and discussion with the course instructor. Prerequisites: ECED 181, 189, 210, 215, 235, 240, fingerprint clearance. Graded S/F.

UPPER-DIVISION COURSES:

ECED 326 **3 W**

The Physical & Social/Emotional Development of the Young Child

Participation in a balance of indoor and outdoor play, self-directed play, teacher-directed activities and ample physical experiences. Also explores foundations of knowledge about social and emotional development. Analysis of developmental theories as they apply to young children's emotional and social development; includes the effects of social and emotional development on learning. Prerequisite: ECED 181, 220. Odd years.

ECED 340 **3 S**

Infant and Toddler Care II

The design and implementation of age-appropriate activities and routines for infants and toddlers. Focus on planning developmentally-appropriate curriculum to include all domains of the child- physical, cognitive, emotional, and social. Prerequisites: ECED 181, 240. Odd years.

ECED 361 **4 F**

Administration and Supervision of ECE Programs I

Techniques and knowledge needed to develop and administer a quality early childhood center, including assessment of community need, licensing guidelines, board development, budget and financial planning, development of the center (equipping, staffing, enrolling children), evaluation, and development of parent and community support. Prerequisites: ECED 181, 215. Even years.

ECED 362 **5 W**

Administration and Supervision of ECE Programs II

Study of the competencies required in the successful operation of a child development center. Includes, adult supervision, recruitment of children and staff, human resource management, facilities and risk management, professional development, and leadership skills. Prerequisites: ECED 181, 215. Even Years.

ECED 370 **3 F**

Math for the Young Child

An organized, sequential approach to creating math curriculum for young children. Methods of teaching math concepts such as classification, shapes, spatial sense, seriation, numbers, and measurements. Taught using naturalistic, informal, and structural types of learning. Stresses the integration of math with language arts, science, social studies, art, and music and movement. Prerequisites: ECED 181, 220. Even years.

ECED 371 **3 F**

Science for the Young Child

Methods of teaching science to young children. How to teach children to explore, classify, compare, contrast, and hypothesize in physical science, biology, and botany. Prerequisites: ECED 181, 220. Odd years.

ECED 372 **3 F**

Language and Literacy in the Young Child

Emergent literacy for the young child involving the skills, knowledge, and attitudes that are developmental precursors to conventional forms of reading and writing. Involvement of children in literacy through real life experiences, children's literature, phoneme awareness, and early reading and writing. Prerequisites: ECED 181, 220. Odd years.

ECED 482 **3 F, W, S**

Student Teaching II

Supervised field experience (90 hours) in a preschool setting under the direction of an early childhood licensed teacher. Students will be expected to demonstrate mastery of subject matter, teaching competence, and potential for future improvement. Prerequisites: ECED 276, 370, 371, 372, fingerprint clearance. Graded S/F.

ECED 495 **1-3 Arr**

Independent Study

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty.

Education

LOWER-DIVISION COURSES:

EDUC 101 **2 F, W** **Introduction to Teaching**

An overview of the teaching profession. Includes certification requirements, the history of education, teaching as a profession, and the characteristics of successful teachers. The program admission process begins in this class. Corequisite: EDUC 101L.

EDUC 101L **1 F, W** **Classroom Observations**

A 25-hour field experience that provides practical information about classroom teaching for the student who is entering the teaching profession. Involves extensive observation of teachers both in the classroom and on video. Must be completed before a student may be admitted to the credential program. Students who wish to apply credit for this course toward the requirements for a teaching credential must earn a grade of B- or better. This requirement may be waived on experience. Contact the credential analyst for more information. Corequisite: EDUC 101.

UPPER-DIVISION COURSES:

EDUC 332 **3 W, Su** **Teaching with Technology**

Excellent teaching has as much to do with empowering students to learn as it does with knowing how to teach. This course explores the ranges of educational technology and methods for improving student understanding through its use with all learners. Applies to area VII.A of the general education requirement. Prerequisite: EDUC 101, 101L or ECED 181. Odd summers.

EDUC 333 **4 S, Su** **Educational Psychology**

Exploration of how children and adolescents learn and think in the classroom. Examines how characteristics such as intelligence, personality, cognitive and moral development, and diversity impact student learning. Includes the study of learning theories, motivation, cooperative learning, assessment, and managing a classroom. Odd summers.

EDUC 335 **3 F** **Moral Dimensions of Teaching and Learning**

Ethical and moral situations that teachers and students face. Examines the history and development of current practice. Emphasizes ideals and principles of Christian education and their application in Seventh-day Adventist schools. Compares and contrasts the philosophy of American and Adventist education. Emphasis on integrating faith and learning.

EDUC 336 **3 W** **The Multicultural Classroom**

Preparation of candidates for the wide diversity of students they will encounter in the classroom. Includes an emphasis on developing methods for involving the family in the educational process. Addresses the legal basis for desegregation and multiculturalism in American Education. Emphasizes the knowledge and skills needed to help students be better informed and proactive in a multicultural society.

EDUC 339 **3 F** **ELL Pedagogy**

Strategies for assessing and teaching K-12 English Language Learners (ELLs), concentrating on techniques used by classroom teachers that foster development of listening, speaking, pronunciation, grammar, reading, writing, and vocabulary in a variety of content areas. Prerequisite: EDUC 101, 101L.

EDUC 340 **4 W, Su** **Exceptional Children in the Classroom**

Major categories of disabilities and giftedness and strategies to meet the needs of these children in the general classroom. Information about federal and state laws pertaining to disabilities and how to write and implement an IEP. Prerequisite: EDUC 101, 101L or ECED 181. Even summers.

EDUC 345 **4 F** **Teaching Math in the Elementary School**

Prepares pre-service elementary teachers in mathematics instruction through interrelated activities in classwork and fieldwork. Emphasis on California state content standards in mathematics; planning and implementing effective lessons. Prerequisites: Credential program admission. Corequisite: EDUC 493 (345L).

EDUC 353 **4 W** **Teaching English Language Arts I**

A comprehensive approach to teaching reading and writing in pre-kindergarten through grade three. Research on how children learn to read, diagnosis of reading difficulties, phonics, stages of writing development, and planning and delivery of appropriate reading and writing instruction based on assessment. Emphasis on early prevention of failure in literacy for at-risk children. Prerequisites: Credential program admission, EDUC 345/ 493 (345L). Corequisite: EDUC 493 (353L).

Education

EDUC 356 **4 S**

Teaching English Language Arts II

The nature of language acquisition and the principles related to intermediate reading/language arts instruction. Instructional strategies for developing ability to transmit meaning through talking and writing and to comprehend meaning through listening and reading. Emphasizes assessment and management techniques and teaching to diverse groups of students. Includes multigrade teaching and state standard aligned instruction. Prerequisites: Credential program admission.

EDUC 357 **4 S**

Teaching Content Areas: Science, Social Studies, the Arts

Aspects of teaching science, history, social science, visual arts, and performing arts. Implementation of state adopted content standards in these subject areas. Observation of professionals in the field, paying particular attention to content and strategies of instruction, as well as techniques for teaching art as it relates to other subject areas and careers. Emphasizes case studies, integrated units, and cross-cultural activities. Prerequisite: Credential program admission.

EDUC 358 **3 S**

Literacy in the Content Areas

One of three courses preparing students for the secondary classroom. Emphasis is placed on lesson design based on 1) the unique learning characteristics of adolescents, and 2) the reading and study skills needed in each content area. Effective teaching strategies for students with diverse levels of understanding and skill, including ELL students with limited language skills. Prerequisites: Credential program admission.

EDUC 361 **4 F**

Middle School Teaching Strategies

One of three courses preparing students for the secondary classroom. Special focus on the unique needs of middle school students. Creation of an environment and development of learning plans that accommodate developmental characteristics of young adolescents (ages 10-14). Exploration of project-based learning, cooperative learning, direct instruction, differentiated instruction, authentic assessment, and block scheduling. Prerequisites: Credential program admission, junior class standing, and completion of 50% of the major coursework. Corequisite: EDUC 494 (361L).

EDUC 362 **4 W**

Secondary Content Area Teaching Strategies

One of three courses preparing students for the secondary classroom. Focus on the high school environment and the knowledge and skills needed to plan and deliver instruction in specific content areas. Creation of assessment tools for the content area, development of effective learning units, and creation of course syllabi. Students will make sample instructional presentations in class and conduct interviews with secondary teachers in their own content areas. Prerequisites: Credential program admission, EDUC 361/ 494 (361L), 491, junior class standing, and completion of 50% of the major coursework. Corequisite: EDUC 494 (362L).

EDUC 368 **2 S, Su**

Teaching K-12 Bible

Teaching objectives, materials, and strategies in Biblical education. Emphasizes the spiritual development of K-12 students and provides methods of teaching whereby Bible curriculum can be harmonized with that development. Explores and analyzes the Seventh-day Adventist Bible curriculum. Required for SDA elementary endorsement. Required for SDA secondary endorsement only if a Bible endorsement is desired. Prerequisite: Credential program admission. Corequisite: EDUC 368L (school year only). Available odd summers (without practicum) for employed teachers only.

EDUC 368L **1 S**

Teaching K-12 Bible Practicum

Designed to support EDUC 368 and place candidates in a Bible classroom within an SDA school setting. Includes observation of present practices in Bible instruction. Candidates will assist cooperating teachers as well as plan and implement a brief unit of study, based on the current class curriculum and the NAD Bible curriculum guides. Prerequisite: Credential program admission. Corequisite: EDUC 368.

EDUC 476 **3 F**

Physical Education for Children

See also ESTH 476.

Activity interests of children and appropriate materials for different age levels; selection of materials and methods of presentation. Consists of a combination of lectures and practice. Applies as one course for the Fitness general education requirement.

Teacher Education Program for the Single Subject (Secondary) Credential

- Undergraduate program
- Post-baccalaureate non-degree program
- Master of Arts in Teaching (M.A.T.) program

The California SB2042 Preliminary Single Subject Teaching Credential can be earned concurrently with the undergraduate program, as a post-baccalaureate non-degree program, or as a Master of Arts in Teaching (M.A.T.) program. Students may also earn the Seventh-day Adventist (SDA) Basic Secondary certificate. Students should consult with the credential analyst to determine the appropriate program for their needs.

Prerequisites for Admission to the Credential Program

Candidates must be formally admitted to the credential program before they will be admitted to methods courses or field experiences.

► Prerequisites for all applicants

1. Complete Introduction to Teaching (EDUC 101) and Classroom Observations (EDUC 101L).
2. The Basic Skills Requirement can be met by:
 - a) Coursework
 - b) Coursework and Exam
 - c) Achieving Qualifying Score on SAT or ACT
 - d) Pass the CBEST
 - e) Pass the CSET: Multiple Subjects plus Writing Skills Examination
 - f) Pass the CSU Early Assessment Program or the CSU Placement Examinations
 - g) Pass a Basic Skills Examination from Another State
3. Obtain a Certificate of Clearance from the California Commission on Teacher Credentialing to verify criminal record clearance.
4. Submit the complete program application as follows:
 - a) Application form
 - b) Advisor Interview
 - c) Personal Statement
 - d) Recommendation
 - e) Official transcripts for all college work
 - f) Certificate of Clearance (criminal record check)
 - g) Basic Skills verification
 - h) SDA church membership verification (if a SDA member)
5. Complete the admissions interview with the Credential Analyst.

► Additional prerequisites for undergraduate applicants

1. Demonstrate a minimum cumulative GPA of 2.75.
2. Complete the residence requirement: One successful quarter at Pacific Union College or acceptance from another teacher education program.

Please note: Program admission by the end of the sophomore year is highly recommended and is required for recipients of the Adventist Mission Scholarship in Education.

Additional prerequisites for post-baccalaureate non-degree applicants

1. Demonstrate a minimum cumulative GPA of 2.75.
2. Submit official documentation demonstrating completion of a four-year bachelor's degree from a regionally-accredited institution of higher education.

► Additional prerequisites for M.A.T. applicants

1. Submit official documentation demonstrating completion of a four-year bachelor's degree from a regionally-accredited institution of higher education.
2. Demonstrate a minimum cumulative GPA of 3.0.

Full-Time Student Teaching (EDUC 494/594)

Candidates must meet the following prerequisites prior to participation in the full-time student teaching experience.

1. Obtain acceptance into the credential program.
2. Demonstrate a minimum cumulative GPA of 2.75 (undergraduate and post-baccalaureate non-degree candidates) or 3.0 (M.A.T. candidates).
3. Obtain clearance from the Vice President for Student Life.
5. Complete the following coursework and field experience requirements: EDUC 339/539, 340/540, 358/548, 361/561, 362/562, 491/591, 492/592, 494/594- Middle School, 494/594- High School, and Pre-Session Student Teaching.
6. Pass Department Reviews #1 and #2.
7. Receive approval of the California Teacher Performance Expectations (TPEs) Portfolio.

Education

EDUC 477 **3 F** **Classroom Management**

An overview of classroom management models, including behaviorist options, with an emphasis on redemptive approaches. Identification of personal views toward classroom organization and structure and development of classroom management plan based on “best practice” strategies. The value of effective structure, developing procedures and rules, engaging curriculum, effective communication, and consistent follow-through. Prerequisite: EDUC 101, 101L.

EDUC 479 **2 W** **Organizing the Self-Contained Classroom**

Organization of the self-contained classroom and the needs of the developing child. Focus is on assessment in the elementary classroom, from school readiness, ongoing documentation of growth, portfolios, grade reports, and promotion and retention decisions. Includes organization of schedules, equipment, and materials, and strategies for the development of responsible and motivated elementary age students. Prerequisite: EDUC 477.

EDUC 491 **1 F** **Student Teaching Seminar: TPA Cycle 1**

Guides candidates toward the successful completion of the California Teaching Performance Assessment. Also provides support for candidates as they complete their student teaching. Prerequisite: Credential program admission. Qualifies for IP Grading.

EDUC 492 **1 W** **Student Teaching Seminar: TPA Cycle 2**

Guides candidates toward the successful completion of the California Teaching Performance Assessment. Also provides support for candidates as they complete their student teaching. Prerequisites: Credential program admission, EDUC 491. Qualifies for IP Grading.

EDUC 493 **1-12 F, W, S** **Student Teaching, Full-Time, Elementary**

Elementary student teaching is divided into four components:

a) EDUC 493 (345L)- Student Teaching, Math Field Experience (1):

25-hour field experience completed in an upper-grade elementary school classroom. Involves observing, assisting, and actually teaching in the area of math under the direction of an experienced elementary grade teacher. Counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: Credential program admission, TB clearance. Corequisite: EDUC 345, 491. Qualifies for IP grading. Graded S/F.

b) EDUC 493 (353L)- Student Teaching, Beginning Reading Experience (1):

25-hour field experience completed in a K-2 classroom. Involves observing, assisting, and actually teaching in the area of beginning reading and writing under the direction of an experienced primary grade teacher. Counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: Credential program admission, Department Review #1, EDUC 345/ 493 (345L), 491. Corequisite: EDUC 353, 492. Qualifies for IP grading. Graded S/F.

c) Pre-Session Student Teaching (3):

Ten-day experience at the beginning of a school year. Involves observing and assisting a teacher just prior to the be-

ginning of school and into the first few days of a new school year. Prerequisites: Regular program admission and successful completion of one methods course.

d) EDUC 493- Student Teaching, Full-Time, Elementary (12):

Full-time student teaching occurs at the conclusion of the credential program courses. It lasts for the 11 weeks of the quarter and is a full-time, full day commitment. It is not possible for the student teacher to hold a day job during this time. By the end of the experience, the student will take complete responsibility for all classroom management, instructional planning, teaching, and student assessment. Candidates employed on a regular full-time teaching contract at a grade level covered by the desired credential may petition the department to complete in-service student teaching. Prerequisites: EDUC 339, 340, 345, 353, 356, 491, 492, 493 (345L), 493 (353L), Department Review #1 and #2, TPE Portfolio, Pre-Session Student Teaching, Passage of the California Teaching Performance Assessment Tasks Subject-Specific Pedagogy, Designing Instruction, and Assessing Learning, Passage of CSET: Multiple Subjects. Corequisite: EDUC 498. Qualifies for IP grading. Graded S/F.

EDUC 494 **1-12 F, W, S** **Student Teaching, Full-Time, Secondary**

Secondary student teaching is divided into four components:

a) EDUC 494 (361L)- Student Teaching, Middle School Field Experience (1):

Involves 25 hours of observation and teaching in the specific content area of the credential in a middle school classroom (grades 6-8). Counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: Credential program admission, TB clearance, completion of 50% of the major coursework

with GPA of 2.5 or above or passage of CSET. Corequisite: EDUC 361, 491. Qualifies for IP grading. Graded S/F.

b) *EDUC 494 (362L)- Student Teaching, Senior High School Field Experience (1):*

Involves 25 hours of observation and teaching in the specific content area of the credential in a senior high school classroom (grades 9-12). Counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: EDUC 361/ 494 (361L), EDUC 491 completion of 50% of the major coursework or passage of CSET, Department Review #1. Corequisite: EDUC 362, 492. Qualifies for IP grading. Graded S/F.

c) *Pre-Session Student Teaching (3):*

Ten-day experience at the beginning of a school year. Involves observing and assisting a teacher just prior to the beginning of school and into the first few days of a new school year. Prerequisites: Regular program admission and successful completion of one methods course.

d) *EDUC 494- Student Teaching, Full-Time, Middle or Senior High School (12):*

Full-time student teaching occurs at the conclusion of the credential program courses. It lasts for the 11 weeks of the quarter and is a full-time, full day commitment. It is not possible for the student teacher to hold a day job during this time. By the end of the experience, the student will take complete responsibility for all classroom management, instructional planning, teaching, and student assessment. Candidates employed on a regular full-time teaching contract at a grade level covered by the desired credential may petition the department to complete in-service student teaching. Prerequisites: EDUC 339, 340, 358, 361, 362, 491, 492, 494 (361L), 494 (362L), Department Review #1 and #2, Content Area Portfolio, Pre-Session Student Teaching, Passage of the California Teaching Performance Assessment Tasks

Subject-Specific Pedagogy, Designing Instruction, and Assessing Learning, Passage of the CSET: Content Area. Corequisite: EDUC 498. Qualifies for IP grading. Graded S/F.

EDUC 495 **1-3 Arr**
Independent Study

The advanced student pursues investigation in a field of special interest under the direction of department faculty.

EDUC 498 **1 F, W, S**
Student Teaching Seminar:
Culminating Teaching Experience

Guides candidates toward the successful completion of the California Teaching Performance Assessment Culminating Teaching Experience. Evaluates the ability of the candidate to integrate the three previous strands of the TPA: Subject specific pedagogy, designing learning, and assessing learning. Also provides support for students as they complete their student teaching. Prerequisites: Credential program admission, EDUC 491, EDUC 492. Corequisite: EDUC 493 (elementary) or EDUC 494 (secondary).

Summer Education Courses

Taught only during the summer. Most courses are taught on a 2-year alternating basis. Courses are open to individuals employed as full time teachers. Contact the Education Department for the list of course offerings for any specific summer.

EDUC 410 **1-2 Su**
The Better Plan: Level 1

An in-depth study experience of Choice Theory and its application to the classroom and school setting. The writings of Scripture, Ellen White, and William Glasser provide the theoretical

framework for class discussions and assignments. Experimental in nature, with learning coming out of the activities that are done during class. Meets the SDA Philosophy of Education requirement for the SDA teaching credential.

EDUC 411 **1-2 Su**
The Better Plan: Level 2

Builds on the theory and insight of the Level 1 course and focuses on conferencing skills in varied school and home scenarios. Students learn to conference using the principles of Choice Theory. Immediate feedback is given throughout the course as students practice what they have learned about lead-management techniques and fostering and maintaining positive relationships. Repeatable for credit. Qualifies for IP grading.

EDUC 420 **1-2 Su**
Education Workshop

Hands-on practical summer workshops for teachers seeking certification renewal credit. Offered under different subtitles on a rotating basis. Repeatable for credit under different subtitles. Graded S/F.

EDUC 421 **2 Su**
SDA Methods in Elementary Mathematics

Meets the SDA Basic Elementary certification requirement for methods in mathematics. Open to practicing teachers holding a Conditional certificate; not open to students in the campus credential program. Even summers.

EDUC 422 **3 Su**
Reading and Writing for Life

Meets the SDA Basic Elementary certification requirement for methods in reading and language arts. Open to employees holding a SDA Conditional certificate; not open to students in the campus credential program. Odd summers.

Education

EDUC 425 **2 Su** **SDA Secondary Curriculum Methods**

Meets the SDA Basic Secondary certification requirement for secondary curriculum methods. Open to practicing teachers holding a Conditional certificate; not open to students in the campus credential program. Odd summers.

EDUC 426 **2 Su** **SDA Secondary Reading Methods**

Meets the SDA Basic Secondary certification requirement for methods in secondary reading. Open to practicing teachers holding a Conditional certificate; not open to students in the campus credential program. Even summers.

EDUC 427 **2 Su** **Assessment & Evaluation for Beginning Teachers**

Introductory overview of educational assessment and evaluation as used in the elementary and secondary classroom. Meets the SDA Basic certification requirement for educational assessment. Open to practicing teachers holding a Conditional certificate. Even summers.

EDUC 430 **1-2 Su** **Kindergarten Administration**

Meets the SDA special endorsement requirements for Kindergarten teachers. Presents both SDA and state guidelines relating to student readiness and school entrance requirements. Focuses on leadership knowledge and skills needed for a successful Kindergarten program. Open to practicing teachers and students in the campus credential program. Graded S/F. Even summers.

EDUC 431 **1-2 Su** **Kindergarten Curriculum**

Meets the SDA special endorsement for Kindergarten teachers. The NAD curriculum framework forms the basis of course content. Practical applications for Kindergarten classrooms are emphasized. Open to practicing teachers and students in the campus credential program. Graded S/F. Odd summers.

EDUC 446 **2 Su** **SDA Methods in Elementary Social Studies**

Meets the SDA Basic Elementary certification requirement for methods in Social Studies. Open to practicing teachers holding a Conditional certificate; not open to students in the campus credential program. Even summers.

EDUC 447 **2 Su** **Real Science, Real Learning**

Meets the SDA Basic Elementary certification requirement for methods in science and health. Open to practicing teachers holding a Conditional certificate; not open to students in the campus credential program. Odd summers.

Graduate Courses

Prerequisite to all graduate-level courses: Admission to the M.A.T., M.Ed. or fifth-year program teaching credential, or department approval.

EDUC 510 **3 Su** **Leadership in Education**

Students examine insights concerning themselves and their relationships with colleagues, stakeholders, and pupils that can make a real difference in their subsequent classroom attitudes and behavior. Even summers.

EDUC 513 **3 Su** **Progressive Instructional Strategies**

In-depth examination of progressive instructional strategies, including learner-centered strategies such as cooperative learning, critical thinking, project-based learning, and teaching to multiple intelligences. Corequisite: EDUC 513L. Qualifies for IP grading. Even summers.

EDUC 515 **3 Su** **Educational Assessment and Evaluation**

A multifaceted study emphasizing (a) the process of collecting information as an aid in understanding and making educational plans for pupils and (b) integrated processes for determining the nature and extent of pupil learning and development. Authentic assessment and commonly used teacher-made and standardized tests are studied. Odd summers.

EDUC 516 **3 Su** **American Curriculum**

People and events that have shaped curriculum development in the United States. Includes an exploration of current and innovative school models, including Quality Schools, charter and magnet schools. Even summers.

EDUC 517 **3 Su** **Current Issues in Education**

Contemporary controversial issues in public and private education. Students become aware of possible alternatives in handling the issues, and to use their creativity to search for alternate solutions. Repeatable for credit.

EDUC 520 **1 Arr**
Student Teacher Mentorship

Orientation to the role of mentor teacher (“cooperating teacher”), working closely with a teacher candidate in either a short-term or long-term setting, completion of appropriate assessment forms, and a summary reflection on the mentor experience.

EDUC 525 **3 Su**
Teaching Children with Reading Difficulties

Diagnostic procedures and assessment instruments used to identify reading difficulties. Emphasis on instructional techniques used for remediation. Corequisite: EDUC 525L. Odd summers.

EDUC 525L **1 Su**
Teaching Children with Reading Difficulties Field Experience

A 30-hour field experience that involves assessing and diagnosing reading difficulties, writing assessment reports and recommendations, and developing instructional plans for children identified as needing reading intervention and/or remediation. Includes critical analysis and development of learner-centered language and literacy instructional techniques, with emphasis on the remediation of elementary pupils and/or middle school/high school students with reading difficulties. Corequisite: EDUC 525. Qualifies for IP grading. Odd summers.

EDUC 530 **3 Su**
Brain Research and Learning

A critical examination of current investigations of cognitive aspects of learning. Odd summers.

EDUC 532 **3 W**
Teaching with Technology

Covers the same topics as EDUC 332, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission. Odd summers.

EDUC 533 **4 S, Su**
Educational Psychology

Covers the same topics as EDUC 333, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission. Odd summers.

EDUC 535 **3 F**
Moral Dimensions of Teaching and Learning

Covers the same topics as EDUC 335, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission.

EDUC 536 **3 W**
The Multicultural Classroom

Covers the same topics as EDUC 336, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission.

EDUC 537 **3 Su**
Advanced ESL Methods and Materials

Theory and practice of second language teaching methods and materials, focusing specifically on the teaching and learning of literacy skills. Corequisite: EDUC 537L. Even summers.

EDUC 537L **1 Su**
Advanced ESL Methods and Materials Field Experience

A teaching practicum that allows students to apply learned theory in a language classroom. Field teaching will be arranged according to students’ interests and/or specific program needs. Corequisite: EDUC 537. Qualifies for IP grading. Even summers.

EDUC 538 **2 Su**
Computers in the Classroom

The uses of electronic media to communicate through collaborative tools, multimedia, web pages, and print media. Emphasis on how technology can be used to plan, locate, evaluate, select, and use information to solve problems and draw conclusions. Prerequisite: EDUC 332 or 532, or permission from the department technology instructor. Corequisite: EDUC 538L.

EDUC 538L **1 Su**
Computers in the Classroom Laboratory

Cutting-edge technologies to enhance teaching and learning. Applications include Hyperstudio, Powerpoint, webpage design, videoconferencing, and desktop publishing. Corequisite: EDUC 538.

EDUC 539 **3 F, Su**
ELL Pedagogy

Covers the same topics as EDUC 339, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission or Teaching Credential.

EDUC 558 **3 S**
Literacy in the Content Areas

See EDUC 358. Prerequisite: M.A.T. program admission.

EDUC 559 **1-2 Su**
Small Schools Curriculum

Meets the SDA requirements for a professional endorsement as a Small Schools Specialist. Focus is given to SDA curriculum guides, with a special focus on how to manage instruction in a multi-grade, multi-age setting. Open to practicing teachers holding at least a Conditional certificate; not open to students in the campus credential program. Graded S/F. Even summers.

Education

EDUC 560 1-2 Su **Small Schools Administration**

Meets the SDA requirements for a professional endorsement as a Small Schools Specialist. Focus is given to leadership skills, especially the organization knowledge and skills needed to manage a school program, while also teaching full time. Open to practicing teachers holding at least a Conditional certificate; not open to students in the campus credential program. Graded S/F. Odd summers.

EDUC 561 4 W **Middle School Teaching Strategies**

See EDUC 361. Prerequisites: M.A.T. program admission. Corequisite: EDUC 594 (561L).

EDUC 562 4 W **Secondary Content Area Teaching Strategies**

See EDUC 362. Prerequisites: M.A.T. program admission, EDUC 561/594 (561L), 591. Corequisites: EDUC 594 (562L).

EDUC 566 3 Su **Advanced Health Education**

A study of the key health concerns of youth today and how a teacher creates an environment to prevent, change, or cope with health problems. Focus on local, state, and federal laws concerning health issues, communicating to students and parents, and developing skills toward advocacy. Prerequisite: HLED 166 or equivalent. Even summers.

EDUC 568 2 S, Su **Teaching K-12 Bible**

See EDUC 368. Prerequisite: M.A.T. program admission.

EDUC 568 1 Su **Teaching K-12 Bible**

See EDUC 368L. Prerequisite: M.A.T. program admission.

EDUC 576 3 F **Physical Education for Children**

See EDUC 476. Prerequisite: M.A.T. program admission

EDUC 577 3 W **Classroom Management**

Covers the same topics as EDUC 477, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission.

EDUC 579 2 W **Organizing the Self-Contained Classroom**

Covers the same topics as EDUC 479, includes differentiated requirements for the graduate-level student. Prerequisite: M.A.T. program admission, EDUC 577.

EDUC 591 1 F **Student Teaching Seminar: TPA Cycle 1**

See EDUC 491. Prerequisite: M.A.T. program admission, Prerequisite: Credential program admission. Qualifies for IP Grading

EDUC 592 1 W **Student Teaching Seminar: TPA Cycle 2**

See EDUC 492. Prerequisites: M.A.T. program admission, EDUC 591. Qualifies for IP Grading

EDUC 593 1-12 F, W, S **Student Teaching, Full-Time, Elementary**

See EDUC 493.

Includes four components:

a) EDUC 593 (545L)- *Student Teaching, Math Field Experience (1)*:

Prerequisites: M.A.T. program admission, TB clearance. Corequisite: EDUC 545, 591. Qualifies for IP grading. Graded S/F.

b) EDUC 593 (553L)- *Student Teaching, Beginning Reading Experience (1)*:

Prerequisites: M.A.T. program admission, Department Review #1, EDUC 545/593 (545L), 591. Corequisites: EDUC 553, 592. Qualifies for IP grading. Graded S/F.

c) *Pre-Session Student Teaching (3)*:

Prerequisites: M.A.T. program admission, completion of one methods course

d) EDUC 593- *Student Teaching, Full-Time, Elementary (12)*:

Prerequisites: M.A.T. program admission, EDUC 539, 540, 545, 553, 556, 591, 592, 593 (545L), 593 (553L), Department Review #1 and #2, TPE Portfolio, Pre-Session Student Teaching, Passage of the California Teaching Performance Assessment Tasks Subject-Specific Pedagogy, Designing Instruction, and Assessing Learning, Passage of CSET: Multiple Subjects. Corequisite: EDUC 598. Qualifies for IP grading. Graded S/F.

EDUC 594 1-12 F, W, S **Student Teaching, Full-Time, Secondary** See EDUC 494.

Includes four components:

a) EDUC 594 (561L)- *Student Teaching, Middle School Field Experience (1)*:

Prerequisites: M.A.T. program admission, TB clearance. Corequisite: EDUC 561, 591. Qualifies for IP grading. Graded S/F.

b) EDUC 594 (562L)- *Student Teaching, Senior High School Field Experience (1)*:

Prerequisites: M.A.T. program admission, EDUC 561/ 594 (561L), EDUC 591, Department Review #1. Corequisite: EDUC 562, 592. Qualifies for IP grading. Graded S/F.

c) *Pre-Session Student Teaching (3)*:

Prerequisite: M.A.T. program admission, completion of one methods course.

d) EDUC 594- Student Teaching, Full-Time, Middle or Senior High School (12):

Prerequisites: EDUC 539, 540, 558, 558L, 561, 562, 591, 592, 594 (561L), 594 (562L), Department Review #1 and #2, Content Area Portfolio, Pre-Session Student Teaching, Passage of the California Teaching Performance Assessment Tasks Subject-Specific Pedagogy, Designing Instruction, and Assessing Learning, Passage of the CSET: Content Area. Corequisite: EDUC 598. Qualifies for IP grading. Graded S/F.

EDUC 595 **1-3 F, W, S, Su**
Independent Study

Individual study open to students with adequate preparation in the proposed area. Repeatable to a maximum of 3 credits.

EDUC 596 **2 Su**
Methods in Research

Principles of disciplined inquiry and an introduction to the methods of research including planning, using resources, reviewing literature, developing methodology, and communicating evidence verbally and visually.

EDUC 597 **1-5 Su**
Action Research Project

The culmination of the master's degree program, involving a practical application of theoretical concepts in an actual classroom situation. Research methods and literature review are presented. After receiving formal project approval, students implement the project and, upon completion, prepare a formal written report to be shared orally with the Education faculty and other graduate students during the summer quarter. Prerequisite or corequisite: EDUC 596. Qualifies for IP grading.

EDUC 598 **1 F, W, S**
Student Teaching Seminar:
Culminating Teaching Experience

See EDUC 498. Prerequisites: M.A.T. program admission, EDUC 591, EDUC 592. Corequisite: EDUC 593 (elementary) or EDUC 594 (secondary).

EDUC 599 **1-3 F, W, S, Su**
Directed Study

Individual study open to students with adequate preparation in the proposed area.

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Faculty

Milbert Mariano, Dean; Catherine Tetz, Chair; Linda Gill, Emily Logan, Lindsay Morton, Jennifer Peñaflores

Professors Emeriti: Marilyn S. Glaim, Nancy Hoyt Lecourt, Verne V. Wehtje

Departmental Office: Stauffer Hall; (707) 965-7550

Degrees and Programs

English, B.A.	113
Teaching Credential	114
English, Minor	114
Writing, Minor	114

The *English Department* trains students to write well, organize ideas logically, and communicate clearly. English majors develop an awareness of the power of language by examining text through a literary lens. Employers, graduate and professional schools (medical, dental, law) seek English majors for their versatility as critical thinkers and creative writers.

English majors may select one of the three emphases: British & American Literature, English Education, and Writing.

Major in English, B.A.

A minimum of 61 hours (33 upper-division hours)

► Required Core Courses (46 hours):

ENGL 150	Survey of British & American Literature I	4
ENGL 151	Survey of British & American Literature II	4
ENGL 152	Survey of British & American Literature III	4
ENGL 224	Literary Theory	4
ENGL 335	Survey of Linguistics	4
ENGL 490	Senior Seminar	1

At least two of the following courses: 8

ENGL 355	American Colonial & Romantic Periods (4)
ENGL 356	American Realism & Naturalism (4)
ENGL 357	American Modernism (4)
ENGL 470	Contemporary American Literature (4)

At least two of the following courses: 8

ENGL 464	English Medieval Literature (4)
ENGL 465	English Renaissance Literature (4)
ENGL 466	The Enlightenment in Britain (4)
ENGL 467	The Romantic Age in Britain (4)
ENGL 468	The Victorian Age in Britain (4)
ENGL 469	The Modern Age in Britain (4)
ENGL 474	Shakespeare (4)

At least one of the following courses: 4

ENGL 311	Development of the Novel (4)
ENGL 352	Topics Courses (4)
ENGL 411	Approaches to Poetry (4)
ENGL 485	The Classical World (4)

At least one of the following courses: 4

ENGL 307	Composition Theory & Pedagogy (4)
ENGL 434	Advanced English Syntax (4)
WRIT 310	Advanced Expository Writing (4)
WRIT 311	Creative Writing: NonFiction (4)
WRIT 312	Creative Writing: Playwriting (4)

(cont. on next page)

English

WRIT 313	Creative Writing: Poetry (4)	
WRIT 314	Creative Writing: Short Story (4)	
WRIT 320	Creative Writing: Online Publication (4)	

► *Emphases (choose one)*

1. British & American Literature Emphasis (16 hours)

► *Emphasis (16 hours)*

Additional courses from each of the lists of core options:

Two American Literature or British Literature courses (ENGL 355, 356, 357, 470, 464-69, 474)	8
Topics course (ENGL 311, 352, 411, 485)	4
Writing course (ENGL 307, 434, WRIT 310-320)	4

2. English Education Emphasis (18-19 hours)

DRMA 229	Acting I: Fundamentals	3
ENGL 331	Literature for Adolescents	4
<i>At least one of the following courses:*</i>		4
ENGL 307	Composition Theory & Pedagogy (4)	
ENGL 434	Advanced English Syntax (4)	

At least 3 credits from the following courses: 3-4

JOUR 141	Newswriting & Reporting (3)	
JOUR 350	<i>Campus Chronicle</i> Production (1+1+1)	
WRIT 320	Creative Writing: Online Publication (4)	

At least one of the following courses: 4

WRIT 310	Advanced Expository Writing (4)	
WRIT 311	Creative Writing: Nonfiction (4)	
WRIT 312	Creative Writing: Playwriting (4)	
WRIT 313	Creative Writing: Poetry (4)	
WRIT 314	Creative Writing: Short Story (4)	

3. Writing Emphasis (16 hours)

At least 8 hours from the following: 8

ENGL 307	Composition Theory & Pedagogy (3)	
ENGL 434	Advanced English Syntax (4)	
FILM 240	Short Scriptwriting I (2)	
FILM 346	Screenwriting I (4)	
JOUR 141	Newswriting & Reporting (3)	
JOUR 244	Copyediting II (3)	
WRIT 310	Advanced Expository Writing (4)	
WRIT 320	Creative Writing: Online Publication (4)	
WRIT 494	Writing Internship (3)*	

At least 8 hours from the following: 8

ENGL 211	Survey of Drama (4)**	
ENGL 311	Development of the Novel (4)**	

* Most writing internships require JOUR 141 as a prerequisite.

** Only one course from ENGL 211, 311, 411 may apply.

ENGL 411	Approaches to Poetry (4)**	
WRIT 311	Creative Writing: NonFiction (4)	
WRIT 312	Creative Writing: Playwriting (4)	
WRIT 313	Creative Writing: Poetry (4)	
WRIT 314	Creative Writing: Short Story (4)	

Recommended for students wishing to go into journalism:

JOUR 243	Copyediting I (3)	
JOUR 341	Advanced News & Feature Writing (3)	

Recommended for students wishing to go into publishing:

ARTD 110	Design: Tools, Materials & Techniques (2)	
ARTD 130	Fundamentals of Graphic Design (3)	
ARTD 253	Communication Design (3)	

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in English should take the B.A. degree in English with the emphasis in English Education. Students will need to pass the English portion of the CSET exam one quarter prior to the full-time student teaching experience. Students are invited to discuss the program with their major advisor in the English Department.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Minor in English

A minimum of 24 hours (8 upper-division hours)

► *Required Courses (16 hours):*

ENGL 150+152+153	Survey of Literature I, II, III	12
ENGL 224	Literary Theory	4

► *Required Electives (8 hours):*

At least 8 hours from two of the following categories: 8

American Literature Courses (ENGL 355, 356, 357, 470); British Literature Courses (ENGL 464-69, 474, 485); Topics Course (ENGL 352); Genre Courses (ENGL 311, 411); and/or Linguistics/Rhetoric Courses (ENGL 307, 335, 434)

Minor in Writing

A minimum of 24 hours (6 upper-division hours)

► *Required Courses (24 hours):*

Complete the requirements listed for the Writing Emphasis for the B.A., plus select an additional 8 hours of English electives for a total of 24 hours. Include at least 6 upper-division hours.

Drama

LOWER-DIVISION COURSES:

DRMA 229 **3 F, W** **Acting I: Fundamentals**

Development of stage presence through the study of improvisation, voice, movement, and acting. Introduction to points of view, characterization, and interpretation of dramatic text. Includes public performance.

DRMA 230 **3 Arr** **Acting II: Scene Studies**

Development of the actor's instrument and technique through the study of a variety of dramatic texts and the experience of a variety of acting techniques. Includes public performance. Prerequisite: DRMA 229.

English

SERVICE COURSES:

(Not applicable to a major or minor in this department)

ENGL 101-102 **4+4 F, W, S, Su** **College English I, II**

The central purpose of ENGL 101-102 is to immerse students in academic writing, reading, and thinking practices. Through extensive inquiry-based writing, students engage in building the reflective awareness needed for success in a wide range of academic experiences.

ENGL 101: Students write consistently, are introduced to academic writing conventions, engage with challenging readings, and begin putting others' ideas in conversation with their own. Prerequisite: ENGL 100 with a minimum grade of C- or equivalent.

ENGL 102: Focuses on academic inquiry, how writers form their own

research questions, and how academic writers enter and respond to an ongoing written conversation through sustained research. Students will come to understand the methods of academic inquiry resulting in analytical and research-based writing. Prerequisite: ENGL 101 with a minimum grade of C- or equivalent.

ENGL 301 **4 F, W, S, Su** **Themes in Literature**

Thematically organized works generally recognized as distinguished explorations and expressions of significant issues. Literature is selected from several genres, countries, and time periods. Readings, lectures, discussions, presentations, and papers. Repeatable for credit under different subtitles. Current subtitles include: *Class and Gender*; *Global Perspectives*; *Science & Culture*; and *Travel Narratives*. Prerequisite: ENGL 102 or equivalent; enrollment limited to juniors and seniors.

LOWER-DIVISION COURSES:

ENGL 150+151+152 **4+4+4 F+W+S** **Survey of British and American Literature I, II, III**

A survey of British and American literature and literary history from Anglo-Saxon times to the present. Covers skills in reading, analyzing, and writing about multiple genres of literature. ENGL 150 draws from Anglo-Saxon, Medieval, and Renaissance literature. ENGL 151 draws from British and American literature of the 18th century and early 19th century. ENGL 152 draws from British and American literature from the 19th century to the present.

ENGL 210 **3 Arr** **Bay Area Theater**

Exploration of dramatic literature and elements of production, acting and stage

craft through the experience of attending a total of five live theater productions in the Bay area. Emphasis on appreciation of the art form, critical analysis, and the process of creating theater. 2 credits of lecture/discussion and 1 credit of viewing lab. Prerequisite: ENGL 102.

ENGL 211 **4 Arr** **Survey of Drama**

A chronological survey of dramatic literature, from Greek theater to the 21st century. Provides historical context for the development of drama as a literary genre. Prerequisite: ENGL 102.

ENGL 212 **2 Arr** **Shakespeare in Performance**

An in-depth encounter, both in text and performance, with the four Shakespeare plays currently being presented at the Oregon Shakespeare Festival in Ashland, Oregon. Includes daily seminars, a backstage tour, and an interview with an actor. Qualifies for IP grading. Prerequisite: ENGL 102.

ENGL 213 **1 Arr** **Shakespeare in Performance Project**

Completion of a paper or research project in association with ENGL 212. Qualifies for IP grading. Corerequisite: ENGL 212.

ENGL 224 **4 W** **Literary Theory**

Major literary theories of the 20th century and their application to selected texts. Prerequisite: ENGL 102 with a minimum grade of C.

English

UPPER-DIVISION COURSES:

ENGL 101-102 (minimum grade of C) or equivalent is prerequisite to all upper-division ENGL courses.

ENGL 307 **4 Arr** **Composition Theory and Pedagogy**

Contemporary theories of writing processes and effective classroom practices. Odd years.

ENGL 311 **4 Arr** **Development of the Novel**

A chronological study of the development of the novel as a literary genre, from the 17th century to the present. Odd years. Prerequisite: ENGL 224.

ENGL 331 **4 Arr** **Literature for Adolescents**

Literature suitable for young adult students from grade seven through senior high school. Odd years.

ENGL 335 **4 Arr** **Survey of Linguistics**

Linguistic concepts and methods: language development and second language acquisition; physiology of human speech; elementary phonology, morphology, syntax, and semantics; language change; language and thought; ethical issues in language use.

ENGL 352 **4 Arr** **Theme Courses**

Courses with an interdisciplinary focus. Repeatable for credit under different subtitles. See each year's Class Schedule for current offerings.

The period courses in American literature (ENGL 355-357) explore a variety of genres and authors representing each literary "period" listed. Though the emphasis is on the reading of primary works, students also apply a variety of interpretive approaches to the literature.

ENGL 355 **4 Arr** **American Colonial and Romantic Periods**

American authors from colonial times through the romantic era, emphasizing historical context.

ENGL 356 **4 Arr** **American Realism and Naturalism**

Authors from American realists and naturalists. Even years.

ENGL 357 **4 Arr** **American Modernism**

20th century American authors to 1950. Odd years.

ENGL 396 **0.2 Arr** **Colloquium**

Lecture/event series for English majors. Includes guest lectures, presentations of faculty and student research, cultural events, and short reflection papers. Repeatable for credit. Graded S/F. Required for students to take 8 times (possible proration for transfer students).

ENGL 411 **4 Arr** **Approaches to Poetry**

Explores major theories of poetic meaning and interpretation in Western thought (from the Greeks to the present). Even years.

ENGL 434 **4 Arr** **Advanced English Syntax**

A review of English grammar and syntax with attention to stylistics and classroom instruction. Even years.

The period courses in English literature (ENGL 464-470) explore a variety of genres and authors representing each literary "period" listed. Though the emphasis is on the reading of primary works, students also apply a variety of interpretive approaches to the literature.

ENGL 464 **4 Arr** **English Medieval Literature**

Texts from British Medieval literature. Even years.

ENGL 465 **4 Arr** **English Renaissance Literature**

Texts from British Renaissance literature. Odd years.

ENGL 466 **4 Arr** **Eighteenth Century British Literature**

British writers from the Restoration and Neoclassic tradition. Odd years.

ENGL 467 **4 Arr** **The Romantic Age in Britain**

British writers of the first third of the 19th century. Odd years.

ENGL 468 **4 Arr** **The Victorian Age in Britain**

British writers from 1830 to 1880. Even years.

ENGL 469 **4 Arr** **The Modern Age in Britain**

British writers from 1880 to 1950 with focus on British Modernists. Even years.

ENGL 470 **4 Arr** **Contemporary American Literature**

Literature in English since 1950. Odd years.

ENGL 474 **4 Arr** **Shakespeare**

A selection of Shakespeare's histories, romances, tragedies, comedies, and poetry in the context of his times. Even years.

ENGL 485 **4 Arr**
The Classical World

Ancient Greece and Rome studied through primary texts, including Greek and Roman epics, dramas, histories, and philosophical works.

ENGL 490 **1 S**
Senior Seminar

Guides students in their preparation for applying to graduate school or entering the job market, including preparation for professional exams (GRE, CSET), job interviews, professional statements and cover letters, and writing samples. Qualifies for IP grading.

ENGL 492 **1 Arr**
Senior Project

Completion and presentation of an independent project. Requires a literary paper of approximately 20 pages, or a creative project of comparable scope. Qualifies for IP grading. Prerequisite: ENGL 490.

ENGL 495 **1-3 Arr**
Independent Study

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty. Repeatable to a maximum of 3 credits.

English as a Second Language

SERVICE COURSE:

(Not applicable to a major or minor in this department)

ENSL 100 **1-4 Arr**
English for Special Purposes

Practical language application for advanced ESL and other international students. Customized in response to student needs and interests in the following areas: professional pronunciation, advanced ESL composition, academic skills, American culture and institutions, and understanding the Christian culture. Repeatable for credit.

Writing

UPPER-DIVISION COURSES:

ENGL 101-102 (minimum grade of C) or equivalent is prerequisite to all upper-division WRIT courses.

WRIT 310 **4 Arr**
Advanced Expository Writing

An advanced study of written argumentation with emphasis on logic, critical thinking, rhetorical strategies, audience, and style. Emphasis on the stylistic conventions of professional writing, with application to other disciplines as relevant. Odd years.

WRIT 311 **4 Arr**
Creative Writing: Nonfiction

Techniques of and practice in writing nonfiction. Odd years.

WRIT 312 **4 Arr**
Creative Writing: Playwriting

Techniques of and practice in playwriting.

WRIT 313 **4 Arr**
Creative Writing: Poetry

Techniques of and practice in writing poetry. Even years.

WRIT 314 **4 Arr**
Creative Writing: Short Story

Techniques of and practice in writing short stories. Even years.

WRIT 320 **4 Arr**
Creative Writing: Online Publication

Examines and produces professional writing through digital media (including blogs, videos, hypertext, and video games). Even years.

WRIT 494 **3 Arr**
Writing Internship

Supervised experience in writing on the job. A student may apply for an internship for one quarter in a department-approved workplace (examples: a college public relations office, a hospital department of communications or development, or other nonprofit organization or public relations firm). From this supervised experience in writing the student presents a portfolio containing a variety of finished documents. Qualifies for IP grading. Graded S/F.

WRIT 495 **1-3 Arr**
Independent Study

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty. Repeatable to a maximum of 3 credits.

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Faculty

Milbert Mariano, Dean; Laura Wibberding, Chair; Niq Rudd
 Professors Emeriti: Eric Anderson, Ileana Douglas,
 Lorne E. Glaim
 Departmental Office: 209 Irwin Hall; (707) 965-6403

Degrees and Programs

History, B.A.	123
History, Political Studies, and Ethics, B.S.	124
Social Studies, B.S.	124
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Students in the *History Department* explore the rise and fall of civilizations. Using original and secondary written sources, films, and other documents, and through field trips and summer study programs outside the United States, departmental faculty work with their students in the study of geography, history, and political science.

Scholarship is encouraged and recognized by membership in Phi Alpha Theta, the history honors society, and through debates, lectures, and student and faculty presentations.

Students have access to the Walter C. Utt Center for Adventist History Archives and the Honors Program Common Room. Faculty-student suppers and discussion groups complete the collegial and friendly atmosphere, the hallmark of the department.

Prospective teachers should take a Social Studies major and consult with department teachers about non-departmental courses. Following completion of the Social Studies major each student seeking a California teaching certificate must take the California Subject Examination for Teachers (CSET).

Major in History, B.A.

A minimum of 58 hours (31 upper-division hours):

► Required Core Courses (32 hours):

GEOG 210	World Regional Geography	3
HIST 101+102	History of World Civilizations I, II	4+4
HIST 134+135	History of the United States I, II	4+4
HIST 180+181	History Methods IA, IB	1+1
HIST 280	History Methods II	2
HIST 380	History Methods III	2
HIST 421	History Seminar	4
HIST 480,81,82	Senior Thesis I, II, III	1+1+1

Additional courses from HIST or PLSC to be taken to meet remaining requirements. May include a maximum of two of the following cognates: 5-8

ARTH 107	History of Asian Art (4)
ARTH 115-116	History of Western Art I, II (4, 4)
ARTH 260	History of World Cinema (4)
ARTH 264	History of Graphic Design (2)
ARTH 227	History of Photography (4)
ARTH 278	History of Women Artists (4)
ARTH 308	History of Asian Art (3)
ARTH 370	History of Modern Art to 1945 (4)
ARTH 470	History of Contemporary Art Since 1945(4)
ARTH 485	Topics in Art History (1-4)
ENGL 355	Amer. Colonial and Romantic Periods (4)
ENGL 485	The Classical World (4)
MUHL 331-32-33	Music History (3, 3, 3)
RELH 311	World Religions (3)
RELH 320-321	Christian History I, II (3, 3)
RELH 360	Adventist Heritage (3)

* Offered during even-year summers in Jordan at the Madaba Plains Project excavation in consortium with La Sierra University. Credits are earned through La Sierra and transferred to PUC.

History

Major in History, Political Studies, and Ethics, B.S.

A minimum of 68 hours (41 upper-division hours):

► **Required Core Courses (37 hours):**

GEOG 210	World Regional Geography	3
HIST 134+135	History of the United States I, II	4+4
HIST 180+181	History Methods IA, IB	1+1
HIST 280	History Methods II	2
HIST 380	History Methods III	2
PLSC 124	Introduction to American Government	4
PLSC 274	Introduction to Political Thought	3
PLSC 328	Critical World Issues	3
PLSC 330	Modern Comparative Government	3
PLSC 485	U.S. Foreign Relations	3
WRIT 310	Advanced Expository Writing	4

Electives (29 hours): 29

HIST 412	Seminar in Asian History (4)
HIST 414	Seminar in Middle East History (4)
HIST 415	Seminar in U.S. or Europe in WWI (4)
HIST 450	Study Tour (4)
ARCH 494	Fieldwork in Middle East Archeology (4)*

At least one of the following options: 3

HIST 480+481+482	Senior Thesis I, II, III (1+1+1)
PLSC 494	Internship (3)

At least two of the following courses: 4

HIST 333	Early Modern Europe to 1848 (4)
HIST 353	U.S. Industrialization (4)
HIST 375	U.S. and the World since 1945 (4)

At least two of the following courses: 6

JOUR 434	Media Communication Ethics (3)
RELB 216	Intro to Biblical Ethics (3)
RELT 355	Christian Ethics in Society (3)
RELT 440	Christian Bioethics (3)

At least three of the following courses: 8-9

BUAD 223	Personal Law (2)
BUAD 325, 326	Business Law I, II (3+3)
COMM 426	Argumentation (3)
COMM 427	Persuasive Communication (3)

Recommended Cognates:

ECON 261, 265	Macroeconomics, Microeconomics (4+4)
PSYC 121	General Psychology (4)
SOCI 121	Intro to Sociology (4)
SOCI 232	American Social Problems (4)
SOCI 355	Cultural Diversity (3)

Major in Social Studies, B.S.

A minimum of 68 hours (29 upper-division hours):

► **Required Core Courses (31 hours):**

GEOG 210	World Regional Geography	3
HIST 101+102	History of World Civilizations	4+4
HIST 134+135	History of the United States	4+4
HIST 180+181	History Methods IA, IB	1+1
HIST 280	History Methods II	2
HIST 380	History Methods III	2
HIST 480+81+82	Senior Thesis I, II, III	1+1+1
PLSC 328	Critical World Issues	3

► **Required Core Electives (37 hours):**

Complete at least 37 hours of electives, including at least 21 upper-division hours. Consult your advisor prior to choosing:

At least 22 hours from the following: 22

Additional HIST courses

Any three of the following options: 15

At least 6 hours from ECON courses

At least 3 hours from PLSC courses

At least 6 hours from SOCI courses

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in social science should take the B.S. degree in Social Studies. Students will need to pass the social science portion of the CSET exam one quarter prior to doing full-time student teaching. Students are invited to discuss the program with their major advisor in the History Department.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

* Offered during even-year summers in Jordan at the Madaba Plains Project excavation in consortium with La Sierra University. Credits are earned through La Sierra and transferred to PUC.

Minor in History

A minimum of 24 hours (8 upper-division hours)

➤ *Required Courses (21 hours):*

Complete at least one of the following: 8

HIST 101+102 History of World Civilizations (4+4)

HIST 134+135 History of the United States (4+4)

➤ *Required Electives (16 hours, 8 upper division):*

Complete and additional 16 hours of HIST courses, 8 hours must be upper division.

Minor In Pre-Law

A minimum of 24 hours

➤ *Required Courses (9 hours):*

BUAD 223 Personal Law 3

BUAD 325 Business Law I 3

PLSC 274 Intro to Political Thought 3

Choose at least one from each of the following categories to complete the remaining 15 hours:

Communication Skills

COMM 426 Argumentation 3

COMM 427 Persuasive Communication 3

COMM 428 Debate 3

WRIT 310 Advanced Expository Writing 4

Economics

ECON 261 Macroeconomics 4

ECON 265 Microeconomics 4

Law:

BUAD 326 Business Law II 3

BUAD 370 Healthcare Law 3

Political Studies

HIST 375 U.S. and the World since 1945 4

PLSC 124 Introduction to American Government 4

SOWK 232 American Social Problems 4

History

Geography

LOWER-DIVISION COURSES:

GEOG 210 **3 W**
World Regional Geography

Regions of the world and their cultural, historical, climatic, and economic similarities or diversities. Emphasis on current developments. Even years.

History

LOWER-DIVISION COURSES:

HIST 101+102 **4+4 F, W, S**
History of World Civilizations I, II

Major characteristics and developments in world civilizations based on primary and secondary texts. Also integral: Discussion of history's place in the liberal arts and of the problems of the historical method. Enrollment is limited to freshmen and sophomores.

HIST 134+135 **4+4 F, W, S**
History of the United States I, II

The United States from colonial beginnings to the present time. The central theme is the growth of American democracy with its implications for government and society, racial and religious minorities, and the emergence of the nation as a world power. Enrollment is limited to freshmen and sophomores.

HIST 180+181 **1+1 F, W**
History Methods IA, IB

An introduction to the major, the department, its faculty and to the basic writing skills required for the survey courses in World Civilizations and U.S. History. Required for departmental majors during the freshman year.

HIST 220 **4 S**
Introduction to Ancient History

Ancient civilizations from their emergence to their collapse, with special attention to Greece and Rome and the development of government, philosophy and the arts. Even years.

HIST 230 **4 S**
Introduction to Asian History

Asian civilization from earliest times to the present. Primarily focuses on South Asia with special attention to social, economic, political and intellectual developments. Odd years.

HIST 250 **4 S**
Introduction to Middle East History

Middle East from the beginning of Islam to the modern era. Topics include the rise of the Islamic religion, the expansion of this religion into an empire, and the present nation-states of the region. Also includes the general geography of the region and the principal religious and cultural tenets of the Islamic world. Odd years.

HIST 280 **2 S**
History Methods II

Builds on the writing skills established during the freshman seminar series and introduces majors to significant historiographical schools in the field of history. Requires a major research paper based on primary and secondary sources. Prerequisite: HIST 180 or permission of the instructor.

UPPER-DIVISION COURSES:

HIST 320 **3 F**
Christian History: To 1400
(See also RELH 320.)

Development of the Christian Church to 1400. Emphasis on those social, political, intellectual, and religious pressures that contributed to the formation of Christian doctrines and the establishment of hierarchy and institutions. Detailed examination of significant work by major Christian figures. Even years.

HIST 321 **3 W**
Christian History Since 1400
(See also RELH 321.)

Developments in the Christian Church from the high Middle Ages to the Protestant Reformation. Emphasis on the major historical, theological, and cultural forces that influenced the medieval church and gave rise to the Protestant Reformation. Examination of the work and writings of various Protestant reformers. Odd years.

HIST 330 **4 F**
Medieval to Renaissance Europe

From the collapse of the full Roman Empire, through the period Petrarch called "the Dark Ages," to the period of high civilization during the Renaissance. Christendom's transformation during these periods are the foundation of modern Europe and continue to influence the world.

HIST 333 **4 F**
Early Modern Europe to 1848

Europe from 1648 to 1848, with special attention on the Age of Reason, the growth of the bureaucratic state, the impact of the era of revolution, and the trauma and aftermath of the Napoleonic Wars. Odd years.

HIST 352 **3-4 Arr**

Topics in History

An in-depth study of a chosen topic from world history. Possible topics include: Women's History, African American History of the US, History of Warfare, Disease in World History, History of Islam. Repeatable for credit under different subtitles. Prerequisites: HIST 101 or HIST 134.

HIST 353 **4 S**

U.S. Industrialization

A study of the industrial age in the United States, from the colonial period to the 20th century. This course presents the story of dynamic change in the United States from the standpoint of its technology. Even years.

HIST 357 **4 F**

Civil War and Reconstruction

Slavery, the nature of the Union and the immediate and permanent effects of the Reconstruction on America. Even years.

HIST 360 **3 W, S, Su**

Adventist Heritage

(See RELH 360)

An interdisciplinary exploration of theological and historical issues important to an understanding of the Advent Movement and the ministry of Ellen G. White. Meets the requirement in Prophetic Guidance and Denominational History for Seventh-day Adventist teaching credentials.

HIST 375 **4 S**

U.S. and the World Since 1945

Major issues and developments in the U.S. and the World since the end of World War II. Includes nationalism and independence movements, the Cold War, globalization, and conflicts around the world. Odd years.

HIST 380 **2 S**

History Methods III

Refines writing and analytical skills developed in freshman and sophomore seminars. Introduces majors to the professionalization of history and history as a career. Includes conference paper presentations, admission to and preparation for graduate school, and guest lecturers from the field of history. Prerequisites: HIST 180, 280.

HIST 421 **4 Arr**

History Seminar

Themes in world history. Requires a major research paper. Repeatable for credit under different topics. Possible topics include: Pre-Colonial India, Cultural Modernism, History of Russia, History of the Silk Roads, The US from Colonies to Constitution. Prerequisites: HIST 101, 102, 280.

HIST 450 **4 Su**

History Study Tour

Summer travel opportunity for majors. Topics vary. Repeatable for credit under different subtitles. Prerequisites: HIST 101, 102, 134, 135 and appropriate introductory course. Summers when available .

HIST 480+481+482 **1+1+1 F, W, S**

Senior Thesis I, II, III

First quarter serves as a preparation course for writing the senior thesis and requires the production of a thesis proposal. Second quarter incorporates the writing of the senior thesis. Third quarter consists of a formal thesis presentation to faculty and peers. These quarters must be taken in order and each section must be successfully completed in order to move on to the next term. Prerequisite: HIST 380. Eligible for IP grading.

HIST 495 **1-3 Arr**

Independent Study

Individual research; open by permission of the department chair to advanced students with an adequate background. Repeatable to a maximum of 3 credits.

Political Science

LOWER-DIVISION COURSES:

PLSC 124 **4 F**

Introduction to American Government

The development and functioning of the American machinery of government and a study of the political processes, both formal and informal, in which the citizen is involved.

PLSC 274 **3 F, S**

Introduction to Political Thought

An introduction to the perennial questions and major thinkers in this area of philosophy.

UPPER-DIVISION COURSES:

PLSC 328 **3 Su**

Critical World Issues

An important issue is selected by the instructor, discussed in class, and studied as a research topic. May include one or more of the following: the elements of national power, the dynamics of state conflict, national traits and policy patterns, the role of ideologies or moral considerations in the decision-making process, and the relationship between a society's world view and the realities of policy-making. Repeatable for credit under different topics.

History

PLSC 330 **3 F**

Modern Comparative Government

Introduction to the different types of government around the world and the concepts behind these variations. Focus on the comparison between the government of the United States and Western Europe. Includes economic development, political institutions and processes, political culture, nations and nationalism, and other selected topics. Odd years.

PLSC 485 **3 F**

Foreign Relations of the United States

Episodes selected from the history of American foreign relations to illustrate the development of U.S. foreign policy. Even years.

PLSC 494 **1-3 F, W, S, Su** **Internship**

Supervised work experience in a political science-related environment. Integration of academic study with workplace experience, including application of theoretical knowledge to real-world situations. Enrollment limited to department majors. Advanced approval of the department is required. May not be taken before the end of the sophomore year. Prerequisites: PLSC 124, 274; RELT 216. Qualifies for IP grading. Graded S/F.

PLSC 495 **1-3 F, W, S** **Independent Study**

Individual research; open only by permission of the department chair to advanced students with an adequate background. Repeatable (max. of 3 credits).

Faculty

Milbert Mariano, Director; Eric Anderson (emeritus), Jon Carstens, Kent Davis, Rachelle Davis, Linda Gill, Emily Logan, Tammy McGuire, Lindsay Morton, Niq Ruud, Jean Sheldon (emerita), Catherine Tetz, James Wibberding, Karl Wilcox, Ross Winkle

Department Contact: mmariano@puc.edu

The Goal of the Honors Program

The *Honors Program* enrolls a cohort of students who earnestly seek understanding of our complex world. As an alternative to the traditional general education requirements, students in Honors take a unique set of courses that prepares them for an active lifetime of critical thought, aesthetic appreciation, and spiritual prosperity. In particular Honors students excel as

- *seekers* of truth, engaging in a journey of personal growth and spiritual development;
- distinguished *scholars*, exhibiting intellectual curiosity, creativity, critical thinking and a commitment to academic excellence; and
- capable *leaders*, serving the wider community through the integration of faith, knowledge, and ingenuity.

Students who complete the Honors Program have fulfilled PUC's general education requirements.

Compatibility with Other Programs

As is traditional with Honors programs, this truncated version of general education allows students to pursue double majors, or minors, or to customize electives that align with their individual goals.

The Honors Program is compatible with any major and may be particularly desirable for pre-professional students wishing to gain the broad liberal arts background sought by graduate, law, and medical school admissions committees. Students pursuing certain specialized programs (such as nursing licensure or elementary education credentials) may need to complete additional general education classes required for those programs.

Graduation "With Honors"

Students who successfully meet the Honors Program requirements graduate "With Honors," as designated on the official transcript, graduation program, and diploma. The following requirements must be met in order to graduate "With Honors":

- Completion of all Honors Program course requirements, including seminars, electives, and cognates
- Completion and presentation of a satisfactory Honors Project
- A minimum cumulative college GPA of 3.3

Admission to the Honors Program

Honors Program applicants are expected to meet the following entrance requirements:

- A minimum 3.5 high school GPA
- Composite exam scores at or above 25 (ACT) or 1200 (SAT)
- Strong writing skills
- A high school curriculum that includes the successful completion of the following:
 - 4 years of English
 - 2 (or more) years of history
 - 3 (or more) years of mathematics (including Algebra II*)
 - 3 (or more) years of science
 - 1 (or more) years of foreign language study

Honors Program

Under some circumstances, non-freshmen may apply for transfer into the Honors Program. The application will be evaluated based on high school performance, composite exam scores, and completed college coursework. If accepted into the program, the transfer student will work with the Honors Program Director to develop a course equivalency plan. This plan will outline the applicability of the student's completed college coursework to the Honors Program requirements.

Continuance in the Honors Program

A minimum cumulative college GPA of 3.3 must be maintained while in the Honors Program. Any student who drops below this minimum GPA will be placed on probationary status for up to two quarters. The Honors Program Director will work with the student to explore the feasibility of continuing in the program and to develop an academic success plan.

Failure to earn a minimum GPA of 3.3 for three consecutive quarters may result in the student being withdrawn from the program.

No course with a grade below C- may apply toward Honors Program requirements.

Students who withdraw from the Honors Program will work with the Honors Program Director to develop a course equivalency plan. This plan will outline the applicability of the completed Honors Program coursework to the traditional general education program.

Honors Program Requirements

► *First-Year Seminars (15)*

HNRS 111	Narrating the Quest	5
HNRS 121	Analyzing the Arts	5
HNRS 131	Scientific Inquiry	5

► *Additional Seminars and Electives (29)*

HNRS 201	Engaging Scripture	4
HNRS 202	Leadership: Theory and Practice	3
HNRS 301	Discovering Jesus	4
HNRS 380	Seminar (Two different topics)	4+4

► *Enrichment Electives*

10

Take 3 Honors elective courses, selected from additional offerings of the Honors seminar (HNRS 380) and from H-designated courses from other departments. Recent enrichment elective options include the following:

ARTH 260 H	History of World Cinema (4)
ARTH 308 H	History of Asian Art (3)
ARTH 370 H	History of Modern Art to 1945
ARTH 470 H	Contemporary Art (4)
BIOL 355 H	Issues on Origins (3)
CHEM 486	Topics in Chemistry (3)
COMM 329 H	Organizational Communication (3)
COMM 330 H	Intercultural Communication (3)
COMM 340 H	Visual Communication & Semiotics (3)
COMM 426 H	Argumentation (3)
COMM 427 H	Persuasive Communication (3)
ECON 265 H	Microeconomics (4)
ENGL 224 H	Literary Theory (4)
ENGL 311 H	Development of the Novel (4)
ENGL 335 H	Survey of Linguistics (4)
	(See also LANG 335 H)
ENGL 352 H	Theme Courses (4)
ENGL 411 H	Approaches to Poetry (4)
ENGL 470 H	Contemporary American Literature (4)
ENVR 360 H	Conservation Biology (3)
FILM 356 H	Screenwriting (4)
HIST 330 H	Medieval to Renaissance Europe (4)
HIST 333 H	Early Modern Europe to 1848 (4)
HIST 357 H	Civil War & Reconstruction (4)
INFS 320 H	Business Intelligence (3)
INFS 470 H	Business Analytics (3)
JOUR 434 H	Media Communication Ethics (3)
MATH 451 H	History of Mathematics (4)
MGMT 466 H	Business and Society (3)
MUHL 331 H	Music History I (3)
MUHL 332 H	Music History II (3)
MUHL 333 H	Music History III (3)
PLSC 330 H	Modern Comparative Government (3)
PSYC 344 H	Psychology of Personality (4)
PSYC 390 H	Gender Issues (3)
PSYC 436 H	Physiological Psychology (4)
RELB 350 H	Topics in Biblical Studies (3)
RELH 350 H	Topics in Adventist History (3)
RELP 350 H	Topics in Applied Theology (3)
RELT 350 H	Topics in Theological Studies (3)
WRIT 311 H	Creative Writing: NonFiction (4)
WRIT 314 H	Creative Writing: Short Story (4)

<p>➤ <i>Capstone Seminar and Project (7)</i></p>	
HNRS 403	The Christian Scholar 4
HNRS 490	Honors Project I 1
HNRS 491	Honors Project II 2
<p>➤ <i>Cognates (10-11)</i></p>	
<p>Algebra Proficiency</p> <p>A full year of either Algebra II or Integrated Math III with semester grades of C- or better at an accredited secondary institution or successful completion of an approved waiver exam or MATH 095+096 Basic Algebra I+II (remedial courses)</p>	
STAT 222	Introduction to Statistics 4
Lab Science	4-5
<p>Take one lab science course from subjects ASTR, BIOL, CHEM, ENVR, GEOL, MICR, or PHYS</p>	

Exercise Science Activity	2
<p>Take two exercise science activity (ESAC) courses</p>	
<p>➤ <i>World Language (4-16)</i></p>	
<p>Students pursuing a B.A. degree:</p> <p>Complete the World Language requirement outlined for the B.A. General Education Requirement (see p. 40-41).</p>	
All other students:	0-4
<p>Complete one of the following options:</p> <ul style="list-style-type: none"> - One year of foreign language study in highschool (0) - One Language & Culture course (3-4) <p>Options include CHIN 111, FREN 111, GRMN 111, ITAL 111, JAPN 111, SPAN 105, and SPAN 111</p>	

Honors Courses

Enrollment is open to students in the honors program.

LOWER-DIVISION COURSES:

HNRS 111 **5 F** **Narrating the Quest**

Explores the literary motif of quests as a metaphor for personal journeys of identity and growth. Emphasizes reflective and scholarly writing. Fulfills ENGL 101 College English requirement. Prerequisite: Admission to the Honors program.

HNRS 121 **5 W** **Analyzing the Arts**

An interdisciplinary overview of the arts (music, visual arts, literature) through an examination of the theme of creation. Incorporates specific instruction in academic writing, particularly literary analysis and research. Fulfills the ENGL 102 College English requirement. Prerequisite: HNRS 111.

HNRS 131 **5 S** **Scientific Inquiry**

Examines scientific methods for gathering and evaluating evidence, identifies relevant scientific principles, provides practice and critique in the communication of scientific ideas, and evaluates how science impacts and is impacted by society. Incorporates instruction in communication and academic writing, particularly explanatory texts. Fulfills the COMM 105 Introduction to Communication requirement. Prerequisite: HNRS 121.

HNRS 111, 121, and 131 are prerequisites to all remaining honors courses.

HNRS 201 **4 F** **Engaging Scripture**

Interpreting and understanding the Bible as sacred text. In addition to engaging the texts of the Bible using various current methods of interpretation, a strong emphasis is placed upon a contextual reading that prunes the text from eisegetical interpolations.

HNRS 202 **3 S** **Leadership: Theory and Practice**

(See COMM 332)

This course will explore various approaches to leadership with the goal to understand one's own strengths and areas of improvement for future (and present) leadership responsibilities. Areas of emphasis include communication behaviors, skills, and practices of effective leaders.

UPPER-DIVISION COURSES:

HNRS 301 **4 W** **Discovering Jesus**

Examination of the biblical stories and theology about Jesus and their influence and effects on human civilization and culture as well as one's personal life. Prerequisite: HNRS 201.

Honors Program

HNRS 380

4 W, S, Su

Seminar:

An in-depth study of a topic, often with an interdisciplinary focus. Focuses on critical thinking and the analysis and evaluation of information. Repeatable for credit under different titles, such as:

Race and the American Century
Beethoven, Goethe, and Democracy
Thinking Ecologically

Additionally, the International Cultural Experience seminar is offered for students who study abroad; consult with the honors program director for details. Qualifies for IP Grading.

HNRS 403

4 S

The Christian Scholar

This capstone seminar provides a reflection on the intersection of faith, knowledge, and practice. Students will analyze available models of faith-learning integration and theorize their own honors experience in an attempt to understand the role of the Christian scholar both as a member of the academy and as a citizen of the larger world--theoretically and through personal action.

HNRS 490+491

1+2 S+W

Honors Project I-II

An individual research or creative project that showcases the student's expertise.

HNRS 490 provides guidance in identifying the project—selecting an advisor, defining the scope, developing a foundational bibliography. Culminates in an approved project proposal. Taken during the spring quarter of the junior year.

HNRS 491 provides continued guidance for the completion of the project, particularly the final written paper and oral presentation. Taken during the winter quarter of the senior year. Prerequisite: HNRS 490. Qualifies for IP grading.

HNRS 495

1-3 Arr

Independent Study

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of program faculty.

Faculty

Aimee Wyrick-Brownworth, Dean; Matthew Evens

Adjunct Professors: Elaine Neudeck, Jana Wick

Departmental Office: 60 Pacific Auditorium; (707) 965-6344

Degrees and Programs

Physical Education, Teacher Education Emphasis, B.S.	133
Exercise Science, B.S.	134
Personal Training, A.S.	134
Teaching Credential	134
Physical Education, Minor	134

The *Kinesiology Department* serves the Pacific Union College community through opportunities for career development in sports professions, for instruction, and for participation.

The department has the following objectives:

- to give thorough instruction in the requirements for participation and leadership in sports activities,
- to develop a knowledge and understanding of health and safety concepts,
- to offer a wide variety of suitable activities, in and out of the classroom, in an environment that supports Christian values,
- to encourage each individual to achieve a high level of total fitness and neuromuscular coordination supporting a wholesome lifestyle, and
- to encourage daily vigorous exercise for everyone in all stages of life.

The Physical Education degree with emphasis in Teacher Education is designed for students wishing to become sports teachers and should be accompanied by a minor in another field. The Exercise Science degree is designed for the student who either seeks to enter professional school (such as medicine or physical therapy) or advance into athletic training. The Personal Training degree is designed for the student who wishes to pursue certification and a career as a Personal Trainer.

Major in Physical Education with Teacher Education Emphasis, B.S.

A minimum of 79 hours (44 upper-division hours)

► Required Core Courses (69 hours):

ESAC 368	Water Safety Instructor	2
ESAC 370	Lifeguard Training	2
ESTH 166	Career Development in Exercise Science	3
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 271+2+3	Theory & Practice of Officiating	2+2+1
ESTH 281	Theory & Tech of Track & Field/Softball	3
ESTH 282	Theory & Tech of Basketball/Volleyball	3
ESTH 283	Theory & Technique of Soccer/Flag Football	3
ESTH 287	Theory & Technique of Individual Sports	2
ESTH 361	Coaching	2
ESTH 365	Outdoor Experience	3
ESTH 371	Biomechanics	4
ESTH 372	Exercise Physiology	4
ESTH 373	Intro to Adapted Physical Activity	3
ESTH 374	Motor Learning	4
ESTH 381	Theory & Technique of Racket Sports	3
ESTH 383	Theory & Technique of Weight Training and Developmental Physical Education	3
ESTH 384	Theory & Technique of Rhythmic Activities	2
ESTH 450	Foundations of Sport Psychology	3
ESTH 470	Management in Exercise Science & Sport	3
ESTH 471	Research Methods in Sports	3
ESTH 476	Physical Education for Children	3
ESTH 490	Ethics in Sports and Exercise	2
HLED 166	Health Education	2

► Required Cognate Courses (10 hours)

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5

Kinesiology

Major in Exercise Science, B.S.

A minimum of 67 hours (at least 36 upper-division hours):

► **Required Core Courses (61 hours):**

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
ESAC 370	Lifeguard Training	2
ESTH 166	Career Development in Exercise	3
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 265	Theory & Technique of Aquatic Fitness	2
ESTH 287	Theory & Technique of Individual Sports	2
ESTH 335	Sport Nutrition	3
ESTH 371	Biomechanics	4
ESTH 372	Exercise Physiology	4
ESTH 373	Intro to Adapted Physical Activity	3
ESTH 374	Motor Learning	4
ESTH 378	Fitness Assessment and Exercise Prescription	3
ESTH 381	Theory & Technique of Racket Sports	3
ESTH 383	Theory & Technique of Weight Training and Developmental Physical Education	3
ESTH 450	Foundations of Sport Psychology	3
ESTH 471	Research Methods in Sports	3
ESTH 490	Ethics in Sports and Exercise	2
ESTH 492	Capstone in Kinesiology	3
HLED 166	Health Education	2

► **Required Core Electives (6 hours):**

At least 6 hours from the following: 6

(To be chosen in consultation with the major advisor)

ESTH 281	Theory & Tech of Track & Field/Softball (3)
ESTH 282	Theory and Tech. of Basketball/Volleyball (3)
ESTH 283	Theory & Technique of Soccer/Flag Football (3)

Recommended Cognate Courses:

(For Pre-Physical Therapy)

BIOL 121+122+123	Biological Foundations (5+5+5)
BIOL 223	Medical Terminology (2)
CHEM 111+112+113	General Chemistry + Labs (5+5+5)
PHYS 111+112+113	General Physics (4+4+4)
PSYC 121	General Psychology (4)
PSYC 234	Human Development (4)

The B.S. degree curriculum (including all recommended cognates) meets all undergraduate requirements for pre-physical therapy students applying to Loma Linda University and Andrews University.

Major in Personal Training, A.S.

A minimum of 46 hours

► **Required Core Courses (46 hours):**

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
COMM 223	Interpersonal Communication	3
ESAC 101A	Jogging	1
ESAC 370	Lifeguard Training	2
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 265	Theory & Technique of Aquatic Fitness	2
ESTH 335	Sport Nutrition	3
ESTH 361	Coaching	2
ESTH 371	Biomechanics	4
ESTH 372	Exercise Physiology	4
ESTH 378	Fitness Assessment and Exercise Prescription	3
ESTH 383	Theory & Technique of Weight Training and Developmental Physical Education	3
MGMT 160	Small Business Management	3
PSYC 121	General Psychology	4

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in physical education should take the B.S. degree in Physical Education, Teacher Education Emphasis. Students will need to pass the physical education portion of the CSET exam one quarter prior to doing full-time student teaching. Students are invited to discuss the program with their major advisor in the Kinesiology Department.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Minor in Physical Education

A minimum of 29 hours (12 upper-division hours)

► **Required Courses (11 hours):**

ESTH 166	Career Development in Exercise Science	3
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 470	Management in Exercise Science & Sport	3
ESTH 471	Research Methods in Sports	3

► **Required Electives (18 hours):**

Take at least 18 hours (6 upper division) of ESTH courses, including at least 9 hours of Theory & Technique courses.

Exercise Science Activity—Aerobic

ESAC courses are not repeatable for credit. Students may repeat a course to improve their grade.

Proper attire is required for participation in activity classes. Additionally, certain classes require specialized equipment.

Activity classes meet for a minimum of 2 hours each week. Certain classes involve additional activity time.

Contact the Kinesiology Department for detailed information on the requirements for any particular activity course.

LOWER-DIVISION COURSES:

ESAC 101A **1 F, S** **Jogging**

For the beginning/intermediate jogger. Instructions pertaining to cardiovascular/muscular fitness, running style, running equipment, and personal running program development.

ESAC 103A **1 W, S** **Physical Fitness**

Introduction to fitness by means of cardiovascular development. Various fitness machines are used to inspire a commitment to cardiovascular fitness that will hopefully extend beyond the duration of this course.

ESAC 105A **1 W, S** **Fitness for Women**

For female students wanting to get started on an exercise program with some variety. Significant class time is dedicated to aerobic-type workouts. Also includes weight training, kickboxing and cardio moves to music.

ESAC 107A **1 F, S** **Swim and Stay Fit**

The use of swimming skills to enhance muscular and cardiovascular fitness. Focuses on acquisition of the skills and knowledge needed to maintain and enhance cardiovascular and muscular fitness. Proficiency in swimming strokes required.

UPPER-DIVISION COURSES:

ESAC 338A **1 F** **Ultimate Frisbee**

This course is designed to teach the fundamental skills and rules of Ultimate Frisbee as well as how to play the game and how to implement basic strategies used in the game. Emphasis placed on skills, rules, and participation in playing the game of Ultimate Frisbee.

Exercise Science Activity

ESAC courses are not repeatable for credit. Students may repeat courses to improve their grade.

Proper attire is required for participation in activity classes. Additionally, certain classes require specialized equipment.

Activity classes meet for a minimum of 2 hours each week. Certain classes involve additional activity time.

Contact the Kinesiology Department for detailed information on the requirements for any particular activity course.

LOWER-DIVISION COURSE:

ESAC 100 **1 Arr** **Adaptive Physical Education**

Designed to accommodate students with physical limitations. Cardiovascular endurance, muscular strength, muscular endurance, and flexibility are employed

and adapted to fit the individual needs/abilities of the student. Requires physician's certification of need. Repeatable for credit.

ESAC 120 **1 W** **Basketball**

Focuses on the fundamentals of basketball, such as, dribbling, passing, shooting, footwork, and defensive stance. Fundamental strategy for both offensive and defensive play also are covered.

ESAC 124 **1 F** **Flag Football**

Introduces students to the basic skills of flag football, including throwing, catching, kicking, punting, and flag pulling. Also covers a basic knowledge of the rules and game strategies. Odd years.

ESAC 132 **1 F, W** **Volleyball**

Designed to introduce students to the basic skills, rules, and strategies of the game of volleyball. Skills are demonstrated, practiced and then implemented in class games.

ESAC 158 **1 F** **Swimming**

Assists the non-swimmer as he or she explores the aquatic environment and develop the skills needed to enjoy time in and around the water. The class is intended for students with little or no swimming skills and who would likely not survive in deep water. Odd years.

ESAC 160 **1 S** **Fencing**

Fundamental skills in fencing. Rules, terminology, and history of the game also are included.

Kinesiology

ESAC 171 **1 W** **Pickleball**

Aspects of pickleball (i.e. ground strokes, serve, baseline volley, drop shot, drop volley, court coverage, and more). Rules, terminology, and history of the game also are included.

ESAC 174 **1 W** **Badminton**

Fundamental skills and rules in badminton, along with an introduction to the drop shot and smash and an emphasis on doubles and singles strategy. Conditioning is a part of every class.

ESAC 176 **1 F, W, S** **Weight Training**

An introductory course designed to help each student improve muscular strength, gain knowledge and understanding of weight training theory and practice, and develop a personalized weight training program.

ESAC 180 **1 F** **Golf**

The basic rules and etiquette of golf. Also includes the basic fundamentals of the golf swing. Safety issues are discussed and golf strategy is introduced. Students must pay for range balls and green fees.

ESAC 194 **1 F, S** **Tennis**

Covers the most basic fundamentals in tennis: The basic stance, footwork, forehand/backhand strokes, volley and the serve. After an introduction to singles and doubles strategy and the rules of the game, there is a doubles tournament in class and two singles games played outside of class (at scheduled times).

UPPER-DIVISION COURSES:

ESAC 358 **1 F** **Intermediate Swimming**

Assists the swimmer as he or she improves swimming skills, including the crawl, breast stroke, back stroke, butterfly, and sidestroke. Also includes basic water safety and rescue skills. The class is intended for students who have already learned beginning-level swimming skills. Even years.

ESAC 368 **2 S** **Water Safety Instructor**

Instructs students to become a teacher of the American Red Cross Learn to Swim Program. Prerequisite: Intermediate level proficiency in the crawl stroke, breast stroke, side stroke and butterfly; basic diving skills from the one meter springboard. Students must pass a skills pre-test before being allowed to continue in class. Recommended prerequisite: Red Cross Level 5. Odd years.

ESAC 370 **2 S** **Lifeguard Training**

Meets and exceeds the requirements of the American Red Cross for certification as a lifeguard. Prerequisite: Proficiency in the crawl stroke and breast stroke. Students must pass American Red Cross Skills Test before being allowed to continue in class. Recommended prerequisite: ESAC 107A, ESAC 158, or Red Cross Level 5.

EESAC 394 **1 S** **Intermediate Tennis**

Designed for the intermediate-advanced player to improve skills, game strategies, and learn advanced techniques of tennis. Students must be able to hit consistent forehand and backhand ground strokes as well as serve in the proper court with some force at 50% accuracy.

Varsity Teams

ESAC courses are not repeatable for credit. Students may repeat a course to improve their grade.

LOWER-DIVISION COURSES:

ESAC 233V **1 F** **Volleyball - Varsity Women**

Enrollment limited to members of the women's varsity volleyball team.

ESAC 234V **1 W** **Volleyball - Varsity Men**

Enrollment limited to members of the men's varsity volleyball team.

ESAC 235V **1 W** **Basketball - Varsity Women**

Enrollment limited to members of the women's varsity basketball team.

ESAC 236V **1 W** **Basketball - Varsity Men**

Enrollment limited to members of the men's varsity basketball team.

ESAC 237V **1 F** **Soccer - Varsity Men**

Enrollment limited to members of the men's varsity soccer team.

ESAC 238V **1 F** **Cross Country - Varsity**

Enrollment limited to members of the varsity cross country team.

ESAC 239V **1 F** **Soccer - Varsity Women**

Enrollment limited to members of the women's varsity soccer team.

Professional and Theory

LOWER-DIVISION COURSES:

ESTH 166 **3 W** **Career Development in Exercise Science**

History of physical education, health, and recreation. Effects of social expectations and world events on views of physical education and sports. An introduction to careers in these and related fields.

ESTH 170 **2 W** **Care and Prevention of Athletic Injuries**

Care and prevention of injuries associated with coaching and teaching sport and game activities in a school setting. Topics include sprains, bleeding, fractures, exposure to heat and cold, seizures, heart attacks, accidental exposure to poisons and chemicals, and other injuries requiring immediate medical attention.

ESTH 265 **2 F** **Theory & Technique of Aquatic Fitness**

Emphasis on the theory of how to develop appropriate workout programs in the area of aquatics. Students learn choreography of water exercise programs in aquatic aerobics, swimming fitness, and adaptive water exercise. Students participate in individual fitness performance and develop programs for specific population demographics, specific ages, and those with special needs. Prerequisite: Intermediate-level proficiency in the crawl stroke and breast stroke.

ESTH 271+272+273 **2+2+1 F+W+S** **Theory & Practice of Officiating I, II, III**

Theory of and practice in officiating at team sports, interpretation of rules, officiating techniques, examinations, and

ratings. Consists of a combination of lectures and practice. Prerequisite: Previous experience in playing football, volleyball, basketball, and softball. Odd years.

ESTH 281 **3 S** **Theory & Technique of Track & Field and Softball**

Practice in and theory of track & field and softball. Development of fundamental skills, analysis of skills, techniques, team strategy, teaching progression, and rules of the games of track & field and softball. Odd years.

ESTH 282 **3 F** **Theory & Technique of Basketball & Volleyball**

Practice in and theory of basketball and volleyball. Development of fundamental skills, analysis of skills, techniques, team strategy, teaching progressions, and rules of the games of basketball and volleyball. Odd years.

ESTH 283 **3 F** **Theory & Technique of Soccer and Flag Football**

Practice in and theory of soccer and flag football. Development of fundamental skills, analysis of skills, techniques, team strategy, teaching progressions, and rules of the games of soccer and flag football. Even years.

ESTH 287 **2 S** **Theory & Technique of Individual Sports**

Development of fundamental skills and strategies in various individual activities such as handball, golf, racquetball, and archery. Emphasis on teaching techniques, officiating, rules, and organization of materials for school programs. Additional fees apply. Odd years.

UPPER-DIVISION COURSES:

ESTH 335 **3 S** **Sport Nutrition**

This course presents guidelines for the diet needed to be ready for athletic practice and competition. Even years.

ESTH 361 **2 W** **Coaching**

Designed to develop skills for coaching athletic teams. Development of philosophies in harmony with Seventh-day Adventist principles concerning athletic events. Skills in team building and strategies. Practical experience included. Even years.

ESTH 365 **3 S** **Outdoor Experience**

Theory and practice in camping, hiking, backpacking, and canoeing techniques. Ecological considerations, equipment and food selection, outdoor cooking, and orienteering. One credit may apply to the Fitness general education requirement. Additional fees apply.

ESTH 371 **4 S** **Biomechanics**

A study of joints and muscular structure and their relation to physical exercise. Three lectures and one laboratory per week. Prerequisites: BIOL 101, 102, ESTH 372.

ESTH 372 **4 F** **Exercise Physiology**

Physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs. Three lectures and one laboratory per week. Prerequisites: BIOL 101, 102.

Kinesiology

ESTH 373 **3 S** **Introduction to Adapted Physical Activity**

Common deviations of posture and feet; functional disturbances and crippling conditions found in school children. Survey of source material needed to plan and conduct individual, developmental, and special courses in physical education in schools. Prerequisites: ESTH 371 and one lower-division ESTH Theory & Technique course (except ESTH 265). Even years.

ESTH 374 **4 W** **Motor Learning**

Physiological and psychological instructional considerations for learning, skill acquisition, and performance as applied to motor skills. Three lectures and one laboratory per week. Prerequisites: BIOL 101, 102, and one lower-division ESTH Theory & Technique course. Odd years.

ESTH 378 **3 W** **Fitness Assessment and Exercise Prescription**

Introduction to the theoretical and practical aspects of exercise assessment, exercise interpretations, and exercise prescription. Covers principles of exercise prescription with hands-on experiences using various clinical and field methods to evaluate cardiorespiratory fitness, muscular strength and endurance, flexibility and body composition. Prerequisite: ESTH 372. Even years.

ESTH 381 **3 F** **Theory & Technique of Racket Sports**

Analysis of and practice in strokes and tactics; rules, history and skill progression for various levels of instruction. Even years.

ESTH 383 **3 W** **Theory & Technique of Weight Training and Developmental Physical Education**

An analysis of the physiological and biomechanical application of resistant training, cross training and sports nutrition for athletes participating in team and individual sports. Principles of program design, supervision, and technique assessment for pre-season, season, and post season development. Prerequisite: ESTH 371. Even years.

ESTH 384 **2 F** **Theory & Technique of Rhythmic Activities**

Development of personal and teaching skills for theoretical and practical application of rhythms: The leadership of aerobic exercise, dramatic and creative play, folk rounds, and other activities. Development of skills for personal combative activities and techniques for teaching such skills. Odd years.

ESTH 450 **3 W** **Foundations of Sports Psychology**

Psychological theories and research related to sport and exercise behavior. Introduction to the field of sport and exercise psychology by providing a broad overview of the major topics in the area. Odd years.

ESTH 470 **3 S** **Management in Exercise Science & Sport**

Relationship of physical education to modern education theory. The organization of physical education activities, organization and classification of pupils; emphasis on the arrangement and construction of equipment and planning of school programs suitable to denominational schools. Odd years.

ESTH 471 **3 W** **Research Methods in Sports**

Scientific testing in physical education: Analysis and study of tests, diagnosis of physical efficiency, and physiological reactions to exercise. Evaluation of programs and student achievement through measurement technique. Odd years.

ESTH 476 **3 F** **Physical Education for Children**

Activity interests of children and appropriate materials for different age levels; selection of materials and methods of presentation. Consists of a combination of lectures and practice. Applies as one course for the Fitness general education requirement.

ESTH 490 **2 W** **Ethics in Sports and Exercise**

The power of religion in developing Christian professionals in health, physical education, and recreation. Concepts of the way God, man, and Spirit relate to one another; development of Christlike leadership qualities in both instructors and students. Even years.

ESTH 492 **3 S** **Capstone in Kinesiology**

Students in Exercise Science and Physical Education coalesce ideas, discuss, and apply skills developed during their undergraduate experience. The skills will include: anatomy and physiology, athletic injury care, prevention and rehabilitation, physical therapy, fitness assessment for individuals and groups, motor learning, first aid and safety, health and wellness, nutrition, and strength training. As part of this process, students will create an e-portfolio containing examples of significant work done during the undergraduate process, a resume, and video introduction. Should be taken during the student's last year before graduation. Qualifies for IP grading.

ESTH 495 **1-3 Arr****Independent Study**

Open by permission of the department chair to advanced students with adequate background and experience. Repeatable for a maximum of 3 credits.

Health Education

LOWER-DIVISION COURSES:

HLED 162 **2 W, S****Fitness for Life**

Introduces the philosophy of health, aimed at lasting nutritional and physical conditioning that promotes a high level of well-being. Emphasis on the prevention of heart disease, obesity, and stress. Laboratory evaluation in body composition, blood analysis, stress testing, and the treadmill.

HLED 166 **2 F, W, S****Health Education**

Encourages the development of self-awareness and promotes “wellness” as a life-long investment. Advocates protection and effective use of human and ecological resources and acquiring skills for individual responsibility. Emphasis on SDA health principles. Treats substance abuse and nutrition as required for Seventh-day Adventist and California teaching credentials.

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Faculty

Aimee Wyrick-Brownworth, Dean; James F. Robertson IV, Chair; Timothy Robertson

Affiliate Professor: Vola Andrianarijaona

Professors Emeriti: Lloyd E. Best, William C. Mundy, Richard Rockwell, Steven R. Waters

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Degrees and Programs

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The *Mathematics and Physics Department* provides courses for future data scientists and mathematicians for teacher education, pre-medicine, general education, and programs in other departments. A common goal of each course is that students will develop problem-solving skills based on mathematical reasoning and understanding, not merely rote memorization.

The biomathematics major is an attractive way to prepare for medical or dental school. The major provides excellent preparation for graduate study leading to a Master's Degree in Public Health with emphasis in statistical analysis. A growing area of biological research uses sophisticated mathematics to study genetics, population fluctuations, and metabolic functions. This major provides entry to such graduate programs as biomathematics, biostatistics, mathematical biology, and biometrics.

Data science is a fast-evolving interdisciplinary field centered on machine learning and obtaining, organizing, and analyzing data. The data science major includes courses in data science, mathematics, statistics, and business to prepare students for

employment in a variety of industries, including entertainment, healthcare, technology, and political and social sciences. The degree also provides a background for graduate study in data science or related fields.

The engineering program prepares students to either immediately join the work force or to complete additional studies leading to a baccalaureate degree in engineering. The degree is designed to be comparable to the first two years of a traditional engineering program and prepares the student for entry into a 4-year engineering school of their choice.

Major in Mathematics, B.A.

A minimum of 50.5 hours (at least 17.5 upper-division hours)

► Required Core Courses (31.5 hours):

MATH 131+132	Calculus I, II	4+4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	5
MATH 269	Elementary Differential Equations	4
MATH 275	Logic and Sets	4
MATH 385	Mathematical Modeling	4
MATH 390+490	Junior + Senior Seminar	0.5+1
SCIE 290	Sophomore Seminar	1

► Required Core Electives (15 hours):

At least 3 hours additional MATH courses	3
At least 12 hours from the following:	12
Additional upper-division MATH or STAT courses	

► Required Cognate Courses (4 hours):

INFS 115	Intro to Computer Programming	4
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All core and cognate courses should be chosen in consultation with the major advisor. Students should consider the recommendations described below:

Mathematics and Physics

Recommended Courses

Applied Mathematics

A focus on applied mathematics is a path to careers in medicine, government, business, and industry in such areas as computational biology, operations research, and applied statistics. Recommended courses: INFS 470, MATH 462 + MATH 462L, STAT 322.

a minor or second major in an applied field such as Biology, Business Administration, or Psychology.

Mathematics Education

A focus on mathematics education is a major component in a program of studies leading to the California Teaching Credential in secondary school mathematics. Recommended courses: MATH 341, MATH 350, MATH 451, PHYS 111.

Actuarial Certification

Actuarial certification can lead to careers in the insurance and investment industry, where actuaries use a broad knowledge of statistics, finance, and business. Recommended courses for students interested in preparing for the national examinations for actuarial certification: STAT 322, INFS 470.

Major in Biomathematics, B.S.

A minimum of 87.5 hours (25.5 upper-division hours)

► Required Core Courses (74.5 hours):

BIOL 121+122+123	Biological Foundations I, II, III	5+5+5
BIOL 222	Introduction to Research Methods	2
CHEM 111+111L	General Chemistry I + Lab	4+1
CHEM 112+112L	General Chemistry II + Lab	4+1
CHEM 113+113L	General Chemistry III + Lab	4+1
INFS 115	Intro to Computer Programming	4
MATH 131+132	Calculus I, II	4+4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	5
MATH 269	Elementary Differential Equations	4
MATH 275	Logic and Sets	4
MATH 385	Mathematical Modeling	4
MATH 390+490	Junior + Senior Seminar	0.5 + 1
MATH 462+462L	Bioinformatics + Lab	4
SCIE 290	Sophomore Seminar	1
STAT 322	Statistical Methods	3

► Required Core Electives (13 hours):

At least 13 hours from the following courses: 13
(Include at least 4 hours of DTSC or MATH and two BIOL courses)

BIOL 320	Cell and Molecular Biology (4)
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BIOL 328	Animal Behavior (4)
BIOL 331	Marine Science (4)
BIOL 338	Field Biology (3)
BIOL 348	Systems Physiology (5)
BIOL 354	Genetics (4)
BIOL 430	Neurobiology (4)
BIOL 469	Immunology (4)
CHEM 371+371L	Organic Chemistry I + Lab (3+1)
CHEM 372+372L	Organic Chemistry II + Lab (3+1)
DTSC 323L	Statistical Methods in Data Sci Lab (1)
DTSC 420	Machine Learning (3)
DTSC 425	Legal and Ethical Aspects of Data (2)
MATH 350	Overview of Abstract Algebra (4)
MATH 423	Overview of Real Analysis (4)

Recommended Cognate Courses:

CHEM 373+373L	Organic Chemistry III + Lab (3+1)
CHEM 481	Biochemistry I (4)
PHYS 111+112+113	General Physics I, II, III (4+4+4)

Major in Data Science, B.S.

A minimum of 77 hours (33 upper-division hours)

► Required Core Courses (65 hours):

DTSC 101	Intro to Data Science	4
DTSC 201	Fundamentals of Data Science	4
DTSC 215	Frmwrks & Libs for Data Science	4
DTSC 323L	Statistical Methods in Data Science Lab	1
DTSC 420	Machine Learning	3
DTSC 425	Legal and Ethical Aspects of Data	2
DTSC 490	Senior Seminar	1
DTSC 494	Internship	1
INFS 115	Intro to Computer Programming	4
INFS 240	Introduction to GIS	2
INFS 320	Business Intelligence	3
INFS 380	Database Analysis and Design	3
MATH 131+132	Calculus I, II	4+4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	5
MATH 269	Elementary Differential Equations	4
MATH 275	Logic and Sets	4
MATH 385	Mathematical Modeling	4
SCIE 290	Sophomore Seminar	1
STAT 322	Statistical Methods	3

► Required Core Electives (12 hours):

At least 12 hours from the following:
Upper-division MATH courses.
Upper-division DTSC courses.

GLBH 422 Metrics Literacy 4
Repeat DTSC 494 for additional credit.

Many of the core and elective courses for this major carry pre-requisites. All courses should be chosen and sequenced in consultation with the major advisor.

Minor in Data Science

A minimum of 24 hours (6 upper-division hours)

► Required Core Courses (18 hours):

DTSC 101	Intro to Data Science	4
DTSC 201	Fundamentals of Data Science	4
DTSC 215	Frmwrks & Libs for Data Science	4
INFS 115	Introduction to Computer Programming	4
DTSC 425	Legal and Ethical Aspects of Data	2

► Required Core Electives (6 hours):

At least 6 hours (4 upper division) from the following:

DTSC 323L	Statistical Methods in Data Science Lab	1
DTSC 420	Machine Learning	3
GLBH 422	Metrics Literacy	4
INFS 240	Introduction to GIS	2
INFS 380	Database Analysis and Design	3
MATH 267	Multivariable Calculus	5
MATH 275	Logic and Sets	4
MGMT 228	Principles of Information Systems	4
STAT 322	Statistical Methods	3

Minor in Mathematics

A minimum of 27 hours (6 upper-division hours)

Take at least 27 hours (6 upper-division) chosen from any non-service MATH courses. STAT 322 may also apply to the minor.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in mathematics should complete a major that prepares them to complete the recommended courses for the Mathematics Education focus such as Data Science or Biomathematics. Students will need to pass the mathematics portion of the CSET exam one quarter prior to doing full-time student teaching. Students are invited to discuss the program with their major advisor in the Mathematics Department.

Those who plan to teach at the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Major in Engineering, A.S.

A minimum of 78 hours

► Required Core Courses (59 hours):

ENGR 105	Introduction to Engineering	3
ENGR 131	Engineering Drawing	3
ENGR 211+212+213	Engineering Mechanics	3+3+3
ENGR 216	Circuit Analysis	4
INFS 115	Computer Programming	4
MATH 131+132	Calculus I,II	4+4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	5
MATH 269	Elementary Differential Equations	4
PHYS 111+112+113	General Physics I, II, III	4+4+4
PHYS 265	Calculus Applications for Physics	3

► Required Cognate Courses (19 hours):

CHEM 111+112+113	General Chemistry	5+5+5
COMM 105	Communication and Public Speaking	(4)

Recommended Cognate Courses:

ENGL 102	College English	(4)
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Mathematics and Physics

Astronomy

LOWER-DIVISION COURSE:

ASTR 115 **5 W** **Astronomy**

An introduction for the general student to the basic elements of astronomy. Topics include models of the solar system, stars and their processes, clusters, galaxies, cosmology, and relevant physics topics such as light, spectroscopy, nuclear reactions, and relativity. Emphasizes the development of scientific ideas and models for the structure and contents of the universe and the effects of those ideas on western civilization. Laboratory activities emphasize personal observations of various astronomical objects, as weather permits. Four lectures and one evening laboratory per week. Prerequisite: MATH 096 or equivalent.

Data Science

LOWER-DIVISION COURSES:

DTSC 101 **4 F** **Introduction to Data Science**

A hands-on, exploratory introduction to data and problem solving with data. An overview of various data types and elementary techniques for uncovering relationships among data. Programming software is used to manipulate data, visualize data, and develop simple scripts to answer a variety of questions related to real data sets.

DTSC 201 **4 S** **Fundamentals of Data Science**

A follow up to the introductory course DTSC 101 with an emphasis on data collection, data cleaning, estimation, prediction, and inference. Programming software is used to write more involved

functions and scripts for deeper analysis of real data sets. Prerequisite: DTSC 101.

DTSC 215 **4 F** **Frameworks and Libraries for Data Scientists**

An overview of a variety of frameworks and libraries for Python used in data science. Emphasizes tools for data processing and modeling, data visualization, and data mining and understanding their accompanying documentation. Frameworks may include Jupyter Notebooks, Pandas, or SciKit. Libraries may include NumPy, Matplotlib, or Scrapy. Prerequisite: INFS 115. Recommended STAT 222.

UPPER-DIVISION COURSES:

DTSC 323L **1 W** **Statistical Methods in Data Science Lab**

A lab course applying statistical methods that may include multiple and logistic regression, analysis of variance, decision trees, splines, and LASSO using programming software (e.g., R, Python). Prerequisite: DTSC 201 or INFS 115. Corequisite: STAT 322 (prior or concurrent). Recommended DTSC 215. Even years.

DTSC 420 **3 W** **Machine Learning**

An introduction to the theory and algorithms pertaining to classification, regression, and clustering. Topics may include perceptrons, support vector machines, linear regression, logistic regression, ridge regression, tree models, neural networks, the nearest neighbor algorithm, principal component analysis, and k-means clustering. Programming software is used to implement selected algorithms and apply them to real data sets. Prerequisites: DTSC 215, DTSC 323L. Odd Years.

DTSC 425 **2 F** **Legal and Ethical Aspects of Data**

This course provides an introduction to critical ethical issues surrounding data and society. It blends social and historical perspectives on data with ethics, policy, and case examples to help students develop a workable understanding of current ethical issues in data science. Ethical and policy-related concepts addressed include: challenges inherent in data analytics and privacy, data and discrimination, ethical frameworks for organizational use of data, and the ethical ramifications of the use of artificial intelligence in data science. Odd years.

DTSC 485 **1-4 Arr** **Special Topics in Data Science**

Study of a selected topic not covered in the curriculum. Repeatable for credit under different subtitles. Pre-Requisite: Permission of the Instructor.

DTSC 490 **1 S** **Senior Seminar**

Topics of current interest in data science. Under supervision of departmental faculty, each student will prepare and present a paper on a topic of interest. Prerequisite: DTSC 420, DTSC 425.

DTSC 494 **1 F, W, S** **Internship** *See BUAD 494.*

DTSC 495 **1-3 Arr** **Independent Study**

Qualified students may, with the approval of the department chair, undertake a directed data science problem suited to their background and experience. Repeatable to a maximum of 4 credits.

Mathematics and Physics

metric functions, fundamental identities, addition identities, double-angle and half-angle identities, solutions of trigonometric equations, law of cosines, law of sines, and vector triangles. Prerequisite: MATH 096 or equivalent.

MATH 115 **2 F** **Essential Algebra and Trigonometry for Scientists**

A preparation for calculus for students with a background in algebra and trigonometry. Includes operations on algebraic expressions, complex numbers, trigonometric identities, and graphs of polynomial, rational, logarithmic, exponential, and trigonometric functions. Prerequisite: MATH 096 or equivalent.

MATH 211+212 **3+3 F+W** **Foundations of School Mathematics I, II**

A two-quarter sequence covering the logic and structure underlying school mathematics. Concepts, procedures, problem-solving and applications at concrete, pictorial, and abstract levels. Must be taken in sequence. Prerequisite: MATH 096 or equivalent.

MATH 211 includes problem-solving techniques, sets, logic and deductive reasoning, the arithmetic of whole numbers, fractions, decimals, integers, rational and real numbers, ratio and proportion, and percent.

MATH 212 includes geometry, measurement, and basic probability.

LOWER-DIVISION COURSES:

MATH 131+132 **4+4 W+S** **Calculus I, II**

A two-quarter standard sequence in single-variable calculus. Must be taken in sequence. Prerequisite: Knowledge of algebra and trigonometry at the level provided by MATH 106 and 113.

Engineering

LOWER-DIVISION COURSES:

ENGR 105 **3 F** **Introduction to Engineering**

A survey of engineering as a profession: the main divisions; the work, functions and personal characteristics of the engineer; application of the sciences in engineering; design tools used by engineers; computer methods, basic skills for engineering problem-solving. Two lectures and one laboratory per week.

ENGR 131 **3 W** **Engineering Drawing**

Principles of and practice in engineering drawing. Applications to technical problems of CAD drafting techniques, orthographic, and pictorial views. Two lectures and one laboratory per week.

ENGR 211+212+213 **3+3+3 F+W+S** **Engineering Mechanics I,II,III**

Statics and dynamics. Detailed analysis of equilibrium, kinetics and kinematics of particles and rigid bodies. Examples and problems relate to real engineering applications. Prerequisites: MATH 131+132. Corequisite: PHYS 111.

ENGR 216 **4 S** **Circuit Analysis**

Introductory circuit analysis for engineering and physics students. Circuit variables and parameters; Kirchhoff's laws and network solution; equivalent circuits, network theorems; natural and complete response; sinusoidal steady-state, phasors and impedance; frequency characteristics; power and power factor. Three lectures and one laboratory per week. Prerequisite: MATH 131+132.

Mathematics

SERVICE COURSES:

(Not applicable to a major or minor in this department)

MATH 095+096 (WEB) **4+4 F, W, S** **Basic Algebra I, II**

Basic concepts and techniques of algebra for students without recent experience in algebra.

MATH 095 includes integers, algebraic expressions, first degree equations and inequalities, simple rational expressions and proportions, integer exponents, scientific notation, functions, graphs, and solutions of linear equations and systems.

MATH 096 includes factoring, functions, rational and radical expressions, integer exponents and square roots, complex numbers, and solutions of quadratic and rational equations. Prerequisite: MATH 095.

MATH 106 (WEB) **4 F, W, S** **College Algebra**

Begins with a quick review of basic algebra, including rational exponents and radicals, complex numbers, linear and quadratic equations, and inequalities. Also includes polynomial and rational functions, composition and inverse of functions, exponentials and logarithms, systems of equations, and arithmetic and geometric progressions. Other topics may include further study of polynomials and/or linear programming. Prerequisite: MATH 096 or equivalent.

MATH 113 (WEB) **2 F, W, S** **Trigonometry**

A study of the six trigonometric functions and their relationships to one another, as well as the study of applications involving these six functions. Included are degree and radian measure, right triangle trigonometry, graphs of the trigonometric functions, inverse trigono-

Mathematics and Physics

MATH 131 focuses on differential calculus and its applications. Includes limits, all derivative tools (including transcendental functions), maximizing/minimizing applications, related rates, L'Hospital's rule, and antiderivatives. Graphing calculators and mathematical software tools are used extensively.

MATH 132 focuses on integral calculus and its applications. Includes the fundamental theorems, general substitutions, integration by parts, applications to geometry and physics, differential equations, growth models, infinite series, and Taylor expansions.

MATH 265 **4 W** **Elementary Linear Algebra**

Matrix algebra and determinants, applications to solving systems of linear equations, vector spaces, linear transformations, eigenvalues, and eigenvectors. Prerequisite: MATH 131.

MATH 267 **5 S** **Multivariable Calculus**

Vector functions and functions of more than one variable, solid analytic geometry, parametric curves and surfaces, partial derivatives, gradients, multiple integrals, line and surface integrals, divergence, curl, and Stokes' Theorem. Prerequisite: MATH 132.

MATH 269 **4 F** **Elementary Differential Equations**

Ordinary differential equations balancing analytic techniques, qualitative methods, and basic modeling. Topics include eigenvalue methods for linear systems, Laplace transforms, phase plane, null-clines, equilibria, harmonic oscillator, and population models. Prerequisite: MATH 132. Recommended prerequisite: MATH 265.

MATH 275 **4 S** **Logic and Sets**

A bridge to upper-division mathematics, developing the student's ability to handle abstract concepts and careful proofs. Propositional and predicate logic, various types of proof, algebra of sets and functions, equivalency relations, and countable sets. Prerequisite: MATH 131.

UPPER-DIVISION COURSES:

MATH 341 **4 Arr** **Geometries**

The development and history of Euclidean geometry, the axiomatic method and various axiom sets for Euclidean geometry, history of the parallel postulate and discovery of non-Euclidean geometry, neutral and hyperbolic geometry, philosophical implications. Prerequisite: MATH 275. Odd years.

MATH 350 **4 F** **Overview of Abstract Algebra**

An introduction to abstract algebra covering groups, rings, integral domains, and fields, with applications to polynomials, Galois Theory, and geometric constructions. Prerequisite: MATH 275. Even years.

MATH 385 **4 S** **Mathematical Modeling**

Mathematical modeling of problems selected from a variety of applied areas, including industry, biology, business, and the social sciences. Both deterministic and stochastic models are considered, with an emphasis on practical problem-solving. Includes exploration of the computer as a problem-solving tool. Prerequisites: MATH 269, 275. Recommended prerequisites: MATH 265 and INFS 115. Even years.

MATH 390 **0.5 S** **Junior Seminar**

Continued preparation of students for successful pursuit of opportunities in mathematics related fields of work and study. Includes mathematics problem solving in a variety of topics and contexts, investigating employment and further education opportunities for (bio) mathematics graduates, CV and résumé updating, continued major portfolio preparation, introduction to professional mathematics organizations/publications/PUC library resources, and identifying topics of interest for further study in senior seminar. Prerequisite: MATH 290. Graded S/F.

MATH 423 **4 F** **Overview of Real Analysis**

A course focusing on the fundamental definitions and theorems underlying single-variable calculus and related topics. Includes the completeness property of the reals, sequences, continuity, differentiation, Riemann integration, introduction to real point-set topology. Prerequisite: MATH 132, 275. Odd years.

MATH 451 **4 Arr** **History of Mathematics**

A survey of major developments in mathematics from antiquity to modern times. Involves historically relevant problem sets, class discussions, and presentations by students and teacher. Prerequisite: MATH 131. Even years.

MATH 462 + 462L **4 S** **Bioinformatics + Lab**

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in bioinformatics. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications such as metagenomics and

Mathematics and Physics

phylogenetics. An optional lab will give students opportunities to explore online databases and data analysis tools in more depth.

The lab is required to be applicable to a major or minor in the Mathematics Department. Prerequisites: BIOL 111 and STAT 222. Lab Prerequisites: MATH 275 or INFS 115. Recommended prerequisites: DTSC 215. Odd years.

MATH 485 **1-4 Arr** **Special Topics in Mathematics**

Study of a selected topic not covered elsewhere in the curriculum. Course content varies from year to year, with topics such as topology, differential geometry, chaos & fractals, and formal logic & Gödel's theorems. Repeatable for credit under different subtitles.

MATH 490 **1 S** **Senior Seminar**

Continued preparation of students for successful pursuit of opportunities in mathematics related fields of work and study. Includes mathematics problem solving in a variety of topics and contexts, continued major portfolio preparation, and an in-depth study of a topic of interest in a field related to mathematics. Prerequisite: MATH 390.

MATH 495 **1-3 Arr** **Independent Study**

Qualified students may, with the approval of the department chair, undertake a directed research problem suited to their background and experience. Repeatable to a maximum of 9 credits.

Physics

SERVICE COURSES:

(Not applicable to a major or minor in this department)

PHYS 105 **5 S** **Introduction to Physics**

Emphasizes the ideas and concepts of conventional topics in physics with illustrations from everyday living. Assumes no previous physics course. (Students who need this course to meet a curricular requirement may also need to register for PHYS 106L.) Prerequisite: MATH 096 or equivalent.

PHYS 106L **1 S** **Introduction to Physics Laboratory**

A laboratory emphasizing physical measurements for those curricula requiring an introductory physics course with laboratory. One laboratory per week. Prerequisite or corequisite: PHYS 105.

LOWER-DIVISION COURSES:

PHYS 111+112+113 **4+4+4 F+W+S** **General Physics I, II, III**

A three-quarter standard sequence introducing the fundamental natural phenomena of the physical universe, with an emphasis on fundamental principles and methods of physics. Suitable for pre-professional students and also acceptable as part of the general-education requirement in basic science. Three lectures and one laboratory per week. Must be taken in sequence. Prerequisite: Knowledge of algebra and trigonometry at the level provided by MATH 106 and 113.

PHYS 111: Newtonian mechanics, fluids, waves and vibrations, and sound.

PHYS 112: Kinetic theory, thermodynamics, electricity, and magnetism.

PHYS 113: Optics, atomic and nuclear physics, elementary particle physics, and special relativity.

PHYS 265 **3 S** **Calculus Applications for Physics**

Derivations and applications of fundamental physical principles commonly covered in General Physics using differential and integral calculus. Completing the PHYS 111-112-113 General Physics sequence and this course will be considered equivalent to a Physics with Calculus sequence. Prerequisite: MATH 131 and Corequisite: PHYS 113.

UPPER-DIVISION COURSES:

PHYS 390 **3 Arr** **History and Philosophy of Science** (See also PHIL 390)

The historical roots of modern science, the nature of scientific knowledge, its development and methodology, the impact of science on culture (and vice versa), and the influence of philosophical and theological concepts on science. Prerequisites: PHYS 105 or CHEM 101; PHIL 101 or demonstrated preparedness for course.

PHYS 485 **3 Arr** **Issues in Science and Religion** (See also PHIL 485)

The relationship and interaction between science and religion: epistemology, the methods, languages, scope and limitations of science and religion, problems of ethics and science. Prerequisites: PHYS 105, CHEM 101, or equivalent; PHIL 101 or demonstrated preparedness for course.

PHYS 486 **1-4 Arr** **Special Topics in Physics**

Study of a selected topic not covered elsewhere in the curriculum. Course content varies from year to year, with topics

Mathematics and Physics

such as Solid State Physics, High Energy Physics, and Applied Optics. Repeatable for credit.

Statistics

LOWER-DIVISION COURSE:

STAT 222 **4 F, W, S** **Introduction to Statistics**

Descriptive statistics, graphical methods, basic concepts of probability, normal probability distributions, central limit theorem, hypothesis tests involving means and proportions, confidence intervals, introduction to correlation and regression, and chi-square testing. Examples from a wide variety of disciplines, including business, the social sciences, and the life sciences, to prepare students with varying backgrounds and interests to become intelligent consumers and users of statistics. Prerequisites: MATH 096 (D- or above) or equivalent, ENGL 101.

UPPER-DIVISION COURSE:

STAT 322 **3 W** **Statistical Methods**

An intermediate course in applied statistics including multiple regression, analysis of variance, and nonparametric methods. Spreadsheets and statistical software are used to perform calculations. Prerequisite: STAT 222. Even years.

Science

LOWER-DIVISION COURSE:

SCIE 290 **1 W**

Preparation of math and science students for successful pursuit of internship/research, graduate school, and career opportunities. Discussions of discipline-specific career options and skills needed for obtaining a job or success at the next level of education. Includes resume writing and portfolio preparation. Relevant topics of interest presented by guest speakers. 1 credit S/F

Faculty

Milbert Mariano, Dean; Rachelle Berthelsen Davis, chair; Ronnie Zanella

Adjunct Professors: Ramon Fermin, Nathan Splitter, Kyle Stachnik, Alan U'ren, Eve-Anne Wilkes

Professors Emeriti: Del Case, W. James McGee, LeRoy H. Peterson, Asher Raboy

Departmental Office: 102 Paulin Hall; (707) 965-6201; music@puc.edu

Degrees and Programs:

Music, B.S.	150
Music, A.S.	150
Teaching Credential	150

The *Music Department* offers a two-year Associate of Science degree and a four-year curricula leading to the Bachelor of Science degree. The Bachelor of Science degree can be taken without a specific emphasis, or majors may choose from two specialized tracks: Composition and Pre-Teaching.

Department Policies

The following policies apply to students majoring in the Music Department. A detailed description of these policies is provided in the *Music Department Student Handbook*, available at the Music Department Office or online at www.puc.edu/music.

Entrance Requirements

All music majors must pass an audition, performing two contrasting pieces from the standard classical repertoire on their primary instrument/voice. In addition, all music majors must pass a theory placement exam. Music majors are expected to read music well in both treble and bass clefs and know keys and key signatures. Students without these skills are welcome in the music department, but will have to take some remedial courses that may increase the number of courses a student must take or the length of time required to complete the music major. Remedial courses

are available for all potential majors who cannot pass these exams or the entrance audition, either through PUC or online.

General Performance Requirements

Study in the major performance area is required each quarter of residence for Pre-Teaching and is recommended for all other music majors. Refer to the *Music Department Student Handbook* for specific year-by-year requirements in the various performance areas and details regarding jury evaluations, practice hours, and recital requirements.

Degree Recital and Project Requirements

All music majors are encouraged to periodically perform in general student recitals.

Bachelor of Science majors without emphasis and Pre-Teaching emphasis majors present a half-hour recital (MUSP 489) in their senior year or complete a special project (MUED 489) in an area of interest. Composition emphasis majors complete a special project (MUED 489) in composition. Associate of Science majors perform a minimum of 15 minutes in a recital (MUSP 289) or a special project (MUED 289) during their last quarter of lessons.

Ensemble Requirements

All baccalaureate music majors are required to register for large ensemble credit each quarter in residence, up to twelve quarters. Associate music majors are required to register for a minimum of six quarters of large ensembles.

Certificate of Achievement

To encourage excellence in performance, the department may award the Certificate of Achievement to any outstanding music major who presents a recital or is soloist in a major performance of particularly high quality during each of the four years in residence. The student must apply to the music faculty for this award after giving the final recital.

Required Examinations

The Major Field Achievement Test in music is required during the final quarter before graduation.

Music

Major in Music, B.S.

A minimum of 72.6 hours (21 upper-division hours)

► Required Core Courses (72.6 hours):

MUED 241	Basic Conducting	2
MUED 465	Topics in Pedagogy	1-2
MUHL 101	Collegium in Music	3.6*
<i>*To be taken each quarter in residence, up to twelve quarters.</i>		
MUHL 105	Survey of Music	3
or MUHL 205	Listening with Understanding	3
MUHL 245	World Music and Culture	3
MUHL 331	Music/Antiquity through Baroque	3
MUHL 332	Music/Classic & Romantic Eras	3
MUHL 333	Contemporary Music	3
MUSP 391	Junior Seminar	1
MUSP 163	Performance Studies: Major	6
MUSP 489	Senior Recital	1
or MUED 489	Senior Project	1
MUTH 121+22+23	Beginning Theory I, II, III	4+4+4
MUTH 221+22+23	Interm Theory I, II, III	4+4+4
MUTH 224	Music Technology: Notation	1
MUTH 225	Music Tech: Editing & Synthesis	2
MUTH 331	Orchestration & Arranging	3
MUTH 432	Composition	1

Recommended Electives: one of the following courses:

ARTF 490	Professional Practices II	2
MGMT 334	Entrepreneurship	3

Take at least 12 hours (6 UD) from the following: 12

MUEN Large Ensembles

Participate in at least one large ensemble (Chorale, Vox Pro Musica, Orchestra, Wind Ensemble, or Keyboard Ensemble) during each quarter in residence, up to twelve quarters.

- Piano majors may take 3 credits in Keyboard Ensemble.
- Guitar majors may take up to 3 credits in Guitar Ensemble.
- Vocal majors must take 9 credits in a vocal ensemble and 3 credits in an instrumental ensemble.
- Instrumental majors (strings, woodwind, brass, percussion) must take 9 credits in the appropriate instrumental ensemble and 3 credits in a vocal ensemble.

► Emphases (Choose one):

1. No Emphasis

Students may elect to complete the BS in Music by completing the core requirements above. This option is ideal for students completing a second major or a pre-professional program.

2. Composition Emphasis (18 hours)

ARTF 490	Professional Practices II	2
MUTH 432	Composition	1+1
MUTH 442	Advanced Composition	10

At least 4 hours from the following: 4
Additional coursework selected from MUED, MUHL, and MUTH in consultation with the advisor.

3. Pre-Teaching Emphasis (33 hours)

ARTF 490	Professional Practices II	2
EDUC 101+L	Intro to Teaching + Classroom Obs.	2+1
MUED 251+2+3	Singers' Diction	1+1+1
MUED 342	Instrumental Conducting	3
MUED 343	Choral Conducting	3
MUED 330+1	Teaching Music in Groups I + II	2+2
MUED 335	Instrumental Methods & Techniques	3
MUED 336	Choral Methods & Techniques	2
MUSP 363	Performance Studies: Major	6
PSYC 234	Human Development	4

Major in Music, A.S.

A minimum of 42 hours

► Required Core Courses (33 hours):

MUHL 101	Collegium in Music	1.5*
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**To be taken each quarter in residence, up to five quarters.*

MUED 241	Basic Conducting	2
MUHL 245	World Music and Culture	3
MUTH 121+22+23	Beginning Theory I, II, III	4+4+4
MUEN	6 Quarters of Large Ensemble	6
MUSP 163	Performance Studies	6
MUSP 289 or MUED 289	Associate Recital/Project	1

At least one of the following courses: 3

MUHL 105	Survey of Music (3)
MUHL 205	Listening with Understanding (3)

► Required Core Electives (9 hours):

Music electives, selected in consultation with the advisor. 9

Teaching Credential

The Pre-Teaching emphasis prepares students for the music part of credentialing, but does not lead to a California or Seventh-day Adventist teaching credential. Those who plan to teach K-12 music should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Music Education

LOWER-DIVISION COURSES:

MUED 241 2 Arr
Basic Conducting

Foundation for the development of skill in the art of conducting various ensembles. Prerequisite: The ability to read music (bass and treble clefs preferred) and having spent at least one quarter in a conducted ensemble, either in college or in high school.

MUED 251+252+253 1+1+1 F+W+S
Singer's Diction

Correct pronunciation of text in other languages (Latin, English, German, Italian and French), based on the International Phonetic Alphabet (IPA). Builds good habits of tone, based on vowel placement and consonant articulation. Required of voice majors. Must be taken in sequence.

MUED 289 1 F, W, S
Associate Project

Special project for associate degree students in lieu of MUSP 289. By permission of instructor and in consultation with advisor and department chair. Typically completed in the last quarter before graduation. Qualifies for IP grading.

UPPER-DIVISION COURSES:

MUED 330 2 F
Teaching Music in Groups I

Investigation of the processes of human skill development and applying that research to teaching music in group environments. Young children through middle school.

MUED 331 2 W
Teaching Music in Groups II

Investigation of the processes of human skill development and applying that research to teaching music in group environments. High school through adult. Music therapy and special education. Prerequisite: MUED 330.

MUED 335 3 Arr
Introduction to Instrumental Methods & Techniques

Introduction to techniques for teaching, coaching, and playing a variety of instruments.

MUED 336 2 Arr
Choral Methods & Techniques

Prepares the future elementary/secondary school music teacher to teach and coach voice and choir at the beginning and intermediate level.

MUED 342 3 Arr
Instrumental Conducting

Study of standard audition excerpts from the instrumental repertoire. Stick technique, score reading and preparation, rehearsal technique, and other activities. Prerequisite: MUED 241.

MUED 343 3 Arr
Choral Conducting

Development of conducting gestures and rehearsal techniques for choral ensembles. Prerequisite: MUED 241.

MUED 349 1 Arr
Directed Teaching: Music

Lessons taught by students in studio or classroom. Supervised and evaluated. Usually taken in conjunction with MUED 473 or 478 and continued winter and spring quarters. Repeatable to a maximum of 3 credits. Prerequisites to the Directed Teaching program: Pass

the Keyboard Proficiency and Keyboard Harmony Examinations and receive recommendation by the music faculty.

MUED 355 2 Arr
Instrument Repair

Prepares music teachers candidates to maintain, assess, and conduct simple repairs on standard brass, wind, string, and percussion instruments.

MUED 465 1-2 Arr
Topics in Pedagogy

Principles and methods of instrumental or vocal instruction, with emphasis on the area of the student's specialty. Includes a survey of materials and methods of instruction. Repeatable to a maximum of 2 credits per instrument. Corequisite: MUSP 163 or 363.

MUED 485 1-3 Arr
Topics in Music Education

Advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles. Prerequisites: MUED 330, 331.

MUED 489 1 F, W, S
Senior Project

Special project for B.S. Composition emphasis majors and, in lieu of MUSP 489, for all other B.S. By permission of the music faculty and in consultation with the advisor and the department chair.

MUED 495 1-3 Arr
Independent Study

Advanced independent project in music education. Requires approval of the department chair. Repeatable to a maximum of 3 credits.

Music

Music Ensembles

The following satisfy the music major large-ensemble requirements: Chorale, Vox Pro Musica, Orchestra, Wind Ensemble, and Keyboard Ensemble.

All music ensembles are repeatable for credit. Upper-division credit for juniors and seniors is determined by the student's proficiency and previous experience in college-level music.

MUEN 150 or 350 **1 Arr** **Introductory String Ensemble**

Beginning and intermediate string players rehearse and perform music appropriate to the level of the group. Focus is on developing technique, musicianship, and ensemble skills. By audition.

MUEN 154 or 354 **1 F, W, S** **Vox Pro Musica**

Mixed-voice chamber ensemble designed for voice majors and other serious vocal students. Considered a major touring ensemble; enjoys a full performance schedule. Core repertoire, both sacred and secular, performed with demanding performance standards. Auditions at the beginning of fall quarter, and membership is required for the complete year. Corequisite: MUEN 161.

MUEN 155 or 355 **1 F, W, S** **Wind Ensemble**

Advanced instrumentalists rehearse and perform a wide variety of music in various settings.

MUEN 156 or 356 **1 F, W, S** **Orchestra**

Orchestral masterworks performed in quarterly concerts and other events. For advanced instrumentalists. By audition.

MUEN 157 or 357 **1 Arr** **String and Piano Chamber Music**

Experience with chamber music for piano with strings under the direction of a Music faculty member. Includes duos, trios, and larger groups.

MUEN 159 or 359 **1 Arr** **Keyboard Ensemble**

Literature for keyboard duets, duos, and groups with instruments or voices and keyboard accompaniment.

MUEN 160 or 360 **1 Arr** **Jazz Ensemble**

Emphasis on the rehearsal and performance of a range of jazz styles. Development of reading and improvisation skills. By audition.

MUEN 161 or 361 **1 F, W, S** **Chorale**

Large mixed chorus considered a minor touring ensemble. Repertoire includes music from a wide range of styles and periods, both sacred and secular. Membership is preferred for the complete year.

MUEN 165 or 365 **1 F, W, S** **Gospel Choir**

A mixed-voice chorus performing a wide variety of sacred music from African-American worship experiences. Some touring involved.

MUEN 170 or 370 **1 Arr** **Guitar Ensemble**

Literature for classical guitars in duets, trios, quartets, and larger ensembles. May apply to half of the major ensemble requirements for guitar majors. By audition.

MUEN 175 or 375 **1 Arr** **Flute Quartet**

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 178 or 378 **1 Arr** **Saxophone Quartet**

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 179 or 379 **1 Arr** **Woodwind Quintet**

Normally limited to members of Symphonic Wind Ensemble or orchestra. By audition.

MUEN 180 or 380 **1 Arr** **Brass Quintet**

Normally limited to members of Symphonic Wind Ensemble or orchestra. By audition.

MUEN 181 or 381 **1 Arr** **Brass Ensemble**

Normally limited to members of Symphonic Wind Ensemble or orchestra. By audition.

MUEN 182 or 382 **1 Arr** **Trombone Choir**

By audition.

MUEN 184 or 384 **1 F, W, S** **String Quartet**

Normally limited to members of the Orchestra. By audition.

MUEN 186 or 386 **1 Arr** **Handbell Choir**

Handbell Choir is open to any student with music reading skills. Diverse literature for traditional bells, chimes, and other similar instruments. By audition.

Music History and Literature

LOWER-DIVISION COURSES:

MUHL 101 0.3 F, W, S
Collegium in Music

Out-of-class activities such as concert attendance plus one lecture per quarter on such subjects as safety and health among musicians, entrepreneurship in music, and other professional topics. Repeatable for credit.

MUHL 105 3 F, W, S
Survey of Music

Music in western civilization, including music fundamentals and a brief history from antiquity to the present. Emphasis on Western classical music. Presented by recordings, visual aids, concerts, and lectures.

MUHL 115 3 Arr
Survey of Music for Visual Media

Music in film and other visual media, including a brief history from the beginnings of the technology to the present. Special emphasis on the use of music in storytelling. Presented by recordings, visual aids, and lectures.

MUHL 205 3 Arr
Listening with Understanding

Fosters the development of listening skills that lead to an understanding of Western music. Students are introduced to how music is put together and how to listen to a variety of periods and styles with understanding. Designed for music majors and the general student with some knowledge of music. Presented by recordings, visual aids, discussion, and lectures. Prerequisite: ENGL 101.

MUHL 206 3 Arr
Music in Christian Worship

History and practice of the use of music in worship services. Emphasis on both liturgical and nonliturgical forms of worship.

MUHL 245 3 W
Introduction to World Music and Culture

Exploration of the importance of music in society around the world. Examines how people from a wide variety of cultures incorporate music into their lives. Emphasis is placed on non-Western and folk music.

UPPER-DIVISION COURSES:

MUHL 331+332+333 3+3+3 F+W+S
Music History Sequence

Development of forms and styles, cultural backgrounds and biographies, and analysis of basic musicological methods.

MUHL 331: Music history through the Baroque Era.

MUHL 332: Music history of the Classic and Romantic Eras.

MUHL 333: Music history from the Post-Romantics to the present. Includes some discussion of non-classical American music and its effect on the composition of classical music.

Prerequisites: ENGL 102 (or HNRS 110 or 111), a basic knowledge of music theory, and the ability to read music (bass and treble clefs preferred).

MUHL 485 1-3 Arr
Topics in Music History

Advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles. Prerequisites: MUHL 333.

MUHL 495 1-3 Arr
Independent Study

Advanced, independent project in music history. Requires approval of the department chair. Three hours maximum.

Music Performance

For information on the cost of private music lessons, see the section entitled "Financial Information" in this catalog.

LOWER-DIVISION COURSES:

MUSP 120-124 1 Arr
Music Lessons: Class Instruction

Lessons for groups of four or more students in voice or instruments. Meets one clock hour per week. Not applicable toward the principal performance area of a music major. Repeatable for credit.

MUSP 162 1-2 F, W, S
Music Lessons: General

Elementary instruction in voice, harpsichord, organ, piano, guitar, and orchestra and band instruments. Not applicable toward the music major. Incurs an additional charge. Repeatable for credit.

MUSP 163 1-2 F, W, S
Performance Studies: Major

Private lessons in voice, harpsichord, organ, piano, guitar, and orchestra and band instruments. Applicable to all music majors. One hour is usually taken each quarter. Repeatable for credits. By audition.

Music

MUSP 220 **1 F** **Improvisation**

Build improvisational skills on your instrument as well as your understanding of the theory and principles behind improvisation. You must be comfortable making music with your instrument (some familiarity with keys, scales, chords, and arpeggios is preferred).

MUSP 289 **1 F, W, S** **Associate Degree Recital**

Required of associate degree students, the final quarter of lessons culminates in this recital. Minimum of 15 minutes.

UPPER-DIVISION COURSES:

MUSP 319 **1-2 Arr** **Keyboard Harmony**

For pianists and organists. Learning to transpose, modulate, and harmonize melodies; developing ability to improvise. Admission by permission of the instructor.

MUSP 320-324 **1 Arr** **Music Lessons: Class Instruction** (See description of MUSP 120-124.)

MUSP 362 **1-2 F, W, S** **Music Lessons: General** (See description of MUSP 162.)

MUSP 363 **1-2 F, W, S** **Performance Studies: Major** (See description of MUSP 163.)

MUSP 386 **1 F, W, S** **Perform Studies: Secondary Area**

Private lessons for B.S. music majors in secondary areas. Limited to one area and one hour credit per quarter. Selected in consultation with the major advisor. Does not apply to lessons taken to fulfill instrumental methods or piano proficiency requirements. Repeatable for credit.

MUSP 391 **1 S** **Junior Seminar in Music**

Preparation for senior recital and life after graduation. Includes programming discussions, how to write program notes, job opportunities and how to find them, graduate schools and graduate school applications.

MUSP 489 **1 F, W, S** **Senior Recital**

For the B.S. music major, the final quarter of lessons culminates in this recital. Minimum of 30 minutes. Prerequisite: 3 credits of MUSP 363.

MUSP 495 **1-3 Arr** **Independent Study in Performance**

Advanced, independent research project in solo and ensemble literature and pedagogy for the major instrument. Requires approval of department chair. Repeatable to a maximum of 3 credits.

Music Theory

SERVICE COURSE:

MUTH 103 **3 Arr** **Fundamentals of Music Theory**

The rudiments of music theory including notation, rhythm, melody, harmony, timbre, form, and texture. Required of majors who have not passed the Beginning Theory entrance examination. Does not apply toward the music major.

LOWER-DIVISION COURSES:

MUTH 121+122+123 **4+4+4 F+W+S** **Beginning Theory I, II, III**

An integrated study of the parameters of music within a wide spectrum of cultures and historical periods. Exploration of the simpler forms and textures. Introduction to composition and arranging

in vocal and instrumental applications. Lab includes exercises in sight-singing, dictation, and keyboard skills and meets two days a week. Three credits of lecture and one credit of lab. Must be taken in sequence.

MUTH 221+222+223 **4+4+4 F+W+S** **Intermediate Theory I, II, III**

Continuation of the subjects studied in Beginning Theory I, II, III. Deeper and more complex look at tonal harmony, exploration of form, introduction to non-functional harmony and atonal techniques. Lab includes exercises in sight-singing, dictation, and keyboard skills and meets two days a week. Three credits of lecture and one credit of lab. Must be taken in sequence. Prerequisites: MUTH 121+122+123. Even years.

MUTH 224 **1 F** **Music Technology: Notation**

Fundamentals of music notation and desktop publishing using Finale or Sibelius. Present-ed through hands-on laboratory sessions. Prerequisite: ability to read music.

MUTH 225 **2 W** **Music Technology: Editing & Synthesis**

Fundamentals of music recording, editing, and synthesis using industry standard software. Presented through lectures and hands-on laboratory sessions. Prerequisite: Ability to read music; knowledge of basic music terminology.

UPPER-DIVISION COURSES:

MUTH 331 **3 F** **Orchestration & Arranging**

Technical aspects and sound qualities of instruments. Arranging for a variety of instrumental groups. Prerequisite: MUTH 123.

MUTH 332 **3 W**

Counterpoint

Basic contrapuntal principles as generally illustrated in music of various historical styles. Prerequisite: MUTH 123.

MUTH 333 **3 S**

Form and Analysis

Form and structure of music from plainchant to the present. Prerequisite: MUTH 123.

MUTH 432 **1 F, W, S**

Composition

Composing the smaller forms of music for a variety of vocal and instrumental combinations. Small seminar with unique assignments for each student. Repeatable for credit. Enrollment is limited to music majors. Prerequisite: MUTH 123.

MUTH 442 **1-3 F, W, S**

Advanced Composition

Advanced studies in composing music for a variety of vocal and instrumental combinations. Repeatable for credit. Prerequisite: Three credits of MUTH 432. Permission of the instructor is required.

MUTH 485 **1-3 Arr**

Topics in Music Theory

Advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles. Prerequisites: MUTH 123, 123L.

MUTH 495 **1-3 Arr**

Independent Study

Advanced independent project in composition or theory. Requires approval of the department chair. Three hours maximum.

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Faculty

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The faculty of the *Nursing and Health Sciences Department* is committed to providing a broad liberal and professional education to a diverse population of traditional and adult students in multiple settings. This task is undertaken in a climate of Christian service, dedicated to the development of the whole person, and

designed to serve the health needs of individuals, families, and the community at large. The curriculum and activities of the nursing and health sciences programs are planned in harmony with the mission of the college and of the Seventh-day Adventist Church, which it represents. The department offers a variety of programs.

Persons considering a career in nursing or the health sciences are encouraged to include in their general education program courses in medical terminology, computer skills, and Spanish or the language of any Pacific Rim country.

Two emergency services degrees are offered: The Associate of Science and the Bachelor of Science in Emergency Management. The A.S. in Emergency Services prepares students for the position of emergency medical technician (EMT) as well as other positions in related fields such of emergency services, emergency dispatch, and firefighting. Students continuing on to the B.S. degree, complete coursework designed to prepare them for a role in management or education within the emergency services field, disaster response, emergency management, or continuity of operations in public, private or non government operations. Training includes certifications in technical rescue, incident command, emergency vehicle operations, and emergency medical technician.

The A.S. in Health Sciences is a general studies degree with an emphasis on the life and social sciences. This degree is appropriate for students with an interest in one of the allied health professions. Advising and curriculum is offered for students who wish to select a pre-professional program in conjunction with the A.S. in Health Sciences.

The B.S. in Health Sciences is a continuation from the A.S. in Health Sciences degree. It is available for students who are required to achieve a B.S. in order to be considered for admission to many Allied Health Professions.

The B.A. and B.S. in Global Health are a 4+1 degree with an emphasis in public and community health. These degrees are appropriate for students with an interest in working in public and community health, or wish to pursue an M.P.H.

Three nursing degrees are offered: the Associate of Science

Nursing and Health Sciences

(A.S.) the Bachelor of Science in Nursing (B.S.N.), and the Master of Science in Nursing (M.S.N.). The A.S. degree is available in a traditional format on the main campus in Angwin and in a non-traditional EMT-P, Medtech V, and LVN to RN format at the Napa Campus. The B.S.N. degree is available as an RN to B.S.N. program in a non-traditional format.

Pacific Union College is a member of the National League for Nursing. Both the A.S. in Nursing and the B.S.N. programs are accredited by the Accreditation Commission for Education in Nursing.

Questions and comments may be directed in writing to:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd, N.E., Suite 850
Atlanta, GA 30326

By telephone the ACEN can be reached at (404) 975-5000.

Clinical Clearance Requirements

Students must meet the following requirements prior to registration for nursing and emergency services clinical courses:

1. Documentation showing current certification in cardiopulmonary resuscitation for healthcare professionals through AHA BLS Healthcare Provider.
2. Health documents (see Nursing and Health Sciences Department for details on acceptable documentation):
 - a. Report of a full physical examination within 12 months of admission that indicates acceptable health.
 - b. Evidence of immunity to measles (rubeola), mumps, rubella, and varicella, verified by titer or immunization.
 - c. Evidence of immunity to Hepatitis B, verified by titer or by documentation of immunization series in progress. Series should be started upon acceptance into the program if not previously initiated.
 - d. Evidence of a recent dose of Tdap.
 - e. Evidence of negative tuberculosis skin test following a two-step process, started upon acceptance into the program, or appropriate radiologic documentation.
 - f. Evidence of full COVID-19 vaccination is required by most facilities for clinical placement. The department has not made the COVID vaccine mandatory but highly recommended. Unvaccinated nursing students may not be able to be placed in facilities to complete the required clinical component of courses which could result in the need to disrupt progression in the program until the student is either fully vaccinated or facility policy changes.
3. A clear background check and drug screen are required of all students upon entry into the program and prior to

participating in required clinical experiences. A valid social security number is needed for this purpose. Students are responsible for all costs associated with criminal background check and drug screening (paid for through student fees). Both the criminal background check and the drug screen must be completed satisfactorily as determined by the Nursing and Health Sciences Department. Results are reviewed by the Department Chair. Results of the drug screening will not be disclosed by the Nursing and Health Sciences Department to third parties except as may be necessary or appropriate to substantiate the Department's actions or processes or as otherwise required by law (e.g. subpoena or public safety). Drug screens must be clear. Background check results that are potentially unacceptable to clinical agencies will be evaluated with the student and the clinical agency on a case-by-case basis. If an agency does not accept a student on the basis of background check or drug screen results, the Nursing and Health Sciences Department has no responsibility for arranging alternate clinical placements and the student will not be allowed to continue in the program if clinical requirements of the courses cannot be met.

Requirements may change without notice according to clinical facility requirements.

Major in Emergency Services, A.S.

A minimum of 40.5 hours

► Required Core Courses (29.5 hours):

EMER 100	Careers in Emergency Management	1
EMER 104+105	Emergency Medical Technician I, II	5+6
EMER 180+181	Fundamentals of Technical Rescue I, II	3+2
EMER 225	Public Health for EMS	3
EMER 235	Emergency Vehicle Operation	2
EMER 255	Emergency Scene Management	3
EMER 280	Search and Rescue	2
EMER 281	Emergency Survival	2
EMER 291	Emergency Services Seminar	.5

► Required Cognate Courses (11-13 hours):

INFS 240	Introduction to GIS	2
PSYC 260	Death and Dying	4
SPAN 105	Spanish for Healthcare I	3

At 2-4 hours in the following: 2-4
Additional ANTH, PSYC, SOCI, or INFS courses in consultation with the advisor.

► Recommended Elective:

EMER 273	Emergency Medical Practicum	2
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Practical Experience

Students are encouraged to gain practical experience while in the Emergency Services program. Working as an EMT or emergency department technician provides experience as well as income. Volunteer opportunities are available through the local fire department which provides extra-curricular training as well as a way to serve the community. Many volunteer firefighters and EMTs from Angwin have used their training and experience to transition into paid positions.

Clinical Clearance

The Emergency Services program involves clinical experiences. Prior to registration for clinical courses, students must meet the Nursing and Health Sciences Department “Clinical Clearance Requirements” as described above.

Major in Emergency Management, B.S.

Eligible students must have completed an associates degree prior to this program.

A minimum of 60 hours (at least 36 upper-division hours)

► **Required Core Courses (36 hours):**

EMER 310	Foundations of Emergency Management	3
EMER 315	Foundations of Homeland Security	4
EMER 320	Technology in Emergency Management	4
EMER 355	Disaster Management	4
EMER 405	Continuity of Operations	4
EMER 425	Crisis Management in Public Safety	4
EMER 480	Issues in Emergency Services	3
EMER 491	Emergency Management Capstone	1
EMER 494	Emergency Management Internship	1-3
GLBH 310	Population Health	4
GLBH 410	Epidemiology	4

► **Required Cognate Courses (24-29 hours):**

MGMT 465	Organizational Behavior	3
SPAN 105	Spanish for Healthcare I	3

At least one of the following courses: 3

COMM 328	Small Group Communication (3)
COMM 329	Organizational Communication (3)
COMM 330	Intercultural Communication (3)

At least one of the following courses: 3-4

MGMT 361	Management (4)
MGMT 370	Healthcare Management (3)

At least four of the following: 12-16

Additional ANTH, PSYC, or SOCI courses in consultation with the advisor.

Recommended Elective

EMER 273	Emergency Medical Practicum (2)	
MGMT 350	Project Management (3)	
PSYC 260	Death and Dying	4

Major in Emergency Management, Paramedic Emphasis, B.S.

Eligible students must have completed an associates degree prior to enrollment in this program.

A minimum of 77 hours (at least 32 upper-division hours)

► **Required Core Courses (8 hours):**

EMER 310	Foundations of Emergency Management	3
EMER 355	Disaster Management	4
EMER 491	Emergency Services Capstone	1

► **Transfer credits for Public Safety - Paramedic (45 hours)**

► **Required Cognate Courses (24-29 hours):**

MGMT 465	Organizational Behavior	3
SPAN 105	Spanish for Healthcare I	3

At least one of the following courses: 3

COMM 328	Small Group Communication (3)
COMM 329	Organizational Communication (3)
COMM 330	Intercultural Communication (3)

At least one of the following courses: 3-4

MGMT 361	Management (4)
MGMT 370	Healthcare Management (3)

At least three of the following: 12-16

Additional ANTH, PSYC, or SOCI courses in consultation with the advisor.

Recommended Elective

NURS 212	Pharmacology (3)	
PSYC 260	Death and Dying	4

Pre-Professional Students

The B.S. in Emergency Management can be combined with a pre-professional program (pre-medicine or other similar programs). Pre-professional students are encouraged to work with the Emergency Management advisor and pre-professional advisor; sample four-year curriculum plans are available at the Nursing and Health Sciences Department.

Recommended Cognate Courses:

(For students in a pre-professional program)

BIOL 121-122-123	Biological Foundations I,II,III+L.5+5+5	
CHEM 111+112+113	General Chem I,II,III + Labs	5+5+5
CHEM 371+372+373	Organic Chem I,II,III+Labs	4+4+4
PHYS 111+112+113	General Physics I,II,III	4+4+4

Nursing and Health Sciences

Minor in Emergency Management

A minimum of 24 hours, 6 upper division

► **Required Courses (6 hours)**

EMER 310	Foundations of Emergency Management	3
EMER 355	Disaster Management	4

► **Required Electives (18 hours, 6 upper division):**

At least 18 EMER hours (6 upper division)

Global Health Combined Major 4+1 Bachelors & Master's Degree PUC B.A. or B.S. & LLU M.P.H.

If you wish to extend your strong interest and bachelor's degree to a career in public health with an emphasis in global health, this combined undergraduate and master's program may be ideal for you. You can earn your degree in just five years of full-time study instead of six years to earn the dual degree of Bachelor of Art or Bachelor of Science in Global Health through Pacific Union College and Loma Linda University's Master of Public Health with emphasis in Global Health.

This program is available for graduates of the B.A. or B.S in Global Health with a strong academic record. Interested students with a 3.0 GPA or higher will be eligible to apply during winter quarter of their senior year at PUC by following Loma Linda University's admission process.

Major in Global Health, B.A.

A minimum of 111 hours (at least 32 upper-division hours)

► **Required Core Courses (45 hours):**

GLBH 201	Intro to Global Health	2
GLBH 310	Population Health	4
GLBH 410	Epidemiology for Public Health	4
GLBH 418	Ethics for Global Health	4
GLBH 422	Metrics Literacy	4
GLBH 460	Health Systems of the World	4
GLBH 465	Issues in Global Health	4
GLBH 470	Project Implementation	4
GLBH 476	GH Field Experience	5
GLBH 490	GH Capstone Seminar I	5
GLBH 491	GH Capstone Seminar II	5
GLBH 495	Independent Study in GH	1-4

► **Required Cognate Courses (61 hours):**

Choose at least 15 hours from this group, with at least 1 PLSC course and 1 SOCI course:

PLSC 274	Intro to Political Thought	3
PLSC 328	Critical World Issues	3

PLSC 485	Foreign Relations/US	3
PSYC 390	Gender Issues	3
RELH 314	World Religions	3
SOCI 121	Intro to Sociology	4
SOCI 214	The Family	4

Additional Cognate Courses:

ANTH 124	Cultural Anthropology	4
COMM 105	Communication and Public Sp.	4
COMM 220	Health Communication	4
COMM 223	Interpersonal Communication	3
COMM 330	Intercultural Communication	3
ECON 270	Healthcare Economics	3
ENVR 360	Conservation Biology	3
ENVR 361	Energy & Climate Change	3
ENVR 362	Pollution & Environmental Quality	3
FDNT 235	Nutrition	3
HLED 166	Health Education	2
PSYC 234	Human Development	4
SOCI 355	Cultural Diversity	3
STAT 222	Intro to Statistics	4

Recommended:

STAT 322	Statistical Methods	3
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Major in Global Health, B.S.

A minimum of 111 hours in the major and cognates

► **Required Core Courses (35-38 hours):**

GLBH 201	Introduction to Global Health	2
GLBH 310	Population Health	4
GLBH 410	Epidemiology for Public Health	4
GLBH 418	Ethics for Global Health	4
GLBH 422	Metrics Literacy	4
GLBH 460	Health Systems of the World	4
GLBH 465	Issues in Global Health	4
GLBH 470	Project Implementation	4
GLBH 476	GH Field Experience	4
GLBH 495	Independent Study in GH	1-4

► **Required Cognate Courses (76 hours):**

ANTH 124	Cultural Anthropology	4
BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
COMM 105	Communication & Public Speaking	4
COMM 220	Health Communication	4
COMM 223	Interpersonal Communication	3
COMM 330	Intercultural Communication	3
ECON 270	Healthcare Economics	3
ENVR 360	Conservation Biology	3

ENVR 361	Energy & Climate Change	3
ENVR 362	Pollution & Environmental Quality	3
FDNT 235	Nutrition	3
HLED 166	Health Education	2
MICR 134	Microbiology	5
PSYC 234	Human Development	4
SOCI 355	Cultural Diversity	3
STAT 222	Intro to Statistics	4

<i>Loma Linda University courses, 4th Year</i>		15
PCOR 501	Public Health for Community Resilience (5)	5
PCOR 502	Public Health for Community Health (5)	5
PCOR 503	Public Health and Health Systems (5)	5

Recommended Electives

STAT 322	Statistical Methods	3
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Minor in Global Health

A minimum of 24 hours

► **Required Courses (6 hours)**

GLBH 201	Intro to Global Health	2
GLBH 310	Population Health	4

► **Choose between these courses (8 hours)**

GLBH 410	Epidemiology for Public Health	4
GLBH 422	Metrics Literacy	4
GLBH 460	Health Systems of the World	4
GLBH 465	Issues in Global Health	4

► **Required Cognate Courses (10 hours)**

FDNT 235	Nutrition	3
STAT 222	Statistics	4

► **Choose between one of these courses**

ENVR 360	Conservation Biology	3
ENVR 361	Energy and Climate Change	3
ENVR 362	Pollution Environmental Quality	3

Pre-Allied Health Programs

Advising and curriculum is offered for students who wish to select one of the following pre-professional programs for admission to Loma Linda University in conjunction with the A.S. and B.S. in Health Sciences:

- Pre-Cardiac Electrophysiology Technology
- Pre-Clinical Laboratory Science
- Pre-Communication Sciences & Disorders
- Pre-Dental Hygiene
- Pre-Diagnostic Medical Sonography
- Pre-Health Information Administration
- Pre-Medical Radiography
- Pre-Nuclear Medicine
- Pre-Nutrition & Dietetics
- Pre-Occupational Therapy
- Pre-Orthotics and Prosthetics
- Pre-Pathologists Assistant
- Pre-Physical Therapy
- Pre-Physical Therapy Assisting
- Pre-Physician Assistant
- Pre-Radiation Sciences
- Pre-Respiratory Care

The requirements for the preprofessional programs listed above overlap significantly with the requirements for the A.S. and B.S. in Health Sciences, which is outlined in the next section. See program guide sheets for specific details about Loma Linda University's prerequisite requirements for each program. The B.S. in Health Sciences is a continuation from the A.S. in Health Sciences degree to prepare allied health majors who require four-year undergraduate preparation for their careers. With appropriate planning, students pursuing pre-professional programs will be able to select coursework to meet both the pre-professional requirements and the degree requirements. Students who wish to pursue admission to a pre-professional program at an institution other than Loma Linda University may be able to design a curriculum to meet their needs as well.

Admissions to these programs is competitive. Completion of the pre-professional requirements and/or the A.S. or B.S. degree at Pacific Union College does not guarantee admission to any pre-professional program. Students are advised to consult with the Health Sciences advisor for additional information regarding the A.S./B.S. in Health Sciences and the pre-Allied Health programs.

Nursing and Health Sciences

Major in Health Sciences, A.S.

A minimum of 61 hours in the major and cognates

► **Required Core Courses (38-39 hours):**

HLTH 101	Intro to Allied Health Professions	2
HLTH 201	Issues in Allied Health Professions	2

Science and Mathematics: At least 20 hours 20

Include courses from at least 2 separate areas

Area 1: Biology

Area 2: Chemistry

Area 3: Mathematics & Statistics

Area 4: Physics

Social Science: At least 12 hours 12

Include courses from at least 2 separate prefixes from ANTH, ECON, GEOG, PLSC, PSYC, or SOCI.

Health: At least one course 2-3

FDNT 235	Nutrition (3)
HLED 162	Fitness for Life (2)
HLED 166	Health Education (2)

► **Required Cognate Courses (23 hours):**

ENGL 101+102	College English I, II	4+4
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Humanities: At least 12 hours 12

Include courses from at least 3 separate areas*

* Students who have completed courses from 3 separate areas but are short of the required 12 hours may elect to apply up to 3 hours of approved applied arts coursework to the humanities requirement.

Area 1: Art

ARTH 115 or 116	History of Western Art I or II (4)
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Area 2: History

HIST 101 or 102	History of World Civilizations I or II (4)
HIST 134 or 135	History of the United States I or II (4)

Area 3: Literature

ENGL 212	Shakespeare in Performance+Project (2+1)
ENGL 301	Themes in Literature (4)

Area 4: Languages and Cultures

Language and culture class: CHIN 111, FREN 111, GRMN 111, ITAL 111, JAPN 111, KORE 111, SPAN 105, or SPAN 111

Area 5: Music

MUHL 105	Survey of Music (3)
MUHL 245	World Music and Culture (3)

Area 6: Philosophy

PHIL 101	Introduction to Philosophy (4)
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Major in Health Sciences, B.S.

A minimum of 65 hours (at least 20 upper-division hours)

► **Required Core Courses (30 hours):**

HLTH 101	Introduction to Allied Health Professions	2
HLTH 201	Issues in Allied Health Professions	2
HLTH 301	Health, Society, and the Consumer	4
HLTH 401	Current Health Science and Research	4
FDNT 235	Nutrition	3
COMM 220	Health Communication	3
GLBH 310	Population Health	4
GLBH 410	Epidemiology	4
GLBH 460	Health Systems of the World	4

► **Cognate Courses (13 hours):**

MICR 134	Microbiology	5
MATH 106	College Algebra	4
STAT 222	Intro to Statistics	4

At least one of the following sequences in each area:

Area 1: Biology (10-15 hours)

BIOL 101 + 102	Anatomy and Physiology	5+5
BIOL 121+122+123	Biological Foundations	5+5+5

Area 2: Chemistry (12-15 hours)

CHEM 101+102+103	Intro to Chemistry	4+4+4
CHEM 111+112+113	General Chemistry	5+5+5

Major in Nursing, A.S.

The mission of the Associate of Science degree program in Nursing is to prepare students to provide competent nursing care for individuals of all ages by utilizing the nursing process, while functioning in the role of the associate degree nurse in the context of Christian faith and human service. This mission is fulfilled by providing quality nursing education guided by the Nursing Program's philosophy.

► **Admission Requirements*:**

Admission requirements are those published in the General Catalog in effect during the year of the student's admission to the Nursing Program. The Nursing and Health Sciences Department reserves the right to admit or deny admission to individuals applying to the Nursing Program.

- Admission is competitive and candidates are evaluated based on:
 - Complete prerequisite courses with a grade of C or better in each course:
 - A full year of Algebra II or Integrated Math III at the secondary level, approved Algebra waiver exam,

- or completion of MATH 096.
 - ii. A full year of Chemistry or Physics at the secondary level or completion of CHEM 101 or PHYS 105.
 - iii. ENGL 101 College English I (4).
 - iv. BIOL 101 Human Anatomy (5) or BIOL 102 Human Physiology (5).
 - v. NURS 110 Introduction to Nursing (2). Course may be in process at time of consideration.
- b) College GPA calculated on cognate and GE courses required for the A.S. nursing degree. Courses that may be completed in high school and religion courses are not computed into the GPA. The minimum GPA for nursing applicants is 3.0. Preference will be given to applicants who have both a GPA above 3.3 and have completed at least 12 units of nursing-required courses at Pacific Union College.
- i. Each course must be passed with a C or better.
 - ii. Having repeated cognate or GE courses after receiving a final grade of less than C reduces an applicant's chance of admission.
- c) TEAS (Test of Essential Academic Skills) total score that results in an Academic Preparedness Level of Proficient, Advanced or Exemplary, minimum of 60.
- d) Other factors (see A.S. Nursing Application Packet).
2. Applicants must submit an application for admission to the Nursing and Health Sciences Department accompanied by the application fee of \$50. The nursing application also serves as application to the college. Application and readmission packets are available at the department office and website: www.puc.edu/nursing.

The application process begins with submission of the application form; completion of prerequisite requirements and submission of each of the following completes the process:

- a) You will answer several short essay questions. See A.S. Nursing Application Packet.
- b) Official academic transcripts from high school and from each college previously attended.
- c) Two acceptable professional/academic references. *Recommendations written by relatives and those presented directly to the Nursing and Health Sciences Department by the applicants themselves are not acceptable.*

- 3. The Admissions Committee may request that the applicant participate in an admissions interview.
- 4. After the applicant has completed all admissions requirements, the application will be processed according to program application deadlines and the student notified in writing of the action taken. *See A.S. Nursing Application Packet.*
- 5. Upon notification of admission to the program, students must submit all required documents to meet the Nursing and Health Sciences Department "Clinical Clearance Requirements" as described in the *Nursing Student Handbook*.

► *Readmission Procedure for Nursing:*

Students who withdraw from the program in good academic standing may apply for readmission as follows:

- 1. Submit a completed readmission application to the Nursing and Health Sciences Department. (Readmission packets are available at the department office.)
- 2. Demonstrate adequate nursing knowledge for readmission:
 - a) Students requesting readmission after an absence from enrollment in a clinical course of one to three academic terms will be required to validate their current nursing knowledge and skills at the level of the last nursing course completed. If a student has been absent from the program for more than three academic terms, knowledge and skills validation expands to address each nursing course previously completed. An example of the validation process is available by request to the Nursing and Health Sciences Department.
 - b) Knowledge validation results determine appropriate course-level placement.
 - c) A per-hour fee is charged for knowledge validation testing.
- 3. Meet all other "Requirements for Continuation in and Graduation from the Associate Degree Program in Nursing"

Students who fail a core nursing course may apply for readmission according to the "Readmission Procedure for Nursing." Failure is defined as one of the following:

 - a) Receiving a grade below a C (2.0).
 - b) Withdrawing for failing performance.

The following additional requirements must be met for readmission:

- 1. Students must identify problem areas that resulted in their failure.
- 2. Students must submit a plan of academic readiness that addresses, in detail, how the student plans to be successful if readmitted to the nursing program. The plan must be signed by the student, the student's advisor, and the course instructor.

* RN licensure may be denied for crimes, abusive behavior, or any illegal acts that are substantially related to the practice of nursing. Before applying to the Nursing Program, any applicant who has ever been convicted of a crime should ask for a copy of the Board of Registered Nursing Regulations Relating to Denial of Licensure, available at the department office or online at www.rn.ca.gov.

Nursing and Health Sciences

3. Students are limited to one nursing course repeat in the program, including withdrawals for failing performance. A second nursing course failure results in the student being permanently dropped from the program.

The Admissions Committee may request that an applicant for readmission participate in an interview. After the applicant has met all readmission requirements, the application will be processed and the student notified in writing of the action taken. Readmission is on a space-available basis and is not guaranteed. Because of enrollment limitations in clinical sections, students may experience significant delays when seeking readmission to the program.

► *Transfer, Challenge, and Waiver Options:**

Applicants wishing to transfer, challenge, or waiver must meet the same admission or readmission requirements as generic students. Applicants may establish additional academic credit for acquired knowledge through challenge examinations or other methods of evaluation. Applicants meeting admission and degree requirements through transfer, challenge, or waiver have the same access as any other applicant for open space in clinical nursing courses.

Requests for admission by transfer from another nursing program are evaluated on an individual and space-available basis. Transfer courses must be equivalent to the courses in the Pacific Union College generic program. Eligible applicants must meet the same admission and continuation requirements as for the A.S. degree.

Applicants may have previous coursework, knowledge, and skills evaluated to validate their current level of knowledge. Knowledge validation in nursing is available to evaluate:

1. Applicants transferring from another program for educating registered nurses.
2. Applicants transferring from programs educating licensed vocational nurses.
3. Applicants having developed skills during previous employment, that are similar to those expected of students in required nursing courses.

The options available for LVNs, or eligible applicants who have passed the designated LVN equivalence test and wish to meet requirements to take the California licensure examination for registered nurses, are as follows:

1. Advanced-Placement A.S. option (Angwin campus):
Applicants are given credit for first-year nursing courses.

* *Specific information and materials about transfer, challenge, waiver, and the 30-semester/45-quarter unit option are available from the Nursing and Health Sciences Department,*

Required nursing courses include NURS 221, 222, 254, 255, 256, 325, and 326. Applicants must meet the same admission and continuation requirements as for the A.S. degree with the following changes:

- a) A minimum of one year of full-time direct patient care experience in a medical setting as a USAF Medical Technician V or above, Navy Hospital Corpsman, and/ or Navy Special Operations Combat Medic.
 - b) A minimum of one year of full-time direct patient care experience in a medical setting as an LVN within the previous five years is required before entering the program.
 - c) USAF Medical Technician V or above, Navy Hospital Corpsman, Navy Special Operations Combat Medics who do not have an LVN license must pass an LVN equivalence exam.
 - d) NURS 210 must be completed in place of NURS 110 as well as NURS 235 and NURS 390.
2. EMT-P, Medical Technician V, and LVN to RN A.S. option: This program is offered at the Napa Campus. Intensive, four-consecutive-day theory core weeks are conducted every 5-6 weeks throughout each 18-week term. Clinical hours are scheduled on Sundays to allow working EMTs, Medical Technician Vs, and LVNs to meet their employment commitments.
Required nursing courses are the same as previously described under the Advanced-Placement A.S. option. Applicants must meet the same admission and continuation requirements as for the A.S. degree with the following changes:
 - a) A minimum of one year of full-time direct patient care experience in a medical setting as a USAF Medical Technician V or above, Navy Hospital Corpsman, and/ or Navy Special Operations Combat Medic.
 - b) A minimum of one year of full-time direct patient care experience in a medical setting as an EMT or LVN within the previous five years is required before entering the program.
 - c) USAF Medical Technician V or above, Navy Hospital Corpsman, Navy Special Operations Combat Medics who do not have an LVN license must pass an LVN equivalence exam.
 - d) Applicants must have completed a minimum of 16 college quarter units (10.6 semester units), including BIOL 101, 102, CHEM 101 or 102, and MICR 134.
 - e) NURS 210 must be completed in place of NURS 110 for LVNs as well as NURS 235 and NURS 390.
 - f) NURS 213 must be completed in place of NURS 110 for

EMT-Ps and Medical Technician Vs as well as NURS 235 and NURS 390.

3. 30-semester/45-quarter unit option: This option does not earn a degree in nursing from Pacific Union College. Required courses are MICR 134, BIOL 102, NURS 221+L, 222+L, 254+L, 325+L and 326+L only. Applicants desiring this option are not subject to any evaluative processes for admission. An RN license obtained through this nondegree option is not recognized in all states and those electing this option may encounter difficulty articulating into B.S. nursing programs. Applicants are advised to carefully research the limitations of this option.

► **Transportation Policies:**

Students are expected to provide their own transportation to, during, and from off-campus clinical labs. Faculty will not provide transportation. Students are advised not to transport clients in their own vehicles under any circumstances. This policy protects both the client and the student. State law requires proof of automobile liability insurance.

► **Course Evaluations:**

Each clinical nursing course is composed of both theory and clinical hours as reflected in the course description. Passing a clinical course and progressing to the next nursing course requires passing grades in both the theory and clinical components. If the clinical portion of a course is failed, a grade of F is recorded for the entire course and, if eligible and readmitted, the student repeats the entire course. See the *A.S. Nursing Student Handbook* for additional information and policies.

► **Requirements for Continuation in and Graduation from the Associate Degree Program in Nursing:**

1. Compliance with all policies and procedures in the A.S. Nursing Student Handbook.
2. Current malpractice insurance, provided by the College.
3. Acceptable physical and mental health, and demonstration of continuous compliance with all Nursing and Health Sciences Department "Clinical Clearance Requirements" as described in the *Nursing Student Handbook*. To ensure client safety, students absent from course activities for health-related reasons may be asked to provide evidence of readiness to return to class or clinical prior to resumption of course activities.
4. A minimum grade of C (2.0) in the required nursing, cognate, and general education courses.
5. Successful completion of all required nursing courses.

- Students are limited to one nursing course repeat in the program, including withdrawals for failing performance. A second nursing course failure results in the student being permanently dropped from the program.
6. Completion of all general education and cognate requirements before entering the second year of the A.S. curriculum. Exceptions must be petitioned to the Nursing Admissions Committee. This requirement does not apply to the LVN to RN program.
 7. Completion of all standardized tests administered as part of nursing curriculum.
 8. Satisfactory completion of the requirements for the A.S. Degree in Nursing as specified in the current *General Catalog*.

Major in Nursing, A.S.

A minimum of 96 hours included in the major and cognates.

► **Required Core Courses (70 hours):**

NURS 121	Nursing I	6
NURS 124	Nursing II	6
NURS 125	Nursing III	6
NURS 212	Pharmacology	3
NURS 221	Nursing IV	6
NURS 222	Nursing V	6
NURS 235	Health Assessment	4
NURS 254	Mental Health Nursing	6
NURS 255	Pediatric Nursing	5
NURS 256	Maternal-Newborn Nursing	6
NURS 325	Nursing VI	3
NURS 325L	Nursing VI Clinical	5
NURS 327	Nursing VI Simulation	1
NURS 326	Management and Professional Practice	3
NURS 390	Pathophysiology	4

► **Required Cognate Courses (30-31 hours):**

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
CHEM 101 or 102	Introductory Chemistry Survey of Organic Chemistry	5
FDNT 235	Nutrition	3
MICR 134	General Microbiology	5
PSYC 121	General Psychology	4
PSYC 234	Human Development	4

At least one of the following courses: 3-4

ANTH 124	Cultural Anthropology	4
NURS 376	Transcultural Nursing	3
SOCI 121	Introduction to Sociology	4
SOCI 214	The Family	4

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SOCI 232	American Social Problems	4
SOCI 355	Cultural Diversity	3

► *General Education Requirements (17-30 hours):*

Section I: Foundations of Learning

ENGL 101	College English I	4
COMM 105	Communication and Public Speaking	4

At least one of the following options: 0-8

A full year of Algebra II or Integrated Math III with semester grades of C or better from an accredited secondary institution or an approved algebra waiver exam.

MATH 095+096	Basic Algebra I+II (4+4)	
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Section II: Foundations of Faith

Take at least 9 hours of religion coursework 9

Complete the religion requirement for the Associate Degree as listed on p. 42 of this catalog. The requirement includes 9 hours of coursework as follows:

Studying Scripture:

Take an elective course, if needed.

Exploring Seventh-day Adventist Life and Thought:

One approved religion course that explores and critically analyzes Seventh-day Adventist beliefs and values.

One approved course.

Transfer students will have the requirement reduced according to the proration chart listed on p. 42 of this catalog.

Bachelor of Science in Nursing, B.S.N. (Second-Step Program in Nursing)

The mission of the Bachelor of Science in Nursing Program is to prepare registered nurses for professional practice within a broad liberal education in a context of Christian faith and human service. This mission is fulfilled by providing quality nursing education guided by the Nursing Program's philosophy.

This upper-division program for registered nurses leading to the Bachelor of Science in Nursing degree is designed to articulate with a two-year associate degree program. A registered nurse graduate of an Associate Degree program often will have completed most of the nursing prerequisites for the program. Prior nursing credit of associate degree or diploma program graduates will be evaluated and appropriate credit given.

A student enrolled in full-time study may sequence general education and nursing courses to complete degree requirements in three to six quarters. A flexible class schedule helps to accommodate the needs of those with limited access to nursing programs or who are unable to coordinate with traditional baccalaureate programs.

► *Admission Requirements:*

Admission requirements are those published in the General Catalog in effect during the year of the student's admission to the Nursing Program. The Nursing and Health Sciences Department reserves the right to admit or deny admission to individuals applying for admission to the Nursing Program.

- In addition to the requirements for admission to the college, the following criteria must be met:
 - Completion of an associate degree, or equivalent, in nursing.
 - Completion of the required cognates for the A.S. degree in Nursing.
 - Applicants must be able to demonstrate a feasible plan for completion of general education courses at a time consistent with completion of courses in the major. Students accepted for full-time enrollment will lack no more than 12 hours of GE.
 - Current unencumbered California RN license.
- Applicants must submit an application for admission to the Nursing Program. Application packets are available at the department office and website: www.puc.edu/nursing.
- The Admissions Committee may request that the applicant participate in an admissions interview.
- Students currently enrolled in an ASN program may take certain B.S.N classes at the discretion of the BSN director. The student must have completed all B.S.N. GE's prior to taking the B.S.N. courses during A.S.N education.

After the applicant has completed all admissions requirements, the application will be processed according to program application deadlines and the student notified in writing of the action taken. *See B.S.N. Nursing Application Packet for details.*

► *National Specialty Certifications*

Students transferring into the Bachelor of Science in Nursing Program with previously earned national specialty certifications should apply to the Department Chair for credit at the time of admission to the program. National specialty certifications include those requiring a documented number of years/hours of work in the specialty and a standardized exam; see the Nursing and Health Sciences Department for a list of recognized certifications.

Credit is granted subject to the approval of the Department Chair in conjunction with the Records Office. Students with recognized certifications typically receive credit for NURS 389 Special Topics: Nursing Role Specialization Practicum (maximum of 5 quarter credits). In rare cases, a certification program may provide education that closely matches content provided in another upper-division nursing course at Pacific Union College.

These situations will be considered for credit and course equivalencies on a case-by-case basis.

In order to receive credit, students must provide the Nursing and Health Sciences Department with documentation providing evidence of the approved national certification. Grades issued in recognition of national specialty certification are recorded as “S” (Satisfactory).

➤ **Transportation Policies:**

See transportation policies listed under the A.S. program.

➤ **Clinical Placement:**

Clinical placement is evaluated and approved by the nursing faculty.

➤ **Air Force ROTC**

Air Force Reserve Officer Training Corps (Air Force ROTC) is available to Pacific Union College students through California State University, Sacramento. ROTC coursework is completed on the CSU Sacramento campus. Upon completion of ROTC requirements and coursework necessary for the degree objective (e.g., B.S.N. in Nursing), cadets are commissioned as an officer in the US Air Force. Because of the firm scheduling requirements of the ROTC program, students should work closely with their academic advisor and the AF ROTC unit in planning their academic program. Air Force ROTC scholarships are available to qualified students. Contact the unit admissions officer in the Aerospace Studies Department at CSU Sacramento, telephone 916-278-7783, for information on the program.

➤ **Academic Requirements for Continuation in and Graduation from the Second-Step Program in Nursing:**

1. The B.S.N. cognate and general education requirements are outlined below. The general requirements for a baccalaureate degree are outlined in the section entitled “The Baccalaureate Degree Program” in this catalog.
2. Students who receive a grade lower than a C- in a nursing course must repeat the course.

Bachelor of Science in Nursing, B.S.N.

A minimum of 76 hours (39 upper-division hours) included in the major and cognates. All courses are to be selected in consultation with the nursing faculty advisor. Each practicum must be taken concurrently with the appropriate theory course.

➤ **Required Core Courses (44-49 hours):**

NURS 390	Pathophysiology	4
NURS 419	Nursing Professional Issues	4
NURS 431	Community Health Nursing	4
NURS 432	Community Health Nursing Practicum	3
NURS 460	Healthcare Education	5
NURS 485	Introduction to Research	4
NURS 490	B.S.N. Capstone I	1
NURS 491	B.S.N. Capstone II	1

At least one of the following:

NURS 461	Healthcare Management (5)	5
NURS 560	Concepts in Nursing Leadership (5)	5

BSN Electives (4 courses, minimum of 14 credits) 14

NURS 371	Care of the Older Adult (3)	
NURS 372	Alternative and Comp Therapies (3)	
NURS 375	End of Care Life (4)	
NURS 376	Transcultural Nursing (3)	
NURS 384	Healthcare Delivery System (3)	
NURS 420	Nursing Social Issues (4)	
NURS 421	Nursing Global Issues (4)	
NURS 510	Nursing Technology and Informatics (4)	

At least one of the following courses:

NURS 235	Health Assessment (4)	4
NURS 335	Advanced Health Assessment (4)	

➤ **Required Cognate Courses (33-34 hours):**

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
CHEM 101	Introductory Chemistry	5
or 102	Survey of Organic Chemistry	4
FDNT 235	Nutrition	3
MICR 134	General Microbiology	5
PSYC 121	General Psychology	4
PSYC 234	Human Development	4

At least one of the following courses:

ANTH 124	Cultural Anthropology (4)	3-4
NURS 376	Transcultural Nursing (3)	
SOCI 121	Intro to Sociology (4)	
SOCI 214	The Family (4)	
SOCI 232	American Social Problems (4)	
SOCI 355	Cultural Diversity (3)	

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► General Education Requirements for the B.S.N.:

Section I. Foundations of Learning

A. Written Communication

ENGL 101+102 College English I, II (4+4)

B. Oral Communication

COMM 105 Communication and Public Speaking (4)

C. Algebra Proficiency

A full year of either Algebra II or Integrated Math III with semester grades of C- or better at an accredited secondary institution, or

Successful completion of an approved waiver exam, or
MATH 095+096 Basic Algebra I+II (remedial courses)

D. Statistics

STAT 222 Introduction to Statistics (4)

Section II. Foundations of Faith

At least 18 hours of religion: 18

Complete the religion requirement for the B.S. Degree as listed on pp. 38-39 of this catalog. The requirement includes 18 hours of coursework as follows**:

Studying Scripture:

One approved course.

Specialized Option for B.S.N. (recommended)

RELB 341 Jesus as Healer (3)

Exploring Seventh-day Adventist Life and Thought:

One approved course.

Integrating Faith and Life:

RELH 314 World Religions for Hlthcr Professionals (3)

Specialized Options for B.S.N. (recommended)

RELP 346 Spiritual Care for Patients (3)

RELT 345 Christian Ethics and Patient Care (3)

Electives

Take additional electives if needed.

Section III. History & Social Science

One history (HIST) or political science (PLSC) course: 3-4

Section IV. Arts & Humanities

Two courses from the following: 6-8

Courses must come from at least 2 different areas.

Literature

ENGL 301 Themes in Literature (4)

Visual Arts

ARTH 107 History of American Art (4)

ARTH 115 History of Western Art I (4)

ARTH 116 History of Western Art II (4)

ARTH 278 History of Women Artists (4)

Music

MUHL 105 Survey of Music (3)

MUHL 115 Survey of Music for Visual Media (3)

MUHL 205 Listening with Understanding (3)

MUHL 206 Music in Christian Worship (3)

MUHL 245 World Music and Culture (3)

Language & Culture

CHIN 111 Beg Chinese I- Language & Culture (4)

FREN 111 Beg French I- Language & Culture (4)

GRMN 111 Beg German I- Language & Culture (4)

ITAL 111 Beg Italian I- Language & Culture (4)

JAPN 111 Beg Japanese I- Language & Culture (4)

KORE 111 Beg Korean I- Language & Culture (4)

SPAN 105 Spanish for Healthcare I (3)

SPAN 111 Beg Spanish I- Language & Culture (4)

Philosophy or Interdisciplinary Humanities

Any course with a PHIL prefix

Any interdisciplinary transfer Humanities course

► Electives for the B.S.N.:

Additional coursework as necessary to complete 192 hours total and 60 upper-division hours total to meet the baccalaureate degree requirements. Students may take additional Nursing Issues and Special Topics courses if upper-division hours are needed.

Credit for Relevant Military Education and Experience

Individuals who present with relevant military education and experience equal to but not limited to Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) are eligible for advanced placement in a prelicensure nursing program. All nursing courses can be challenged; however, individuals must have prior relevant education and experience that meet the specific requirements of each course.

Information regarding evaluation and granting equivalency credit is available on school websites. Appointments are scheduled with the nursing Program Director or designated advisor. The school determines whether full or partial course credit can be given for nursing courses through its course challenge policy and procedures which can include:

**Religion areas A, B, and D are required for the associate degree and are waived for students who have earned an A.S. degree in nursing. Transfer students will have the requirement reduced according to the proration chart listed on p. 39 of this catalog.

- DD Form-214 demonstrating honorable military discharge.
- Completion of program entrance requirements including designated prerequisites and assessment testing.
- Submission of official transcripts with syllabi of relevant military education program and clinical experience demonstrating satisfactory completion of coursework and clinical experience.
- Availability of materials for course challenge such as course syllabus with course objectives, content outline, textbook list, types of test items, format of examination and testing, and critical elements.
- Satisfactory level of achievement on challenge examinations or other evaluative methods to validate achievement of course objectives such as;
 - Skills competency evaluation (clinical courses)
 - Written challenge exam(s)
 - Dosage calculation exam

Relevant Statute and Regulations

The relevant statute and regulations that provides information for veterans with military medical education and experience seeking credit are listed below:

- **CCR section 1418:** Eligibility for licensure of applicants who have Military Education and Experience
- **CCR section 1423.1:** Ground for denial or removal of board approval
- **CCR section 1423.2:** Denial or revocation of approval of a nursing program
- **CCR section 1430:** Previous Education Credit

Master of Science in Nursing, M.S.N.

The mission of the Master of Science in Nursing Program is to prepare the nursing graduate to be a leader in nursing education and healthcare organizations through leadership opportunities. This mission is fulfilled by providing quality nursing education guided by the Nursing Program's philosophy.

► *Routes of Entry to the Master of Science in Nursing:*

Pacific Union College offers three routes of entry for Registered Nurses seeking a Master of Science in Nursing degree. The Graduate Record Exam (GRE), generally required for admission to master's degree programs, is NOT required for admission. The pathways to the Master of Science in Nursing degree are as follows:

- A. Traditional Entry
- B. Bridge Program
- C. R.N.-to-M.S.N. Fast Track

► *Admission Requirements:*

Admission requirements are those published in the General Catalog in effect during the year of the student's admission to the Nursing Program. The Nursing and Health Sciences Department reserves the right to admit or deny admission to individuals applying for admission to the Nursing Program.

1. In addition to the requirements for admission to the college, the following criteria must be met:
 - a) Completion of a bachelor of science degree in nursing from a program accredited by the NLNAC or CCNE. Registered nurses with a bachelor degree in a related field may seek admission through the Bridge Program.
 - b) Hold a current license to practice professional nursing in the state where they live.
2. Applicants must submit an application for admission to the Nursing Program. Application packets are available at the department office and website: www.puc.edu/nursing.

A. Traditional Entry Admission Requirements:

For students with a B.S. degree in Nursing.

1. Baccalaureate degree in Nursing
2. Cumulative GPA of 3.0 or higher
3. Introductory or undergraduate courses in statistics and research
4. Unencumbered license to practice as a Registered Nurse in your state of residence.

B. Bridge Program Admission Requirements:

For Registered Nurses with a Non-Nursing B.A. or B.S. degree. The Bridge Program option enables students to enter

Nursing and Health Sciences

directly into the Master of Science in Nursing program.

1. B.A. or B.S. degree in non-nursing discipline
2. Cumulative GPA of 3.0 or higher
3. Introductory or undergraduate courses in statistics and research
4. Unencumbered license to practice as a Registered Nurse in your state of residence.

C. R.N.-to-M.S.N. Fast Track Admission Requirements:

For Registered Nurses seeking to proceed directly to the Master of Science in Nursing Degree from the B.S.N. program. Students will earn a B.S.N. prior to completing the M.S.N.

1. Associate of Science Degree in Nursing or Diploma in Nursing
2. Cumulative GPA of 3.0 or higher
3. Unencumbered license to practice as a Registered Nurse in your state of residence.
4. Please refer to the Undergraduate Nursing handbook. All requirements for the B.S.N. must be completed however students will take the following courses:
5. NURS 510 Nursing Technology & Informatics (4 credits) instead of RN-BS NURS 389 Nursing Informatics
6. NURS 560 Concepts in Nursing Leadership (5 credits) instead of RN-BS NURS 461 Healthcare Management.
7. Students may be advised to take additional M.S.N./M.B.A. courses at the discretion of the Dean of the program.

After the applicant has completed all admissions requirements, the application will be processed according to program application deadlines and the student notified in writing of the action taken. *See M.S.N. Nursing Application Packet for details.*

► *The Program of Studies*

Each student will be assigned a graduate advisor from the Nursing Department faculty. The student will work with their advisor to construct an acceptable Program of Studies. The advisor and the department chair will work corroboratively to monitor progress during the period of graduate study.

The Program of Studies must provide for the following:

1. Removal of any undergraduate deficiencies;
2. Completion of all requirements for the degree; and
3. Sequencing of course work so that all requirements are completed within the five-year limit.

Requirements for Graduation with the M.S.N. Degree

M.S.N. candidates have the option of fulfilling requirements under the catalog of their first enrollment or any subsequent catalog during the time of continuous enrollment. To receive the M.S.N., students must meet the following requirements:

1. Satisfactory completion of approved Program of Studies,

including all core and emphasis requirements. A student may earn multiple emphases, provided that each emphasis includes 18 hours of credit that do not overlap with any other emphasis.

2. A minimum overall graduate GPA of 3.0 with no more than two classes with grades below than B-. Classes with a grade of C- or below will not be counted for credit toward the master's degree, although they impact the graduate GPA. A course may be repeated one time to improve the GPA. A maximum of two courses may be repeated.
3. Completion of requirements within five calendar years beginning with the first enrollment in courses counting toward the master's degree. A time extension requires petition to and approval from the Nursing Department.
4. Submission of the Application to Graduate with the Records Office according to published institutional deadlines.

► *Portfolio for the Master of Science in Nursing Degree*

All M.S.N. students will be required to develop an electronic professional portfolio regardless of enrolled program of study. The portfolio is a purposeful collection of work that illustrates efforts, progress, and achievement in one or more areas over time. The portfolio should clearly show the relationship between standards or goals, and artifacts in a collection of evidence indicating how learning or skills acquisition occurred throughout the program of study. Refer to your specific program of study for portfolio requirements.

► *International Student Admission*

International students must meet all prerequisites for admission as outlined above regardless of undergraduate GPA or work experience. International applicants must also provide a TOEFL score of at least 100 (Internet-based) as a prerequisite for admission.

Provisional Admission

On rare occasions, the Nursing Department faculty may provisionally accept a student based on their academic background. A student accepted on academic provisional basis may be admitted to regular status upon the completion of 18 credit hours taken through Pacific Union College with a minimum grade of B in each course. Students are not permitted to repeat courses in order to satisfy this requirement. Students who do not satisfy this requirement will not be permitted to continue in the program.

Transfer Credit

The department director must approve any transfer coursework prior to admission to the program. Credit earned by correspondence, examination, work experience, or

continuing education is not applicable to the M.S.N. course requirements.

Master of Science in Nursing, M.S.N.

A minimum of 47-49 hours

► **Core Requirements (24 hours):**

NURS 505	Theoretical Foundations of Advanced Nursing	4
NURS 506	Evidence-Based Practice & Nursing Research	4
NURS 510	Nursing Technology and Informatics	4
NURS 515	Quality Leadership for Population Healthcare	4
NURS 560	Concepts in Nursing Leadership	5

At least one of the following courses: 3

RELP 520	Integrating Faith and Leadership (3)	
RELT 530	Christian Ethics and Patient Care Marketing (3)	

1. Nursing Education Emphasis (23 Hours)

NURS 531	Nurse Educator I Teaching & Tech Strategies	5
NURS 532	Nurse Educator II Curriculum Development	4
NURS 533	Nurse Educator III Evaluation Strategies	4
NURS 592	Nursing Education Role Practicum & Capstone	6

At least one of the following:

NURS 534	Adv. Concepts in Physiology & Pathophys.	4
NURS 535	Advanced Health Assessment	4
NURS 536	Advanced Pharmacology	4

2. Nursing Leadership and Business Management

Emphasis (26 hours)

HADM 530	Human Resources in Hlthcare Organizations	5
HADM 532	Finance and Mgmt Accounting in Healthcare	5
NURS 545	Economics & Health Policy	5
NURS 585	Healthcare Org. Ldrship & Strategic Planning	5
NURS 591	Nurs. Leadership Role Practicum & Capstone	6

Students may take the following courses in the Masters Fast track prior to obtaining the Bachelor of Science in Nursing degree:

HADM 530	Human Resources in Hlthcare Organizations	5
HADM 532	Finance and Mgmt Accounting in Healthcare	5
NURS 545	Economics & Health Policy	5

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Emergency Services

LOWER-DIVISION COURSES:

EMER 100 **1 F** **Careers in Emergency Management**

An introduction to the field of emergency management. Students will explore the careers available within the field of emergency management and discover the skills, knowledge, and abilities needed to be successful in the Emergency Services and Emergency Management degrees available at Pacific Union College.

EMER 104+105 **5+6 F+W** **Emergency Medical Technician I, II**

Emergency medical training necessary to provide pre-hospital basic life support to the sick and injured. Meets, in part, the requirements for California EMT certification. Must be 18 years old by course completion to be eligible for certification. Must be taken during the same year. EMER 105 also includes arranged pre-hospital clinical hours. Prerequisite: CPR for the Healthcare Provider. EMER 104 or equivalent is a prerequisite for EMER 105.

EMER 180 **3 S** **Fundamentals of Technical Rescue I**

An introduction to theory and skills used in technical rescue operations. Focus on the utilization of specialized rescue equipment and the four phases of rescue. Specific topics include PPE, types of rescues, rope construction, life safety knots, self-rescue techniques, patient packaging, anchors and anchor systems, belays, raise and lower systems, mechanical advantage, and pick-offs. Upon successful completion and evaluation, students will receive Rescue 3 International Technical Rope Rescue-Technician (TRR-T) certification. Two lectures and one laboratory per week.

EMER 181 **2 S** **Fundamentals of Technical Rescue II**

Swiftwater Rescue Technician (SRT) Unit 1 (fundamental rescue skills for swiftwater) and SRT-Advanced (advanced swiftwater techniques and rope rescue techniques in a swiftwater environment). Also includes a night search and rescue operation in a river environment. Lecture provided during the spring quarter, laboratory conducted in the field during the summer. May be repeated for credit. Prerequisite or corequisite: EMER 180. Eligible for IP grading.

EMER 225 **3 W** **Public Health for EMS**

An overview of the American health system and public health education. Emphasis on the role of the pre-hospital medical provider in public health issues. Topics include disease prevention and treatment and the special concerns associated with the health of children and senior citizens; includes child and elder abuse.

EMER 235 **2 F** **Emergency Vehicle Operations**

The safe operation of emergency vehicles during all phases of use, including but not limited to emergency response. One lecture and one laboratory per week.

EMER 255 **3 S** **Emergency Scene Management**

Application of the nationally adopted incident command system to emergency scenes. Emphasizes proper use of resources, interfacing with allied agencies, and decision-making under stress.

EMER 273 **2 F, W, S** **Emergency Medical Practicum**

Application of skills from EMER 105 in a pre-hospital and a hospital setting. Prerequisite: Current EMT certification

by the LEMSA or NREMT. Qualifies for IP grading.

EMER 280 **2 F** **Introduction to Search and Rescue**

Introduction to Search and Rescue of the lost or missing person, including tactics and survival. The course is aligned and supported by the National Association for Search and Rescue (NASAR). The laboratory portion of the class is conducted on college property and will require students to be out of doors for 3-4 hours at a time regardless of the weather or time of day. Students must hike over uneven ground, carrying heavy packs/equipment.

EMER 281 **2 W** **Emergency Survival**

Emergency survival techniques necessary to stay alive in the wilderness until rescued. The course will cover the “ten essentials of wilderness survival.” Students will build their own personal “ten essentials” survival kit and learn how to use these items. Course will culminate in a 30-hour solo survival exercise.

EMER 291 **.5 S** **Emergency Services Seminar**

Single topics of current interest in the emergency medical field presented by guest lecturers. Required only for students enrolled in the A.S. program.

UPPER-DIVISION COURSES:

EMER 310 **3 F** **Foundations of Emergency Management**

An introduction to the nationally adopted incident command system, provides the foundation for higher level ICS training. Includes the history, features and principles, and organizational structure of the Incident Command System as well as the relationship between ICS and the

National Incident Management System (NIMS).

EMER 315 4 S
Foundations of Homeland Security

Explores the topics of terrorism, terrorist behavior, homeland security policies, and emergency management. Discusses the differences between homeland security and disaster communities, as well as covers the stages of emergency management with a focus on terrorism prevention and response.

EMER 320 4 W
Technology in Emergency Management

Introduces students to the new technologies augmenting the field of emergency management: enhanced surveillance, drones, advanced communication modalities, and artificial intelligence. Special attention will be paid to advances in GIS technologies, hazard modeling programs, cybersecurity, and social media.

EMER 355 4 W
Disaster Management

Application of the incident command system (ICS) to large-scale disasters, whether man-made or natural. Encompasses all phases from preparation through response to after-action review. Emphasis placed on pre-planning for high-risk entities and vulnerable populations.

EMER 405 4 W
Continuity of Operations

Examines the theory and application of business continuity management including the identification of risks, threats, and vulnerabilities. Students will learn how to conduct a business impact analysis, how to develop comprehensive continuity plans, as well as learn multiple techniques for developing and evaluating continuity programs.

EMER 425 4 F
Crisis Management in Public Safety

Examination of each phase of critical incident response with an emphasis on stress prevention, intervention, and management strategies.

EMER 480 3 S
Issues in Emergency Services

Exploration of current issues facing the emergency responder with implications affecting current care and practice. Special emphasis on developing an expanded awareness of opportunities to participate as a change agent, demonstrating and advocating for best practices related to various emergency services concepts. Prerequisite: EMER 225.

EMER 491 1-3 S
Emergency Management Capstone

Culminating educational experience for emergency management students. Students will produce and present a final project. Should be taken during the student's final term prior to graduation.

EMER 494 1-3 F W S Su
Emergency Management Internship

Supervised work experience in emergency management and/or related field to increase student understanding by applying program education to an applied work experience. Enrollment limited to department majors. Advance approval of the department required. May not be taken before the end of the sophomore year. Qualifies for IP grading. Graded S/F. May be repeated for credit.

Food and Nutrition

LOWER-DIVISION COURSE:

FDNT 235 3 F, W, S
Nutrition

Principles of nutrition, emphasizing nutritional requirements, dietary sources of nutrients, nutrient utilization, effects of nutrition on energy intake and weight control, fitness, disease prevention, and life cycle.

Global Health

GLBH 201 2 F, S
Introduction to Global Health

An introduction to key global health topics. Looks at links between poverty and health; relationships among health, equity, and health disparities; connections between health and social and economic development; and the relationship between gender and ethnicity to health.

GLBH 310 4 F
Population Health

Focuses on interrelated conditions that influence health outcomes of individuals within populations. Considers health as influenced by cultural, social, economic, and physical environments. Examines patterns of health practices, human biology, early childhood development, and health services on the health outcomes of various groups of individuals.

GLBH 410 4 F
Epidemiology for Public Health

Expands on prior knowledge to provide solid foundation in key areas of methodology, causality, and the complex issues that surround chronic and infectious disease investigation. Examines descriptive epidemiology, including data sources, study designs, measures of effect,

Nursing and Health Sciences

data interpretation, and screening. Also focuses on four content areas: infectious diseases, occupational and environmental health, molecular and genetic epidemiology, and psychosocial epidemiology.

GLBH 418 **4 W** **Ethics for Global Health**

Exploration of how values influence one's perspective on identifying global wrongs related to health and seeking to find solutions. For example, where do the rights of people to enjoy health intersect with the idea that other people may not feel obligated to provide charity? If one group believes in a particular systematic approach to health, what happens when they fail to respect national boundaries in offering solutions to a health issue?

GLBH 422 **4 S** **Metrics Literacy**

Health indicators, calculated as rates, ratios, and percentages, serve as a common numerical language to make order out of chaos. These numbers represent (in aggregate) real people's lives. What do health indicators really tell us? How do they work, what do they reveal, what do they conceal? This class explores why it matters.

GLBH 460 **4 W** **Health Systems of the World**

Health systems in all countries reflect disparities in wealth. The demand for health services always outstrips the financial resources available to supply them. Differences in income translate to both personal and societal wealth and have a profound and continuing effect on the opportunities, lifestyles, and health of the people. Even low-income countries now experience wealthy-nation diseases, such as heart disease and cancer.

GLBH 465 **4 F** **Issues in Global Health**

Many health issues surface to the public domain in the form of controversies. To get to the root of the controversy, and to gain insight into what must be done to promote health, learners must dissect root causes before proposing strategies for progress. This course covers a variety of health-related topics that affect the U.S. and many other countries.

GLBH 470 **4 S** **Project Implementation**

This course is intended to help students understand not only competent health program planning and evaluating but also to become savvy consumers of evaluation reports. The distinction between individual patient health and population health is a prerequisite for the thinking and planning stages. Implementation varies depending on which level of a population is targeted, different determinants of a health problem, and the selected strategies and interventions to address a health problem. Quality improvement methodologies are presented since they complement traditional program evaluations.

GLBH 476 **4 Arr** **Global Health Field Experience**

The field experience focuses on issues relevant to global health, including health care, health education, environmental effects on health, infectious disease, mental health, health disparities, medical sequelae of natural disasters or political violence, indigenous healing practices, nutrition and reproductive health. Prerequisite: Department permission.

Health Sciences

LOWER-DIVISION COURSES:

HLTH 101 **2 F, W** **Introduction to Allied Health Professions**

Exploration of the spectrum of careers that support health care delivery in the United States. Includes an introduction to health care delivery systems, communication in the health care environment, chart documentation, evidence-based health care, professional ethics, and medical terminology. Designed for students who are planning for a career in health-related areas, particularly the allied health professions.

HLTH 201 **2 S** **Issues in Allied Health Professions**

Capstone course that allows the student to reflect and report on current issues in the allied health professions with a focus on their selected allied health career. Includes a project in which the student will demonstrate their knowledge of medical vocabulary, scientific method, clinical ethics, and health care systems. Designed for students in the final year of the A.S. degree in Health Science.

HLTH 301 **4 W** **Health, Society, and the Consumer**

This upper division rhetoric intensive course surveys the historical evolution of healthcare in America, touching on the impact of health reform and other social, political, and religious movements from the nineteenth to the twenty-first century. Various aspects of healthcare in the United States, including the history of Seventh-day Adventist healthcare, alternative and complementary healing modalities and current healthcare initiatives, are critically analyzed for their strengths and weaknesses. Educating students to

become informed consumers and producers in the healthcare marketplace is a crucial aspect of the course. Designed for students in the Junior year of the B.S. degree in Health Science.

HLTH 401 **4 W**
Research Methods for Health Science

A study of research designs, methodologies, and ethics within health science. Students will complete an original research project including the use of descriptive and inferential statistics resulting in a formal paper, poster, and presentation. Designed for students in their final year of the B.S. degree in Health Science.

Nursing

SERVICE COURSE:

(Not applicable to a major or minor in this department)

NURS 110 **2 F, W, S**
Introduction to Nursing

An overview of the profession of nursing, introducing participants to the philosophy and conceptual framework of the Nursing Programs at Pacific Union College. Addresses the nature of nursing, historical and contemporary influences on nursing, guidelines for nursing practice, health practices and beliefs, and the scope of nursing within the healthcare system. Aims to provide participants with sufficient understanding of the nature and scope of nursing in order to better evaluate its fit with their goals and aptitudes. Required for applicants to the Associate of Science Degree in Nursing.

NURS 210 **2 Arr**
LVN to RN Bridge

Introduction to the mission and philosophy of the PUC Nursing Programs,

orientation to the LVN to RN program, and knowledge and skills competency validation. Takes the place of NURS 110 for Advanced Placement LVN to RN students. Prerequisites: Advanced Placement admission to the nursing program. Current California LVN license or equivalent.

NURS 213 **4.5 Arr**
EMT-P to RN Bridge

This course bridges the theory gap from a paramedic education to the end of a first-year nursing student. Including an introduction to the mission and philosophy of the PUC Nursing Programs, nursing pharmacology concepts and competencies, basic nursing knowledge, and skills competency validation that prepares students to enter a fast-tracked (18 month) LVN/Med-Tech/EMT-P to RN program. Takes the place of NURS 110 (Introduction to Nursing) for Advanced Placement EMT-P to RN students. Four theory units (40 clock hours) and one and a half lab units (15 clock hours). Eligible for IP grading. Students must pass the PN Comprehensive Exam (ATI) with a minimum of 70.7%.

Prerequisite: Admission to the Nursing Program. Current California EMT-P license or equivalent.

LOWER-DIVISION COURSES:

(Note: In addition to the content described in each nursing course, the concepts of aging, communication, pharmacology, and therapeutic nutrition are integrated throughout the curriculum.)

NURS 121 **6 F, W, S**
Nursing I

Introduces students to basic concepts related to the individual (comfort, elimination, infection, culture and diversity, spirituality) and the profession (clinical decision making, safety, teaching and learning, informatics, legal). Students

achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: Admission to the AS Nursing Program, BIOL 101 or 102, CHEM 101 or PHYS 105, ENGL 101, MATH 096, NURS 110.

Corequisite: NURS 235.

NURS 124 **6 F, W, S**
Nursing II

Reinforces and expands on concepts previously learned and introduces students to concepts related to the individual (homeostasis, metabolism, mobility, tissue integrity, aging, end-of-life care). Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 121, 235, BIOL 101, 102.

Corequisite: NURS 212.

NURS 125 **6 F, W, S**
Nursing III

Reinforces and expands on concepts previously learned and introduces students to concepts related to the individual (oxygenation, cellular regulation I, perfusion I). Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 124, 212.

Corequisite: NURS 390.

NURS 212 **3 F, W, S**
Pharmacology

Introduces students to major classifications of pharmacotherapeutic agents

Nursing and Health Sciences

administered to individuals receiving nursing care. An overview of the pharmacokinetics, indications, contra-indications, and drug interactions of commonly used medications provides a basis for safe and effective nursing care. Select concepts related to the individual and profession are addressed as they relate to pharmacology and the nursing role. Students achieve student learning outcomes by integrating new and prior knowledge in the classroom setting.

Three theory units (30 clock hours).

Prerequisites: NURS 121, 235.

Corequisite: NURS 124.

NURS 221 **6 F, W, S** **Nursing IV**

Reinforces and expands on concepts previously learned and introduces students to concepts related to the individual (immunity, inflammation, perfusion II). Students focus on managing care for patients with increasingly complex alterations in health and more fully integrating professional and interpersonal/healthcare concepts into nursing practice. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 125, 390.

Corequisite: NURS 254.

NURS 222 **6 F, W, S** **Nursing V**

Nursing V continues to expand and reinforce on the nursing concepts necessary for safe, compassionate, patient-centered nursing care and applies that content to the care of patients with complicated healthcare issues. The course expands on professional nursing concepts including clinical judgement and collaboration with other healthcare professionals. Students focus on managing care for patients

with complex alterations in health and fully integrating professional and interpersonal/healthcare concepts into nursing practice. Students achieve student-learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings. Nursing content and theory are acquired in the classroom and applied in all nursing environments including the simulation laboratory and various clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 221, 254.

Corequisite: NURS 256.

NURS 235 **4 F, W, S** **Health Assessment**

Introduces students to the nursing profession concept of assessment, including taking a full health history, collecting assessment data, and distinguishing normal from abnormal findings. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom and laboratory settings.

Three theory units (30 clock hours) and one clinical unit (30 clock hours).

Prerequisite: Admission to the AS Nursing Program.

Corequisite: NURS 121.

NURS 254 **6 F, W, S** **Mental Health Nursing**

Reinforces and applies concepts previously learned to the mental health setting and introduces students to concepts related to the individual (addiction behaviors, cognition, development, self, grief and loss, mood and affect, stress and coping, violence) and to professional concepts unique to the setting of mental health nursing. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 125, 390.

Corequisite: NURS 221.

NURS 255 **5 S** **Pediatric Nursing**

Reinforces and applies concepts previously learned to the pediatric setting and introduces students to individual concepts (development, child health and wellness, family) and professional concepts unique to the setting of pediatric nursing. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings. Qualifies for IP grading.

Three theory units (30 clock hours) and two clinical units (60 clock hours).

Prerequisites: Those listed for the appropriate corequisite course.

Corequisite: NURS 125, 221, or 222.

NURS 256 **6 F, W, S** **Maternal-Newborn Nursing**

Reinforces and applies concepts previously learned to the perinatal setting and introduces students to concepts related to the individual (reproduction, neonatal transitions, sexuality) and to professional concepts unique to the setting of perinatal nursing. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom, laboratory, and clinical settings.

Three theory units (30 clock hours) and three clinical units (90 clock hours).

Prerequisites: NURS 221, 254.

Corequisite: NURS 222.

NURS 271 **1-2 F, W, S; 1-6 Su** **Field Experience**

A work-study course offered through the department in cooperation with selected clinical agencies. Students apply previously learned theory and clinical skills in assigned patient-care settings under direct supervision of selected RN preceptors. One quarter unit of academic

credit requires 75 clinical hours. Repeatable to a maximum of 8 credits. Not offered every year.

Prerequisite: NURS 125 and permission of course faculty.

UPPER-DIVISION COURSES:

NURS 325 **3 F, W, S** **Nursing VI**

Nursing VI reinforces concepts previously learned. Content should include all patient populations, focus on care of the complex patient, care of patients with a number of healthcare problems occurring. This advanced, comprehensive course provides a synthesis of all concepts and nursing content taught throughout the program with application in the clinical setting. This course enables the individual student to recognize areas that need enhancement prior to entering professional nursing practice and includes a review and strategies for success on the NCLEX-RN.*

Three theory units (30 clock hours) and four clinical units (120 clock hours).

Prerequisites: All 100 and 200 level nursing courses.

Corequisite: NURS 326.

NURS 325L **5 F, W, S** **Nursing VI Lab**

150 clinical practicum hours

NURS 326 **3 F, W, S** **Management and Professional Practice**

Reinforces and expands on concepts previously learned with emphasis on professional concepts essential to patient care management (advocacy, clinical decision making, collaboration, delegation, ethics, management and leadership, legal issues). Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom settings.

Three theory units (30 clock hours).

Prerequisites: All 100 and 200 level nursing courses.

Corequisite: NURS 325.

NURS 327 **1 F, W, S** **Nursing VI Simulation**

Nursing VI Simulation reinforces concepts previously learned, helping students to develop clinical skills, critical thinking, teamwork, communication, and confidence in a safe and controlled environment. This course consists of discussions, simulations, and demonstrations. Students are expected to participate actively in class activities, simulation experiences, and assignments. Through simulation students achieve the learning outcomes by integrating knowledge, skills, and attitudes in the classroom and simulation setting.

1 simulation unit (30 clock hours).

Co-requirement course NURS 325 and NURS 325L. 30 simulation hours.

NURS 335 **4 F** **Advanced Health Assessment**

Reinforces and builds upon the concept of assessment focusing on further application and integration of skills of taking a full health history, collecting assessment data, and distinguishing normal from abnormal findings. Advanced assessment techniques are introduced and skills developed. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom and laboratory settings.

Three theory units (30 clock hours) and one clinical unit (30 clock hours).

Prerequisite: BSN program admission.

NURS 371 **3 W, Su** **Nursing Care of the Older Adult**

Focuses on the role of nurses in the promotion of wellness among older patients, including physical and psychosocial functions. Discusses transitions between healthcare settings and ethical and

legal issues in this population. Features evidence-based practice and guidelines encouraging wellness, patient-centered care during illness and end-of-life, and integration of knowledge, skills, and attitudes in real and/or virtual classroom settings. 3 theory units (30 clock hours).

NURS 372 **3 F, S** **Alternative and Complimentary Nursing Therapies**

Presents lifestyle medicine as a complement to mainstream medicine. Introduces and examines aspects of holistic health and methods to improve health and promote wellness. 3 theory hours (30 clock hours).

NURS 375 **4 W** **End of Life Care**

Reinforces individual concepts related to grief and loss, with a focus on grief response theories, and addresses common issues related to terminal illness and death. Emphasis is on the professional concepts of advocacy, caring interventions, collaboration, and communication as relevant to end of life care. Select health care system concepts are applied as pertinent to the issues discussed. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Four theory units (40 clock hours).

Prerequisites: NURS 124, 212

NURS 376 **3 W** **Transcultural Nursing**

Explores individual concepts related to culture and diversity and family. Emphasis is on the professional concepts of advocacy, caring interventions, collaboration, and communication as relevant to providing nursing care in an increasingly diverse world. Select health care system concepts are applied as pertinent to the issues discussed. Students achieve student

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learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Three theory units (30 clock hours).

Prerequisites: NURS 124, 212.

NURS 384 **3 W** **Healthcare Delivery Systems**

Explores professional concepts related to health care systems and health policy and the relationships among these systems and policies and the nation's health. Emphasis is on the professional concepts of accountability and advocacy within the health care system as relevant to select national health care issues. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Three theory units (30 clock hours).

Prerequisite: BSN program admission.

NURS 389 **3-5 Arr** **Special Topics: Various**

Exploration of special topics with implications for nurses in various professional roles. Repeatable for credit under different subtitles, such as Informatics, Complementary and Alternative Medicine, and Nursing Role Specialization Practicum (not offered every year). Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Three or four theory units (30-40 clock hours) for each subtitle, with the following exception: Specialization Practicum includes individualized practical experience in various settings for three to five clinical units (80 clock hours/unit).

Prerequisite: NURS 124, 212 or permission of instructor. Current CA RN license required for practicum.

NURS 390 **4 F, W, S** **Pathophysiology**

Expands on concepts learned in the biophysical and psychosocial sciences and focuses on concepts related to the individual that are prevalent in the major conditions identified by the CDC and IOM as leading causes of morbidity and mortality (comfort, infection, homeostasis, metabolism, oxygenation, perfusion, immunity, inflammation, sensory/neuro). Concepts related to the profession (assessment, caring interventions, evidence based practice) are emphasized in relation to the nurses' role in helping individuals move toward optimum health. Students achieve student learning outcomes by integrating new and prior knowledge in the classroom setting.

Four theory units (40 clock hours).

Prerequisite: NURS 124.

NURS 419 **4 F, S** **Nursing Issues: Professional**

Exploration of current nursing issues focusing on professional concepts relevant to the evolving role of nurses in a dynamic health care environment. Special emphasis on developing an expanded awareness of opportunities to participate as a change agent, demonstrating and advocating for best practices related to select health care system concepts (health policy, legal issues, quality improvement). Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Four theory units. (40 clock hours).

Prerequisite: BSN program admission.

NURS 420 **4 F, Su** **Nursing Social Issues**

Exploration of current nursing issues that involve individual concepts (e.g., culture and diversity, family). Special emphasis on developing a better understanding of the sociocultural issues af-

fecting the health of individuals, families, and communities, and the role of the nurse in facilitating wellness and supporting autonomy within various health care settings. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Four theory units (40 clock hours).

Prerequisite: BSN program admission.

NURS 421 **4 Arr** **Nursing Issues: Various**

Exploration of current nursing issues with implications for the nursing profession. Repeatable for credit under different subtitles, such as Global. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in real and/or virtual classroom settings.

Four theory units (40 clock hours).

Prerequisite: BSN program admission.

NURS 431 **4 S** **Community Health Nursing**

Expands on professional nursing concepts applied to the community health care setting. Emphasis on promoting and maintaining health and preventing illness among individuals, families, and communities with a particular focus on issues identified by the CDC, IOM, and other organizations as health care priorities because of their potential to affect the Nation's health. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in the classroom setting.

Four theory units (40 clock hours).

Prerequisite: BSN program admission.

Corequisite: NURS 432.

NURS 432 **3 F, S** **Community Health Nursing Practicum**

Provides for the application of community health nursing concepts. Students achieve student learning outcomes by

integrating knowledge, skills, and attitudes in community health care settings. Qualifies for IP grading. A medical trip is offered each year in the public community health setting. The hours are applied toward the clinical requirements for this course.

Three clinical units (90 clock hours).

Prerequisites: BSN program admission; current CA RN license or are enrolled in NURS 432.

Corequisite: NURS 431.

NURS 460 **5 F**
Healthcare Education

Expands on the professional concepts of teaching and learning and evidence-based practice as a major strategy for health promotion and education. An overview of learning theories and educational strategies provides the basis for developing the role of the health professional as educator. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in the classroom setting.

Four theory units (40 clock hours) and one unit field experience (20 clock hours).

Prerequisite: Admission to the BSN or BS Emergency Management program.

NURS 485 **4 W, Su**
Introduction to Research

Introduces the concepts and process of research and its implications for the health professions. Reinforces and applies the professional concept of evidence-based practice. Emphasis on becoming a consumer of research by developing basic skills for interpreting and using research to inform practice. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in the classroom setting.

Four theory units (40 clock hours).

Prerequisite: Admission to the BSN or BS Emergency Management program.

Recommended prerequisite: STAT 222.

NURS 490 **1 F, W, S**
BSN Capstone I

Emphasizes reflection, integration, and synthesis from other BSN courses. Primarily a self-directed course. Allows the student to demonstrate mastery of program objectives and serves as an assessment of student learning. To be taken during the first quarter of enrollment in the BSN program. Students who take longer than six quarters (or two years) to complete the BSN are required to repeat this course partway through the program. Repeatable to a maximum of 1 credit. Graded S/F.

1 theory unit (10 clock hours).

Prerequisite: BSN program admission.

NURS 491 **1 F, W, S**
BSN Capstone II

Emphasizes reflection, integration, and synthesis from other BSN courses. Primarily a self-directed course. Allows the student to demonstrate mastery of program objectives and serves as an assessment of student learning. To be taken during the final quarter of enrollment in the BSN program. Graded S/F.

1 theory unit (10 clock hours).

Prerequisite: NURS 490

NURS 495 **1-3 Arr**
Independent Study

Individual research; for advanced students with adequate background in appropriate nursing studies. Three units maximum.

1-3 theory units (10-30 clock hours).

Prerequisites: Permission of chair or program coordinator.

Graduate Courses

SERVICE COURSE:

NURS 501 **4 F, W, S**
Community Health Nursing

This Bridge Course is a common course offered for those students who have an AS in nursing but a BS or BA in another discipline other than nursing. This allows them to attain a MSN in nursing and meet the requirements to attain admission to a MSN program.

Designed for Registered Nurses with bachelor degrees in areas other than nursing, the purpose of the course is to provide non-traditional students with a common knowledge base including the community perspective as a foundation for graduate study in nursing. Expands on professional nursing concepts applied to the community healthcare setting for graduate study. Emphasis on promoting and maintaining health and preventing illness among individuals, families, and communities with a particular focus on issues identified by the CDC, IOM, and other organizations as health care priorities because of their potential to affect the Nation's health. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in the classroom setting. Four theory units (4 clock hours). Pre-requisites: Admission to MSN program; current California RN license. Co-requisite. Students may choose to take NURS432 practicum (3 clinical units/90 clock hours) if they wish to obtain the Community Public Health Certification through the CA BRN.

Nursing and Health Sciences

GRADUATE COURSES:

NURS 505 **4 W**
**Theoretical Foundations of
Advanced Nursing**

This course focuses on the conceptual foundations of nursing. Students will examine the philosophical basis of knowledge development in nursing, analyze selected nursing and related theories, and critically evaluate the relevance of theory to nursing research, practice, and education. Qualifies for IP grading. This is the first required course.

Prerequisite: Admission to the MSN program.

NURS 506 **4 F, S**
**Evidence-Based Practice &
Nursing Research**

Students build upon previous learning of research design, methods, and process. The critical relationship of research to nursing as a science, as well as its' development as a professional discipline is emphasized. Qualifies for IP grading.

Prerequisite: STAT 222

NURS 510 **4 F, S**
Nursing Technology & Informatics

This course provides a systematic application of information, computer science, and technology related to nursing practice. Emphasis of incorporating nursing practice systems and information technology. Focus is on identifying clinical data sets, methods of multilevel data retrieval, and the decision-making processing guiding action in the face of uncertainty. Qualifies for IP grading.

NURS 515 **4 W**
**Quality Leadership for
Population Healthcare**

Utilizing current nursing research, evidence-based practice and evolving healthcare trends, students will complete a fieldwork experience in the area

of administration/leadership in a health-care setting or professional organization. The students will analyze examples of current issues related to the health care delivery system that impact on nursing practice. online assignments as well as completion of a 30-hour fieldwork is expected in this course. Qualifies for IP grading.

NURS 530 **5 Online**
Organizational Behavior
(See also HADM 530.)

NURS 531 **5 F**
**Nursing Educator I
Teaching and Technology Strategies**

This course examines driving societal forces for technology integration in nursing education in the emerging knowledge era. The student is provided with the opportunity to synthesize and apply diverse classroom and clinical teaching strategies integrating technology. Using theories of education, students will discuss and evaluate how the use of technology influences teaching, learning, and evaluation strategies, as well as quality improvement and patient safety in clinical practice. Students will explore a variety of technologies and their applicability to learning goals, active learning strategies, and different learning environments such as clinical sites and simulation laboratories. Students will evaluate how teacher and learner roles are influenced by the use of technology. Qualifies for IP grading.

Three theory units and two field experience (40 hours).

NURS 532 **4 W**
**Nurse Education II
Curriculum Development**

This course provides students with the fundamental knowledge and requisite skill set needed to effectively

design, develop, implement, and evaluate nursing education-focused curricula. Current trends in nursing education and accreditation are discussed; philosophies, conceptual frameworks, and development of learning goals and objectives are examined and applied. Qualifies for IP grading.

Three theory units (30 clock hours) and one field experience unit (20 clock hours).

NURS 533 **4 S**
**Nurse Educator III
Evaluation Strategies**

This course will cover various formative and summative evaluation strategies for assessment of student learning outcomes in the classroom, clinical, and laboratory settings. Attention will be given to social/legal/ethical issues, students with disabilities and cultural diversity. This course will equip future nurse educators with the tools needed to effectively and systematically evaluate student learning in multiple settings. The student will be able to develop a variety of assessment procedures that include test writing and analysis, various clinical evaluation tools, and in-class strategies for student engagement. Qualifies for IP grading.

Three theory units and 1 field experience (20 clock hours)

NURS 534 **4 F, S**
**Advanced Concepts in
Physiology & Pathophysiology**

This course is designed to present an orientation to disease as disordered physiology. The course focus is on pathological conditions encountered in clinical practice across the life span of patients. Emphasis is placed on regulatory and compensatory mechanisms as they relate to commonly occurring diseases. The influence of

environmental and genetic factors on the development of disease will be examined. Qualifies for IP grading.

NURS 535 **4 W**
Advanced Health Assessment

Reinforces and builds upon the concept of assessment focusing on further application and integration of skills of taking a full health history, collecting assessment data, and distinguishing normal from abnormal findings. Advanced assessment techniques are introduced and skills developed. Students achieve student learning outcomes by integrating knowledge, skills, and attitudes in classroom and laboratory settings. Qualifies for IP grading.

Three theory units (30 clock hours) and one clinical unit (30 clock hours).

NURS 536 **4 S**
Advanced Pharmacology

Building upon existing knowledge of the nurse educator student, this course focuses on pharmacologic concepts of major drug classifications. Principles of pharmacokinetics, pharmacodynamics and pharmacogenomics will be explored. Emphasis is placed upon the utilization and application of the nursing process in the teaching of pharmacology and safe administration of medications. Qualifies for IP grading.

NURS 545 **5 Online**
Economics and Health Policy
 (See HADM 545)

NURS 560 **5 F, W, S**
Concepts in Nursing Leadership

Nursing Leadership provides the nursing graduate student with the necessary skills to integrate appropriate business, economic, financial, leadership, and management concepts into effective strategies to effect change in health care

agencies and organizations. Qualifies for IP grading.

Four theory units (40 clock hours) and one unit field experience (20 clock hours).

NURS 585 **5 F, S**
Healthcare Organization Leadership & Strategic Planning

A seminar of open discussion and guest lectures relating to current issues developing within the healthcare industry. Included in the discussion will be topics in healthcare finance and legal issues.

NURS 591 **6 F, W, S**
Nursing Leadership Role Practicum & Capstone

This is the final course in the nursing sequence for the role immersion experience in nursing leadership. This course focuses on a role immersion experience in nursing leadership. Students apply and analyze the theories, competencies, and concepts that have been taught throughout the program. Students will work with a practicum advisor who is an experienced nursing leader in a healthcare setting Practicum 120 hr 24 hours included in the total Direct Care Core. Qualifies for IP grading.

NURS 592 **6 F, W, S**
Nursing Educator Role Practicum & Capstone

This is the final course in the nursing sequence for the role immersion experience in nursing education. This course focuses on a role immersion experience in nursing education. Students apply and analyze the theories, competencies, and concepts that have been taught throughout the program. Students will work with a practicum advisor who is an experienced nursing educator in

either the practice or academic setting. Through this experience, the student will lead a group of students in both clinical and theoretical teaching incorporating a variety of teaching strategies. Qualifies for IP grading.

Field experience (60 hours).

THEOLOGY COURSES:

REL 520 **3 W**
Faith and Leadership
See Theology page 193

REL 530 **3 SP**
Christian Perspective in Healthcare Ethics
See Theology page 193

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Faculty

Aimee Wyrick-Brownworth, Dean; Damaris Perez, Chair; Libna Arroyo, Michael Jefferson, Tuwan Ussery

Affiliate Professor: Michael Milmine

Professors Emeriti: Bruce D. Bainum, Charlene Bainum, A. Gregory Schneider, Evaline E. West

Departmental Office: 237 Chan Shun Hall; (707) 965-6537

Degrees and Programs

Psychology, B.S.	183
Psychology, B.A.	184
Psychology, Minor	184
Social Work, B.S.W.	184
Conflict Resolution Certificate	185

The department offers two majors: Psychology and Social Work. The goals of the *Psychology & Social Work Department* are as follows:

- To encourage purposeful living in the service of God and humanity by helping students understand and apply principles of human behavior in personal and professional relationships.
- To provide a general background for a wide range of careers that involve working with people, such as law, medicine, nursing, education, business, and the ministry.
- To prepare students at the baccalaureate level in the generalist framework for employment in the profession of social work.
- To prepare students for successful graduate study in psychology and social work.

While the department has Student Learning Outcomes (SLOs) specific to each major, the overall Departmental Student Learning Outcomes (DSLOs) are that graduates can:

1. Demonstrate respect for the core Department values of free inquiry, diversity, responsible citizenship, and service to God and humanity.

2. Demonstrate recognition of the moral tensions, and appreciation of the common values, between the professions and the Christian faith.

Major in Psychology, B.S.

A minimum of 77.2 hours (49.2 upper-division hours)

► Required Core Courses (58.2 hours):

PSYC 121	General Psychology	4
PSYC 122	Psychology Seminar*	3
PSYC 130	Introduction to the Psychology Major*	1
PSYC 235	Child Development	3
PSYC 235L	Child Development Laboratory	1
PSYC 264	Social Psychology	4
PSYC 322	Research Design	4
PSYC 323	Introduction to Experimental Psychology	4
PSYC 344	Psychology of Personality	4
PSYC 357	Psychological Testing	4
PSYC 394	Colloquium**	1.2
PSYC 436	Physiological Psychology	4
PSYC 444	History and Systems of Psychology	4
PSYC 445	Learning and Memory	4
PSYC 490	Issues in Religion, Ethics, and the Human Sciences	4
PSYC 499	Systematic Issues in Psychology	3
<i>At least one of the following courses:</i>		3
PSYC 390	Gender Issues (3)	
SOCI 355	Cultural Diversity (3)	
<i>At least one of the following courses:</i>		3
PSYC 435	Psychology of Religion (3)	
SOCI 435	Sociology of Religion (3)	

* *Must be taken before the junior year.*

** *Must be taken each quarter of the sophomore and junior years for a total of 6 quarters.*

*** *Transfer courses (generally limited to upper-division hours for current students) may be approved by the department.*

Psychology & Social Work

► Required Core Electives (11 hours):

At least 11 additional hours from the following:** 11

PSYC 241	Topics in Psychology (3)	
PSYC 260	Death and Dying (4)	
PSYC 335	Adolescent Development (3)	
PSYC 358	Abnormal Psychology (4)	
PSYC 360	Drugs, Brain, and Behavior (3)	
PSYC 368	Principles of Counseling (4)	
PSYC 390	Gender Issues (3)	
PSYC 398	Graduate School Application Seminar (1)	
PSYC 399	Research Seminar (1-2)	
PSYC 435	Psychology of Religion (3)	
PSYC 481	Field Work in Psychology Seminar (1)	
PSYC 491	Field Work in Psychology (1-2)	

► Required Cognate Courses (8 hours):

ANTH 124	Cultural Anthropology	4
SOCI 121	Introduction to Sociology	4

Recommended Cognate Course:

STAT 322 Statistical Methods (3)
Any college-level biology course with lab
This recommendation is usually met by BIOL 102 (Human Physiology) or by any one of BIOL 121+122+123 (Biological Foundations I, II, III).

Major in Psychology, B.A.

A minimum of 66.2 hours (42.2 upper-division hours)

Core and cognate requirements are the same as those for the B.S. degree except the 11 hours of core electives are not required. B.A. students are required to complete the foreign language component of the general education package.

Minor in Psychology

A minimum of 30 hours (12 upper-division hours)

► Required Courses (7 hours):

PSYC 121	General Psychology	4
PSYC 122	Psychology Seminar	3

► Required Electives (23 hours):

At least 23 hours from additional non-service PSYC courses, including at least 12 upper-division hours. 23

Bachelor of Social Work, B.S.W.

A minimum of 108.2 hours (61.2 upper-division hours)

The baccalaureate degree program in social work is fully accredited by the Council on Social Work Education. It is designed to prepare students at the baccalaureate level to enter the profession as generalist social work practitioners.

The SLOs of the social work program support its mission and goals to train students as competent generalist social workers, ready for beginning professional practice in accord with the standards of the Council on Social Work Education and the pursuit of graduate social work degrees. These SLOs provide the standard by which the quality of education and professional competencies of students may be assessed.

Graduates of the social work program can:

1. Demonstrates Ethical and Professional Behavior.
2. Engage Diversity and Difference in Practice.
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice.
5. Engage in Policy Practice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities.
7. Assess Individuals, Families, Groups Organizations, and Communities.
8. Intervene with Individuals, Families, Groups, Organizations, and Communities.
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.

Students interested in social work as a profession should make an advisement appointment with the Social Work Program Director. The *Social Work Student Handbook* contains detailed information on the admissions process.

1. Complete the program admissions packet, including admissions application and reference letters (one letter must be from a person who supervised the applicant a minimum of 30 hours in a social work or social service position).
2. Complete the personal admissions interview.

The Program Admissions Committee applies the following criteria in evaluating applications:

- Successful completion of required prerequisite courses
- Satisfactory course performance
- Effective oral-communication skills
- Effective written-communication skills
- Attitudes, behaviors, mental health, and ethics appropriate to the social work profession

- Minimum cumulative GPA of 2.25
- Minimum cumulative GPA of 2.5 within the Social Work core and cognate courses

The Admissions Committee notifies each candidate of the action taken on his or her application.

To remain in the program, students must continue to meet the same academic, ethical, mental health, and behavioral standards.

Any Social Work core or cognate course may be repeated for failing performance only once. A course is considered to be a repeat for failing performance if the student has attempted the course previously and the original attempt resulted in a grade below C- or a withdrawal due to failing performance.

The *Social Work Student Handbook* contains further information on criteria for admission to the program, continuance in it, and the appeal process.

► **Required Core Courses (73.2 hours):**

PSYC 322	Research Design	4
PSYC 358	Abnormal Psychology	4
SOCI 355	Cultural Diversity	3
SOWK 121	Introduction to Social Work	3
SOWK 232	American Social Problems	4
SOWK 275	History and Philosophy of Social Welfare Institutions	3
SOWK 340	Writing for Social Work	2
SOWK 345	Social Work Professional Development	2
SOWK 368	Principles of Counseling	4
SOWK 376	Human Behavior in the Social Environment I	3
SOWK 377	Human Behavior in the Social Environment II	3
SOWK 382	Practice Theory I	4
SOWK 383	Practice Theory II	4
SOWK 394	Colloquium*	1.2
SOWK 465	Practice Theory III	4
SOWK 468	Social Welfare Policy and Contemporary Social Issues	3
SOWK 476	Field Experience I	5
SOWK 477	Field Experience II	4
SOWK 478	Field Experience III	5
SOWK 486	Integrative Field Seminar I	1
SOWK 487	Integrative Field Seminar II	1

* Must be taken each quarter of the sophomore and junior years for a total of 6 quarters.

SOWK 488	Integrative Field Seminar III	1
SOWK 490	Issues in Religion, Ethics, and the Human Sciences	4

► **Required Core Electives (8 hours):** 8

Electives must be selected in consultation with the Social Work advisor.

► **Required Cognate Courses (29-33 hours):**

COMM 105	Communication and Public Speaking	4
ECON 261	Macroeconomics	4
ENGL 101	College English I	4**
ENGL 102	College English II	4**
PSYC 121	General Psychology	4
STAT 222	Introduction to Statistics	4

At least one of the following courses: 2-5

BIOL 101	Human Anatomy (5)
BIOL 102	Human Physiology (5)
BIOL 223	Medical Terminology (2)

At least one of the following courses: 3-4

PLSC 124	Introduction to American Government (4)
PLSC 274	Introduction to Political Thought (3)

► **General Education Requirements:**

The general education requirements for the B.S.W. are the same as for the B.S. degree except that the health requirement (VI-A) is fulfilled by the major.

Recommended Courses:

Students who intend to seek employment in California are strongly urged to include Spanish as a second language. See especially Spanish for Health Care Professionals (SPAN 105) and Beginning Spanish (SPAN 111+112+113).

Conflict Resolution Certificate

► **Required Courses (12 hours):**

PSYC 121	General Psychology	4
PSYC 126	Assertive Behavior	2
PSYC 280	Negotiation	2
SOCI 214	The Family	4

** For students in the honors program, these requirements may be met by HNRS 111+121.

Psychology & Social Work

Anthropology

LOWER-DIVISION COURSE:

ANTH 124 **4 S** **Cultural Anthropology**

The nature and concept of culture, the learning and growth of culture, and the development of cultural patterns. Survey of economics, kinship, gender, political structures, languages, and religion in technologically simple and complex societies.

Psychology

SERVICE COURSE:

(Not applicable to a major or minor in this department)

PSYC 234 **4 F, W, S** **Human Development**

Theory and research in developmental psychology, including an overview of the cognitive, emotional, physical, social, and moral development of the individual from conception to senescence. Prerequisite: PSYC 121.

LOWER-DIVISION COURSES:

PSYC 121 **4 F, W, S** **General Psychology**

Survey of the field of psychology: social processes, biological psychology, learning, development, motivation, memory, health, stress, personality, psychopathology, and therapies.

PSYC 122 **3 W** **Psychology Seminar**

An introductory seminar emphasizing the exploration and discussion of psychological issues. Includes critical analysis of psychological topics and religious, ethical, and social implications of psychological theory and data. Prerequisite: PSYC 121.

PSYC 126 **2 F, S** **Assertive Behavior** *(See SOWK 126.)*

PSYC 130 **1 W** **Introduction to the Psychology Major**

Introduction to the basic skills needed for success in major courses and an overview of career and graduate school options. Includes PsychINFO, APA style, critical evaluation of research, research ethics, internet tools, and academic and professional options in psychology. Should be completed during the freshman or sophomore year. Recommended prerequisite: PSYC 121.

PSYC 227 **3 W** **Conflict Resolution and Relationship Skills** *(See SOWK 227.)*

PSYC 235 **3 F** **Child Development** *(See also ECED 235.)*

Theory and research in developmental psychology; their application in understanding and relating to children. Examines the cognitive, socioemotional, and physical development from infancy through adolescence. Emphasis on interaction between innate development and environmental influences. Covers infancy through adolescence. Note: psychology majors must also take PSYC 235L. Prerequisite: PSYC 121.

PSYC 235L **1 F** **Child Development Laboratory**

Review and actual practice of research methods in the study of children from infancy through late adolescence. Prerequisite: PSYC 121.

PSYC 241 **3 S** **Topics in Psychology**

Study of a selected topic not covered else-

where in the curriculum. Course content varies from year to year, reflecting current interest. Repeatable for credit under different subtitles. Further information is available at the departmental office. Odd years.

PSYC 260 **4 W, S** **Death and Dying** *(See SOWK 260.)*

PSYC 264 **4 W** **Social Psychology**

The psychological principles underlying group behavior and the effects of the group on individual behavior: attitude change, conformity, aggression, prejudice, and theories of interpersonal attraction, altruism, and attribution. Three lectures and one laboratory per week. Prerequisite: PSYC 121.

PSYC 280 **2 F, S, Su** **Negotiation**

In this course students will explore theory and practice of conflict resolution strategies in negotiation. Students will examine creative approaches to respectfully and assertively negotiate mutually beneficial and lasting agreements. Students will also be challenged to propose solutions that will honor the interest of both parties leading to “win-win” scenarios. This course demonstrates how negotiation skills are applicable to most areas of life, including (but not limited to) salary negotiations, making large and small purchases, as well as interpersonal relationships and parenting. Prerequisite: PSYC 121.

UPPER-DIVISION COURSES:

PSYC 322 **4 F** **Research Design**

Methods of inquiry in the behavioral sciences from conception of idea to analysis of data. Includes the experiment, survey research, observational methods, and

program evaluation. Three lectures and one laboratory per week. The laboratory introduces the student to the Statistical Package for the Social Sciences (SPSS). Prerequisites: PSYC 121, STAT 222.

PSYC 323 **4 W**
Introduction to Experimental Psychology

Research design and procedures in psychological research. Requires a major research project laboratory. Two lectures, 30 minute individual appointment with instructor, and 4.5 hours of laboratory per week. Prerequisites: PSYC 121, 322.

PSYC 335 **3 W**
Adolescent Development

Theory and research in adolescent development. Focuses on the unique tasks and conflicts of adolescence, the role and function of adolescence in modern society, and the social and psychological problems and opportunities associated with adolescence. Prerequisite: PSYC 121.

PSYC 344 **4 F**
Psychology of Personality

Survey and analysis of major theoretical models of personality, personality classification systems, and empirical research. Prerequisite: PSYC 121.

PSYC 357 **4 W**
Psychological Testing

The purpose, contribution, and problems of psychological testing. Emphasis on understanding the psychometric and clinical characteristics of standardized tests. The major areas of testing, including ability, achievement, intelligence, interest, and personality. Three lectures and one laboratory per week. Prerequisites: PSYC 121, PSYC 344, STAT 222.

PSYC 358 **4 W**
Abnormal Psychology

Overview of psychological disorders:

description of symptoms, course of the disorder, etiology, and treatment. Includes survey of current biological and behavioral research in psychopathology and behavioral disorders. Prerequisite: PSYC 121. Recommended prerequisite: PSYC 344.

PSYC 360 **3 S**
Drugs, Brain, and Behavior

The drugs that affect behavior through action on the nervous system. Major psychoactive drug groups include anti-anxiety, antidepressant, antipsychotic, stimulant, and drugs of abuse. Related issues of drug distribution, administration, dosage, absorption, and fate. Prerequisite: PSYC 121. Odd years.

PSYC 368 **4 S**
Principles of Counseling
(See also SOWK 368.)

A prepractice introduction to the work, ethical issues, and theories of counseling. Emphasis on establishing a beginning personal philosophy of counseling. Prerequisite: PSYC 121. Recommended prerequisite: PSYC 344 or 358.

PSYC 390 **3 S**
Gender Issues
(See also SOWK 390.)

Historical, biological, sociological, cultural, and psychological impacts on gender issues, both male and female. Significant emphasis on the effects on the individual, family, workplace, community, and society. Breaking stereotypes and barriers.

PSYC 394 **.2 F, W, S**
Colloquium
(See also SOWK 394.)

Topics of current interest in social work and psychology. Includes guest speakers, progress reports on student and faculty research, and presentations on current professional issues. Required for

all department majors during each quarter of the sophomore and junior years. Prerequisite: PSYC 121. Repeatable to a maximum of 6 times (1.2 credits required for the major).

PSYC 398 **1 S**
Psychology Graduate School Application Seminar

Introduction to the basic skills needed for successful application to graduate programs in psychology. Topics include letters of recommendation, personal statements, interviews, the GRE exams, and best practices in the application process. Intended for junior psychology majors.

PSYC 399 **1-2 F, W**
Research Seminar

For students completing a research project with supervision by a research mentor. Emphasis on revision and submission of an APA-style manuscript and/or poster for professional presentation. Prerequisite: Approval of the instructor, PSYC 121. With approval of the instructor, repeatable to a maximum of 4 credits. Qualifies for IP grading.

PSYC 435 **3 W**
Psychology of Religion

Religious experience, behavior, and development from the perspective of dynamic and research psychologies. Two hours may be applied toward the general-education requirement in religion. Prerequisite: PSYC 121. Even years. Two hours may be applied toward the general-education requirement in religion.

PSYC 436 **4 F**
Physiological Psychology

The physiological explanations of behavior and brain-behavior relationships. Sensory, neural and motor structures significant to human experience. Prerequisite: PSYC 121.

Psychology & Social Work

PSYC 444 **4 W**

History and Systems of Psychology

Greek and medieval background of psychology, the early modern period, the emergence of contemporary experimental work, and special fields of psychology; influential psychological systems. Prerequisite: PSYC 121.

PSYC 445 **4 S**

Learning and Memory

Comparison and integration of basic research in animal learning and human memory and cognition. Emphasis on the relative roles of mechanistic and mentalistic variables and on the plausibility of universal laws of learning. Three lectures and one laboratory per week. Prerequisite: PSYC 121.

PSYC 481 **1 S**

Field Work in Psychology Seminar

A weekly seminar focusing on ethical and professional issues in psychology; case presentations. Prerequisites: Completion of a Field Work Application by the last Friday before Thanksgiving Recess; completion of 60 hours of college credit; a grade of C- or higher in PSYC 122, 130, and one of the following: PSYC 344, 358, or 368 (concurrent registration is acceptable); and permission of the instructor. Corequisite: PSYC 491.

PSYC 490 **4 S**

Issues in Religion, Ethics, and the Human Sciences

(See also SOWK 490.)

Exploration of tensions in belief, conduct, and identity that arise from being both a Christian and a person changed through contact with the human sciences. Special attention to issues for Christians entering professions in psychology and social work. Prerequisite: PSYC 121. Open to senior majors in the Psychology & Social Work Department and to others by permission of the instructor.

PSYC 491 **1-2 S**

Field Work in Psychology

Placement in a local human service agency (for 3-6 clock hours per week). Prerequisite: Completion of PSYC 481 (concurrent registration is acceptable), and permission of the instructor. Repeatable to a maximum of 3 credits.

PSYC 495 **1-3 Arr**

Independent Study

Enrollment limited to department majors wishing to pursue independent investigations in psychology under the direction of the Psychology faculty. Repeatable to a maximum of 3 credits.

PSYC 499 **3 F**

Systematic Issues in Psychology

A review of the psychology major, including an in-depth analysis of the experimental foundations of general psychology. Prerequisite: PSYC 121. Enrollment limited to senior psychology majors.

Sociology

LOWER-DIVISION COURSES:

SOCI 121 **4 W**

Introduction to Sociology

The relationship of sociology to the total behavioral science field; orientation to the structure and functioning of society; development and social nature of personality; background and development of culture; basic social institutions.

SOCI 214 **4 W**

The Family

(See SOWK 214.)

SOCI 232 **4 F, S**

American Social Problems

(See SOWK 232.)

UPPER-DIVISION COURSES:

SOCI 355 **3 F, S**

Cultural Diversity

History of ethnic groups in the United States. Ethnic groups studied include African Americans, Jewish Americans, American Indians, Asian Americans, Latin Americans, and European Americans. The nature of prejudice and discrimination, especially as evidenced in contemporary American racial problems; possible solutions of group conflict.

SOCI 435 **3 Arr**

Sociology of Religion

Examination of the social-religious nature of humankind; description and use of concepts in the sociological study of religion; consideration of mainstream and marginal religious organizations and movements. Two hours may be applied toward the general-education requirement in religion.

SOCI 495 **1-3 Arr**

Independent Study

Enrollment limited to advanced students wishing to do independent research under direction of the department faculty.

Social Work

LOWER-DIVISION COURSES:

SOWK 121 **3 F, S**

Introduction to Social Work

Introduction to the profession of social work and social interventions. Fields of practice, practice methods, and the knowledge, values, ethics, and skills of the profession. Focus on social work and populations-at-risk and issues of human diversity. Open to all students interested in the profession of social work and social interventions.

SOWK 126 2 F, S

Assertive Behavior

(See also PSYC 126.)

Emphasis on developing basic skills and confidence in clarifying one's desires or needs and communicating them to others in socially acceptable and effective ways. Learning through role playing, discussion, and setting personal goals.

SOWK 214 4 W

The Family

(See also SOCI 214.)

Exploration of the meaning and functions of family systems. The adjustments of premarriage, marriage, and family living viewed as a system, with focus on skills designed to establish and maintain the family institution.

SOWK 227 3 W

Conflict Resolution and Relationship Skills

(See also PSYC 227.)

Skill development in self-understanding and in relating effectively with others. Provides tools for effective communication and conflict resolution. Applicable to personal, work, and social relationships. Odd years.

SOWK 232 4 F, S

American Social Problems

(See also SOCI 232.)

An introduction to major social problems in current American society. Causality, current dynamics, and projections on the future climate of social change related to crime, violence, population, environment, family issues, discrimination, social and economic justice, and health care.

SOWK 260 4 W, S

Death and Dying

(See also PSYC 260.)

Focuses on bio-psycho-social, cultural, and spiritual factors related to death and dying. Includes a review of the physi-

cal aspects, agencies, and institutions involved in the death process, legal issues, psychological theories of grief and mourning, and cultural, spiritual, and religious death rituals and beliefs.

SOWK 275 3 W

History and Philosophy of Social Welfare Institutions

Exploration of changing value systems and philosophies and the attempts of society and social welfare institutions to meet human needs. Examination from both historical and current perspectives. Prerequisites: SOWK 121; either PLSC 124 or PLSC 274; and either HIST 101, HIST 102, HIST 134, or HIST 135.

UPPER-DIVISION COURSES:

SOWK 340 2 F

Writing for Social Work

Emphasis on the process of critical thinking and analysis, and the process of effective professional writing as required in social work practice. Students will apply social work concepts to prepare various written samples. Guidelines for using electronic forms of communication will also be addressed. Prerequisites: ENGL 101-102. Corequisite: PSYC 322. Enrollment limited to junior B.S.W. majors, or those who have permission from instructor. Repeatable for credit with department approval.

SOWK 345 2 W

Social Work Professional Development

Students will investigate employment opportunities, credentialing regulations, professional goal-setting, lifelong learning, characteristics of professional organizations, and the use of the available supports. This course looks beyond the student experience to prepare individuals for successful social services careers. Prerequisites: SOWK 340.

SOWK 368 4 S

Principles of Counseling

(See PSYC 368.)

SOWK 376 3 F

Human Behavior in the Social Environment I

The bio-psycho-social factors that impact or influence behavior from infancy through young adulthood from the person-in-environment perspective. Focus on the assessment process in generalist practice, with special attention to cultural awareness and factors of human diversity. Emphasis on research relevant to social work practice. Prerequisites: SOWK 275, BIOL 223, PSYC 121.

SOWK 377 3 W

Human Behavior in the Social Environment II

The bio-psycho-social factors that influence behaviors of individuals from young adulthood through the elder years from the person-in-environment perspective. Focus on the assessment process in generalist practice, with special attention to cultural awareness and factors of human diversity. Emphasis on research relevant to social work practice. Prerequisite: SOWK 376.

SOWK 382 4 S

Practice Theory I

Emphasis on the generalist model of practice with focus on work with individuals. The micro level of intervention as it relates to client engagement, problem assessment, data collection, goals, strategies, action, and evaluation to help the client or client system resolve problems. Three lectures and one laboratory per week. Prerequisites: SOWK 368, 376, 377. Enrollment limited to B.S.W. majors who have obtained or are eligible for admission to the Social Work Program.

Psychology & Social Work

SOWK 383 **4 F**

Practice Theory II

Emphasis on the generalist model of practice with small groups and family systems. The mezzo level of intervention as it relates to group goals, structure, dynamics and processes. Focus on development of basic mezzo skills and techniques in working with groups and families of various composition and age. Three lectures and one laboratory per week. Prerequisites: SOWK 368, 376, 377, 382. Enrollment limited to B.S.W. majors.

SOWK 390 **3 S**

Gender Issues

(See PSYC 390.)

SOWK 394 **.2 F, W, S**

Colloquium

(See PSYC 394.)

SOWK 420 **2 S**

Topics in Global Social Work

Encourages students to think critically about social problems, social policy, and social work practice in a comparative cross-national perspective. Odd years.

SOWK 421 **1 Su**

Global Social Work Study Tour

Exposes students to the complexities of global social work through in the field research and/or service-learning abroad. Prerequisite: SOWK 420.

SOWK 465 **4 S**

Practice Theory III

Basic knowledge at the macro level necessary for functioning effectively in generalist social work roles. Focus on problem-solving methods for desired change within generalist practice; organizations and communities as they promote, restore, maintain, and enhance social functioning. Emphasis on community organization with diverse populations and on research techniques. Three

lectures and one laboratory per week. Prerequisite: SOWK 382, 383. Enrollment limited to B.S.W. majors.

SOWK 468 **3 W**

Social Welfare Policy and Contemporary Social Issues

Focuses on policy analysis, critical thinking, and current political issues at the state and federal levels as they impact diverse client populations. Explores the active role of the generalist social worker in this process. Two lectures and one laboratory per week. Prerequisite: SOWK 275, ECON 261.

SOWK 476 **5 F**

Field Experience I

A placement of 150 clock hours in an approved social service agency with emphasis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 382. Corequisites: SOWK 383 and 486. Enrollment limited to senior B.S.W. majors with Full Acceptance into the Social Work Program or Provisional Acceptance (Prerequisite Coursework) and an approved plan of action. Qualifies for IP grading.

SOWK 477 **4 W**

Field Experience II

A placement of 120 clock hours in an approved social service agency with emphasis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 476. Corequisites: SOWK 465 and 487. Enrollment limited to senior B.S.W. majors with Full Acceptance into the Social Work Program or Provisional Acceptance (Prerequisite Coursework) and an approved plan of action. Qualifies for IP grading.

SOWK 478 **5 S**

Field Experience III

A placement of 150 clock hours in an approved social service agency with empha-

sis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 477. Corequisite: SOWK 488. Enrollment limited to senior B.S.W. majors with Full Acceptance into the Social Work Program or Provisional Acceptance (Prerequisite Coursework) and an approved plan of action. Qualifies for IP grading.

SOWK 486 **1 F**

Integrative Field Seminar I

A seminar to facilitate the transition from theory to practice. Corequisite: SOWK 476. Qualifies for IP grading.

SOWK 487 **1 W**

Integrative Field Seminar II

A seminar to facilitate a continued integration of theory and practice issues. Prerequisite: SOWK 486. Corequisite: SOWK 477. Qualifies for IP grading.

SOWK 488 **1 S**

Integrative Field Seminar III

A seminar designed to provide opportunity for practicum students to exchange learning from their field settings. Emphasis on continued integration of theory and practice issues, with particular emphasis on team consultation skills. Prerequisite: SOWK 487. Corequisite: SOWK 478. Qualifies for IP grading.

SOWK 490 **4 S**

Issues in Religion, Ethics, and the Human Sciences

(See PSYC 490.)

SOWK 495 **1-3 Arr**

Independent Study

Enrollment limited to advanced students wishing to do independent research on a specific topic of current social work interest and its implication for integrative practice.

Faculty

Milbert Mariano, Dean; James Wibberding, Chair; Katrina Blue, Young-Chun Kim, Ross Winkle

Adjunct Professors: Alex Bryan, Nate Furness, Lem Garcia, Leon Roman, Marc Woodson

Professors Emeriti: Warren S. Ashworth, Paul F. Bork, Angel M. Hernandez, L. Jean Sheldon

Departmental Office: 16 Graf Hall; (707) 965-6206

Degrees and Programs:

Theology, B.A.	191
Religion, B.A.	192
Teaching Credential	193
Minors, Various	193-4

Theology and Religion majors investigate the inspiring and life-changing truths of the Christian faith. Such exploration brings to life the Word of God in all its theological, historical, ethical, spiritual, and practical dimensions. The *Theology Department* offers two majors and six minors.

The Theology major is recommended for those who want to enter Christian ministry, specifically pastoral ministry, youth ministry, lay ministry, chaplaincy, or the teaching of religion. This major provides pre-Seminary education and training that meets the entrance requirements for the Master of Divinity (M.Div.) degree at the Seventh-day Adventist Theological Seminary at Andrews University. The North American Division (NAD) of Seventh-day Adventists recognizes the M.Div. degree as the standard degree for pastoral ministry within the NAD. Those who desire to enter pastoral ministry should ultimately take the M.Div. graduate degree sometime after completion of the B.A. in Theology. Unusual circumstances or age, however, may allow for the completion of a professional Master of Arts (M.A.) degree in a related field, such as the M.A. in Pastoral Ministry, instead of the normal M.Div. degree.

The Religion major is designed for those who want a solid

background in religion but are planning careers in other fields, such as teaching, health professions, and law.

The six minors provide a formal framework for general students who wish to focus on a particular area of religious study.

Major in Theology, B.A.

A minimum of 94.2 hours (59.2 upper-division hours)

► Required Core Courses (87.2 hours):

RELB 180	Introduction to the Old Testament	3
RELB 190	Introduction to the New Testament	3
RELB 225	Books of Moses	3
RELB 371	Studies in Revelation	3
RELB 480	Advanced Greek Exegesis	3
RELH 235	Life and Ministry of Ellen White	3
RELH 320+321	Christian History I, II	3+3
RELH 360	Adventist Heritage	3
RELL 211+12+13	Biblical Greek I, II, III	4+4+4
RELL 301+02+03	Biblical Hebrew I, II, III	3+3+3
RELP 140	Praxis I	1+1
RELP 150	Introduction to Ministry	3
RELP 240	Praxis II	1+1+1
RELP 300	Christian Spirituality	3
RELP 324	Ministry Colloquium*	1.2
RELP 340	Praxis III	1+1+1
RELP 420	Evangelism	3
RELP 470+471	Biblical Preaching I, II	2+2
RELP 475	Pastoral Ministry	3
RELP 480	Missional Leadership	2
RELT 331+32+33	Systematic Theology I, II, III	3+3+3
<i>At least one of the following courses:</i>		3
RELB 210	Introduction to Biblical Ethics (3)	
RELT 355	Christian Ethics in Society (3)	

* Repeats quarterly

Theology

► *Required Cognates (7 hours):*

BUAD 118	Personal Money Management	3
PSYC 121	General Psychology	4

Recommended Cognate Courses:

BIOL 355	Issues on Origins (3)	
COMM 326	Advanced Public Speaking	3
MUHL 206	Music in Christian Worship (3)	
PHYS 485	Issues in Science and Religion (3)	
PSYC 227	Conflict Resolution & Relationship Skills (3)	

This major is designed for the student who is preparing for Christian ministry, including pastoral ministry, youth ministry, chaplaincy, and teaching religion. The major is particularly suitable for the student who plans to seek graduate seminary education.

Students who desire to take this major must progress through the following two stages of the Ministerial Studies Program:

Stage I: Admission into the Program.

Evaluation and guidance that is focused upon helping students make sure that they are entering upon the right career path, given their interests, capabilities, and personality. When this process is successfully completed at the end of the second year, the student is invited to join the Ministerial Studies Program.

Stage II: Advancement to Candidacy.

Assessment of the commitment and potential of senior theology majors for successful ministry, and preparation for effectively presenting themselves to hiring agencies. Acceptance for Advancement to Candidacy is required for graduation as a theology major and for inclusion in the senior hiring interviews.

Exceptions to these criteria are considered individually and may be approved by the Theology Department faculty.

Each student successfully completing the Ministerial Studies Program, the academic requirements of this major, and the required Summer in Ministry Internship is eligible for recommendation by the Theology Department as a candidate for entrance into pastoral ministry or the seminary and subsequent work in some branch of Christian ministry.

Major in Religion, B.A.

A minimum of 52.2 hours (34.2 upper-division hours)

This major is designed for those who want a broad background in religion but who plan careers in a variety of other professions, such as teaching, health professions, and law.

► *Required Core Courses (34.2 hours):*

RELB 180	Introduction to the Old Testament	3
RELB 190	Introduction to the New Testament	3
RELB 280	Introduction to Exegesis	3
RELH 311	World Religions	3
RELH 360	Adventist Heritage	3
RELP 300	Christian Spirituality	3
RELP 324	Ministry Colloquium*	1.2
RELT 331	Systematic Theology I	3
RELT 332	Systematic Theology II	3
RELT 333	Systematic Theology III	3

At least one of the following courses:

RELH 320	Christian History to 1400 (3)	3
RELH 321	Christian History since 1400 (3)	3

► *Emphases (choose one):*

1. Biblical Studies Emphasis (18 hours)

At least 15 hours from the following: 15

Include at least 9 upper-division hours

Additional RELB courses

At least one of the following courses: 3

RELB 210	Introduction to Biblical Ethics (3)	
RELT 355	Christian Ethics in Society (3)	

2. Health Professions Emphasis (21-22 hours)

RELB 341	Jesus as Healer	3
RELT 350	Topics: God and Human Suffering	3
RELT 390	Christian Bioethics	3

At least one of the following courses: 3

PHIL 485	Issues in Science and Religion (3)	
RELB 210	Introduction to Biblical Ethics (3)	
RELP 235	Sharing Your Faith (3)	
RELT 320	Philosophy of Religion (3)	
RELT 355	Christian Ethics in Society (3)	

At least 6 hours from the following: 6

(Including at least 3 upper-division hours)

Additional non-service RELB, RELH, RELP, and RELT courses

* Repeats quarterly

► **Required Cognate Course:**

<i>At least one of the following courses:</i>		3-4
EMER 225	Public Health (3)	
FDNT 235	Nutrition (3)	
PSYC 240	Health Psychology (4)	
PSYC 260	Death and Dying (4)	
PSYC 435	Psychology of Religion (3)	
SOWK 214	The Family (4)	
SPAN 105	Spanish for Healthcare I (3)	

Teaching Credential

Students planning to obtain a Seventh-day Adventist teaching credential in religion should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Minor in Applied Christianity

*A minimum of 24 hours (6 upper-division hours)
This minor is intended to provide a concentrated focus on specific ways in which one can live out one's Christian beliefs and communicate them to others.*

► Required Courses (24 hours):		
RELP 110 or 310	Next Gen Leadership	3
RELP 235	Sharing Your Faith	3
RELP 300	Christian Spirituality	3
GE Section II.C	Studying Scripture course	3
GE Section II.D	SDA Life & Thought course	3
<i>Three additional courses, selected from the following:</i>		9
RELB 210	Introduction to Biblical Ethics (3)	
RELH 311	World Religions (3)	
RELH 329	American Denominations (3)	
RELP 350	Selected Topics (3)	
RELT 220	Seventh-day Adventist Beliefs (3)	
RELT 355	Christian Ethics in Society (3)	
RELT 390	Christian Bioethics (3)	

Minor in Biblical Languages

*A minimum of 27 hours (12 upper-division hours)
This minor is intended to provide a concentrated focus on the two major languages in the Bible and the ability to carefully interpret Biblical texts in their original languages.*

► Required Courses (27 hours):		
RELL 211+12+13	Biblical Greek I, II, III	4+4+4

RELL 301+02+03	Biblical Hebrew I, II, III	3+3+3
RELB 280	Introduction to Exegesis	3
RELB 480	Advanced Greek Exegesis	3

This minor is not open to theology majors.

Minor in Biblical Studies

*A minimum of 24 hours (6 upper-division hours)
This minor is intended to provide the skills to interpret specific, large sections of the Biblical text within their literary, historical, religious, and cultural contexts.*

► Required Courses (24 hours):		
GE Section II.C	Studying Scripture course	3
GE Section II.D	SDA Life & Thought course	3
GE Section II.E	Integrating Faith & Life course	3
<i>Five additional courses, selected from the following:</i>		15
Any RELB courses (3)		
RELT 331	Systematic Theology I (3)	

Minor in Religious Studies

*A minimum of 24 hours (6 upper-division hours)
This minor is intended to provide a focused study on the nature of religion, including such areas as world religions, philosophy of religion, spirituality, ethics, and religious history.*

► Required Courses (21 hours):		
RELH 311	World Religions	3
RELT 320	Philosophy of Religion	3
GE Section II.C	Studying Scripture course	3
GE Section II.D	SDA Life & Thought course	3
<i>At least two of the following courses:</i>		6
RELP 300	Christian Spirituality (3)	
RELB 210	Introduction to Biblical Ethics (3)	
RELT 355	Christian Ethics in Society (3)	
<i>At least one of the following courses:</i>		3
RELH 320	Christian History to 1400 (3)	
RELH 321	Christian History since 1400 (3)	
► Required Cognate Course (3 hours):		
<i>At least one of the following courses:</i>		3
PHIL 485	Issues in Science & Religion (3)	
PSYC 435	Psychology of Religion (3)	
SOCI 435	Sociology of Religion (3)	

Theology

Minor in Seventh-day Adventist Studies

A minimum of 24 hours (6 upper-division hours)

This minor is intended to provide a concentrated focus on the history, literature, and theology of Seventh-day Adventism.

► **Required Courses (24 hours):**

GE Section II.C	Studying Scripture course	3
GE Section II.D	SDA Life & Thought course	3
GE Section II.E	Integrating Faith & Life course	3
<i>Five additional courses, selected from the following:</i>		15
RELB 370	Studies in Daniel (3)	
RELB 371	Studies in Revelation (3)	
RELH 235	Life and Ministry of Ellen White (3)	
RELH 360	Adventist Heritage (3)	
RELT 220	Seventh-day Adventist Beliefs (3)	
RELT 336	Curr Issues in Seventh-day Adventism (3)	
RELT 337	Last Day Events (3)	

Minor in Theological Studies

A minimum of 24 hours (6 upper-division hours)

This minor is intended to provide an introduction to theological methodology and a survey of Christian doctrines.

► **Required Courses (21 hours):**

RELT 331+32+33	Systematic Theology I, II, III	3+3+3
GE Section II.C	Studying Scripture course	3
<i>At least one of the following courses:</i>		3
RELT 240	Eco-Theology (3)	
RELT 350	Issues in Christian Faith (3)	
RELT 450	Advanced Topics (3)	
<i>At least one of the following courses:</i>		3
RELT 336	Current Issues in Seventh-day Adventism (3)	
RELT 337	Last Day Events (3)	
► Required Cognate Course (3 hours):		
PHIL 101	Introduction to Philosophy	3

Philosophical Studies

LOWER-DIVISION COURSE:

PHIL 101 **4 Arr**
Introduction to Philosophy

Basic issues of philosophy, including methods and values, from the perspective of Western civilization.

UPPER-DIVISION COURSES:

PHIL 390 **3 Arr**
History and Philosophy of Science
(See *PHYS 390*.)

PHIL 485 **3 Arr**
Issues in Science and Religion
(See *PHYS 485*.)

PHIL 495 **1-3 Arr**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

Biblical Studies

LOWER-DIVISION COURSES:

RELB 180 **3 W**
Introduction to the Old Testament

A chronological survey of Old Testament people, places, and events, highlighting the basic message of the Old Testament books, their contribution to God's redemptive story line, and their significance for Christian thought and practice. Enrollment limited to theology and religion majors. Odd years.

RELB 190 **3 S**
Introduction to the New Testament

A chronological survey of New Testament people, places, and events, highlighting the basic message of the New Testament books, their contribution to God's redemptive story line, and their significance for Christian thought and practice. Enrollment limited to theology and religion majors. Odd years.

RELB 210 **3 S**
Introduction to Biblical Ethics

Moral decision-making involving the development and application of Christian principles to modern ethical issues.

RELB 220 **3 S**
Kings and Conquest

An examination of selected chapters from the historical writings of the Old Testament: Joshua, Judges, Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther.

RELB 225 **3 S**
Books of Moses

Literature, history, and theology of the first five books of the Old Testament.

RELB 230 **3 W**
Psalms and Wisdom Literature

Psalms, Proverbs, Song of Solomon, and other books of the Old Testament classified as “Writings.” Emphasis on major themes and representative passages.

RELB 235 **3 Arr**
Prophets of Israel

The origin and nature of the prophetic movement followed by an examination of the message of the Old Testament prophetic books.

RELB 245 **3 F, S**
Encountering Jesus

Exploration of the pivotal role, identity and teachings of Jesus in the salvation of humanity.

RELB 250 **3 F**
Parables of Jesus

The history and interpretation of the parables of Jesus in the context of the New Testament and with reference to their contemporary relevance. Even years.

RELB 290 **3 F, W**
Letters of Paul

Analysis and interpretation of selected portions from the letters of Apostle Paul.

UPPER-DIVISION COURSES:

RELB 337 **3 F**
Last Day Events

Final events of earth’s history culminating in the return of Jesus Christ, with emphasis on how to be ready for His coming. Even years.

RELB 341 **3 F**
Jesus as Healer

The role of Jesus as healer as seen in Matthew, Mark, Luke, and John. Enrollment limited to B.S.N. (nursing) students and BA Religion Health Professions students.

RELB 342 **3 S**
Biblical Books

Study of a book of the Old or New Testament, such as:

Genesis
Isaiah
Ezekiel
Luke
John

Repeatable for credit under different subtitles. Prerequisites: ENGL 102.

RELB 350 **3 Arr**
Topics in Biblical Studies

An in-depth study of a biblical topic, such as:

Babylon and the Bible
English Bible
Heroes and Villains
Women and the Bible

Repeatable for credit under different subtitles. Prerequisites: ENGL 102.

RELB 370 **3 W**
Studies in Daniel

The book of Daniel, with focused study on its prophetic chapters. Prerequisites: ENGL 102. Even years.

RELB 371 **3 S**
Studies in Revelation

The book of Revelation, with focused study on its prophetic messages. Prerequisites: ENGL 102.

RELB 480 **3 F**
Advanced Greek Exegesis

An in-depth study of selected texts and passages in the New Testament. May be repeated with the permission of the instructor. Prerequisites: ENGL 102, RELB 280, and RELL 213.

RELB 495 **1-3 Arr**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

General Studies

SERVICE COURSE:

(Not applicable to a major or minor in this department)

LOWER-DIVISION COURSE:

RELB 105 **3 F, W**
Biblical Foundations

Introduction to the Bible and its basic teachings. Not available to students who have completed Christian religion coursework in either high school or college.

RELB 125 **3 S**
Thrive

An introduction to PUC’s institutional core values (WISDOM) and the practice of holistic Christian living from a Seventh-day Adventist perspective. Discussion of the biblical view of humans, human identity, and spirituality. Also includes an introduction to eco-theology and the relationship between revelation and nature. Designed for new freshmen at PUC.

* Minimum grade of D- accepted for these GE prerequisites.

Theology

Historical Studies

SERVICE COURSES:

(Not applicable to a major or minor in this department)

RELH 120 **3 S** **Introduction to Seventh-day Adventism**

Basic introduction to Seventh-day Adventist history, beliefs, culture, and lifestyle. Open only to lower-division students with little to no exposure to Seventh-day Adventism.

LOWER-DIVISION COURSE:

RELH 235 **3 W, S** **Life and Ministry of Ellen White**

An introduction to the life and ministry of Ellen White, including an overview of her writings, the biblical teaching on the gift of prophecy, and contemporary issues relating to Ellen White.

UPPER-DIVISION COURSES:

RELH 311 **3 F** **World Religions**

An introduction to great traditions of world religions and concepts for the study and comparison of these traditions. Emphasis on non-Judeo-Christian traditions. Includes an examination of these religions in relation to Christianity. Prerequisites: ENGL 102.

RELH 314 **3 F, SP** **World Religions for Healthcare Professionals**

An introduction to great traditions of world religions and to concepts for the study and comparison of these traditions for healthcare professionals. Emphasis on non-Judeo-Christian traditions. Includes an examination of

these religions in relation to Christianity. Prerequisites: ENGL 102.

RELH 320 **3 F** **Christian History: to 1400** (See HIST 320) Prerequisites: ENGL 102.

RELH 321 **3 W** **Christian History since 1400** (See HIST 321) Prerequisites: ENGL 102.

RELH 329 **3 Arr** **American Denominations**

Historical and theological dimensions of American religious identity, with a view toward broadening the understanding of the context of Adventism. Prerequisites: ENGL 102.

RELH 345 **3 Arr** **Topics in Christian History**

An in-depth study of the historical and theological dimensions of a particular topic in Christian history, such as:

Ecumenism
Martin Luther
Roman Catholicism in the 20th and 21st Centuries
Sabbath and Sunday
Violence and Non-Violence in Christian History
Women in Christian History.

Repeatable for credit under different subtitles. Prerequisites: ENGL 102

RELH 350 **3 Arr** **Topics in Adventist History**

An in-depth study of the historical and theological dimensions of a particular topic in Seventh-day Adventist history, such as:

History of Adventism in California
Repeatable for credit under different subtitles. Prerequisites: ENGL 102.

RELH 360 **3 W, S, Su** **Adventist Heritage**

(See HIST 360)

An interdisciplinary exploration of theological and historical issues important to an understanding of the Advent Movement and the ministry of Ellen G. White. Meets the requirement in Prophetic Guidance and Denominational History for Seventh-day Adventist teaching credentials. Prerequisites: ENGL 102.

RELH 495 **1-3 Arr** **Independent Study**

With the approval of the department chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

Biblical Languages

LOWER-DIVISION COURSES:

RELL 211+212+213 **4+4+4 F+W+S** **Biblical Greek I, II, III**

Grammar, vocabulary, syntax, and translation of the Koine Greek of the New Testament. Must be taken in sequence.

UPPER-DIVISION COURSES:

RELL 301+302+303 **3+3+3 F+W+S** **Biblical Hebrew I, II, III**

Grammar, vocabulary, syntax, and translation of Biblical Hebrew. Must be taken in sequence.

* Minimum grade of D- accepted for these GE prerequisites.

RELL 495 **1-3 Arr**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

Applied Theology

LOWER-DIVISION COURSES:

RELP 110 **3 F, W**
Next Generation Christian Leadership

Leadership in the context of current developments and opportunities in North American churches. Explores a range of creative ministry options. Includes ministry lab in the campus church.

RELP 111L **1 F, W, S**
Next Generation Christian Service

Practical ministry experience in a local church, under the guidance of active ministry leaders. Repeatable to a maximum of 7 credits. A maximum of 4 credits may apply to the Religion GE requirement. Prerequisites: RELP 110.

RELP 140 **1 W, S**
Praxis I

Practical ministry experience in a local church, under the guidance of active ministry leaders. Enrollment limited to Theology majors. Prerequisite: RELP 150. Repeatable to a maximum of 2 credits.

RELP 150 **3 F**
Introduction to Ministry

Orientation to professional ministry in connection with personal calling. Enrollment limited to theology and religion majors, or by permission of the instructor.

RELP 235 **3 S**
Sharing Your Faith

The philosophy, principles, and methods of introducing God and the Gospel in a personal way. Students learn how to build genuine relationships with those of different faith backgrounds and to share the teachings of Scripture, including the distinctive teachings of Christianity and Adventism. Not applicable to religion or theology majors.

RELP 240 **1 F, W, S**
Praxis II

Practical ministry experience in a local church, under the guidance of active ministry leaders. Enrollment limited to Theology majors. Prerequisite: 2 credits of RELP 140. Repeatable to a maximum of 3 credits.

UPPER-DIVISION COURSES:

RELP 300 **3 W, S**
Christian Spirituality

A theological and practical study of how to build and maintain a personal friendship with God, including the use of the classic disciplines used by Christians throughout the ages. Prerequisites: ENGL 102.

RELP 310 **3 F, W**
Next Generation Christian Leadership

Leadership in the context of current developments and opportunities in North American churches. Explores a range of creative ministry options. Includes ministry lab in the campus church. Prerequisites: ENGL 102.

RELP 311L **1 W, S**
Next Generation Christian Service

Practical ministry experience in a local church, under the guidance of active ministry leaders. Repeatable to a maximum of 7 credits. A maximum of

4 credits may apply to the Religion GE requirement. Prerequisites: RELP 110 or RELP 310.

RELP 319 **3 S**
Church Missions in the Modern World

A survey of contemporary mission theology and methodology, emphasizing personal motivation and preparation, comparative religions, cultural awareness, and interpersonal skills. Prerequisite to student missionary appointment. Enrollment limited to student missionary appointees; exceptions only by approval of the instructor.

RELP 324 **0.1 F, W, S**
Ministry Colloquium

Lecture/discussion for majors in Theology and Religion. Repeatable for credit. Graded S/F.

RELP 340 **1 F, W, S**
Praxis III

Practical ministry experience in a local church, under the guidance of active ministry leaders. Enrollment limited to Theology majors. Repeatable to a maximum of 3 credits. Prerequisite: 3 credits of RELP 240. Qualifies for IP grading "(spring quarter), followed by Summer in Ministry during the summer."

RELP 346 **3 S**
Spiritual Care for Patients

Development of knowledge and skills for meeting spiritual needs that arise in patient care. Includes a survey of religious backgrounds to inform the caring ministry of the healthcare professional. Enrollment limited to B.S.N. (nursing) students.

* Minimum grade of D- accepted for these GE prerequisites.

Theology

RELP 350 **3 Arr**

Topics in Applied Theology

The origins, theological foundations, and past and current practices of selected topics in Christian ministry, such as:

Ministry of Healing
Preaching
Public Evangelism
Worship
Youth Ministry

Repeatable for credit under different subtitles. Prerequisites: ENGL 102.

RELP 420 **3 F** **Evangelism**

The principles and practice of sharing the Christian faith and Seventh-day Adventist teachings with those of different faith backgrounds through methods like one-to-one friendship evangelism, giving effective Bible studies, small group outreach, community outreach, and preaching an evangelistic series. Prerequisite: ENGL 102. Enrollment limited to theology and religion majors. Odd years.

RELP 470+471 **2+2 W+S** **Biblical Preaching I,II**

The art, discipline, and process of effective sermon preparation and delivery. Must be taken in sequence. RELP 470 consists of one hour lecture and one laboratory per week. RELP 471 consists of one hour lecture and one laboratory per week. Enrollment limited to junior and senior theology and religion majors. Prerequisites: COMM 105, ENGL 102. Odd years.

RELP 475 **3 F**

Pastoral Ministry

The theology, theory, and practice of pastoral ministry. Emphasis on understanding the biblical mandate and context for the local church and on learning how to lead effectively and build up the body of believers. Prerequisite: ENGL 102. Enrollment limited to junior and senior theology majors. Even years.

RELP 480 **2 W**

Missional Leadership

Recent and future developments in the sphere of pastoral ministry. Developing missional leadership skills, adapting approaches to new ministry settings, and shaping ministry approaches to embrace diversity. Enrollment limited to junior and senior theology majors. Prerequisite: RELP 475. Even years.

RELP 484 **1-3 Arr**

Field Practicum

Instruction and experience in specialized ministries: hospital chaplaincy, youth ministry, prison ministry, etc. Prerequisite: approval of the instructor. Repeatable for credit. Qualifies for IP grading. Graded S/F.

RELP 495 **1-3 Arr**

Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

Theological Studies

LOWER-DIVISION COURSES:

RELT 205 **3 W, S** **Christian Beliefs**

Introduction to key Christian beliefs, including the Godhead, inspiration and revelation by God, human nature, salvation, and the role of the Christian church. Not applicable to religion or theology majors.

RELT 240 **3 W** **Eco-theology**

The interrelationship of religion and nature in light of contemporary environmental concerns, from a Seventh-day Adventist perspective. Due to the interdisciplinary nature of the field, attention is given to various associated topics such as environmental ethics, philosophy, biblical and religious traditions, and social justice.

UPPER-DIVISION COURSES:

RELT 305 **3 W** **Seventh-day Adventist Beliefs**

Introduction to distinctive beliefs of the Seventh-day Adventist faith, including the Bible's teachings on the seventh-day Sabbath, second coming of Jesus, Great Controversy theme, holism, sanctuary and forgiveness, church identity, lifestyle, and last day events.

RELT 320 **3 F** **Philosophy of Religion**

Issues raised by a rational analysis of religion. Emphasis on the nature and validity of Judeo-Christian world views.

* Minimum grade of D- accepted for these GE prerequisites.

RELT 331+332+333 3+3+3 F+W+S
Systematic Theology I, II, III

The systematic articulation of Christian beliefs: The doctrines of inspiration and revelation, theology proper, theological anthropology, Christology, Pneumatology, soteriology, and ecclesiology. The third quarter covers the distinctive beliefs of the Adventist Church, including lifestyle and worship, the sanctuary, the law, Sabbath, death, the Second Coming, and heaven. Enrollment limited to junior and senior theology and religion majors. Must be taken in sequence. Prerequisites: RELB 280, ENGL 102. Even years.

RELT 336 3 Arr
Current Issues in Seventh-day Adventism

Analysis and discussion of either one or several current cultural and theological issues impacting Seventh-day Adventist life and thought. Prerequisites: ENGL 102.

RELT 345 3 W
Christian Ethics in Patient Care

The study and application of ethical theory and Christian principles to ethical dilemmas facing the professional nurse. Enrollment limited to B.S.N. (nursing) students.

RELT 350 3 F, W, S
Special Topics

An in-depth study of a topic important to Christian faith. Consideration of the theological and spiritual dimensions of the topic. Subtitles include:
Divine Love
The Christian and the Media
God and Human Suffering
The Sabbath
Theology and Film
Theology of the Sanctuary
Women and the Church
 Repeatable for credit under different subtitles. Prerequisites: ENGL 102.

RELT 355 3 W
Christian Ethics in Society

The moral implications of Christian faith for the organization or transformation of social institutions. Prerequisites: ENGL 102.

RELT 390 3 S
Christian Bioethics

Contemporary ethical issues in the biomedical sciences from the perspective of Christian ethics. Topics include abortion, euthanasia, eugenics, reproductive technologies, and human experimentation. Prerequisites: ENGL 102.

RELT 450 3 Arr
Advanced Topics in Theological Studies

An in-depth study of an issue in systematic theology, such as:
Christology
Contemporary Trinitarian Perspectives
Ecclesiology
Inspiration
Pneumatology
Soteriology

Repeatable for credit under different subtitles. Enrollment limited to junior and senior theology and religion majors. Prerequisites: RELT 332, ENGL 102.

RELT 495 1-3 Arr
Independent Study

With the approval of the chair, properly qualified students may undertake an investigation of a topic suited to their background and experience. Repeatable to a maximum of 9 credits.

Graduate Studies

REL P 520 3 W
Faith and Leadership

Examines academic and professional leadership theories in view of Christian leadership principles. Particular emphasis is given to understanding one's leadership style, identifying organic factors that portend the best approach for each context, and developing the individual's preliminary approach to applying theories, Christian principles, and personal style to their chosen profession.

REL P 530 3 SP
Christian Perspective in Healthcare Ethics

This course explores contemporary and advanced issues in biomedical ethics from a Christian perspective by focusing on research and discussion of various issues in bioethics, including personhood, quality and purpose of life, abortion, effectiveness of health care systems, euthanasia, suicide, stem cell research, reproductive technologies, cloning, human and animal experimentation.

* Minimum grade of D- accepted for these GE prerequisites.

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Faculty

Milbert Mariano, Dean; Tim de la Torre, Chair, Brian Kyle, Assistant Chair; Jon Carstens, Amy Cronk Gatdula, Jaymie de la Torre

Adjunct Professors: Alexander Carpenter, Melissa Henry Pratt
Professors Emeriti: Jon Carstens, Cliff Rusch, C. Thomas Turner

Departmental Office: 260 Fisher Hall; (707) 965-6604

Degrees and Programs

Film, B.F.A.	202
Fine Art, B.F.A.	202
Graphic Design, B.F.A.	203
Fine Art, B.A.	203
Graphic Design, B.A.	203
Film, B.A.	204
Graphic Design, A.S.	204
Film, A.S.	204
Art History, Minor	205
Film, Minor	205
Fine Art, Minor	205
Graphic Design, Minor	206
Photography, Minor	206

In the *Visual Arts Department*, students are surrounded by opportunities to nurture their creative talents and turn them into relevant career choices within their respective disciplines, prepare for graduate school, or lay the groundwork for other lifelong goals in tandem with the visual arts. Students work with the latest tools, learning methods and technology within a caring Christian community. Students in the department are challenged to think critically about their work and its relevance to intellectual, social, cultural, historical, and contemporary issues. The Visual Arts Department encourages students to embrace a Christian liberal arts education to enhance their experience as they develop into visual artists ready for professional success.

Bachelor of Fine Arts (B.F.A.) Program

► Admission to the Program

Students interested in the B.F.A. should declare the program and work on foundational coursework during their first year. The *B.F.A. Application Instructions* are available at the Visual Arts Department and contain detailed information on the admissions process.

The Program Admissions Committee looks for the following criteria when evaluating applications:

- Successful completion of first two quarters of foundational courses
- Essay that demonstrates goals and intentions appropriate to the B.F.A. program
- Portfolio that demonstrates skills appropriate to the B.F.A. program
- Minimum cumulative GPA of 2.5
- Minimum cumulative GPA of 3.0 within the discipline
- First year acceptance is provisional and will be reviewed upon completion of second year.

The Admissions Committee notifies each candidate of the action taken on his or her application.

To remain in the B.F.A. program, students must continue to meet the same academic standards.

► General Education Requirements

The general-education requirements for the B.F.A. degree are the same as for the B.S. degree except as indicated below.

1. I.C & I.D (Alg & Stats) is met by either STAT 222 (Statistics) or BUAD 118 (Personal Money Management).
2. Area III.B (Psych., & Sociology) is not required.
3. Area IV.B (Visual Arts) is met by the major.
4. Only one course is required from V (Science). The course must include a laboratory.
5. Section VII (Practical and Applied Arts) is considered to be met by the major and is not required.

Visual Arts

Major in Film, B.F.A.

A minimum of 118.6 hours (59.6 upper-division hours)

► Required Core Courses (106.6 hours):

ARTD 124+125	Design + Composition I, II	3+3
ARTD 140	Typography I: Foundations	3
ARTF 390+490	Professional Practices I, II	2+2
ARTH 115+116	History of Western Art I, II	4+4
ARTH 260	History of World Cinema	4
ARTP 250	Photography: Digital Fundamentals	3
ARTP 252	Digital Imaging: Photoshop	3
FILM 131	Elements of Cinematic Storytelling	3
FILM 152	Introduction to Filmmaking	3
FILM 158	Introduction to Television Production	3
FILM 231	Sound Design	3
FILM 240	Short Scriptwriting I	3
FILM 256	Editing	3
FILM 265	Storyboarding + Pre-Visualization	2
FILM 341+342+343	Group Production I, II, III**	3+3+3
FILM 341+342+343	Group Production I, II, III**	3+3+3
FILM 346+347	Screenwriting I, II	4+4
FILM 350	Directing	3
FILM 355	Marketing + Distribution	3
FILM 360+361	Cinematography I, II	3+3
FILM 487+488+489	Thesis Project I, II, III	2+2+2
ARTH 396	Colloquium	1.6*

At least one of the following courses: 4

ARTH 370	History of Modern Art to 1945 (4)
ARTH 470	History of Contemp Art since 1945 (4)

At least one of the following courses: 3

FILM 340	Short Scriptwriting II (3)
FILM 359	Motion Graphics (3)

At least 3 hours from the following: 3

FILM 494	Internship (1-3)
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► Required Core Electives (6 hours):

At least 4 hours from the following: 4

Additional ARTH courses, selected in consultation with advisor

At least 2 hours from the following: 2

Additional ARTD, ARTF, ARTH, ARTP, DRMA or FILM courses, selected in consultation with the advisor

► Required Cognate Courses (6 hours):

COMM 340	Visual Communication and Semiotics	3
JOUR 434	Media Communication Ethics	3

* The "Colloquium" is taken eight times for a total of 1.6 hours.

** The "Group Production" sequence is taken twice.

Major in Fine Art, B.F.A.

A minimum of 117.6 hours (56.6 upper-division hours)

► Required Core Courses (79.6 hours):

ARTD 124+125	Design + Composition I, II	3+3
ARTD 285	Color	3
ARTD 460	Portfolio Development	3
ARTF 121+122	Drawing Fundamentals I, II	2+2
ARTF 211	Three-Dimensional Design	2
ARTF 212	Ceramics I	2
ARTF 218	Sculpture I	2
ARTF 221	Life Drawing	2
ARTF 224	Painting: Oil + Acrylic	2
ARTF 226	Materials + Mixed Media	2
ARTF 370-372	Advanced Studio I, II, III	3+3+3
ARTF 390+490	Professional Practices I, II	2+2
ARTF 422	Advanced Figure Study	2
ARTF 494	Internship	3
ARTF 470-472	Senior Thesis I, II, III	2+2+2
ARTH 115+116	History of Western Art I, II	4+4
ARTH 370	History of Modern Art to 1945	4
ARTH 470	History of Contemp Art since 1945	4
ARTP 250	Photography: Digital Fundamentals	3
ARTH 396	Colloquium	1.6*

► Required Core Electives (42 hours):

At least 7 hours from the following: 7

Additional ARTH courses, selected in consultation with advisor

At least 16 hours from the following: 16

Additional upper-division ARTF courses, selected in consultation with advisor

At least 19 hours from the following: 19

Additional ARTD, ARTF, ARTH, ARTP, or FILM courses, selected in consultation with the advisor

► Required Cognate Courses (3 hours):

At least one of the following courses: 3

COMM 340	Visual Communication and Semiotics (3)
JOUR 434	Media Communication Ethics (3)

Major in Graphic Design, B.F.A.

A minimum of 117.6 hours (56.6 upper-division hours)

► **Required Core Courses (107.6 hours):**

ARTD 110	Design: Tools, Materials + Techniques	2
ARTD 124+125	Design + Composition I,II	3+3
ARTD 130	Fundamentals of Graphic Design	3
ARTD 140	Typography I	3
ARTD 150	Digital Studio I	3
ARTD 262+362	Identity/Branding I, II	3+3
ARTD 268	Illustration I	3
ARTD 285	Color	3
ARTD 317	Interactive Design I	3
ARTD 365	Packaging Design	3
ARTD 370-372	Advanced Studio I, II, III	3+3+3
ARTD 460	Portfolio Development	3
ARTD 463+465	Typography II, III	3+3
ARTD 494	Internship	3
ARTD 470-472	Senior Thesis I, II, III	2+2+2
ARTF 121+122	Drawing Fundamentals I, II	2+2
ARTF 211	Three-Dimensional Design	2
ARTF 221	Life Drawing	2
ARTF 325	Printmaking: Screen Printing	2
ARTF 390+490	Professional Practices I, II	2+2
ARTH 115+116	History of Western Art I, II	4+4
ARTH 264	History of Graphic Design	2
ARTH 470	History of Contemp Art since 1945	4
ARTH 396	Colloquium	1.6*
ARTP 250	Photography: Digital Fundamentals	3
ARTP 252	Digital Imaging: Photoshop	3
ARTP 361	Studio Photography	3
FILM 131	Elements of Cinematic Storytelling	3
FILM 359	Motion Graphics	3

At least one of the following courses:

ARTF 224	Painting: Oil + Acrylic (2)	2
ARTF 312	Painting: Watercolor + Encaustic (2)	2

► **Required Core Electives (11 hours):**

At least 4 hours from the following: 4

Additional ARTH courses, selected in consultation with advisor

At least 4 hours from the following: 4

Additional ARTD, ARTF, ARTH, ARTP, or FILM courses, selected in consultation with the advisor

► **Required Cognate Courses (3-4 hours):**

At least one of the following courses: 3-4

MKTG 351	Marketing (4)	
MKTG 374	Advertising (3)	

Major in Fine Art, B.A.

A minimum of 65 hours (26 upper-division hours)

► **Required Core Courses (53 hours):**

ARTD 124-125	Design + Composition I, II	3+3
ARTD 285	Color	3
ARTD 370-371	Advanced Studio I, II	3+3
ARTD 460	Portfolio Development	3
ARTF 121-122	Drawing Fundamentals I, II	2+2
ARTF 211	Three-Dimensional Design	2
ARTF 212	Ceramics I	2
ARTF 218	Sculpture I	2
ARTF 221	Life Drawing	2
ARTF 224	Painting: Oil + Acrylic	2
ARTF 226	Materials + Mixed Media	2
ARTF 390+490	Professional Practices I, II	2+2
ARTF 470-472	Senior Thesis I, II, III	2+2+2
ARTH 115+116	History of Western Art I, II	4+4

At least one of the following courses:

ARTH 107	History of American Art (4)	4
ARTH 278	History of Women Artist (4)	
ARTH 308	History of Asian Art (3)	
ARTH 370	History of Modern Art to 1945 (4)	
ARTH 470	History of Contemp. Art since 1945 (4)	

► **Required Core Electives (9 hours):**

At least 9 hours from the following: 9

Additional upper-division ARTF courses, selected in consultation with the advisor.

Major in Graphic Design, B.A.

A minimum of 71 hours (34 upper-division hours)

► **Required Core Courses (65-66 hours):**

ARTD 110	Design: Tools, Materials + Techniques	2
ARTD 124+125	Design + Composition I, II	3+3
ARTD 130	Fundamentals of Graphic Design	3
ARTD 140	Typography I	3
ARTD 150	Digital Studio I	3
ARTD 262	Identity/Branding I	3
ARTD 268	Illustration I	3
ARTD 285	Color	3
ARTD 317	Interactive Design I	3

* The "Colloquium" is taken eight times for a total of 1.6 hours.

Visual Arts

ARTD 362	Identity/Branding II	3
ARTD 370-371	Advanced Studio I, II	3+3
ARTD 460	Portfolio Development	3
ARTD 463	Typography II	3
ARTD 365	Packaging Design	3
ARTD 470-472	Senior Thesis I, II, III	2+2+2
ARTF 121+122	Drawing Fundamentals I, II	2+2
ARTF 390+490	Professional Practices I, II	2+2
ARTH 264	History of Graphic Design	2
ARTP 252	Digital Imaging: Photoshop	3
ARTP 361	Studio Photography	3
<i>At least one of the following courses:</i>		4
ARTH 115	History of Western Art I (4)	
ARTH 116	History of Western Art II (4)	

Major in Film, B.A.

A minimum of 69 hours (38 upper-division hours)

► Required Core Courses (69 hours):

ARTD 124 + 125	Design + Composition I, II	3+3
ARTF 390 + 490	Professional Practices I, II	2+2
ARTH 260	History of World Cinema	4
ARTP 250	Photography: Digital Fundamentals	3
FILM 131	Elements of Cinematic Storytelling	3
FILM 152	Introduction to Filmmaking	3
FILM 158	Introduction to Television Production	5
FILM 231	Sound Design	3
FILM 240	Short Scriptwriting I	3
FILM 256	Editing	3
FILM 341+42+43	Group Production I, II, III	3+3+3
FILM 346	Screenwriting I	4
FILM 350	Directing	3
FILM 355	Marketing + Distribution	3
FILM 360+361	Cinematography I, II	3+3
FILM 487+88+89	Thesis Project I, II, III	2+2+2

At least 3 hours from the following: 3
 FILM 494 Internship (1-3)

Major in Graphic Design, A.S.

A minimum of 49 hours

► Required Core Courses:

ARTD 110	Design: Tools, Materials + Techniques	2
ARTD 124+125	Design + Composition I, II	3+3
ARTD 130	Fundamentals of Graphic Design	3
ARTD 140	Typography I	3
ARTD 150	Digital Studio I	3
ARTD 262	Identity/Branding I	3

ARTD 268	Illustration I	3
ARTD 299	Thesis Project	3
ARTD 317	Interactive Design I	3
ARTD 362	Identity/Branding II	3
ARTD 365	Packaging Design	3
ARTF 121+122	Drawing Fundamentals I, II	2+2
ARTF 490	Professional Practices II	2
ARTP 150	Photo: Black + White Fundamentals	3
ARTP 252	Digital Imaging: Photoshop	3
<i>At least one of the following courses:</i>		4
ARTH 370	History of Modern Art to 1945 (4)	
ARTH 470	History of Contemp Art since 1945 (4)	

Recommended Cognate Courses:

JOUR 434	Media Communication Ethics (3)
MGMT 160	Small Business Management (3)
MKTG 351	Marketing (3)
MKTG 360	Consumer Behavior (3)
MKTG 374	Advertising (3)

Major in Film, A.S.

A minimum of 48 hours

► Required Core Courses (20 hours):

ENGL 102	College English II	4
FILM 131	Elements of Cinematic Storytelling	3
FILM 152	Intro to Filmmaking	3
FILM 158	Intro to Television Production	3
FILM 240	Short Scriptwriting I	3

At least one of the following courses: 4
 ARTH 115 History of Western Art I (4)
 ARTH 116 History of Western Art II (4)

► Emphases (Choose one):

1. Production Emphasis (28 hours)

► Required Emphasis Courses (13 hours):

FILM 231	Sound Design	3
FILM 256	Editing	3
FILM 289	Thesis Project	3
FILM 360+361	Cinematography I, II	3+3

► Required Emphasis Electives (15 hours):

<i>At least 10 hours from the following:</i> 10	
ARTP 250	Photography: Digital Fundamentals (3)
FILM 265	Storyboarding + Pre-Visualization (2)
FILM 341	Group Production I (3)
FILM 350	Directing (3)

FILM 355	Marketing + Distribution (3)	
FILM 359	Motion Graphics (3)	
<i>At least 5 hours from the following:</i>		5
Additional coursework, selected from either of the 2 emphases.		

2. Writing Emphasis (28 hours)

➤ *Required Emphasis Courses (14 hours):*

FILM 340	Short Scriptwriting II	3
FILM 346+347	Screenwriting I, II	4+4
FILM 289	Thesis Project	3

➤ *Required Emphasis Electives (14 hours):*

At least 8 hours from the following: 8

ARTH 260	History of World Cinema (4)	
ENGL 212+213	Shakespeare in Performance+Proj (2+1)	
ENGL 224	Literary Theory (4)	
ENGL 474	Shakespeare (4)	
WRIT 311	Creative Writing: NonFiction (4)	
WRIT 312	Creative Writing: Playwriting (4)	
WRIT 313	Creative Writing: Poetry (4)	
WRIT 314	Creative Writing: Short Story (4)	

At least 6 hours from the following: 6

Additional coursework, selected from either of the 2 emphases.

Minor in Art History

A minimum of 30 hours (7 upper-division hours)

➤ *Required Courses (30 hours):*

ARTH 107	History of American Art	4
ARTH 115+116	History of Western Art I, II	4+4
ARTH 308	History of Asian Art	3
ARTH 370	History of Modern Art to 1945	4

At least 11 hours from the following: 11

Additional ARTH courses

Minor in Film

A minimum of 28 hours (6 upper-division hours)

➤ *Required Courses (28 hours):*

ARTH 260	History of World Cinema	4
FILM 131	Elements of Cinematic Storytelling	3
FILM 152	Introduction to Filmmaking	2
FILM 240	Short Scriptwriting I	3
FILM 341	Group Production I	3

At least 14 hours from the following: 14

Include at least 3 upper-division hours

FILM 158	Introduction to Television Production (2)	
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FILM 265	Storyboarding + Pre-Visualization (2)	
FILM 231	Sound Design (3)	
FILM 256	Editing (3)	
FILM 340	Short Scriptwriting II (3)	
FILM 346+347	Screenwriting I, II (4+4)	
FILM 350	Directing (3)	
FILM 355	Marketing + Distribution (3)	
FILM 359	Motion Graphics (3)	
FILM 360+361	Cinematography I, II (3+3)	

Minor in Fine Art

A minimum of 31 hours (6 upper-division hours)

Core Courses (18 hours):

ARTD 124+125	Design + Composition I, II	3+3
ARTD 285	Color	3
ARTF 121+122	Drawing Fundamentals I, II	2+2
ARTF 224	Painting: Oil + Acrylic	2

At least one of the following courses: 4

ARTH 115	History of Western Art I (4)	
ARTH 116	History of Western Art II (4)	
ARTH 370	History of Modern Art to 1945 (4)	

➤ *Tracks (Choose one):*

Track 1. PUC Coursework (12 hours)

ARTF 211	Three-Dimensional Design	2
ARTF 221	Life Drawing	2
<i>One of the following courses:</i>		2

ARTF 310	Painting: Watercolor (2)	
ARTF 312	Painting: Encaustic (2)	
<i>At least two of the following courses:</i>		4
ARTF 212	Ceramics I (2)	
ARTF 218	Sculpture I (2)	
ARTF 226	Materials + Mixed Media (2)	
ARTF 320	Sculpture II (2)	
ARTF 340	Ceramics II (2)	

At least one of the following courses: 2

ARTF 325	Printmaking: Screen Printing (2)	
ARTF 330	Printmaking: Relief + Intaglio (2)	

Track 2. Villa Aurora Coursework (12 hours)

Fine Art and Art History Electives 12 Complete at least 12 electives in the area of Fine Art and Art History at Villa Aurora in Florence, Italy, through the Adventist Colleges Abroad program. These electives should be selected in consultation with an advisors from PUC's Visual Art Department. Coursework must be selected to included at least 10 upper-division hours total for the minor.

** May be taken at PUC or at Villa Aurora.*

Visual Arts

Minor in Graphic Design

A minimum of 29 hours (6 upper-division hours)

► **Required Courses (25 hours):**

ARTD 110	Design: Tools, Materials + Techniques	2
ARTD 124+125	Design + Composition I,II	3+3
ARTD 130	Fundamentals of Graphic Design	3
ARTD 140	Typography I	3
ARTD 150	Digital Studio I	3
ARTD 262	Identity/Branding I	3
ARTD 268	Illustration I	3

► **Required Electives (6 hours):**

Take 6 units of upper-division ARTD courses 6

Minor in Photography

A minimum of 30 hours

► **Required Courses (21 hours):**

ARTD 124+125	Design + Composition I,II	3+3
ARTD 285	Color	3
ARTP 150	Photo: Black + White Fundamentals	3
ARTP 250	Photo: Digital Fundamentals	3
ARTP 252	Digital Imaging: Photoshop	3
ARTP 361	Studio Photography	3

► **Take 9 units (6 upper-division) of ARTP, ARTD, ARTE, FILM**

The Rasmussen Art Gallery

The Rasmussen Art Gallery, located in the heart of the campus mall, offers students and community a stimulating and enriching cultural dimension in the visual arts. The gallery's exhibitions provide exposure to contemporary work as well as to historically significant art.

Graphic Design

LOWER-DIVISION COURSES:

ARTD 110 2 W
Design: Tools, Materials + Techniques

Provides the student with fundamental experience and knowledge in the use of the basic materials, tools and processes necessary for graphic designers. Emphasizes hand skills, with assignments covering construction, presentation, book-arts, and other basic techniques.

ARTD 124+125 3+3 F+W
Design + Composition I,II

The basic principles and elements of naturalistic and nonrepresentational design. Stresses creative use of line, color, shape, texture, and space. Must be taken in sequence.

ARTD 130 3 F
Fundamentals of Graphic Design

A basic overview of the design process from conceptualization and visualization to the preparation of advertising and collateral materials for print.

ARTD 140 3 W
Typography I: Foundations

Study of letter forms with emphasis on typesetting and preparation of copy for typesetting and design. Prerequisite: ARTD 130.

ARTD 150 3 S
Digital Studio I

Preprint production techniques for print applications. Emphasis on presentation and technical skills and problem solving. Recommended prerequisite: ARTD 130.

ARTD 253 3 S
Communication Design

Uses the Macintosh computer as hardware platform and Adobe InDesign®. Emphasis is on page layout. Introduction to formatting long documents. Use of multiple master pages; building color pages. Two lectures and one laboratory per week.

ARTD 262 3 W
Identity/Branding I

Emphasizes conceptual problem-solving in the design of corporate identity and collateral materials. Prerequisites: ARTD 130, 140, 150. Recommended prerequisite: ARTD 268.

ARTD 268 3 F
Illustration I

To cultivate the process, resources, and skills needed to create fundamental illustrations in association with graphic design. Applied rendering and illustra-

tions using Adobe Illustrator® to create illustrations and graphics for print and web media. Prerequisites: ARTF 121+122; Macintosh competency.

ARTD 285 **3 S**
Color

The study and hands-on exploration of color, including color perception, properties of color, interaction of colors, color harmony, and color associations. Develops the student's ability to manipulate color for expressive and aesthetic purposes. Prerequisites: ARTD 124, 125

ARTD 299 **3 S**
Thesis Project

Individual project required of all A.S.-degree graphic design majors. Creation of a unified, accomplished body of work for exhibition in the Rasmussen Art Gallery or at another predetermined location on campus. Students completing more than one degree do a separate project for each degree earned. Qualifies for IP grading.

UPPER-DIVISION COURSES:

ARTD 317 **3 F**
Interactive Design I

Exploration of ideas and tools related to designing human interactions with technology. Students use industry standard software for producing interactive projects for the internet, kiosks, and mobile devices. Incorporates exercises that explore the future of interactive design. Students practice interactive storytelling, wireframing, user testing, prototyping, development and design. Topics also include basic animation techniques, transitions, and basic scripting as they relate to the interactive development process. Prerequisite: ARTD 268 or ARTP 252. Recommended prerequisites: ARTD 124, 125, 130.

ARTD 362 **3 F**
Identity/Branding II

In-depth study of corporate identity and graphic standards programs. Includes identity design and usage in various print and collateral applications. Prerequisites: ARTD 140, 150, 262. Even years.

ARTD 364 **3 S**
Illustration II

Emphasis on rendering images for editorial and commercial assignments. Media include pen and ink and ink wash. Prerequisites: ARTF 221, ARTD 268. Odd years.

ARTD 365 **3 S**
Packaging Design

The process of design and presentation as applied to packaging, the redesign of existing packaging and the creation of new product entries. Prerequisites: ARTD 140, 150, 262. Even years.

ARTD 370-372 **3+3+3 F, W, S**
Advanced Studio I, II, III

This series of courses builds on techniques learned in fundamentals courses with the goal of mastery in a chosen medium or mediums. Designed for the working studio artist to develop autonomy and a conceptual voice in consultation with a mentor through the process of exploration. Two lectures and one laboratory weekly. Repeatable for credit. Prerequisites: Professor approval required for enrollment. Junior standing. Qualifies for IP grading.

ARTD 415 **3 W**
Environmental Graphic Design

Advanced study of how to plan and design the integration of visual communication into the three-dimensional environment. Students explore how static and interactive typography, graphics and

images can be applied as both pragmatic and poetic solutions in accord with interior and exterior architecture, museum/gallery displays, retail and corporate environments. Prerequisites: ARTD 140, 262. Even years.

ARTD 460 **3 S**
Portfolio Development

Creation of a professional-quality portfolio tailored to a job search, gallery search or graduate school application. Specific attention given to refining and polishing the content, form, and packaging. Additional areas include developing a personal identity system and assembling a set of self-promotional materials. Prerequisite: ARTF 490.

ARTD 463 **3 S**
Typography II: Form + Communication

Type styles, character, arrangement, and usage in the design of printed materials. Practical experience in preparation of type for print production. Prerequisites: ARTD 140, 150, 262. Odd years.

ARTD 464 **3 S**
Digital Studio II

Explores the preparation of digital files and desktop design. For advanced graphic design majors who understand the basic elements of design, typography, and print and who have Macintosh competency. Prerequisites: ARTD 150, 262.

ARTD 465 **3 S**
Typography III: Expressive + Experimental

Advanced study of typography concentrating on the expressive use of letterforms and text, and the exploration of experimental and progressive application of type and letterforms. Prerequisite: ARTD 463. Even years.

Visual Arts

ARTD 470-472 **2+2+2 F, W, S** **Senior Thesis I, II, III**

The Thesis Project is a capstone course in which each visual arts major produces a body of work of professional portfolio quality, which begins with research on a chosen topic of the student's interest and then the project synthesizes his/her development in the PUC Visual Art Department. Specifics need to be determined in consultation with a Visual Arts faculty mentor. Senior standing. Eligible for IP grading.

ARTD 485 **1-4 Arr** **Topics in Design**

An advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

ARTD 494 **1-3 F, W, S, Su** **Internship**

An individualized contract agreement involving selected students, faculty, and employers to provide practical experience in graphic design in a professional setting. Thirty clock hours of experience required for each hour of credit. Repeatable for credit. Prerequisite: Formal admission to the BFA program or permission from the department chair. Qualifies for IP grading. Graded S/F.

ARTD 495 **1-3 Arr** **Independent Study**

Available in any area where additional study is desired. Approval of department chair and major advisor is required. Repeatable to a maximum of 6 credits.

Fine Art

LOWER-DIVISION COURSES:

ARTF 110 **2 S** **Introduction to Art Therapy**

Introduction to the field of art therapy including information about the history, psychological theories, materials, populations, settings and much more. Discussion and project based; invites students to think critically, practically, and creatively through discussion of traditional and controversial issues within the field of art therapy. Prerequisite: PSYC 121.

ARTF 121+122 **2+2 F, W** **Drawing Fundamentals I, II**

Development of the student's ability to communicate and express creative ideas using line, shape, value, and texture. One lecture and one laboratory per week. ARTF 121 is prerequisite to ARTF 122.

ARTF 211 **2 F** **Three-Dimensional Design**

The perceptual, spatial, and structural principles of well-ordered three-dimensional forms. Assignments introduce techniques of modeling and assemblage. One lecture and one laboratory per week.

ARTF 212 **2 F, W, S** **Ceramics I**

Introduction to Materials + Techniques in creating hand-built and wheel-thrown ceramic forms. One lecture and one laboratory per week.

ARTF 218 **2 W** **Sculpture I**

Introduction to materials, design and techniques used to create sculptural forms using additive and subtractive methods. One lecture and one laboratory per week. Prerequisite: ARTF 211.

ARTF 221 **2 S** **Life Drawing**

Improvement of visual skills and accurate portrayal of human surface anatomy. One lecture and one laboratory per week. Prerequisites: ARTF 121 or 122.

ARTF 224 **2 F** **Painting: Oil + Acrylic**

An introductory exploration of the fundamentals of opaque media painting in oil and acrylic. Designed with an emphasis on gaining familiarity with tools and materials as well as developing the technical skills to achieve a desired effect in each media. One lecture and one laboratory per week.

ARTF 226 **2 W** **Materials + Mixed Media**

Exploration of traditional and non-traditional materials used in two- and three-dimensional artwork. Students are challenged to come up with successful solutions to combine them. One lecture and one laboratory per week.

UPPER-DIVISION COURSES:

ARTF 310 **2 W** **Painting: Watercolor**

An introductory exploration of the fundamentals of painting in the medium of watercolor. Designed with an emphasis on gaining familiarity with tools and materials as well as developing the technical skills to achieve a desired. One lecture and one laboratory per week. Prerequisite: ARTD 285.

ARTF 312 **2 W** **Painting: Encaustic**

An introductory exploration of the fundamentals of painting in the medium of encaustic. Designed with an emphasis on gaining familiarity with tools and materials as well as developing the technical

skills to achieve a desired effect. One lecture and one laboratory per week. Prerequisite: ARTD 285.

ARTF 318 2 S
Sculpture II

Sculpture techniques and conceptualization at an intermediate level. Development of sculpture skills in a wide variety of media, processes and subject matter. One lecture and one laboratory per week. Prerequisite: ARTF 218.

ARTF 325 2 W
Printmaking: Screen Printing

Screen Printing explores serigraphy (silkscreen) printing using mechanical stencil and direct photo stencil. Projects explore a variety of techniques and printing with multiple colors. One lecture and one laboratory per week. Prerequisite: ARTF 121 or 122

ARTF 330 2 S
Printmaking: Relief + Intaglio

Creation of fine art prints through exploration of the relief process (woodcut, linocut) and the intaglio process (etching, engraving, drypoint). One lecture and one laboratory per week. Prerequisite: ARTF 121 or 122. Even years.

ARTF 340 2 W
Ceramics II

Ceramics techniques and processes at the intermediate level. One lecture and one laboratory per week. Prerequisite: ARTF 212. Even years.

ARTF 370+371+372 3 F, W, S
Advanced Studio I, II, III

This series of courses builds on techniques learned in fundamentals courses with the goal of mastery in a chosen medium or mediums. Designed for the working studio artist to develop autonomy and a conceptual voice in consulta-

tion with a mentor through the process of exploration. Two lectures and one laboratory weekly. Repeatable for credit. Prerequisites: Professor approval required for enrollment.

ARTF 390 2 F
Professional Practices I: Authenticity + Self Promotion

Preparation for graduate school and a creative career through development of resumes, portfolios, internship opportunities, and self-reflection. Class discussions also explore social/spiritual components of a career in the arts. Prerequisite: Junior class standing.

ARTF 422 2 S
Advanced Figure Study

Building on the fundamentals of proportion in the human figure learned in ARTF 221, this course is designed to work towards mastery of a chosen medium. Emphasis will be on exploration of technique and personal style in representing the human figure from a live model. One lecture and one laboratory per week. Prerequisite: ARTF 221. Repeatable for credit up to 3 times.

ARTF 470-472 2+2+2 F, W, S
Senior Thesis I, II, III

The Thesis Project is a capstone course in which each visual arts major produces a body of work of professional portfolio quality, which begins with research on a chosen topic of the student's interest and then the project synthesizes his/her development in the PUC Visual Art Department. Specifics need to be determined in consultation with a Visual Arts faculty mentor. Senior standing. Eligible for IP grading.

ARTF 485 1-4 Arr
Topics in Fine Arts

An advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

ARTF 490 2 F
Professional Practices II: Business Principles for Visual Artists

Introduction to the essentials to create and grow an arts-based business. Includes accounting, invoicing, budgeting, tax and legal implications, and general business practices. Also includes a focus on interacting with employees and clients in a professional manner. Prerequisite: Junior class standing.

ARTF 494 1-3 F, W, S, Su
Internship

An individualized contract agreement involving selected students, faculty, and employers to provide practical experience in fine art in a professional setting. Thirty clock hours of experience required for each hour of credit. Repeatable for credit. Prerequisite: Formal admission to the BFA program or permission from the department chair. Qualifies for IP grading. Graded S/F.

ARTF 495 1-3 Arr
Independent Study

Available in any area where additional study is desired. Approval of department chair and major advisor is required. Repeatable to a maximum of 6 credits.

Visual Arts

History of Art

LOWER-DIVISION COURSES:

ARTH 107 **4 W**
History of American Art

A study of art and architecture in the United States from Native America to the present. Odd years.

ARTH 115 **4 F, S**
**History of Western Art I:
Prehistoric to Medieval**

Designed to further appreciation of art as an expression of human experience. Major monuments in Western Civilization from its origins to the Gothic period with particular emphasis on the relationship between art and the cultural and historical epoch in which it was created.

ARTH 116 **4 F, S**
**History of Western Art II:
Renaissance to Modern**

Designed to further appreciation of art as an expression of human experience. Major artists and monuments in Western Civilization from the Renaissance to the present with particular emphasis on the relationship between art and the cultural and historical epoch in which it was created.

ARTH 260 **4 F**
History of World Cinema

Examination of significant motion pictures in content and form from the late 19th Century to the present. Includes films from the Americas, Europe and Asia with emphasis on narrative, editing, mise-en-scène and cinematography. Two lectures and one laboratory per week.

ARTH 264 **2 W**
History of Graphic Design

The history of graphic design and visual communications from the development of ancient writing of the Sumerians progressing through 20th century advances in graphic design: major trends, developments, and influences. Students will be able to recognize, analyze, and understand important historical and world-wide cultural influences found in graphic design and visual communication. Odd years.

ARTH 277 **4 W**
History of Photography

Analysis of theories and techniques of major photographers in Europe and the Americas from the inception of photography to the present.

ARTH 278 **4 W**
History of Women Artists

An overview of the contributions made by women to the art of the Western World from the Renaissance to the present with particular focus on the 19th and 20th Centuries. Even years.

UPPER-DIVISION COURSES:

ARTH 308 **3 W**
History of Asian Art

A survey of art and architecture in India, Southeast Asia, China, Korea and Japan. Emphasis is on art and its relationship to cultural and religious belief systems. Even years.

ARTH 370 **4 S**
History of Modern Art to 1945

Nineteenth and Twentieth-Century art and architecture in Europe and the Americas from Manet up to the Surrealists and the Second World War. Prerequisite: ARTH 116. Odd years.

ARTH 396 **0.2 F, W, S**
Colloquium

Lecture/discussion series for BFA majors. Includes two lecture periods (one department wide, one program specific). A museum day trip. A gallery opening, and a reflection paper. Repeatable for credit. Graded S/F

ARTH 470 **4 S**
**History of Contemporary Art
Since 1945**

Avant-garde art and architecture in the Americas and Europe from Abstract Expressionism to the present. Prerequisite: ARTH 116. Even years.

ARTH 485 **1-4 Arr**
Topics in Art History

An advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

ARTH 495 **1-3 Arr**
Independent Study

Available in any area where additional study is desired. Approval of department chair and major advisor is required. Repeatable to a maximum of 6 credits.

Photography

SERVICE COURSES:

(Not applicable to a major or minor in this department)

ARTP 100W-101W 2+2 Su
Digital Photography Workshop I+II

Workshop focused on digital photography techniques and the transformation of photographic and non-photographic imagery on the computer. Offered only at Albion Field Station. Repeatable for credit. Must be taken in sequence.

LOWER-DIVISION COURSES:

ARTP 150 3 W
Photography: Black + White Fundamentals

The basic equipment, experimental manipulations, and photographic skills involved in producing black and white negatives, contact prints, and enlargements; the proper use of various films, papers, and chemicals. Ninety minutes lecture, four hours laboratory per week.

ARTP 250 3 F
Photography: Digital Fundamentals

An introduction to digital photography and digital camera operation. Covers composition, exposure, fundamentals of traditional photographic concepts, and basic post-processing of RAW image files. Ninety minutes lecture, four hours laboratory per week.

ARTP 252 3 S
Digital Imaging: Photoshop

Use of Adobe® Photoshop tools and techniques to composite, alter and enhance photographic images. Emphasis on artistic manipulation of digital images for graphic design and photographic applications. Ninety minutes lecture, four hours laboratory per week.

UPPER-DIVISION COURSES:

ARTP 361 3 W
Studio Photography

Introduction to photographic studio equipment and lighting. Ninety minutes lecture, four hours laboratory per week. Prerequisite: ARTP 250.

ARTP 485 1-4 Arr
Topics in Photography

An advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

ARTP 494 1-3 F, W, S, Su
Internship

An individualized contract agreement involving selected students, faculty, and employers to provide practical experience in photography in a professional setting. Thirty clock hours of experience required for each hour of credit. Repeatable for credit. Prerequisite: Formal admission to the BFA program or permission from the department chair. Qualifies for IP grading. Graded S/F.

ARTP 495 1-3 Arr
Independent Study

Available in any area where additional study is desired. Approval of department chair and major advisor is required. Repeatable to a maximum of 6 credits.

Film

LOWER-DIVISION COURSES:

FILM 131 3 W
Elements of Cinematic Storytelling

Introduction to the basic elements of cinema and related motion-picture technologies. Emphasis on developing skills of critical analysis and appreciation of

the "language" of cinema; craft, genre, style, and technique. Historical overview of cinema classics and innovative visionaries of the medium. Course is taught through lectures, discussion, and weekly film screenings.

FILM 152 3 F
Introduction to Filmmaking

A hands-on introduction to the craft of documentary and fiction filmmaking from conception through post-production and distribution, with an emphasis on the short film format and independent film. Intended for Film majors and others interested in learning how films are created. Students make their own short film projects during this class. Two lectures and one laboratory per week.

FILM 158 3 S
Introduction to Television

Students produce and edit multiple episodes of an original short-form web series. Special emphasis on team roles and pre-production documentation. Two lectures and one laboratory per week.

FILM 231 3 F
Sound Design

Introduction to audio recording theory, techniques and technology. Emphasis on the principles and technical expertise behind recording quality audio and basic post-production processing. One lecture and one laboratory per week. Prerequisite: FILM 152, 256.

FILM 240 3 F
Short Scriptwriting I

Techniques and practice in writing a variety of short film scripts. Topics covered will include the fundamentals of screenwriting, story structure, character, and theme development. Includes practical development of the students' knowledge of screenwriting software programs. An introduction to writing for

Visual Arts

television will also be covered. Student work will ideally be integrated into other media production courses requiring short scripts. Two lectures and one laboratory per week.

FILM 256 **3 W** **Editing**

Explores the history, theories, and techniques of film and television editing. Students learn to create meaning and emotion through the juxtaposition of moving images and the art of making the edit. Practical training includes project workflow, metadata and clip organization, codec selection, and mastering the tools for making and refining edit choices. One lecture and one laboratory per week.

FILM 265 **2 S** **Storyboarding + Pre-Visualization**

Introduction to basic terminology, tools, and media of storyboarding and pre-visualization. Development of thumbnails, storyboards, scripts, and other conceptual presentation processes. Considerations and concepts of narrative flow, pacing, and staging. Even years.

FILM 289 **3 S** **Thesis Project**

Completion and presentation of an independent film project. Proposals must be pitched to a department review panel for approval. Qualifies for IP grading.

UPPER-DIVISION COURSES:

FILM 340 **3 F** **Short Scriptwriting II**

Techniques and practice in writing a television script. Students will write a television spec script, following industry standards, which can be placed in a professional portfolio and used for submission to agents. Also includes development of web series ideas in a collaborative

environment. Two lectures and one laboratory per week. Prerequisite: FILM 240. Odd years.

FILM 341+342+343 **3+3+3 F+W+S** **Group Production I, II, III**

A three-part series in which students work together as a collaborative team to create a film (narrative or documentary) or television project. The series is intended to allow students to apply their previously acquired skills to a project as a team and prepare them for their thesis project. Two lectures and one laboratory per week. Repeatable for credit. Prerequisites: FILM 158.

FILM 346+347 **4+4 W+S** **Screenwriting I, II**

Fundamentals of screenwriting: structure, character and scene development, conflict, locale, theme, script outline, and story conception. Includes practical development of the student's knowledge of screenwriting software programs. In FILM 346, students produce one act of a full-length screenplay. In FILM 347, students rewrite the first draft and move toward the creation of the final draft of a full-length screenplay (90 to 120 pages in length). Must be taken in sequence. Prerequisite: ENGL 102, FILM 240.

FILM 350 **3 S** **Directing**

The director's role in the filmmaking process, including preparing script for production, casting a project, working with actors during rehearsal, discovering a film's visual style, and working with the crew in pre-production, on set, and in post production. One lecture and one laboratory per week. Prerequisites: ARTH 260, FILM 256, 270, 271. Even years.

FILM 355 **3 S** **Marketing + Distribution**

An exploration of film and television Marketing and Distribution with an emphasis on how to secure a distribution deal for an independent production. Forms of distribution examined include theatrical, film festivals, home video, online, and self-distribution. Students will work on the creation of a press kit, trailer, and distribution plan for their own project. Should be taken in conjunction with FILM 289 or FILM 489. Two lectures and one laboratory per week.

FILM 359 **3 F** **Motion Graphics**

Introduction to motion graphics in television and film using Adobe® After Effects®. Students will learn to create title sequences and animations, basic compositing, and special effects. Two lectures and one laboratory per week. Prerequisites: ARTD 124, FILM 256. Recommended prerequisites: ARTD 140, ARTP 252. Odd years.

FILM 360 **3 W** **Cinematography I**

Lighting analysis, design, and theory for cinematography. Students will learn to work with a variety of industry standard lights and modifiers to control and shape light. Two lectures and one laboratory per week. Prerequisites: FILM 131.

FILM 361 **3 S** **Cinematography II**

The cinematographer's role in the filmmaking process with an emphasis on the camera department. Students will become familiar with devices used to move and control the camera, lenses, filtration, and recording techniques. Two lectures and one laboratory per week. Prerequisite: FILM 131.

FILM 485 **1-4 Arr****Topics in Film**

An advanced study course that goes beyond topics covered in the program's regular offerings. A specific title is given to the course when it is taught. Repeatable for credit under different subtitles.

FILM 487+488+489 **2+2+2 F+W+S****Thesis Project I, II, III**

A film or television project produced and completed during the senior year that incorporates the creative, technical, and business skills learned throughout the major. The film, documentary, or television project will be presented at the Diogenes Film Festival held at the end of the year. Proposals must be pitched to a department review panel for approval at the beginning of the senior year.

FILM 494 **1-3 F, W, S, Su****Internship**

An individualized contract agreement involving selected students, faculty, and employers to provide practical experience in film and tv in a professional setting. Thirty clock hours of experience required for each hour of credit. Repeatable for credit. Qualifies for IP grading. Graded S/F.

FILM 495 **1-3 Arr****Independent Study**

Available in any area where additional study is desired. Approval of department chair and major advisor is required. Repeatable to a maximum of 6 credits.

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Faculty

Milbert Mariano, Dean; Tara Hargrove, Chair; Sylvia Rasi Gregorutti

Professor Emerita: Rosario Caballero-Chambers

Departmental Office: 212 Irwin Hall; (707) 965-6500

Degrees and Programs

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World Languages offers instruction in a number of languages. Courses in Spanish are offered on campus. Through its membership in the Adventist Colleges Abroad (ACA) consortium, courses are also offered in Arabic, French, German, Italian, Korean, Portuguese, and Spanish. Participating campuses abroad are located in Argentina, Austria, Brazil, France, Italy, Lebanon, S. Korea, and Spain. An ACA campus in Israel offers courses in Biblical Hebrew (*see Theology*).

The department offers an individualized interdisciplinary major in Language & Culture Studies with language emphases in Arabic, French, German, Italian, Portuguese, and Spanish. This individualized major allows students to design their second emphasis, selecting from a broad range of courses to complete Language & Culture Studies degree (for example, with an emphasis in Spanish & Environmental Studies, French & History, Italian & Music, etc.).

Departmental majors and minors will typically spend from one to three quarters, as needed, in the ACA Program in order to study the selected language and be immersed in the culture.

World Languages also offers a badge in Basic Spanish for Health Care on successful completion of SPAN 105 Spanish for Healthcare I and a Spanish for Healthcare Certificate on successful completion of both SPAN 105 Spanish for Healthcare I and SPAN 215 Spanish for Healthcare II.

Major in Language & Culture Studies, B.A.

A minimum of 52 hours (24 upper-division hours)

► Required Core Courses (8 hours):

LANG 300*	International Cultural Experience	1+1+1
LANG 335	Survey of Linguistics	4
LANG 490	Senior Seminar	1

► Required Core Cognate (lower-division 3-4 hours):

At least one of the following courses: 3-4

ANTH 124	Cultural Anthropology (3)
ARTH 115	History of Western Art I (4)
ARTH 116	History of Western Art II (4)
GEOG 210	World Regional Geography (3)
HIST 101	History of World Civilizations I (4)
HIST 102	History of World Civilizations II (4)
MUHL 245	Intro to World Music and Culture (3)
PSYC 121	General Psychology (4)

► Required Core Cognate (upper-division 8 hours):

At least two of the following courses:** 8

COMM 330	Intercultural Communication (3)
COMM 340	Visual Communication & Semiotics (3)
COMM 350	Nonverbal Communication (3)
EDUC 336	The Multicultural Classroom (3)
ENVR 360+L	Conservation Biology + Lab (3+1)
ENVR 361+L	Energy & Climate Change + Lab (3+1)
GLBH 310	Population Health (4)
GLBH 418	Ethics for Global Health (4)
GLBH 460	Health Systems of the World (4)
GLBH 465	Issues in Global Health (4)
HIST 320	Christian History: To 1400 (3)
HIST 321	Christian History: Since 1400 (3)
HIST 330	Medieval to Renaissance Europe (4)
HIST 333	Early Modern Europe to 1848 (4)
HIST 375	U.S. and the World Since 1945 (4)

* Taken during each quarter of study abroad.

World Languages

HIST 412	Seminar in Asian History (4)
HIST 414	Seminar in Middle East History (4)
HIST 415	Seminar in U.S. or Europe (4)
MGMT 457	International Business (3)
MGMT 466	Business and Society (3)
MUHL 331	Music Hist. through the Baroque Era (3)
MUHL 332	Music Hist. of the Classic & Rom. Eras (3)
MUHL 333	Music Hist. from Post-Rom. to Present (3)
PLSC 328	Critical World Issues (3)
PLSC 330	Modern Comparative Government (3)
PLSC 485	Foreign Relations of the U.S. (3)
PSYC 344	Psychology of Personality (3)
PSYC 390	Gender Issues (3)
RELH 311	World Religions (3)
SOCI 355	Cultural Diversity (3)
WRIT 310	Advanced Expository Writing (4)
WRIT 311	Creative Writing: Non-Fiction (4)
WRIT 312	Creative Writing: Playwriting (4)
WRIT 313	Creative Writing: Poetry (4)
WRIT 314	Creative Writing: Short Story (4)
WRIT 320	Online Publication (4)

***Must obtain advisors approval for Required Core Cognate courses; must be in the same general field. Courses not listed here may be approved by petition.*

► Language Emphases (Choose one):

Arabic Emphasis (22 hours)

Take at least 22 hours from the following: 22
ARAB courses (any level), typically taken at the Arabic-language ACA campus. Include ARAB 260: Current Events in the Arab World (3) or ARAB 270: Arab People and their Culture (3).

Take at least 5 hours from the following: 5

HIST 414	Seminar in Middle East History (3)**
LANG 495	Independent Study (1-3)
RELH 311	World Religions (3)**

**** Must be taken separately from the core cognate.*

French Emphasis (30 hours)

At least 30 hours from the following: 30
FREN courses at the intermediate level or higher. Include at least 12 hours of upper-division coursework. Typically taken at the French-language ACA campus.

German Emphasis (30 hours)

At least 30 hours from the following: 30
GRMN courses at the intermediate level or higher. Include at least 12 hours of upper-division coursework. Typically taken at the German-language ACA campus.

Italian Emphasis (30 hours)

At least 30 hours from the following: 30
ITLN courses at the intermediate level or higher. Include at least 12 hours of upper-division coursework. Typically taken at the Italian-language ACA campus.

Portuguese Emphasis (30 hours)

At least 30 hours from the following: 30
PORT courses at the intermediate level or higher. Include at least 12 hours of upper-division coursework. Typically taken at the Portuguese-language ACA campus.

Spanish Emphasis (30 hours)

At least 30 hours from the following: 30
SPAN courses at the intermediate level or higher. Include at least 12 hours of upper-division coursework. Typically taken at a Spanish-language ACA campus.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in a language other than English with a concentration in Spanish should take the B.A. degree in Language & Culture Studies: Emphasis in Spanish + 2nd Emphasis. (Other language concentrations are available.) Students will need to pass the language other than English (Spanish concentration) portion of the CSET exam one quarter prior to the full-time student teaching experience. Students are invited to discuss the program with the World Languages advisor.

Those who plan to teach on the secondary level should consult with the credential analyst in the Education Department and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the section entitled "Education" in this catalog.

Minor in Arabic

A minimum of 27 hours (6 upper-division hours)

ARAB 111	Basic Grammar II	4.5
ARAB 121	Basic Conversation II	4.5
ARAB 131	Basic Writing II	4.5
ARAB 141	Basic Reading II	4.5
RELH 311	World Religions	3
HIST 414	Seminar in Middle East History	3

At least one of the following courses: 3

ARAB 260	Current Events in the Arab World (3)
ARAB 270	Arab People & their Culture (3)

All ARAB courses are typically taken at the Arabic-language ACA campus.

Minor in French

A minimum of 24 hours (8 upper-division hours)

Take a minimum of 24 hours of FREN coursework at the intermediate level or higher. Include a minimum of 8 credits at the upper-division level. Typically taken at the French-language ACA campus.

Minor in German

A minimum of 24 hours (8 upper-division hours)

Take a minimum of 24 hours of GRMN coursework at the intermediate level or higher. Include a minimum of 8 credits at the upper-division level. Typically taken at the German-language ACA campus.

Minor in Italian

A minimum of 24 hours (8 upper-division hours)

Take a minimum of 24 hours of ITLN coursework at the intermediate level or higher. Include a minimum of 8 credits at the upper-division level. Typically taken at the Italian-language ACA campus.

Minor in Portuguese

A minimum of 24 hours (8 upper-division hours)

Take a minimum of 24 hours of PORT coursework at the intermediate level or higher. Include a minimum of 8 credits at the upper-division level. Typically taken at the Portuguese-language ACA campus.

Minor in Spanish

A minimum of 24 hours (8 upper-division hours)

Take a minimum of 24 hours of SPAN coursework at the intermediate level or higher. Include a minimum of 8 credits at the upper-division level. Typically taken at a Spanish-language ACA campus.

Adventist Colleges Abroad (ACA)

Pacific Union College is a member of Adventist Colleges Abroad (ACA), a consortium of colleges and universities operated by the Board of Higher Education of the North American Division of the Seventh-day Adventist Church. This consortium affords opportunity to qualified students for international study while completing the requirements of their programs at their home campus. The program allows students to immerse themselves in the culture and life of the host country and become conversant in the language if other than English; to mature socially, spiritually, and intellectually; and to develop sensitivity

to cultural differences and a sense of responsibility for and mission to other peoples of the world. ACA offers an academic year program of study as well as a (six-weeks for most programs) summer term.

ACA Locations

The following institutions are international affiliates of ACA:

Argentina- Universidad Adventista del Plata, Libertador San Martín
Spanish Language, Latin American Culture (Academic Year)

Austria- Seminar Schloss Bogenhofen, St. Peter am Hart
German Language and Culture (Academic Year, Summer)

Brazil- Faculdade Adventista da Bahia, Bahia
Portuguese Language and Culture (Academic Year, Summer)

France- Campus Adventiste du Salève, Collonges-sous-Salève
French Language and Culture (Academic Year, Summer)

Israel- Jerusalem Center for Biblical & Archeological Studies
Biblical Hebrew (Summer)

Italy- Istituto Avventista Villa Aurora, Florence
Italian Language and Culture (Academic Year, Summer)

Lebanon- Middle East University, Jdeidet El, Beirut
Arabic Language and Culture (Academic Year)

South Korea- Sahmyook University, Seoul
Korean Language and Culture (Summer)

Spain- Escuela Superior de Español de Sagunto, Sagunto
Spanish Language and Culture (Academic Year, Summer)

ACA Admission

Applicants for international study do not need to be language majors or minors. Students majoring in various disciplines that allow for one quarter up to a full year within the four-year curriculum may study in the year-abroad and summer session programs without losing credits or prolonging time before graduation by carefully planning the year(s) preceding and following their international study experience. Prerequisites for admission to Adventist Colleges Abroad study abroad programs are as follows:

1. Admission as a regular student to Pacific Union College for the summer or academic year abroad.
2. Competence in the language of the host country for Argentina and Spain (minimum: one year of college or two years of secondary study with a language GPA of 2.50). This level of language competence is prerequisite to one's being considered for admission. Language competence is encouraged but not required at all campuses except Argentina and Spain, or of students in summer programs.
3. Regular academic standing at Pacific Union College and a

World Languages

minimum cumulative college GPA of 2.0.

4. A good citizenship record that gives evidence of better-than-average maturity, adjustability, and congeniality.
5. Presentation of the application with all required information and signatures (academic and financial arrangements) to the Pacific Union College Admissions Office by April 1 (summer program) or May 1 (academic year).
6. Attendance at an ACA orientation meeting presented by PUC's ACA coordinator.

College freshmen with competence in the language are not specifically excluded from ACA academic year programs, but the course of study is usually more beneficial to sophomores and juniors, especially those who plan to major or minor in the language. Participation in ACA is also typically open to students immediately after completion of coursework at PUC.

ACA courses are in high demand; applications are processed in the order received. Applications are available online at www.acastudyabroad.com. Unless otherwise stated, the deadline for summer applications is April 1; for academic year programs, it is May 1. An application procedure guide is available at the department web page and at the Records Office web page.

ACA Enrollment

Although enrolled on an international campus, students are registered at PUC; are considered in residence at this college; and are eligible for all external grants, loans, scholarships, and financial aid offered to students in attendance at PUC. Credit earned abroad is recorded each term in the PUC Records Office. Students must obtain prior permission from the Pacific Union College Records Office to earn more than 18 credits for a term.

As part of their PUC enrollment, all ACA students are required to enroll in LANG 300: International Cultural Experience during each fall, winter, and spring term. The purpose of this course is to support the student study abroad experience and enhance appreciation of the host culture and language. This one-credit course is offered for no additional cost and is conducted online.

ACA students are subject to all academic, financial, and conduct requirements of PUC. At the same time, each ACA student is also a part of the affiliated overseas school and as such is subject to all of its requirements as well. Further information regarding these requirements will be provided to the student during the admission and enrollment process.

ACA Coursework

The Adventist Colleges Abroad Program offers a wide variety of language courses. At non-Spanish language campuses, these include beginner-level courses. At all campuses, intermediate

and advanced levels concentrate on grammar, orthography, composition, phonetics, conversation, reading, pronunciation, literature, culture, civilization, and folklore as well as courses in art, education, geography, history, music, physical education, and religion.

Applicants must consult with their major professors and the ACA coordinator before enrollment. Pacific Union College personnel advise students about courses to take abroad and determine how the credits will apply toward graduation requirements. Those who carefully plan their academic-year programs with Pacific Union College advisors may earn up to 50 quarter hours toward a baccalaureate degree, including credit for the major, minor, general education, and elective requirements.

Contact Information

Mail: Adventist Colleges Abroad
Office of Education, North American Division
9705 Patuxent Woods Drive
Columbia, MD 21046
Phone: (443) 391-7278
Fax: (443) 259-4887
Email: aca@nad.adventist.org
Website: www.acastudyabroad.com

Language Placement

Students who have had previous work in a given language and wish to take a beginning course in that language must obtain the consent of the department chair.

Students with a Spanish language background taking Spanish and those unsure of what course to enroll in should consult with the department faculty.

Chinese

CHIN 111 **4 Arr**
Beginning Chinese

Designed to develop speaking, listening, reading, and writing skills in Chinese. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language. Includes an introduction to selected elements of the cultures in countries where Chinese is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in Chinese.

French

FREN 111 **4 Arr**
Beginning French I

Designed to develop speaking, listening, reading, and writing skills in French. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language.

Includes an introduction to selected elements of the cultures in countries where French is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in French.

German

GRMN 111 **4 Arr**
Beginning German I

Designed to develop speaking, listening, reading, and writing skills in German. Basic grammar and vocabulary presented through a proficiency-oriented

approach emphasizing the practical use of the language.

Includes an introduction to selected elements of the cultures in countries where German is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in German.

Italian

ITAL 111 **4 Arr**
Beginning Italian I

Designed to develop speaking, listening, reading, and writing skills in Italian. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language.

Includes an introduction to selected elements of the cultures in countries where Italian is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in Italian.

Japanese

JAPN 111 **4 Arr**
Beginning Japanese

Designed to develop speaking, listening, reading, and writing skills in Japanese. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language. Includes a special emphasis on selected elements of the cultures in countries where Japanese is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in Japanese.

Korean

KORE 111 **4 Arr**
Beginning Korean

Designed to develop speaking, listening, reading, and writing skills in Korean. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of language. Includes a special emphasis on selected elements of the cultures in countries where Korean is spoken, as designated in the course title by L&C (Language & Culture).

This course is not for students who have had two or more years of secondary school coursework in Korean.

Language & Culture Studies

LOWER-DIVISION COURSES:

LANG 250 **4 Arr**
Directed Intermediate Language Study

Directed individual study in intermediate language other than Spanish. Designated to increase proficiency in speaking, listening, reading and writing the language studied. Focus on reinforcing control of basic grammar and vocabulary expansion. Selected cultural features of countries where the language is spoken. Language options contingent upon available instructors. Prerequisites: Department approval required. Two years of secondary instruction in the selected language, or one year of college-level instruction at the beginning level or equivalent.

World Languages

UPPER-DIVISION COURSES:

LANG 300 **1 F, W, S** **International Cultural Experience**

Creation of a community focused on supporting the understanding of living abroad, appreciation of the host culture(s) and language(s), and personal goal-setting. Corequisite: current study abroad enrollment, current student missionary enrollment, or permission of the instructor. Repeatable for credit. Taught online.

LANG 335 **4 F** **Survey of Linguistics**

(See also ENGL 335)

Linguistic concepts and methods: language development and second language acquisition; physiology of human speech; elementary phonology, morphology, and syntax; language change; language and thought; ethical issues in language use.

LANG 490 **1 F** **Senior Seminar**

Assists students in linking knowledge gained from study abroad coursework and/or experience to the second area of emphasis and career objectives. Includes target language maintenance activities and external evaluation of target language proficiency. Qualifies for IP Grading.

LANG 495 **1-3 Arr** **Independent Study**

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty. Repeatable to a maximum of 3 credits.

Spanish

LOWER-DIVISION COURSES:

SPAN 105 **3 F, W, S** **Spanish for Healthcare I**

Conversational Spanish for healthcare professionals emphasizing pronunciation, vocabulary, and oral communication for medical settings. Includes cultural issues related to the Spanish-speaking population in the U.S. A badge in Basic Spanish for Healthcare is awarded on successful completion.

SPAN 111 **4 Arr** **Beginning Spanish for the Professions**

Designed to develop speaking, listening, reading, and writing skills in Spanish. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language. Includes vocabulary development and cultural knowledge targeting the student's career objectives as well as selected elements of the cultures in countries where Spanish is spoken.

The first course in the sequence includes a special emphasis on the cultural component, as designated in the course title by L&C (Language & Culture). *This courses is not for students who have had two or more years of secondary school coursework in Spanish.*

SPAN 112+113 **4+4 Arr** **Beginning Spanish II + III**

Designed to continue development of speaking, listening, reading, and writing skills in Spanish. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language. Includes selected elements of the cultures in countries where Spanish is spoken. *These courses are not for students who have had two or more years of secondary school coursework in Spanish.* Must be taken in sequence.

SPAN 151 **4 W** **Intermediate Spanish I**

Designed to increase proficiency in speaking, listening, reading and writing the language studied. Focus on reinforcing control of basic grammar and vocabulary expansion. Selected cultural features of countries where the language is spoken. Prerequisite: Two years of secondary Spanish or SPAN 111+112+113 or its equivalent.

SPAN 215 **3 W, S** **Spanish for Healthcare II**

An intermediate-level course focused on developing conversational Spanish for health care, including pronunciation, specialized vocabulary, and structures. Features cultural issues essential to interacting with Spanish-speakers in the U.S. A Spanish for Healthcare Certificate is awarded upon successful completion of SPAN 105 Spanish for Healthcare I and SPAN 215 Spanish for Healthcare II.

Pacific Union College is incorporated under the laws of the State of California as a nonprofit religious institution. A portion of its income is derived from gifts and grants. These sources of funding help keep your cost at the lowest possible level consistent with adequate facilities and competent instruction. Because of uncertain economic conditions, the college must reserve the right to increase tuition rates, rents, and fees during the school year.

Estimate of Expenses

The following amounts represent the estimated cost of full-time attendance during the fall, winter, and spring quarters of the 2024-25 school year:

	<i>One Year</i>	<i>Each Quarter</i>
Tuition & fees* (12-17.5 hours)	\$36,150	\$12,050
General fee**	1,023	341
Residence-hall Rent	5,316	1,772
Standard Meal Plan***	4,500	1,385
Total	\$46,989	\$15,663

Books and supplies are purchased through Barnes and Noble online.

* For students enrolled for six credit hours or more, tuition and fee charges include tuition, Student Association fees, and early graduation fees.

** The General Fee covers access to general on-campus health services, technology systems, and student life activities.

*** See the Meal Plan section regarding adding funds

Financial Requirements for 2024-2025

Tuition — Angwin Campus

The tuition rates reflect a charge of \$1,050 per quarter hour up to 11.5 hours. Tuition for 12 to 17.5 hours is \$12,050. All hours over 17.5 are charged at \$800 per hour.

Lecture-type courses that are audited are charged at the half-tuition rate. Participation-based courses may be audited, but full tuition is charged.

Senior Citizens (65 years and older) may take classes at a reduced rate of \$225 per hour (credit) or \$163 per hour (audit). These special rates are available to senior citizens on an “empty-seat” basis. Regular degree students paying full tuition have priority.

College Early students may take classes at a reduced rate of \$110 hour (credit).

Quarterly Fees

General Fee \$341 per qtr
Student Health Plan \$940 per qtr

Document Fee

New students are charged a one-time, \$40 document fee, which includes the original diploma, original academic certificates, electronic academic badges, one official transcript upon degree completion, and letters of degree certification. This fee does not cover expedited mail service.

Miscellaneous Fees

Miscellaneous fees are charged when incurred by the student, including the following:

Course Late Add.....	\$100
Course Late Withdraw	\$100
Course Fees	Varies
<i>Fees vary. See Course Fees section.</i>	
Credit by Exam	\$25 per credit
Degree Audit Fee	Varies
Degree/Enrollment Verification..	Varies
Final Exam Rescheduling	\$100
Graduation Application Fee.....	\$100
Late Graduation Application Fee..	\$150
Graduation in Absentia	\$125
Late Registration	\$50
Lost or Replacement Residence Hall Key.	\$50
Lost or Replacement Student ID Card.....	\$15
Notarization.	\$35
Replacement Diploma.....	\$35/\$45
TEAS Assessment (Nursing)	\$100
Transcript Fees.....	Varies
<i>Fees vary. See Miscellaneous Fees section for more detail.</i>	
Waiver Exam	\$25

Tuition — Online MBA Program

\$420 per quarter hour. There is a \$40 non-refundable application fee for the program.

Tuition — Other Campuses

LVN to RN Program

Napa Campus \$570 per hour

Financial Information

Enrollment and Billing Procedures

Payment Information

Payment for the tuition, room, and board expenses is to be made by:

September 15	Fall Quarter
December 15	Winter Quarter
March 15	Spring Quarter

You may pay in person, by mail, or online at *flashlight.puc.edu* with your PUC user name and password. Electronic checks, American Express, Discover Card, MasterCard, and Visa are accepted.

Billing Procedure

Your student account statement reflects your payment plan amount and your variable expenses (e.g., meal costs in excess of the minimum, textbooks, private music lessons, course-overload charges, library fines, etc.). All amounts due are to be paid monthly upon receipt of the statement. A late charge is assessed for any amount that remains unpaid beyond 30 days.

Financial Clearance

Students who have been admitted to the college may register for classes in advance. A financial restriction is placed on the student's registration 30 days prior to the start of each quarter. During this period, students are required to obtain financial clearance from the Student Financial Services Office. Financial clearance is defined as completing a financial plan with the Student Financial Services Office and making the scheduled payment(s). A student who does not obtain financial clearance before the end of the second day of classes for the current quarter will have their registration cancelled. For further information, see the section entitled "Academic Information and Policies" in this catalog.

Financing College

If you elect one of these plans, you should complete arrangements with your Pacific Union College financial counselor thirty days before the school term begins.

Monthly Payment Plan

1. After deduction of financial aid and scholarships from the total estimated costs, the remainder may be paid in nine equal payments beginning September 15th and on the 15th of each successive month through May.
2. The responsible party receives a monthly billing.
3. A late fee will be charged on accounts that remain unpaid beyond 30 days. Students/families who make the scheduled

payments on a timely scheduled basis will not be charged the late fee.

4. Students are encouraged to complete the required forms for financial aid prior to the start of the quarter. Students who are granted provisional financial clearance will be given five (5) weeks after the start of the quarter to submit the required documents. Required documents are:
 - processed FAFSA,
 - Pacific Union College Financial Aid Application, and
 - any other documents required to process a financial aid award.

Financial Aid Programs

The basic premise of the federal and state student aid programs is that you and your family have the primary obligation to meet your cost of attendance to the extent that you and they are able to do so. If you have further financial need, you may apply for financial aid, which is generally made available through grants, loans, and student employment.

The following definitions are given to clarify financial aid:

Cost of Attendance: Tuition, fees, room and board, books and supplies, personal expenses (laundry, clothing, etc.), and required travel.

Financial Aid: Financial resources available to meet financial needs include resources, such as scholarships and grants, which are not repaid; loans, usually at favorable interest rates and with extended repayment periods; and part-time student employment.

Expected Family Contribution (EFC): The information reported on your FAFSA is used to calculate your EFC. The formula used to calculate your EFC is established by law and is used to measure your family's financial strength on the basis of your family's income and assets. The EFC is used to determine your eligibility for federal student aid and indicates how much money you and your family are expected to contribute toward your cost of attendance.

Financial Need: The difference between cost of attendance and the EFC.

Scholarships: Outright gifts awarded for achievement and leadership.

Grants: Outright gifts, based on financial need.

Loans: Financial assistance which must be repaid, usually with favorable interest rates and long-term repayment schedules.

Independent Student: For federal and state student aid program purposes, you are considered independent if you

1. are 24 years of age or older on or before December 31 of the award year,

2. are a veteran or member of the U.S. Armed Forces,
3. are an orphan or ward of the court,
4. are an emancipated minor,
5. have a legal dependent other than a spouse,
6. are a married student,
7. are homeless or at risk of becoming homeless, or
8. are a graduate/professional student.

Free Application for Federal Student Aid (FAFSA): The application form used to determine your financial need. The FAFSA is available at www.studentaid.gov/h/apply-for-aid/fafsa.

Financial Aid Application (FAA): Pacific Union College's supplemental form to apply for financial aid. This is available at the Student Financial Services Office, or at www.puc.edu/admissions/finance.

Eligibility for Financial Aid

To receive aid from federal student aid programs, you must:

1. demonstrate financial need (except for certain loans),
2. have a high school diploma or recognized equivalent,
3. be accepted to attend Pacific Union College,
4. be working toward a degree or certificate in an eligible program,
5. be a U.S. citizen or eligible noncitizen,
6. have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau),
7. register with the Selective Service if required,
8. maintain satisfactory academic progress once in school,
9. certify that you are not in default on a federal student loan and do not owe money on a federal student grant, and
10. certify that you will use federal student aid only for educational purposes.

Satisfactory Academic Progress

The United States Department of Education requires students to progress through their academic program in a timely manner in order to maintain eligibility for Title IV aid. To be eligible to receive federal, state, and/or institution aid at Pacific Union College, you must maintain satisfactory academic progress, which is defined as follows:

Institutional Policy

At the end of Spring quarter the Student Financial Services Office reviews the academic progress of each student. Students are evaluated on the basis of grade point average (GPA), credit hour completion, and maximum time frame limitation. If, while receiving financial aid, a student is found to be in violation of the GPA requirement, credit hour completion, or maximum time frame limitation, financial aid will be immediately suspended.

Grade Point Averages. Students whose cumulative or PUC GPA falls below 2.0 will be disqualified from receiving Title IV and PUC financial aid. Students may have their financial aid reinstated when their cumulative PUC GPA is 2.0 or higher. In calculating the GPA and evaluating progress toward completion of a degree:

- “**I**” (Incomplete) and “**IP**” (in progress) carry no grade points and are not computed in the GPA.
- “**NR**” (No grade reported) carries no grade points and is not computed in the GPA.
- “**W**” (Withdrawal) is not computed in the GPA, nor is the course considered to be completed satisfactorily.

A course repeated at Pacific Union College to improve the GPA is counted only once toward the total credit hours required for graduation. Only the better grade is included in the GPA.

Credit Hour Completion. Students must complete 70% of credits attempted for the year to continue receiving Title IV, state, and PUC financial aid. All units attempted will be calculated for all grades, including the number of corresponding units for grades of W, I, F (fail) and S (satisfactory). Grades recorded as IP will be counted as satisfactorily completed units. Students may have their financial aid reinstated when they have successfully completed 70% of credits attempted, as long as this does not exceed the 150% credit limit.

Maximum Time Frame Limitation. Students should carefully adhere to the requirements of their major or other program to ensure completion on time. Title IV regulations and Pacific Union College policy allows students to receive financial aid up to 150% of the credits required to complete their program. Pacific Union College awards financial aid for a maximum of 288 attempted credits to students working on a four-year degree; a maximum of 135 attempted credits to students working on a two-year degree and a maximum of 173 attempted credits to students working on an A.S. in Nursing. Transfer credits that count toward a student's current program are counted in the maximum time frame limitation.

Special Considerations

Changing Majors. Students who change majors will not have credits and grades that do not count toward the new major included in the 150% maximum time frame limitation. For Satisfactory Academic Progress purposes, a student may only change majors once.

A student who has reached the maximum time frame for aid eligibility and needs additional time to complete a degree may submit an appeal to the Financial Aid Committee. The appeal should explain why the degree could not be completed within the allowable time frame. An academic plan, signed by the student's

Financial Information

advisor and a SSC representative, should accompany the appeal and explain which credits are needed to finish the degree.

Transfer students. Transfer students are eligible for financial aid during their first quarter at Pacific Union College and are subject to the same satisfactory academic-progress policies as other Pacific Union College students. Before registering as a transfer student, students must consult the Records Office to determine whether or not their transfer credits will be accepted by Pacific Union College. Accepted transfer credits a student earns will count toward both attempted and completed credits. The GPA from transfer credits will not be considered toward satisfactory academic progress.

High-School Students with PUC Credits. Any quarters the student was enrolled in PUC courses prior to high-school graduation do not count toward the total number of credits for which the student may receive financial aid. Additionally, the GPA on credits taken at PUC prior to high-school graduation will not be considered toward satisfactory academic progress (SAP).

Notification. If a student is disqualified for financial aid they will be notified by the Student Financial Services Department via a letter or via the student's PUC email account. The letter will include information on the appeal process and if eligible, an appeal form.

Appeal Procedures

An appeal procedure is available to students if they are ever deemed not to be making satisfactory academic progress. Students must submit a Financial Aid Appeal Form to the Financial Aid Committee at the Student Financial Services Office. The appeal form must:

- Describe the reasons for not making satisfactory progress,
- Outline a program for correcting the problem,
- List an approved, attainable class schedule, signed by your academic advisor and a representative from the Student Success Center. If the cumulative GPA is below 2.0 a signature from Records will be required as well.

The Financial Aid Committee will review all appeals on a case-by case basis. An appeal may be denied, approved for one quarter only, approved on probation for one or more quarters, or approved for the remainder of the academic year. If the appeal is approved, the committee may have additional requirements the student must fulfill in order to receive financial aid. Additional requirements may include, but are not limited to, having the student meet with the Student Success Center for tutoring. Appeals approved will be re-evaluated at the end of each quarter. Failure to meet SAP policy/procedure guidelines during any term may result in loss of financial aid. Students will not be eligible for consecutive probation periods. Disqualified students

and students whose appeals are denied will be ineligible for all federal and state aid, and most institutional financial aid.

The Financial Aid Committee will notify the student of the committee's decision via a letter or via the student's PUC email account. All decisions by the committee are final.

Note: Reinstatement of Financial Aid awards is based on available funding. Therefore, students may not receive their original Financial Aid awards.

Types of Aid

Financial aid consists of scholarships, grants, and loans. Scholarships and grants generally do not have to be repaid. Loans must be repaid.

Scholarships and Grants

From the Federal Government

Federal Pell Grant. The Pell Grant is a federally-funded grant program designed to help eligible undergraduates earn the first baccalaureate degree. The amount is based on your financial need and the number of hours for which you are enrolled.

FSEOG. The Federal Supplemental Educational Opportunity Grant program is a federal program for undergraduate students with exceptional financial need. An FSEOG award is automatically considered for students applying for financial aid through Pacific Union College.

BIE. The Bureau of Indian Education's Higher Education Grant Program provides supplemental financial assistance to eligible American Indian/Alaska Native scholars entering college seeking a baccalaureate degree. Information is available at www.bie.edu.

From the State Government

The California Student Aid Commission. All Pacific Union College students who are California residents are encouraged to apply to the California Student Aid Commission for state-funded grant assistance. Eligibility requirements and application procedures are posted at www.csac.ca.gov. An annual application is required for all grants. Applications are due by March 2 for the school term starting in September.

Cal Grants are based on a combination of demonstrated financial need and academic achievement as evidenced by your GPA. Scholarship award amounts are determined by the CSAC. Both the FAFSA and the GPA Verification Form must be submitted by April 2.

From the College

Contact the Enrollment Services Office or the Student

Financial Services Office for information about College-awarded scholarships and awards. A *Campus Grant* is a limited grant available to help meet a student's remaining financial need. Recipients must maintain satisfactory academic progress and carry a full course load; they may be required to live in College housing.

Loans

Most of the financial aid packages from the college's Student Financial Services Office include an expectation that the applying student will take a loan under one of several loan programs. Your student loan helps defray current costs until you can better afford to pay for them.

Federal Direct Loan Program. The most common type of loan for undergraduates is the Direct Subsidized Student Loan, provided by the federal government. To be eligible, you must qualify to receive federal student aid. Any new Direct Loan Program borrower on or after July 1, 2013 may only receive Direct Subsidized Loans for 150% of the published length of the educational program they are studying. If the borrower reaches the 150% Direct Subsidized Loan limit before completing their program of study, the borrower becomes responsible for the accruing interest on the Direct Subsidized Loan.

The interest rate is fixed each year. Repayment begins six months after you complete college or drop below half-time status. The servicer determines the repayment schedule. Interest rates and borrowing limits are posted at www.studentloans.gov. Loan fees are charged by Direct Loans.

If you have an undetermined financial need, you may apply for the Direct Unsubsidized Loan. The application process and loan amounts are the same as for the Direct Subsidized Loans. The difference between the two loan programs is that you are responsible for the interest accruing while in school if the loan is unsubsidized. You are not responsible for interest accruing for the subsidized loan, unless you have reached the 150% rule.

PLUS Loans. A PLUS loan is a federal loan available to parents who borrow on behalf of dependent students. Parents may borrow up to the full cost of education minus other financial aid. If a parent wishes the PLUS to be used for financial clearance, the completed PLUS application must be in the Student Financial Services Office to be certified prior to registration. If the PLUS is to be used to pay the entire cost of education, the Student Financial Services Office must have indication from Direct Loans that the parent loan has been approved. Otherwise the parent is expected to make the required payments for financial clearance.

Federal Perkins Loans. The Federal Perkins Loan program has ended. No new loans are being awarded.

Private Loans. Private student loans are another option that

may be used to cover the cost of attendance. Interest rates vary by lender.

Self-Help: Student Employment

College Employment. Many students work at the college to defray part of their school expenses by working an average of 15-18 hours per week.

The current levels of earnings are as follows:

(\$16.00 effective January 1, 2024):

Hrs./Wk.	Rate/Hr.	Minimum Income/Yr.
10	\$16.00	\$4,640
15	\$16.00	\$6,960
20	\$16.00	\$9,280

The college cannot guarantee how much you will earn.

Many students work in such service and industrial departments as Custodial Services, Dining Commons, Landscape, and Facilities Management. Others are employed as office workers, readers in academic departments or as residence hall assistants.

Campus employment is arranged through the Student Employment Office in Financial Services. If you seek work on campus, you must file an application with the Student Employment Office and be registered for at least eight hours of course work (except during the summer).

Electronic time clocks are used for recording hours worked. Student workers are paid by electronic funds transfer every two weeks. Department directors employing students determine wage rates within ranges established by College management. Hourly rates are in compliance with state and federal laws.

You may assign a portion of your wages to your account by completing a form available at the Student Financial Services Office. You may also request that title and/or church expense offerings be deducted from your earnings.

Federal Work-Study Program. If you qualify, a portion of your wages may be subsidized through the Federal Work-Study Program. Federal Work-Study is designed to broaden the range of meaningful employment. In order for you to be employed on the Federal Work-Study Program, you must have applied for financial aid and must be receiving financial aid (i.e., a Federal Pell grant, a Federal Perkins Loan, a Federal SEOG, etc.) awarded by the Student Financial Services Office, and must have an unmet financial need. (If you are employed in the Theology Department, you are not eligible to participate.)

The type of financial aid offered to you depends upon the amount of financial need and the resources available. After family resources and outside resources (Cal Grants, Rotary Scholarships, etc.) are taken into consideration, a financial award is built in the following order:

Financial Information

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Cal Grant/Pacific Union College Scholarships/Tuition Assistance, etc.
4. Federal Direct Loan
5. Pacific Union College Campus Grant

Please note: It may be impossible for the college to fill your complete financial need. Also, it may be impossible for all of your Pacific Union College scholarship awards to fit into your FAFSA need figure.

Special Programs

Special programs are designed to help qualified students finance their costs of attendance. It is your responsibility to investigate and, if you qualify, to pursue these financial sources.

Veterans' Benefits. The Cal-Vet Educational Assistance Program may pay fees and a monthly stipend to students who qualify. For more information on these programs or on G.I. benefits, veteran's loans, or veteran's employment, contact the Department of Veterans Affairs or the veterans certifying official at Pacific Union College.

State Aid to the Physically Handicapped. Through its Department Rehabilitation, the State of California provides vocational rehabilitation and financial assistance to students who have physical disabilities. This assistance may include an additional amount to help cover living costs. Students who may be entitled to this assistance should apply to the State Bureau of Vocational Rehabilitation.

How to Apply for Financial Aid

1. Complete and submit the FAFSA at www.studentaid.gov/h/apply-for-aid/fafsa. The FAFSA is necessary for determining your EFC and applying for federal student aid. Select Pacific Union College as one of the colleges to receive your Student Aid Report (SAR) using the college's Federal School Code 00125800. Upon receipt, review your copy of the SAR for accuracy
2. To apply for a Cal Grant, legal residents of California must complete and submit the GPA Verification Form and the FAFSA by March 2. Obtain a Certificate of Mailing for each form to prove that you met the March 2 deadline. (Students currently receiving a Cal Grant do not need to file the GPA Verification Form.)
3. Complete a Pacific Union College Financial Aid Application (FAA) and return it to the Student Financial Services Office.
4. Send a federal tax return transcript and W-2s to the Student Financial Services Office, if requested.

5. Apply for admission to the college.
March 2 is the filing deadline for the FAFSA and GPA Verification Forms. April 15 is the priority processing deadline for receipt of the items listed above by the Student Financial Services Office, Pacific Union College, One Angwin Avenue, Angwin, California 94508-9707. Aid awards for applications received after these dates will be based on funds available, but may not cover the determined need.

Delivery of Financial Aid

Cal Grant A, B and C tuition awards are placed as credit on student accounts each quarter.

Financial aid is posted directly to student accounts. Grant aid is handled entirely by the college and is posted directly to individual accounts.

Direct and PLUS Loans are processed via electronic funds transfer directly to the student account.

Placing all monies on the student account provides an audit trail. Should any question arise regarding the account or the disposition of aid, the student account statements readily provide the necessary information.

If your aid exceeds the college charges, it is possible to arrange with the Student Financial Services Office for a cash withdrawal from the account at the end of the quarter.

Each quarter the same procedure is followed. Ordinarily, financial aid is credited at the beginning of each quarter. However, if you should have unforeseen financial problems with documented increased financial need, supplemental aid may be available.

A financial aid award packet will be sent to you and available to view online if you have

1. completed financial aid applications (FAFSA, FAA) on file at the Student Financial Services Office;
2. been accepted for admission by the college;
3. sent requested supplemental financial documentation; and
4. responded to any further requests by the Student Financial Services Office.

The financial aid award packet contains your financial check sheet, an award letter indicating your financial aid and scholarships, appropriate loan documents and a payment agreement.

The payment agreement and award letter must be signed and returned to the Student Financial Services Office. The financial award letter may also be accepted online on Flashlight. This acceptance serves as authorization to prepare the federal student aid you will receive.

If you are interested in applying for financial aid, or if you receive financial aid, you should be aware of the following:

1. You are encouraged to discuss any financial problems with your financial aid counselor. Staff members want to help you achieve your academic goals.
2. Financial aid is not intended to help with financial obligations incurred prior to coming to the college. Thus, if you have car payments or substantial credit card or loan debt, it would be best to liquidate such obligations before applying for aid and coming to school.
3. You are encouraged to discuss academic problems with your academic advisors at an early date, or to seek special help from the Counseling Center and/or the Student Success Center.
4. Students receiving financial aid are responsible for doing as well as possible in their classes. If you find it necessary to change or reduce your course load, you must consult with your financial counselor regarding how the change in your course load affects your financial aid.
5. If you must withdraw from the college, first contact the Student Financial Services Office for a determination of refunds to be made to the aid funds and for information regarding disposition of any loans you may have.
6. You are responsible, as long as there is an unpaid balance, to keep the Student Financial Services Office informed of your address and to make the minimum monthly payments.
7. If you have Perkins or Collegiate loans (awarded before June 30, 2017) and transfer to another school, or return to Pacific Union College after being out for more than six months, you may request the Student Financial Services Office to defer your loan payments until you are not attending school again. A similar deferment is possible on Direct Federal Student Loans, but you must contact the servicer for the proper paperwork.
8. Completion of a two-year associate degree or a four-year baccalaureate degree is based on an average of 16 hours of course work per quarter. Although you may take as few as 12 hours per quarter and still receive full aid, that aid could terminate before you complete your degree requirements if you average fewer than 16 hours per quarter.
9. Although you may take half- or three-quarter-time course loads, if you are receiving financial aid it is to your advantage financially to take a full academic load (average of 16 class hours per quarter). It costs no more to take 17.5 hours than 12 hours and the mandated reduction in financial aid for less than 12 hours of course work will generally be more than the reduction in tuition charges.

Adventist Colleges Abroad (ACA)

Students considering enrollment in the ACA program should consult with the Director of Student Financial Services. Most scholarship and loan programs are available to students in the ACA program, especially those based on fund sources other than Pacific Union College. Financial aid, scholarships, or loans funded by Pacific Union College are not available to students in the ACA program. Educational assistance for denominational employees' dependents is available for all ACA programs.

Veterans Education Benefits

Students qualifying for veterans education benefits should make this fact known to the veterans certifying official in the Records Office at the time of application to the college. The certifying official will supply the necessary forms and advise you of the procedures you must complete in order to receive the benefits to which you are entitled. The Department of Veterans Affairs (VA) determines eligibility for the benefits.

By prior arrangement with the VA, veterans may have an advance payment check available on registration day. Monthly payments are made by the VA directly to the student or to the school, depending on the type of benefits received. If the payments for tuition and fees are received by the school, these payments will be added to the student's financial aid award package.

Veterans are required to follow the regular payment plan as listed for other students. For further information, see the section entitled "Veterans" in this catalog.

Payments and Refunds

Checks or electronic (ACH) payments for a student's account should be made payable to Pacific Union College. Checks intended for a student's *personal use* should be made payable to the student and not to Pacific Union College. Returned checks or ACH payments are subject to a \$25 charge plus statutory penalties if action to collect becomes necessary. Any check returned for reason of nonsufficient funds will be re-deposited one time (does not apply to ACH payments). The only acceptable forms of payments for returned checks are cash, money order, certified bank check, or credit/debit card (Visa, MasterCard, Discover and American Express).

After more than one returned payment, Pacific Union College reserves the right to restrict payment methods or your access to online payment options. As a result, cash, certified bank checks, money orders, or credit/debit cards will be the only means of payment.

Financial Information

Late Charge on Unpaid Accounts

If you have any account that remains unpaid beyond 30 days after the close of the quarter in which you left the college, a late charge will be assessed.

Billing/Collections

When you leave Pacific Union College your loans and any unpaid tuition balance are transferred from the Student Financial Services Office to the Student Loans and Accounts Office for billing and tracking of repayment. Pacific Union College contracts with a third-party provider for this billing. They are not a collection agency but accounts are automatically placed in collections at 180 days of delinquency.

Tuition Refunds

Tuition Refunds for a reduction in course load are made after you withdraw from a course through Flashlight. When dropping all courses, you must complete a Notice of Withdrawal from School form. This form is available at the Records Office.

The amount of tuition refund to students who withdraw from any or all courses during a quarter is determined from the date the completed withdrawal form is filed with the Records Office.

The refund schedule is as follows:

1. First week of the quarter - 100% refund;
2. Second week of the quarter - 75% refund;
3. Third week of the quarter - 50% refund
4. Fourth week of the quarter or later - no tuition refund.

Residence Hall Room Refunds

When a room is occupied less than one quarter, a charge is made for the actual number of days (60 days per quarter) on a pro-rata basis as follows:

1. First through seventh calendar days - 100% refund
2. Eighth calendar day - 86.67% refund;
3. Ninth through 60th calendar days - 1.67% reduction per day;
4. After the 60th calendar day - no refund.

Meal Plan Refunds

When a student moves out of the residence hall partway through the quarter, a charge will be made for the actual meals charged through the move out date.

Financial Aid Refunds

Since tuition, room, and meal plan refunds are a reduction in your costs, a corresponding reduction must be made in financial aid that you may have received. Your account will be charged for the reduction in financial aid.

To be certain that all charges and credits have been entered on your account, the college reserves the right to withhold

settlement of any balance due to you until the end of the next billing cycle (30 days after you leave campus).

Living Expenses

Meal Plans

PUC offers meal plan options to fit the dietary and lodging needs of our students, as described in the following table. Students can contact Student Life for more information. Please note the following:

- ~ Meal Plan funds may only be used at the Dining Commons and The Grind.

Plan	Cost
Standard	\$1,500/quarter (food credit \$1,500)
Platinum	\$1,800/quarter (food credit \$1,990)
Commuter	\$100/quarter

Standard Meal Plan

The Standard Meal Plan is required for all students in the residence halls. The Platinum Meal Plan provides a meal plan value of \$1,990/quarter at a cost of only \$1,800/quarter. The Commuter Plan is required for students taking at least 6 credits and attending classes on campus but not living in the residence halls; this would apply to Student Family Housing as well and anyone who lives in the community or who commutes in from surrounding areas. There is a quarterly minimum board charge of \$1,500 for students living in the residence halls during the regular term. Residence hall students are automatically assigned to the Standard Meal Plan.

If you have a documented food allergy, you may request a meal plan adjustment from the Student Life Office only after consulting with the Manager of Bon Appetit.

If you request a reduction in your meal plan for a particular term, the request must be submitted to Student Life no later than the second Friday of the term.

Carryovers for Standard Meal Plans

Students in the Standard Meal Plan may carry over a maximum of \$100 at the end of Fall and Winter quarters. Any unused plan dollars are surrendered at the end of Spring quarter. Added funds expire at the end of Spring quarter.

Standard Meal Plan Dates

The meal plan for each quarter begins and ends as follows:
Fall Quarter begins Monday, two weeks before the start of the academic quarter; ends the Sunday following Fall Finals week.

Winter Quarter begins the Monday following Fall Finals week; ends the Sunday following Winter Finals week.

Spring Quarter begins the Monday following Winter Quarter Finals week; ends the Sunday of Graduation.

If you arrive early for an authorized reason (varsity athletics, residence hall employment, new student orientation, etc.), you may begin utilizing your meal plan at the start of your authorized activity. As this will cause an increase in the number of meals for the quarter, you may need to upgrade your plan for the term. Any additional meal charges above the meal plan selected will be added to your student account.

Commuter, Interterm, and Summer Plans

The Commuter plan is required of all to residents of Brookside Park, Court Place, and community students taking at least 6 credits on campus. On this plan, there is a base fee of \$100/quarter and you will accumulate any additional charges above and beyond the base fee of \$100/quarter on your account (via the student ID card) and actual usage will be charged at the end of each month. All meal charges must be paid by the end of the next billing cycle. *This plan is not available to students who live in the residence halls.*

The Summer plan is available to students who live in the residence halls during the summer. Meal charges accumulate on your account (via the student ID card) and actual usage is charged at the end of each month. All meal charges must be paid by the end of the next billing cycle.

Summer Work Incentive Credit: If you are here for a full eight weeks (400 hours) of employment and you are eligible for the summer work incentive (satisfactory work attendance, and grades), you will receive a 50% credit on your meal charges.

The Grind is closed during breaks and summer; students may purchase their meals at the Dining Commons.

Residence Halls

Pacific Union College affirms the values to be gained from being primarily a residential college. Most students live in one of the gender-exclusive residence halls.

By accepting admission, if you are an unmarried student aged 22 or younger you agree to live in a residence hall unless you apply for and are granted an exception (see “Student Housing”).

To apply for a room in a residence hall, complete and submit a Housing Reservation Form at reslife.puc.edu. Room assignments for new students are made on the basis of class standing, the date the fee is received, and the discretion of the residence hall dean.

The standard room rate is \$1,772 per quarter for double occupancy. When a student can be accommodated only through

overcrowding, there will be a 20% reduction in the rental rate for each student in the room. If you choose to room alone, provided space is available, you will be charged an additional \$1417.60 (that’s a 20% discount from the \$1772 that would normally be charged for the second person’s space) per quarter. For Example: Double Occupancy: \$1772 each student per quarter. Single Occupancy: \$1772 + \$1417.6 (20% discount) per quarter. When a room is occupied less than one quarter, a charge is made for the actual number of days on a pro-rata basis. (See “Refund Policy”).

Summer Work Incentive Credit: If you are here for a full eight weeks (400 hours) of employment and you are eligible for the summer work incentive (satisfactory work attendance and grades) you will receive a 50% credit on your room charges.

When you move out of the residence hall, the room will be inspected for reasonable cleanliness and normal wear. If necessary, charges for extra cleanup or repairs will be made at this time against your student account.

You will be issued a key upon occupancy of a residence hall room and will be expected to return it when you move out. Should the key be lost or not returned upon departure, a \$50 lost-key charge will be placed on your account.

The College is not liable for damage or loss of your personal belongings. If you want insurance coverage for your possessions, you should arrange for it with your personal insurance carrier.

Student Family Housing

Housing for married students and single parents is available on campus in two areas: Brookside Park and Court Place. To qualify for residence in these areas, applicants must be enrolled in a traditional on-campus program and complete a minimum of 12 hours of class work with a GPA of 2.0 or above each quarter.

Brookside Park includes 40 one- to three-bedroom apartments with carport. The Court Place apartments include 14 one- and three-bedroom duplex units with a one-car carport space adjacent. All apartments are furnished with stove, oven, refrigerator, window coverings and carpet.

Assignments are made on a first-come, first-served basis, and based on set priorities. Information about housing for married students or single parents is available from Student & Spiritual Life, Pacific Union College, One Angwin Avenue, Angwin, CA 94508-9707.

The College is not liable for damage or loss of your personal belongings. Residents are required to maintain renter’s liability insurance, with coverage of at least \$25,000 in personal liability (bodily injury and property damage) for each occurrence, for the benefit of the Landlord and the resident throughout the dura-

Financial Information

tion of the tenancy. Resident must provide proof of such insurance to the landlord on demand.

Medical Insurance Coverage

All students are required to carry their own primary insurance plan while attending PUC. If a student does not have coverage, they should access Covered California or other insurance providers before arriving on campus. All students should contact their insurance company to verify coverage in the Napa Valley. Varsity athletes are instructed to contact their carrier for sport-related injuries. If a student's plan does not cover an accident/injury, payment will become the financial responsibility of the individual.

ID Cards

Regular ID Cards provide identification for the following purposes: Dining Commons purchases, use of the college Library, transactions at the Financial Services Office and Records Office, special functions on campus, purchases by personal check at local businesses, and identification of students for campus security purposes. Should a card be lost or stolen, notification must be made to the Student Life Office before the student's obligation for any misuse of the card will end. A \$15 fee is charged to replace lost or stolen ID cards.

Online College Bookstore

Books and supplies may be obtained at the Online College Bookstore at bncvirtual.com/puc. Students may charge textbook and class supply purchases to their college accounts using a purchase slip number sent to their student email account from the online bookstore.

General Fee

All students registered for 6 or more quarter hours are required to pay this fee. The General Fee covers access to general on-campus medical and mental health services, access to campus-wide technology solutions, and other student services. Taskforce Workers, Student Missionaries, and Adventist Colleges Abroad students are exempt from paying this fee.

Vehicle Registration

Students with vehicles to be parked on campus property are required to register each vehicle with the Public Safety Department. When registering a vehicle, information from the following documents is required: current DMV registration with state of residence, driver's license, and proof of current insurance. A parking permit will be provided upon completion of the registration process; this permit is unique to the registered vehicle and must be displayed properly at all times.

Pacific Union College assumes no liability or responsibility for any personal property while on college property. Parking on the

campus is at your own risk. Pacific Union College reserves the right to close any area on campus as needed. Parking privileges may be revoked for excessive violations of California or Campus Vehicle Codes. Pacific Union College reserves the right to search a person's vehicle with reasonable cause. Vehicle registration information may be disseminated to appropriate college personnel or law enforcement authorities as necessary without notice.

Banking and Security of Personal Possessions

You are advised not to keep money in your residence hall room. *The College does not assume any responsibility for the loss of money or other personal belongings left in rooms or elsewhere on campus.* Provision is made for students to deposit money for safe keeping at the Financial Services Office. The College does not provide banking services, and no interest accrues. (A charge of \$20 is made for reissuing lost passbooks.)

The Silverado Credit Union is conveniently located in the Angwin Plaza; students are invited to take advantage of its wide variety of financial services. An ATM is located at the Silverado Credit Union. Additionally, you may use bank debit cards to get cash at the College Market.

Cash Withdrawals

Students are expected not to request cash withdrawals from their accounts. Exceptions are ordinarily considered only in emergency situations or when a credit balance exists.

International Students

International students are required to pay all costs for the upcoming quarter in advance. A deposit of \$1,000 is required before a Form I-20 is issued. This deposit will be held until the student ceases to attend Pacific Union College. The \$1,000 deposit can be applied to the student's final quarter at Pacific Union College. To determine the parents' or sponsor's ability to meet the educational costs without the need for financial aid, the applicant must also submit for review a bank statement showing a balance of \$59,547 US dollars drawn on an international bank. Further information is available from the Student Financial Services Office.

International students on student visas do not qualify for loans and grants as detailed in the financial section. Campus employment, however, may be available. International students are expected to meet required payments for miscellaneous charges at registration and throughout the quarter just as other students do.

Insurance for International Students

All students are required to carry their own medical insurance while attending PUC. International students are directed to the IMG International Insurance Plan website to sign up for coverage. This process is to be completed BEFORE the student leaves their home country. Proof of coverage is to be presented once an international student arrives on campus. Contact IMG at +1.317.655.4500 or acm@imglobal.com

Automobile insurance is required in the United States to cover liability for damages in the event of an accident. Severe penalties are imposed on the owner and driver of an uninsured vehicle should an accident occur.

Credit and Waiver Exam Fees

Credit and Waiver Examinations

Credit and waiver examinations for particular classes may be prepared and administered by Pacific Union College faculty members. If you qualify to take a credit or waiver examination, you will be required to pay the fee prior to taking the examination. A total fee of \$25 is assessed for a course waiver examination. A fee of \$25 per credit hour is assessed for course credit by examination.

Course Fees

There are fees associated with a variety of courses. These fees are charged in order to cover specific costs that are incurred in the course (supplies, materials, equipment, testing, software, travel, etc). Fees may also be charged for breakage of laboratory equipment.

Fee charges are generated when you register for a course that has a fee associated with it. The following table provides an overview of the current fee structure. Please note that fees are subject to change at any time. In particular, fees charged for Nursing and Visual Art courses vary depending on current direct costs. For current fee information, contact the department in question.

Aviation

AVIA 141: Applied Electronics \$70

Biology

AGRI 212, 213, BIOL 105, 227, 233, 323, 325, 328, 331, ENVR 360L, 361L, 362L, GEOL 233 \$75
All other Biology lab courses \$40

Chemistry

All Chemistry lab courses \$50

Communication

JOUR 246: Videojournalism \$150

English

ENGL 210: Bay Area Theater..... \$125

Exercise Science

ESAC 160: Fencing \$40
ESAC 192/392: Skiing/Snowboarding Varies
ESTH 365: Outdoor Experience..... \$35

General Studies

GNST 104: Student Seminar \$40

Nursing & Health Sciences

EMER 104: EMT Basic I..... \$255
EMER 105: EMT Basic II..... \$100
EMER 180: Fundamentals of Technical Rescue I..... \$305
EMER 181: Fundamentals of Technical Rescue II..... \$550
EMER 273: Emergency Medical Practicum \$35
EMER 380: Introduction to Search and Rescue..... \$50
NURS 110: Introduction to Nursing \$20
NURS theory and clinical courses..... Varies

Physics & Engineering

All lower-division Physics lab courses..... \$30

Psychology

PSYC 257: Psychological Testing..... \$100

Theology

RELL 211: Greek I \$15
RELP 324: Ministry Colloquium \$65

Visual Arts

ARTD: Graphic Design courses Varies
ARTF: Fine Art courses Varies
ARTP: Photography courses Varies
MDIA Film & TV Production courses Varies

World Languages & Cultures

LANG 491: Senior Seminar..... \$140

Flight Training

AVIA 176, 177, 178, 273, 276, 278, 376, 377, 378, 468, 469, 472, 473, 476, and 478 are flight training courses. Each flight training course requires a minimum number of flight training hours and certain pilot kit materials to complete the course. A catalog addendum is available to provide a detailed breakdown of the minimum required cost for each flight training course. Some students may require additional hours of flight training to complete the course requirements. These additional hours must be funded in addition to the minimum cost outlined in the addendum. For veteran students, VA funding does not cover any additional hours needed beyond the approved minimum amount; the student is responsible for the costs incurred by any such additional required training hours. Rates may

Financial Information

be adjusted during the school year if there is a significant change in the cost of fuel, insurance, etc.

After registration for a flight training course, the amount needed to pay for ten hours of instruction per credit hour is applied to the student's flight account at the Parrett Field Flight Center. Expenses for the flight simulator, the airplane and the instructor may be charged to that account. When the tuition credit has been used, additional funds must be applied to the account to maintain a positive balance until the course curriculum has been completed.

Flight training is to be completed within the quarter of registration for the AVIA course. Qualifying students will be given an in-progress (IP) if training is not completed within the quarter at the student's request. The student will then have to complete the requirements within the time the course instructor specifies. If the work is not completed within this time frame, a failing grade will replace the IP. For veteran students, any unused funding must be returned to the VA at this time.

Because of reduced tuition for summer courses, one-half tuition credit is applied to the flight account for instruction during the summer session.

Private Music Lessons

Separate charges apply for private music lessons. Private music lessons are offered on either a credit or no-credit basis. Lessons missed because of a student's irregular attendance may not be made up. If a student withdraws within the first two weeks of the quarter, the fee will be pro-rated. After that no refunds will be given.

Credit Lessons- For credit lessons, non-music majors will be charged a private music lesson fee of \$350 per credit hour (nine 30-minute lessons) in addition to the normal tuition charge.

Non-Credit Lessons- Non-music majors will be charged a \$450 private music lesson fee for nine 30-minute lessons.

Music Majors, Credit Lessons, Primary Instrument- For music majors, the private music lesson fee for primary instrument lessons will be charged at \$200 per credit hour in addition to the normal tuition charge. To qualify for private music lessons at the reduced rate, the music major must be enrolled in Theory I (MUTH 121, 122, 123) or must have already taken these courses and is continuing to enroll in courses normally expected of majors. This reduced rate expires upon completion of degree requirements.

Music Majors, Credit Lessons, Secondary Instrument- For B.S. and A.S. music majors taking a secondary instrument, a \$250 private music lesson fee per credit hour will be charged in addition to the normal tuition charge. Additionally, at least 20 hours of documented practice hours are required or the full fee of \$350 per credit hour will be charged.

Music Majors, Non-Credit Lessons- Music majors taking non-credit lessons will be charged a \$450 private music lesson fee for nine 30-minute lessons.

Miscellaneous Fees

Course Add Fee

Students adding classes after the first week of the quarter will be charged \$100 add fee per classes added. Courses can not be added after the end of the quarter

Course Withdraw Fee

Students withdrawing after the last day to withdraw will be charged \$100 late withdraw fee for each course withdrawn after the 8th week of school.

Degree Audit Fee

A non-refundable \$100 fee will be charged to students who apply to graduate, participate in commencement, but do not fulfill their graduation requirements within the summer quarter following the ceremony. This fee will be charged quarterly until the requirements are satisfied with a maximum duration of two years. To avoid incurring this charge, it is strongly recommended that students carefully review their academic progress and verify all the requirements are met before participating in commencement.

Degree and Enrollment Verification Fees

Official enrollment verifications are completed through Parchment.com. Electronic verifications are \$10 each while paper verifications are \$12 each, including postage. Any costs incurred for rush mailing will be added.

Final Examination Rescheduling Fee

It is expected that all students take final examinations when scheduled, but students may petition the academic dean for exceptions. Exceptions are granted for documented emergency situations or arduous examination schedules (as defined by the academic dean). Any exceptions granted for other reasons will incur a charge of \$100 per rescheduled final examination.

Graduation Application Fees

Graduation application fees are applied as follows:

Early Applicants (Application completed in fall term)

All Graduation Application Fees waived

Standard Applicants (Application completed in winter term)

\$100 Graduation Application Fee

Late Applicants (Special approval required)

\$100 Graduation Application Fee plus \$50 Late Fee

Graduation in Absentia Fees

It is expected that all approved graduation applicants will participate in the commencement services unless the Records Office is notified in writing that the student plans to graduate *in absentia*. Written application for exemption should be made no later than two weeks prior to commencement. A fee of \$125 is assessed to any graduate who makes changes to their commencement participation plans after this deadline.

Late Registration Fee

A late registration fee of \$100 is assessed for any approved late registrations.

Overload Fees

All hours over 17.5 are charged at \$765 per hour, with the following exceptions:

Ensemble Overload Scholarships are available through the Music Department for students registered on a credit or audit basis who incur overload tuition charges as a result of enrolling in one or more of these courses.

Senior Overload Waivers are available for seniors who have enrolled at Pacific Union College for a minimum of 9 regular quarters and have successfully completed at least 16 credits per quarter. Students should apply for the overload fee waiver at the Records Office.

Transcript and Diploma Fees

Official transcripts are available through Parchment.com in either electronic or paper format. Digital transcripts are charged at \$10, and hard copy transcripts are \$12, including postage. Transcripts requested directly from the Records Office are charged at \$20 each. It is recommended students order transcripts through Parchment.com.

Each graduate is provided with one transcript and one diploma free of charge upon graduation. Replacement undergraduate diplomas are \$35 per diploma, while replacement graduate diplomas are \$45. Diploma covers are not included with replacement diplomas. They can be purchased separately for \$20 each. Any costs incurred for rush mailing will be added. Inquire at the Records Office for current rates.

Transcript and Diploma Notarization

Transcript and/or diploma notarization is charged at \$35 per notarization request. This \$35 fee increases depending on the type of record or number of copies needed. Please contact the Records Office for more details.

Change in Expenses

The Colledge Board of Trustees, or their designated representative, retains the right to modify costs and policies throughout the academic year, or to supersede any statements published in this catalog, in response to changes in economic conditions.

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College Presidents

At Healdsburg

Sidney Brownsberger 1882-1886*
 William C. Grainger 1886-1894*
 Frank W. Howe 1894-1897*
 Roderick S. Owen 1897-1899*
 Marion E. Cady 1899-1903*
 Elton D. Sharpe 1903-1904*
 Warren E. Howell 1904-1906*
 Lucas A. Reed 1906-1908*

At Angwin

C. Walter Irwin 1909-1921*
 William E. Nelson 1921-1934*
 Walter I. Smith 1934-1943*
 Henry J. Klooster 1943-1945*
 Percy W. Christian 1945-1950*
 John E. Weaver 1950-1954*
 Henry L. Sonnenberg 1954-1955*
 Ray W. Fowler 1955-1963*
 Floyd O. Rittenhouse 1963-1972*
 John W. Cassell, Jr. 1972-1983*
 D. Malcolm Maxwell 1983-2001*
 Richard C. Osborn 2001-2009
 Heather J. Knight 2009-2016
 Eric D. Anderson, 2017
 Robert A. Cushman Jr., 2017-2021
 Ralph R. Trecartin, 2021-current

*Deceased

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 Conference of SDA

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Niels-Erik Andreasen, Ph.D.
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 Conference of SDA

Carlos Camacho, MPS
 President, Nevada-Utah Conference
 of SDA

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 (PCC)

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College Personnel

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Pacific Union College
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Denise Lee-Haye, Ph.D. Executive Assistant

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Transfer Analyst
Maureen Pakalapati, M.A. Assistant Registrar
Graduation Analyst
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Hayley Perry Academic Mentor
Olivia Rey, B.S. Executive Assistant

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Heather L. VandenHoven, A.A. Student Financial Counselor
Gina Barnhart, C.P.A. Controller
L. Fredrick Whiteside, B.S.M. Director, Student
Financial Services

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Ellen Balk-Dick, M.N., M.P.H. Student Success Center
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Jordan Greenwell Basketball Head Coach
Gabriel Hidalgo Student Success Center
Juan Hidalgo, B.A. Assistant Dean of Men

Kristi Horn, M.F.T. Associate Dean
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Michelle Kendrick, B.A. Director, Title IX and
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Chaplain
Arturo Lopez, M.A.P.M. Chaplain
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Nanette Pimentel, M.A., M.Ed. Career Counselor
Shane Shelton Soccer Head Coach
Cheryl Rick, M.B.A. Student Success Center
David Ringer, B.A. Associate Dean
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Director, Student Involvement
Athletic Trainer

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Public Relations, and Communication
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Enrollment Counselor and Admissions Analyst
Keren Castro, B.F.A. Admissions Analyst, Enrollment
Counselor, and Photographer
Liana Doellerer, B.S. Admissions Analyst
Glanelle Ejurango, B.S. Enrollment Counselor and
Connect Ministries Director
Abraham Garrido, B.S.W. Admissions Counselor, Angwin to
Angwish Director and Event Coordinator
Andrianna Massena, B.S. Enrollment Counselor, Visit and
Event Coordinator and Administrative Assistant
Isaac Mendoza Bucio, B.S. Enrollment Counselor and
Off-campus Outreach Coordinator
Laura Gang, M.A. Senior Writer
Jason Lee, B.S. Web Developer
Heidi Lukowicz, B.S. Senior Graphic Designer
Nephtali Marin Video Production

Ally Romanes, B.S. Staff Writer
 Carrie White, B.S. Junior Graphic Designer and
 Social Media Manager

College Alumni & Advancement

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 Advancement
 DeAnna Cordis Zepeda Director of Project Management
 and Office Manager

Information Technology Systems and Services

Chris Vance, B.S. Operations Manager
 Dennis Elkins, B.S. Associate Director, ITSS
 Jon A. Falconer, B.A. Senior Network Manager
 Roland Haylock, B.S. System Support Specialist
 James Burville, B.S. Programmer III
 Jeff Weston, A.S. Client Support Supervisor

Library

Patrick Benner, M.L.I.S. Director, Library
 Systems Librarian
 Karl Wilcox, Ph.D. Director, Walter C. Utt Center for
 Adventist History and Research
 and Media Center
 Plerm Sample, B.S. Acquisitions Technician
 Jason St. Clair, M.S.L.S. Technical Services Librarian

Auxiliary Enterprises and Services

Jonathan Aguilar, A.S. Manager, Custodial Services
 Matt Andrieux, B.B.A. Associate Director, Facilities
 Steve Cahilig Housing Coordinator
 Peter Lecourt, M.S. Forest Manager
 Sheldon S. Schultz, B.A. Director, Albion Field Station
 Becky St. Clair Director, Paulin Center for the Arts
 Nathan Tasker, M.A. Director, Flight Center
 Robert B. Wilson Director, Copy Center and Mail Services
 Dale L. Withers, B.S.M. Director, Facilities Management
 Allan L. Zehm, B.S. Director, Land Management

Howell Mountain Enterprises

A Wholly Owned Subsidiary of Pacific Union College
 S. Tad Fuller Director of Operations
 Darryl K. Wheeler, M.B.A. Manager, Howell Mountain Market
 Pat A. Withers, B.S.M. Assistant Manager, Chevron Station

Professors and Administrators Emeriti

Earl M. J. Aagaard, Ph.D., *Professor Emeritus of Biology*. B.A.,
 Pacific Union College, 1969; M.A., Pacific Union College, 1971;
 Ph.D., Colorado State University, 1982. (1982)

Eric D. Anderson, Ph.D., *Professor Emeritus of History*. B.A.,
 Andrews University, 1970; M.A., University of Chicago, 1972;
 Ph.D., University of Chicago, 1978. (1975, 2015)

Warren S. Ashworth, Ph.D., *Professor Emeritus of Religion*.
 B.A., La Sierra College, 1961; M.A., Andrews University, 1962,
 1969; Ph.D., Andrews University, 1986. (1984)

Bruce D. Bainum, Ph.D., *Professor Emeritus of Psychology*.
 B.A., Pacific Union College, 1975; Ph.D., University of Tennessee,
 1979. (1979)

Charlene Bainum, Ph.D., *Professor Emerita of Psychology*.
 B.A., Andrews University, 1975; Ph.D., University of Tennessee,
 1979. (1980-86; 2000)

Charles V. Bell, Ph.D., P.E., *Vice President Emeritus for
 Academic Administration and Academic Dean Emeritus*.
 B.S.E.E., Mississippi State University, 1956; M.S.E.E., Stanford
 University, 1957; Ph.D., Stanford University, 1960. (1984)

Lloyd E. Best, M.A., *Professor Emeritus of Mathematics*. B.A.,
 University of California, Los Angeles, 1969; M.A., Pacific
 Union College, 1973. (1979-1982; 1988)

Paul F. Bork, Ph.D., *Professor Emeritus of Religion*. B.A.,
 Pacific Union College, 1950; M.A., Seventh-day Adventist
 Theological Seminary, 1952; B.D., Andrews University, 1961;
 Ph.D., California Graduate School of Theology, 1971. (1967)

Rosario Caballero-Chambers, M.A., *Professor Emerita of
 Spanish*. B.A., M.A., University Pedro Ruiz Gallo (Peru), 1973.
 (1997)

Jon A. Carstens, M.A., *Associate Professor of Art History*.
 B.A., University of Redlands, 1976; M.A., University of
 California, Riverside, 1979. (1979-2004, 2014)

Del W. Case, D.M.A., *Professor Emeritus of Music*. B.A., La
 Sierra College, 1960; M.Mus., University of Southern California,
 1967; D.M.A., University of Southern California, 1973. (1964)

James D. Chase, D.Min., *Professor Emeritus of Communication*.
 B.A., Pacific Union College, 1969; M.Div., Andrews University,
 1972; D.Min., Andrews University, 1977. (1983)

Ileana Douglas, M.A., *Professor Emerita of History*. B.A.,
 University of Puerto Rico, 1968; M.A., New York University,
 1975; Ph.D. Candidate, University of Valladolid, Spain. (1999)

College Personnel

Mary Margaret Eighme, M.S., *Professor Emerita of Family and Consumer Sciences*. B.S., Pacific Union College, 1950; M.S., Oregon State University, 1965. (1958)

Herbert P. Ford, M.A., *Professor Emeritus of Journalism*. B.A., Pacific Union College, 1954; M.A., California State University, Northridge, 1974. (1974-1983; 1984)

Lorne E. Glaim, Ph.D., *Professor Emeritus of History*. B.A., Walla Walla College, 1964; M.A., Washington State University, 1966; Ph.D., Washington State University, 1973. (1986)

Marilyn S. Glaim, Ph.D., *Professor Emerita of English*. B.A., Washington State University, 1967; M.A., Washington State University, 1973; Ph.D., Washington State University, 1991. (1986)

Cherie L. Goulard, R.N., Ph.D., *Professor Emerita of Nursing*. B.S., California State University, Los Angeles, 1972; M.S., San Jose State University, 1978; Ph.D., Union Institute and University, 2002. (1976-88, 1995)

Donald R. Halenz, Ph.D., *Professor Emeritus of Chemistry*. B.A., Emmanuel Missionary College, 1957; M.S., Ph.D., Virginia Polytechnic Institute, 1961. (1979)

Rodney O. Hardcastle, M.B.A., C.P.A., *Professor Emeritus of Business Administration*. B.S., Pacific Union College, 1977; M.B.A., Golden Gate University, 1989; C.P.A., State of Washington, 1980; C.P.A., State of California, 1984. (1989)

William M. Hemmerlin, Ph.D., *Professor Emeritus of Chemistry*. B.A., Loma Linda University, 1968; M.A., Ph.D., University of California, Irvine, 1973. (1979)

Angel M. Hernandez, Ph.D., *Professor Emeritus of New Testament and Theology*. B.A., Antillian College, 1975; M.A., Andrews University, 1977; Ph.D., Andrews University, 2002.

Thomas N. Hopmann, M.B.A., *Vice President Emeritus for Financial Administration*. B.A., California State University, Sacramento, 1961; M.B.A., California State University, Sacramento, 1971. (1976)

Henry W. Kopitzke, J.D., M.B.A., CPA, *Professor Emeritus of Business Administration*. B.S., Loma Linda University, 1968; M.B.A., University of Wisconsin, 1972; CPA, State of Wisconsin, 1972; J.D., University of Idaho, 1980. (1973)

Nancy Hoyt Lecourt, Ph.D., *Vice President Emeritus for Academic Administration and Academic Dean Emeritus*. Professor Emerita of English. B.A., Loma Linda University, 1973; M.A., Loma Linda University, 1974; Ph.D., University of New Hampshire, 1999. (1979-1981; 1984)

Thomas D. Lee, M.S. *Professor Emeritus of Education*. B.A. Union College, 1975; M.S. Walla Walla

Linda E. Maberly, M.L.I.S., *Librarian Emerita*. B.A., Walla Walla College, 1977; M.L.I.S., University of California, Berkeley, 1982. (1987)

W. James McGee, Ph.D., *Professor Emeritus of Music*. B.A., Andrews University, 1961; M.Mus., Indiana University, 1973; Ph.D., University of Arizona, 1982. (1974)

Kenneth L. Millard, Ph.D., *Professor Emeritus of Biology*. B.A., Pacific Union College, 1964; B.D., Andrews University, 1967; M.A., Pacific Union College, 1971; Ph.D., Loma Linda University, 1981. (1971-1973; 1977)

Marvin K. Mitchell, Ed.D., *Professor Emeritus of Education*. B.A., Loma Linda University, 1963; M.Ed., Walla Walla College, 1976; Ed.D., University of the Pacific, 2000. (1990)

Edwin L. Moore, Ph.D., *Associate Academic Dean Emeritus*. B.S., Pacific Union College, 1971; M.A., University of Hawaii, 1974; Ph.D., Claremont Graduate University, 2013. (1997)

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William C. Mundy, Ph.D., *Professor Emeritus of Physics*. B.S., Southern Missionary College, 1962; M.A.T., Vanderbilt University, 1963; Ph.D., Iowa State University, 1972. (1975)

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Kathryn S. Schneider, R.N., M.S., *Professor Emerita of Nursing.* B.S., Southern College of Seventh-day Adventists, 1969; M.S., Loma Linda University, 1976. (1984)

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Lary J. Taylor, M.B.A., *Professor Emeritus of Business Administration.* B.S., Union College, 1969; M.B.A., University of Maryland, 1976. (1978)

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James R. Van Hise, Ph.D., *Professor Emeritus of Chemistry.* B.S., Walla Walla College, 1959; Ph.D., University of Illinois, 1963. (1972)

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Evaline E. West, M.S.W., A.C.S.W., *Professor Emerita of Social Work.* B.S., Union College, 1957; M.A., Andrews University, 1962; M.S.W., San Diego State University, 1971. (1979)

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Affiliated Professors

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Faculty Directory

Libna Arroyo, M.A., *Assistant Professor of Psychology.* B.A., Southern Adventist University, 2006; M.A., Southern Adventist University, 2008. (2021).

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College Personnel

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Walter C. Utt Professors of History

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Field Supervisors in Education

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Field Instructors in Education

Mike Bass, St. Helena Elementary.

Lauren Bledson, Howell Mountain Elementary.

Daisy Bogart, Calistoga Elementary.

Angie Bond, St. Helena Elementary.

Audrey Browning, Pre-session & Full time ST Mentor.

Ken Burkhart, Pope Valley Elementary.

Elizabeth Corey, Pre-session & Full Time ST Mentor.

Julie Cramer, Pre-session & Full Time ST Mentor.

Pam Curry, Foothills SDA School.
Tania Duncan, PUC Elementary.
Julie Filippis, Pre-session & Full Time ST Mentor.
Patricia Flores, Pre-session & Full Time ST Mentor.
Corey Gabrys, Pre-session & Full Time ST Mentor.
Amy Gibson, B.A., Humboldt State University, 1986.
Amy Gibson, Pre-session & Full Time ST Mentor.
Chip Gifford, Pre-session & Full Time ST Mentor.
John Gilley, PUC Preparatory School
Missy Gott, St. Helena Primary.
Jeremy Grove, Calistoga Jr / High School.
Gary Guttman, Calistoga Jr / High School.
Raelene Haugen, M.A., La Sierra University, 2011.
Jeanne Heck, Calistoga Jr / High School.
Eric Heitz, Calistoga Jr / High School.
Bryan Henry, Foothills SDA School.
Tom Hoppe, St. Helena High School
Vern Jeske, PUC Elementary.
Jamie Krause, Pre-session & Full Time ST Mentor.
Kristy Kyle, PUC Elementary.
Matthew Lee, PUC Preparatory School.
Kristy Lindsey, Pre-session & Full Time ST Mentor.
Diane Lindwall, Pope Valley Elementary.
Michael Luque, Howell Mountain Elementary.
Michelle Mackey, Pre-session & Full Time ST Mentor.
Carla J. Massie, M.A., Touro University, California, 2017.
Todd Mills, Robert Louis Stevenson Middle School.
Megan Millholland-Brookes, PUC Preparatory School.
Christine Moninka, Pre-session & Full Time ST Mentors.
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Amy Palma, Calistoga Elementary.

Beatrice Parrales Ahn, B.S., Pacific Union College, 2010.
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Jamie Phillips, Pope Valley Elementary.
Tammy Priest, M.A., Pacific Union College, 2014.
Kristin Pruit, Pre-session & Full Time ST Mentors.
Jessica Rennie, Pre-session & Full Time ST Mentors.
Melody Rivas, Calistoga Elementary.
Rob Robinson, Pre-session & Full time St Mentor.
Robert J. Robinson, M.S., Loma Linda University, 1986.
Vinnie Rothwell, Howell Mountain Elementary.
Molly Ryden, Pre-session & Full Time St Mentor.
Lamar Sandiford, Pre-session & Full Time St Mentor.
Connie Schlotthauer, Pre-session & Full time ST Mentor.
Paula Schweiger, St. Helena Primary.
Vicki Sims, Robert Louis Stevenson Middle School
Tyrone Sorrentino, Calistoga Jr / High School.
Joel Steffen, PUC Preparatory School.
Ashley Toscani, Pope Valley Elementary.
Kim Whipple, Pre-session & Full Time ST Mentors.
Kelly Williams, Pre-session & Full Time ST Mentor.
Ashley Wright, St. Helena Elementary.
Lea Zumwalt, St. Helena Primary

Field Instructors in Social Work Practicum

Sarah Marshall, MSW - University of Minnesota, 1982
Jill Wood, MSW: San Jose State, 2010
Calai Brown, MSW - University Southern California, 2017
Angelee Suraz, MSW - Colorado State University, 1997
Lindsay Morrison, MPA - Grand Canyon University, 2014

College Personnel

Ronni Duncan, MSW, LCSW - MSW, Humboldt State University, 2016

Marty Lajoe, PsyD - California Institute of Integral Studies, 2017

Kathy Purnell, PHD - Capella University, MSW, Alabama A&M University

Tuwan Ussery, MSW, MAPM - Andrews University, 2007 & 2014

Paulin Center for the Arts

Rachelle M. Berthelsen Davis, D.M.A., *Strings*. B.S., Pacific Union College, 1994; M.Mus., Indiana University, Bloomington, 1998; D.M.A., University of Texas, Austin, 2004. (2003)

David Davies, M.A., *French horn*. B.A., La Sierra University, 1963; M.A., La Sierra University, 1964. (2023)

Ramon Fermin, M. Mus., *Guitar*. B.M., University of California, Santa Barbara, 2008; M. Mus., San Francisco Conservatory of Music, 2011. (2023)

Kent Gaisford, M.A., *Trumpet*. B.A., University of California - Berkeley, 1982; M.A., San Francisco State University, 2006. (2023)

Karen Han, B.S., *Piano*. B.S., Pacific Union College, 1991. (2018)

Eric Lambert, M.A., *Drums*. B.A., Brigham Young University, 1987; M.A., Johns Hopkins University - School of Advanced International Studies, 1990. (2024)

Mika Palitang, *Piano*. Student, Pacific Union College, current. (2022)

Nathan Splitter, B.M., *Piano*. B.M., San Francisco Conservatory of Music, 2011; att., The Juilliard School, 2005; Idyllwild Arts Academy Preparatory, 1999. (2023)

Kyle Stachnik, M. Mus., *Cello*. B.M., University of Miami - Frost School of Music, 2020; M. Mus., San Francisco Conservatory of Music, 2023. (2024)

Eve-Anne Wilkes, D.M.A., *Voice*. B.S., Ohio State University, 1968; M.A., Ohio State University, 1974; D.M.A., West Virginia University, 1981. (2015)

Church Partners in Ministerial Training

Angwin Village SDA Church

Calistoga SDA Church

Elmshaven SDA Church

Middletown SDA Church

Napa Community SDA Church

Napa Spanish SDA Church

Napa Valley Korean SDA Church

Santa Rosa SDA Church

Santa Rosa Spanish SDA Church

St. Helena SDA Church

St. Helena Spanish SDA Church

Yountville SDA Church

Affiliated Agencies for Nursing Clinical Instruction

Adventist Health

Adventist Health Ukiah

Adventist Health Hanford Community Hospital

Adventist Health Medical Center Selma

Adventist Health Delano

Adventist Health Clearlake

Adventist Health Medical Center Tehachapi

Adventist Health Mendocino Coast

Adventist Health Tulare

Adventist Health Castle Medical Center-Kailua, Hawaii

Adventist Health Dameron Hospital

Adventist Health Feather River

Adventist Health Glendale Medical Center

Adventist Health Lodi Memorial Hospital

Adventist Health Northwest Medical Foundation, Tillamook, OR

Adventist Health Portland Adventist Medical Center, Portland, OR

Adventist Health Reedley Community Hospital

Adventist Health Rideout Memorial Hospital

Adventist Health Bakersfield w/Adventist Health San Joaquin

Community Hospital

Adventist Health Simi Valley & Health Care Services

Adventist Health Sonora Community Hospital

Adventist Health St. Helena Hospital

Adventist Health Vallejo

Adventist Health White Memorial Medical Center

Adventist Health Willits Hospital

Adventist Health Howard Memorial

Adventist Health Home Care Services/Western Health Resources

Adventist Health Physicians Network

Alameda Health System

American Medical Response for Emergency Services

Antelope Valley Hospital

Asante[®]

Beautiful Minds Medical, Inc.

Bright Sky Home Health Care, Inc.

Charleston County School District
Children's Hospital of Los Angeles
CommuniCare Health Centers, Davis Community Clinic
CommuniCare Health Centers, Peterson Clinic
CommuniCare Health Centers, Salud Clinic
Community Behavioral Health Center
Community Action of Napa Valley
Community Health Clinic Olé
County of Humboldt
County of Kings Public Health
County of Lake Public Health Department
County of Sonoma Department of Health Services
Creekside Behavioral Health
Crestwood Center of the Napa Valley, Includes Stockton Manor
 Skilled Nursing Facility in Stockton
Dameron Hospital Association
David Grant Medical Center
Department of State Hospitals-Napa
Dessert Aids Project
Doctors Medical Center of Modesto
Duke University Health System, Inc. dba Duke University Hospital

Dignity Health

Bakersfield Memorial Hospital
California Hospital Medical Center, Los Angeles, CA
Central Valley General Hospital
Chandler Regional Medical Center, Arizona
Community Hospital of San Bernardino
Family Care Clinic
French Hospital Medical Center, San Luis Obispo, CA
General Medicine Clinic
Glendale Memorial Hospital, Glendale, CA
Kids Care Clinic
Lauren Small Children's Center at Memorial Hospital
Mark Twain Medical Center
Memorial Hospital, Bakersfield
Mercy General Hospital, Sacramento, CA
Mercy Hospital Downtown
Mercy Hospital of Folsom, Folsom, CA
Mercy Hospital Southwest
Mercy Medical Center, Merced, CA
Mercy San Juan Medical Center, Carmichael, CA
Methodist Hospital of Sacramento, Sacramento, CA
Northridge Hospital Medical Center, Northridge, CA
Sequoia Hospital, Redwood City, CA

Sierra Nevada Memorial-Miners Hospital, Grass Valley, CA
St. Bernardine Medical Center
St. Joseph's Behavioral Health Center
St. Joseph's Medical Center
Woodland Memorial Hospital, Woodland, CA
Fairfield-Suisun Unified School District
Fontana Unified School District
Healthy Moms & Babies, Olé Health
Holy Names University
Hospice Service of Lake County
Jewish Community Center, Santa Rosa & Rohnert Park
John Adams Academies, Inc.

Kaiser Permanente

Roseville home health
Roseville hospice
Sacramento home health
Sacramento hospice
South Sacramento home health
South Sacramento hospice
Roseville inpatient
Sacramento inpatient
South Sacramento inpatient
North Valley Area outpatient
South Sacramento outpatient
Stockton outpatient
Modesto outpatient
Manteca outpatient
Tracy outpatient
Manteca inpatient
Modesto inpatient
Fresno inpatient
Fresno outpatient
Oakland home health
Oakland hospice
Hayward hospice
Oakland inpatient
Richmond inpatient
Oakland outpatient
Richmond outpatient
Pinole outpatient
San Leandro inpatient
Fremont inpatient
Hayward inpatient

College Personnel

Hayward outpatient
Fremont outpatient
Hayward home health
Hayward hospice
San Rafael inpatient
San Rafael outpatient
San Rafael home health
San Rafael hospice
Santa Rosa inpatient
Santa Rosa outpatient
Santa Rosa home health
Vallejo home health
Vacaville home health
Vallejo hospice
Vacaville hospice
Vallejo inpatient
Vacaville inpatient
Napa outpatient
Kaiser Permanente Continued
Vallejo outpatient
Vacaville outpatient
Fairfield outpatient
Walnut Creek home health
Antioch home health
Walnut Creek hospice
Antioch hospice
Walnut Creek inpatient
Antioch inpatient
Antioch outpatient
Martinez outpatient
Pleasanton outpatient
Walnut Creek outpatient
San Francisco hospice
South San Francisco hospice
San Francisco home health
South San Francisco home health
San Francisco inpatient
San Francisco outpatient
South San Francisco inpatient
South San Francisco outpatient
Redwood City home health
Redwood City hospice
Redwood City inpatient
Redwood City outpatient

Santa Clara inpatient
Santa Clara outpatient
Milpitas outpatient
Mt. View outpatient
Homestead outpatient
Campbell outpatient
Redwood City, South Bay home health
Santa Clara home health
Santa Teresa home health
Redwood City, South Bay hospice
Santa Clara hospice
Santa Teresa hospice
San Jose home health
San Jose hospice
San Jose inpatient
San Jose outpatient
Kern County Public Health
Loma Linda University Medical Center
Lucille Packard Children's Hospital at Stanford
Madera Community Hospital
Marin County Health & Human Services
Maxim Healthcare Services, Fresno
Meadowood Nursing Center
Medical Care Professionals
Mission Carmichael Care Center
Napa County Health & Human Services
North Bay Health Care Group with Vaca Valley Hospital
Oroville Hospital
Piners Nursing Home Napa
Queen of the Valley Medical Center
SRM Alliance Hospital Services dba Petaluma Valley Hospital
NorCal Health Connect, LLC dba Petaluma Valley Hospital
Healdsburg Hospital
St. Joseph Health Northern California LLC dba Providence
Santa Rosa Memorial Hospital
Providence Redwood Memorial Hospital of Fortuna
Providence St. Joseph Hospital of Eureka
Queen of the Valley Medical Center
St Joseph Home Care Network/Hospital
Redwood Memorial Hospital
Relief Hospice, Inc.
Sacred Heart Hospice
Salinas Valley Memorial Healthcare System
San Bernardino County Unified School District

San Gabriel Unified School District
San Joaquin Community Hospital
San Joaquin County Public Health Services
San Luis Obispo County Public Health
San Ramon Regional Medical Center
Santa Rosa Community Health
Santa Rosa Memorial Hospital
Sharp Chula Vista Medical Center
Shriners Hospitals for Children
Sonoma Valley Hospital
Sonora Community Hospital dba Sonora Regional Medical Center
Sourcewise San Jose
Sourcewise Morgan Hill
State of California Department of Rehabilitation
St. Helena Unified School District
Stallant Health – Weimar

Sutter Health Bay Hospitals

Alta Bates Summit Medical Center, Berkely
Alta Bates Summit Medical Center, Oakland
California Pacific Medical Center
Sutter Delta Medical Center
Eden Medical Center
Mills-Peninsula Medical Center
Novato Community Hospital
Sutter Lakeside Hospital
Sutter Lakeside Community Clinic
Sutter Lakeside Family Medicine Clinic
Sutter Santa Rosa Regional Hospital
Sutter Maternity & Surgery Center
Sutter East Bay Medical Foundation
Palo Alto Medical Foundation
Sutter Pacific Medical Foundation Urgent Care
Sutter Health Walk-In Car, Dublin
Sutter Health Walk-In Car, Petaluma
Sutter Health Walk-In Car, San Francisco
Sutter Health Walk-In Car, San Jose
Sutter Health Walk-In Car, San Ramon
Sutter Health Walk-In Car, Walnut Creek
Sutter Amador Hospital
Memorial Hospital Los Banos
Memorial Medical Center
Sutter Auburn Faith Hospital
Sutter Center for Psychiatry
Sutter Davis Hospital

Sutter Medical Center, Sacramento
Sutter Roseville Hospital
Sutter Roseville Medical Center
Sutter Solano Medical Center
Sutter Tracy Community Hospital
Sutter Medical Foundation
Sutter Gould Medical Foundation
Sutter Medical Foundation Urgent Care
Sutter Health Walk-In Care, Citrus Heights
Sutter Health Walk-In Care, El Dorado
Sutter Health Walk-In Care, Elk Grove
Sutter Health Walk-In Care, Roseville
VA Northern California Health Care System
Valley Children’s Hospital
Vasona Creek Healthcare Center
Vibra Hospital of Northern California

School Partnerships in Supervised Instruction

Calistoga Joint Unified School District
City of Santa Rosa School District
Fairfield-Suisun Unified School District
Fortuna Unified School District
Foothills Adventist Elementary School
Howell Mountain School District
Konocti Unified School District
Lakeport Unified School District
Middletown Unified School District
Napa Christian Campus of Education
Napa Valley Unified School District
Pacific Union College Elementary School
Pacific Union College Preparatory School
Pope Valley Unified School District
Rio Lindo Academy
St. Helena Unified School District
Upper Lake Union School District
Vallejo Unified School District
Windsor Unified School District

Appendix A: Code of Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that the work one presents as one's own is one's own.

Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code of Academic Integrity whether or not faculty members establish special rules of integrity for particular courses. Failure of faculty to prevent academic dishonesty does not excuse students from compliance with the Code.

Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the academic community.

Categories of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- 1. Cheating**—Using, or attempting to use, unauthorized materials in any academic exercise; or having someone else do one's own academic work. Examples of cheating include looking at another student's paper during a test, bringing notes to a test, obtaining a copy of a test prior to the test date, and presenting homework prepared by someone else.
- 2. Fabrication**—Inventing or falsifying information. Examples of fabrication include “dry-labbing” (inventing data for an experiment not done or not done correctly), making references to sources not actually used in a research paper, forging signatures on academic forms, forging letters of recommendation, and falsifying credentials in an application.
- 3. Facilitating Academic Dishonesty**—Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from and allowing another to cheat from one's test paper.
- 4. Plagiarism**—Using the words or ideas of another writer without attribution, so that they appear as if they were one's own. Plagiarism includes copying someone else's work word for word, rewriting someone else's work with only minor word changes, and paraphrasing or summarizing work without acknowledging the source.
- 5. Multiple Submissions**—Presenting work done in previous courses as if it were new and original work. Although professors are sometimes willing for a student to use previous work as the basis for new work, they expect the student to do new work for the current course. A student who wants to submit a piece of academic work in more than one course should seek the approval of the instructors.
- 6. Abuse of Academic Materials**—Harming, appropriating, or disabling academic resources so that others cannot use them. This includes removing tables and illustrations from books

and journals to use in a paper, stealing books or articles, and damaging computer files intended for the use of others.

- 7. Misrepresentation**—Lying about or misrepresenting one's work, academic records, or credentials. Examples include claiming ownership of another's work, several students submitting copies of the same computer document and taking credit for group work to which a student did not contribute significantly or fulfill his or her obligations.
- 8. Electronic Dishonesty**—Inappropriately using network access in a way that affects a class or other students' academic work. Examples of electronic dishonesty include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, obtaining a computer account under false pretenses, and knowingly spreading a computer virus. These general definitions may be supplemented or modified by additional policies stated in course syllabi.

Procedures for Addressing Academic Dishonesty

- 1.** When an instructor believes that a student has acted dishonestly, a conversation on the incident in question occurs between the instructor and the student. The instructor should notify the department chair of the incident and the conversation about it.
- 2.** If the instructor is not satisfied with the student's explanation, the instructor documents the incident in writing. The documentation includes definition of disciplinary action. A copy is filed in the Academic Dean's office. These files are available to the Pre-professional Recommendations Committee, to any instructor who is asked for a recommendation, and to the program admissions committees for Nursing, Ministerial Studies, and Social Work.
- 3.** If a second incident occurs in any class, the Academic Dean may give the student an F in the class where the second incident occurred. A third incident may result in suspension from the college for one quarter. A fourth incident may call for permanent dismissal.
- 4.** Students who wish to appeal the decision of the Academic Dean may appeal to the Academic Standards and General Education Committee. Students should submit a written appeal and may appear before the committee if they choose.
- 5.** The decision of the committee is final. However, if any student believes that the final decision is unjust, he or she may follow the grievance procedure outlined in the *Student Handbook*.
- 6.** Students are entitled to add a written rebuttal to their personal files in the Academic Dean's Office.

Appendix B: Student Rights Under FERPA

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

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

1. The right to inspect and review your education records.

If you wish to review your education record, you should submit to the Registrar a completed “Request to Inspect and Review Education Records” form, available at the Records Office. Requests will be processed within forty-five days from the date the request is filed. The Registrar will make arrangements for access and will notify you of the time and place where the records may be inspected.

2. The right to request an amendment of your education records that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to request an amendment to your record, you should submit to the Registrar a completed “Request to Amend Education Records” form, available at the Records Office. If Pacific Union College decides not to amend the record as requested, you will be notified of the decision in writing and will be given a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

3. The right to suppress the disclosure of directory information, provided that the request is submitted while you are an enrolled student.

If you wish to exercise this right, you should submit to the Registrar a completed “Request to Suppress Directory Information” form, available at the Records Office.

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

4. The right to provide written consent before Pacific Union College discloses information from your education records, except to the extent that FERPA authorizes disclosure without consent.

Pacific Union College discloses directory or public information without your prior written consent, unless if you exercise your right to refuse disclosure as described above.

Pacific Union College discloses information from your education records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is: **1.** A person employed by Pacific Union College as an administrator, faculty, or staff member; **2.** A student employed by Pacific Union College to assist an administrator, faculty, or staff member in fulfillment of his/her professional duties; **3.** A person employed by, or under contract to, Pacific Union College to perform a special task, such as an attorney or an auditor; **4.** A person or organization acting as an official agent of Pacific Union College and performing a business function or service on behalf of Pacific Union College; **5.** A member of a Pacific Union College committee (may include student members); or **6.** A person serving on the Pacific Union College Board of Trustees. A school official has a legitimate educational interest if the official needs to review your education record in order to: **1.** Perform appropriate tasks that are specified in his/her position description or by a contract agreement; **2.** Perform a task related to your education; **3.** Perform a task related to your discipline; or **4.** Provide a service or benefit relating to you as a student such as health care, counseling, job placement, or financial aid.

Upon request, Pacific Union College may disclose information from your education records to officials of another school in which you seek or intend to enroll.

Upon request, Pacific Union College may disclose information from your education records to your parents if you are a dependent student as defined by the IRS code, provided that proper documentation is on file at the college to establish dependency.

Pacific Union College may disclose information from your education records under additional FERPA provisions authorizing disclosure without consent. A full description of all authorized exceptions for disclosure may be obtained from the Registrar.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which

Appendix B: Student Rights Under FERPA

your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Union College to comply with the requirements of FERPA.

The Family Policy Compliance Office administers FERPA and any complaints may be filed at the following address:
Family Policy Compliance Office - U.S. Dept of Education
400 Maryland Avenue SW, Washington, D.C. 20202-5901

Title IX

Pacific Union College is committed to maintaining a respectful learning, living, and working environment that is free of discrimination based on sex and sexual harassment and upholding the College's responsibilities under Title IX. Acts of sex-based discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are inconsistent with this commitment, strictly prohibited, and intolerable. A full and complete record of the College's policy prohibiting sexual discrimination and harassment and grievance procedures are available at www.puc.edu/titleix. Printed copies are also available upon request to the Title IX Office. Nothing in the policy is intended or should be construed to waive or relinquish any constitutional or statutory rights PUC possesses as a nonprofit religious institution. Neither should the policy be construed to be a replacement or alternative for the criminal or civil justice systems.

All members of the College, including college students, faculty, staff, and administration, share in the responsibility to uphold the College's policy prohibiting Acts of sex-based discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, and if found in violation, may be subject to disciplinary action. The scope of the policy covers activities and educational programs operated by the College, including admissions and employment.

Title IX Coordinator

The Title IX Coordinator is tasked with coordinating the College's responsibilities under Title IX. Any inquiries regarding the College's policy and grievance procedures should be referred to the Title IX Coordinator information listed below.

(707) 965-6226 (24 hours)
titleix@puc.edu
www.puc.edu/campus-services/title-ix/resources

Human Resources Office
Pacific Union College
1 Angwin Avenue
Angwin, CA 94508

Reporting

The College encourages anyone to report incidents of sex-based discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. One does not need to have experienced the incident in order to report it. Reports may be made at any time, including outside business hours via phone, email, or mail by using the contact listed for the Title IX Coordinator. Reports can also be made online at www.puc.edu/ixreportform. Anonymous reporting may be made on the LiveSafe app. Anonymous reports will be investigated to determine if supportive measures and remedies can be provided; however, the ability of the College to respond to anonymous reports may be limited.

External Inquiries or Reports

External inquiries or reports can be made at any time to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Website: www.ed.gov

Employment Opportunity Commission (EEOC)
Website: www.eeoc.gov/contact-eeoc

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

*Education Amendments of 1972
(20 U.S. C. §1681)*

Appendix D: Discrimination Policy

Preventing Harassment, Discrimination, and Retaliation

Pacific Union College (PUC) believes that all people are created in the image of God, and therefore should be treated with dignity and respect. PUC highly values its diverse campus community, as it is representative of cultures around the world. As such, PUC does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, gender, disability, or prior military service in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.*

Harassment, Discrimination, and Retaliation Policy

The College is committed to providing an educational and employment environment where individuals with diverse backgrounds and experiences can work to advance the institution's mission free from unlawful harassment, discrimination, and retaliation. To accomplish this goal, it is essential for all people to be treated with dignity, decency, and respect. Therefore the College will not tolerate harassment or unlawful discrimination based on race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law (hereinafter referred to as protected class or classification). Through the enforcement of this policy and by educating employees, the College seeks to prevent, correct, and discipline behavior that violates this policy. In addition, the College will not tolerate retaliation against an employee engaging in a lawfully protected activity, such as participating in the grievance process or opposing conduct that constitutes a policy violation.

PUC's policy on the prevention of harassment, discrimination, and retaliation, applies to the behavior and activities of all campus community members; including students, faculty, staff, administrators, trustees, volunteers, guests, vendors, consultants, or any person who provides services to PUC, whether on or off campus. Such activities include, but are not limited to, classes, seminars, meetings, events, and study abroad programs. All individuals are expected to comply with the provisions of this policy, including taking appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy based on the seriousness of the offense, up to and including termination.

Allegations of harassment, discrimination, and retaliation, except on the basis of sex as covered in the College's Title IX policy, shall be administered by the College's Human Resources

Department. Allegations of harassment, discrimination, and retaliation on the basis of sex fall under the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy, and shall be administered by the College's Title IX office. This policy also contains the complaint resolution process for all PUC campus community members. The process may vary depending on who is involved, the type of conduct, and the severity of the conduct and/or consequences. Sanctions for violating the policy by a non-student may be governed by another college policy, depending on the role of the person who violated the policy.

The free exercise of religion, guaranteed by the United States Constitution, includes the right to establish and maintain religious educational institutions. The College is a religious nonprofit, owned and operated by the Seventh-day Adventist Church as an integral part of the Church's teaching ministry. Federal and state law recognize the right of the College as a religious institution to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution.

Furthermore, nothing in this policy or in third-party training programs or materials shall constitute, or be interpreted as, a waiver of any right, privilege, or exemption the College possesses as a nonprofit religious corporation under the U.S. Constitution, the California Constitution, or any other federal, state, or local law. The College continues to reserve all such rights, privileges, and exemptions.

For more information on Harassment, Discrimination, and Retaliation, please contact PUC's Human Resources Department or Title IX Office.

Nondiscrimination Policy

Pacific Union College (PUC) believes that all people are created in the image of God, and therefore should be treated with dignity and respect. PUC highly values its diverse campus community, as it is representative of cultures around the world. In keeping with that belief, PUC does not unlawfully discriminate on the basis of race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.

Discrimination for purposes of this policy is an unlawful prejudicial and/or harmful action taken against a person on the basis of a protected classification. The College is committed to

complying with all applicable laws providing equal employment opportunities. It is a violation of the College's nondiscrimination policy to unlawfully discriminate on the terms of employment, such as the provision of employment opportunities, benefits, or privileges; creating discriminatory work conditions; or using discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a person's protected class. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

As stated in Section 3.6, PUC is a religious nonprofit institution that exercises its right to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution. While PUC opposes harassment, discrimination, and retaliation as stated in this policy, it does not waive any exemptions afforded to religious non-profit corporations under the U.S. Constitution, the California Constitution, or any other federal, state, or local law.

Harassment

The College prohibits conduct that is disrespectful, unprofessional, or harassment based on the above-mentioned protected classes. Actions, words involving slurs, and other verbal or physical conduct relating to an individual's protected characteristic may constitute harassment when such conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment,
- b. Has the purpose or effect of unreasonably interfering with another's work performance, or
- c. Otherwise adversely affects an individual's employment opportunities.

Employees, students, visitors, volunteers, guests, others providing services to the College, and any other persons are prohibited from engaging in such actions, which are intolerable, may be illegal, and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined below should be followed. 3.6.3 Title IX: Sex Nondiscrimination and Sexual Harassment Policy

The College is committed to providing a respectful learning, living, and working environment that is free of sexual harassment, retaliation, and unlawful sex discrimination. Acts of sexual harassment and unlawful sex discrimination, regardless of the length of the relationship or gender of the individuals, are inconsistent with this commitment, strictly prohibited, and intolerable.

The Title IX Office is tasked with administering the College's

Sex Nondiscrimination and Sexual Harassment policy in a fair and equitable manner, as well as addressing the College's responsibilities regarding Title IX and the Violence Against Women Reauthorization Act (VAWA) of 2013; Sec 304.

The College is part of the Seventh-day Adventist system of higher education, a religious institution of higher education. The College is exempted by the state of California Education Code 66270, to the extent the application of Education Code 66270 is not consistent with the institution's religious tenets. Furthermore, the College is exempt from Title IX to the extent the application of Title IX is not consistent with the institution's religious tenets.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC's website under Title IX.

Sex Nondiscrimination Policy

The College adheres to all federal and state civil rights laws prohibiting discrimination, subject to exemptions previously listed in Section 3.6 based on sex or gender in private institutions of higher learning. The Title IX policy covers nondiscrimination on the basis of sex in both employment and access to educational opportunities. Therefore, any member of the College community whose acts unlawfully deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived sex or gender is in violation of this policy.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described in the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy.

Sexual Harassment Policy

The College does not tolerate harassment of any employee, student, visitor, or guest. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment." A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or

pervasive and objectively offensive. The College reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC's website under Title IX.

Retaliation

PUC is committed to providing a working environment that is free from retaliation for an employee engaging in a lawfully protected activity. No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment
- Participating in the grievance process of a complaint
- Supporting a Complainant or Respondent
- Assisting in providing information relevant to an investigation
- Acting in good faith to oppose conduct that constitutes a policy violation

Acts of alleged retaliation should be reported immediately to the Title IX office, if the protected activity involves "sex", or to Human Resources for any other protected class or activity. The College shall take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Harassment, Discrimination, and Retaliation Grievance Process

A. Initial Action

Anyone who feels that another person is harassing him or her, or acting in an unlawfully discriminatory manner (hereinafter "offending behavior"), should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender's attention to it could resolve the problem. If the offending behavior persists, if the person is uncomfortable in confronting the offender, or if the offending behavior is sufficiently serious, he or she should follow the complaint procedure outlined below.

B. Complaint Procedure

Employees who believe that they have been subject to offending behavior by supervisors, fellow employees, clients, students, or non-employees (also referred to as complainant) should immediately follow this complaint procedure:

- a. Report the offense immediately (within 24 hours, if possible) to facilitate prompt follow-up and any necessary investigation.
- b. Report to the department director, the Human Resources Director, or the immediate supervisor of the person the complainant feels has engaged in offending behavior.
- c. Submit the complaint orally or in writing. (Oral complaints must be written and signed by the complainant before a formal investigation begins). Also, written complaints may be submitted anonymously, by completing the report violation form under the Discrimination Policy link on PUC's website.

C. Investigation Process

The Human Resources Director will confer with all involved persons attempting to determine with appropriate objectivity whether offending behavior did occur, and utilize the following process:

- a. If the facts presented appear to justify further investigation or action, the Human Resources Director will appoint a three-member investigative team of persons appropriate to the type of offending behavior. The team will obtain written statements and will seek to define and remedy the problem.
- b. If the investigating team determines that the complaint of offending behavior is substantiated, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offending behavior, the discipline may include, but not limited to, a written warning to the offender (with a copy to his or her personnel file) to relocation, suspension, or termination of employment. The offender may respond in writing to any written warning or discipline. That written response will be placed in the offender's personnel file.
- c. The Human Resources Director (or designee) will then explain to the complainant what type of action has been taken.

D. Confidentiality

During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of offending behavior will do their work as expeditiously as care and thoroughness will allow, and as confi-

dentially and as objectively as possible. Because of the sensitive nature of allegations of offending behavior, both those interviewed and those on the investigating team will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties except as required by law. They will also be asked and expected to refrain from any retaliatory behavior.

E. Supervisor's Reporting Responsibility

All supervising employees of the College who are aware of incidents of offending behavior in the workplace are responsible for reporting such incidents to the Human Resources Director (or designee), President, Vice-President, supervisor, department chair or director, or another official for investigation.

F. False Allegations

Unfounded allegations of offending behavior can irreparably damage one's reputation and can limit an employee's ability to perform his or her duties. Therefore, though the College encourages individuals to report incidents of offending behavior that they sincerely perceive, any employee who maliciously brings false allegations of offending behavior will be subject to disciplinary action, which may include, but not limited to, a written warning (a copy of which is placed in the employee's personnel file) to relocation, suspension, or termination of employment.

Harassment Prevention Training

As a California employer with five or more employees, the College requires two hours of sexual harassment, abusive conduct, and harassment based on gender prevention training for all supervisors, and one hour for all non-supervisory employees, within six months of hire or promotion, and every two years thereafter. This training helps to identify and eliminate workplace harassment and unlawful discrimination based on protected characteristics. This training helps employees to understand the law and respond to misconduct appropriately. The training is designed to help employees address inappropriate behavior before it creates a hostile work environment by giving employees the skills necessary to recognize and address abusive behavior and other misconduct that may lead to workplace bullying or hostility, reducing productivity and creativity.

* *As a religious institution, PUC exercises its right to accept only those employees who believe in and seek to support PUC's mission. While PUC opposes harassment, discrimination, and retaliation as stated in this policy, it is exempt from certain state and federal anti-discrimination laws based on its status as a religious non-profit corporation, and its religious beliefs.*

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Campus Directory & Map

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Ace Hardware
Market
Washette
- 2. Post Office**
- 3. Student Wellness Center**
Counseling Services
Health Services
- 4. Dental Building**
- 5. Credit Union**
- 6. Tennis Courts**
- 7. Athletic Field:**
Hardball and Softball Fields
Sand Volleyball Courts
- 8. Brookside Park:**
Student Family Housing
- 9. College Chevron**
- 10. Athletic Track & Field**
- 11. Press Building:**
Copy Center
Mail Services
- 12. Custodial:**
Lost and Found
- 13. Heating Plant**
- 14. Church and Sanctuary**
- 15. Alumni Park**
- 16. Fisher Hall:**
Visual Arts
- 17. Sabbath School Rooms**
- 18. Church Complex:**
Campus Chaplain
Campus Ministries
Church Office
Fireside Room
Scales Chapel
Theology
- 19. Paulin Hall:**
Music
- 20. Pacific Auditorium:**
Fitness Center
Gymnasium
Kinesiology
Weight Room
- 21. Swimming Pool**
- 22. Public Safety**
- 23. Chan Shun Hall:**
Academic Administration
Academic Advising
Chemistry
Mathematics
Physics & Engineering
President's Office
Psychology & Social Work
- 24. Davidian Hall:**
Nursing & Health Sciences
- 25. Student Success Center**
- 26. Dining Commons:**
Cafeteria
Campus Center
Grind
Student Association Offices

- 27. Rasmussen Art Gallery**
- 28. Nelson Library:**
E.G. White/SDA Study Center
Information Technology
Systems and Services
Library Computer Lab
Pitcairn Islands Study Center
Walter C. Utt Center
- 29. Preparatory School**
- 30. Elementary School**
- 31. Advancement & Alumni**
- 32. Financial Services:**
Accounting Services
Financial Administration
Human Resources
Student Financial Services
- 33. West Hall:**
Career Services
Education
- 34. West Hall Annex**
- 35. Stauffer Hall:**
Alice Holst Theater
English
- 36. Amphitheater**
- 38. Newton Hall:**
Men's Residence
- 39. Grainger Hall:**
Men's Residence
- 40. Clark Hall:**
Biology
Wilmer Hansen Collection
- 41. Irwin Hall:**
Business Administration &
Economics
Communication
History
World Languages & Cultures
- 42. Ambs Hall**
- 43. Graf Oval**
- 44. Graf Hall:**
Academic Records
Admissions
Enrollment Services
Marketing & Communication
Media Services
Student Services
Visitor Center
Women's Residence
- 45. Dauphinee Chapel**
- 46. Andre Hall:**
Women's Residence
- 47. Winning Hall:**
Guest Housing Check-in
Women's Residence
- 48. Discoveryland Preschool**
- 49. Land Management**
- 51. Facilities Management**
- 52. Mobile Manor**
- 53. Landscape**
- 54. Court Place Apartments:**
Student Family Housing
- 55. Nichol Hall:**
Men's Residence

- 56. McReynolds Hall:**
Women's Residence
- 57. Virgil O. Parrett Field:**
Flight Center
- 58. Young Observatory**
- 60. Prayer Chapel**
- 61. Cogeneration Plant**

Alphabetical Legend

- 23. Academic Administration
- 23. Academic Advising
- 44. Academic Records
- 32. Accounting Services
 - 1. Ace Hardware
- 44. Admissions
- 31. Advancement / Alumni
- 35. Alice Holst Theater
- 15. Alumni Park
- 42. Ambs Hall
- 36. Amphitheater
- 46. Andre Hall
 - 1. Angwin Plaza
- 10. Athletic Track & Field
- 40. Biology
 - 8. Brookside Park
- 41. Business Administration
- 26. Cafeteria
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- 18. Campus Chaplain
- 18. Campus Ministries
 - 3. Counseling Services
- 23. Chan Shun Hall
- 23. Chemistry
- 18. Church Complex
- 18. Church Office
- 14. Church & Sanctuary
- 40. Clark Hall
- 61. Cogeneration Plant
 - 9. College Chevron
- 41. Communication
- 11. Copy Center
- 54. Court Place Apartments
 - 5. Credit Union
- 12. Custodial
- 45. Dauphinee Chapel
- 24. Davidian Hall
 - 4. Dental Building
- 26. Dining Commons
- 48. Discoveryland Preschool
- 28. E.G. White/SDA Study Center
- 33. Education
- 30. Elementary School
- 35. English
- 44. Enrollment Services
- 11. Estate Planning
- 51. Facilities Management
- 32. Financial Administration
- 32. Financial Services
- 18. Fireside Room
- 16. Fisher Hall
- 20. Fitness Center
- 57. Flight Center
- 43. Graf Oval
- 44. Graf Hall
- 39. Grainger Hall
- 26. Grind
- 47. Guest Housing Check-in
- 20. Gymnasium
 - 7. Hardball and Softball Fields
- 3. Health Services
- 13. Heating Plant
- 41. History
- 32. Human Resources
- 28. Information Technology Systems & Services
- 41. Irwin Hall
- 20. Kinesiology
- 49. Land Management
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- 12. Lost and Found
- 11. Mail Services
 - 1. Market
- 44. Marketing & Communication
- 23. Mathematics
- 56. McReynolds Hall
- 28. Media Services
- 52. Mobile Manor
- 19. Music
- 38. Newton Hall
- 55. Nichol Hall
- 24. Nursing
- 20. Pacific Auditorium
- 19. Paulin Hall
- 23. Physics
- 28. Pitcairn Island Study Center
 - 2. Post Office
- 60. Prayer Chapel
- 29. Preparatory School
- 23. President's Office
 - 11. Press Building
- 23. Psychology & Social Work
- 22. Public Safety
- 27. Rasmussen Art Gallery
- 17. Sabbath School Rooms
 - 7. Sand Volleyball Courts
- 18. Scales Chapel
- 35. Stauffer Hall
- 26. Student Association Offices
- 32. Student Financial Services
- 44. Student Services
- 21. Swimming Pool
- 25. Student Success Center
 - 6. Tennis Courts
- 18. Theology
- 44. Visitors' Center
- 28. Walter C. Utt Center
 - 1. Washette
- 20. Weight Room
- 33. West Hall
- 34. West Hall Annex
- 40. Wilmer Hansen Collection
- 47. Winning Hall
- 41. World Languages & Cultures
- 57. Virgil O. Parrett Field
- 16. Visual Arts
- 58. Young Observatory

Campus Directory & Map

Pacific Union College



Contact Information

College General Information (707) 965-6313
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Admissions and Catalogs (707) 965-6336
Toll-Free (800) 862-7080, #2
Fax (707) 965-6671
E-mail enroll@puc.edu
Website www.puc.edu/admissions

Alumni, Advancement & Development (707) 965-7500
Fax (707) 965-6305
E-mail alumni@puc.edu
Website www.puc.edu/alumni

Chaplain's Office (707) 965-7190
Fax (707) 965-7290

Counseling, Testing, & Career Services (707) 965-7080
Telephone, After-Hours Emergencies (707) 965-6789
Fax (707) 965-7088

Financial Administration (707) 965-6699
Fax (707) 965-6400

Health Services (707) 965-6339
Telephone, After-Hours Emergencies (707) 965-6789
Fax (707) 965-6243

Human Resources (707) 965-6231
Website www.puc.edu/campus-services/human-resources

Information Technology (707) 965-7000
E-mail helpdesk@puc.edu

Library (707) 965-6241
Website www.library.puc.edu

Nursing Information (707) 965-7262
Website www.puc.edu/nursing

President (707) 965-6211
Fax (707) 965-6506
E-mail president@puc.edu

Public Relations (707) 965-6303
Fax (707) 965-7101
E-mail pr@puc.edu

Public Safety (707) 965-6511
Emergencies (707) 965-7111

Records Office (707) 965-6673
E-mail records@puc.edu
Website www.puc.edu/academics/records

Residence Hall Living
Director of Residential Life (707) 965-7461
Andre Hall (707) 965-7481
Graf Hall (707) 965-6520
McReynolds Hall (707) 965-6149
Winning Hall (707) 965-6310
Grainger Hall (707) 965-6491
Newton Hall (707) 965-6487
Nichol Hall (707) 965-6101
Website ... www.puc.edu/campus-services/housing/residence-halls

Student Finance (707) 965-7200
E-mail studentfinance@puc.edu
Website www.puc.edu/student-finance

Student Services (707) 965-7362
Website www.puc.edu/student-life

Student Success Center (707) 965-7688
E-mail mmariano@puc.edu
Website www.puc.edu/academics/ssc