

PACIFIC UNION COLLEGE

STUDENT HANDBOOK



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Updated 10/2024

Every effort has been made to ensure that the Student Handbook's content is accurate at the time of publication. However, policies, prices, fees, and other information may change. Updates will be posted on our website at www.puc.edu/studenthandbook.

It is the responsibility of all students to know and abide by the contents of this student handbook. Failure to abide by all College regulations may result in disciplinary action including, but not limited to, expulsion from the College and may result in eviction from College housing.

Pacific Union College
One Angwin Avenue
Angwin, CA 94508
1-800-862-7080
www.puc.edu



WELCOME

We're glad you have chosen the unique educational experience we offer at Pacific Union College. The Student Handbook has been prepared to help you become familiar with the resources and opportunities available to you as a student as well as the policies that govern your privileges and responsibilities as a member of the PUC community.

MISSION

Our faculty, staff, and students form a supportive group interested in your spiritual growth, academic success, and overall well-being. Many avenues exist at PUC to maintain a healthy and well-balanced life along with opportunities to cultivate good social and personal relationships. We are committed to our mission, our core values, and the development of the whole person.

MISSION STATEMENT

Pacific Union College exists to equip students to pursue wisdom and serve others in an academically outstanding and spiritually authentic Seventh-day Adventist learning community.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

The Academic Program and General Education Outcomes, together with these Institutional Student Learning Outcomes, 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

PUC facilitates this journey to **WISDOM** by promoting and modeling:

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.

HISTORICAL CONTEXT

Founded in 1882 at Healdsburg, California, Pacific Union College moved in 1909 to its current location in Angwin, a former health-resort town that overlooks the renowned Napa Valley, about 70 miles north of San Francisco. With 1,000 acres of forested and agricultural land and 30 miles of on-campus trails, this environment is both breath-taking and conducive to learning. There is unmistakable evidence that, for more than 100 years, this setting has successfully nurtured students. PUC students score very high in national test scores, and the admission rate into professional programs is also high. What's more, PUC students benefit from one of the most culturally diverse campuses in the nation, according to *U.S. News & World Report*. The College's motto, "Where Nature and Revelation Unite in Education," captures these strengths.

The College offers over 50 associate and bachelor degrees and one graduate degree. Several off-campus adult programs demonstrate the College's commitment to the educational needs of the broader community. Pacific Union College has chosen to keep the name "college" rather than to change to a "university," because "college" signifies our primary focus on teaching in a learning community where the student is the only reason for the institution's existence. Excellence is a goal in all academic offerings. The College is especially known for its strong pre-medical and pre-dental programs. An important ongoing objective is to prepare graduates for careers in the church and in the broader world of work as lay persons.

The core values driving this mission include a continuing search for truth, excellence, integrity in human relationships, and dedication to Christian witness, service, and community. While offering many professional programs, the College focuses on the importance of the broad range of liberal arts through a program of rigorous general education requirements that are part of a student's preparation for life beyond a specific vocation. These programs center around a Christian world view by integrating faith and learning. They also teach critical analysis and create conversations in which the learning community may discern which understandings of the world are better, may practice the skills of appropriate persuasion, and may cultivate the disposition to do good. The College's seal containing the phrase from John 6:45—"They shall be all taught of God"—summarizes a major purpose. The words of Ellen White, one of the College's founders, from 120 years ago, enjoin us to produce "thinkers, not mere reflectors of other people's thoughts"; and these words remain a constant ideal.

Adventist education focuses on the whole person, emphasizing the importance of helping students improve their mental, physical, social and spiritual life as they serve their fellow human beings. Part of this effort includes an emphasis on art, music, and intramural/intercollegiate sports/recreation. The College concentrates on enabling students to explore and create personal value systems in an independent setting, surrounded by loving Christian adults and peers. The joy of Christian relationships is deliberately cultivated as an essential aspect of truly successful education. The result of this open exploration is committed church members and reflective spiritual individuals who continue to serve others as witnesses to Jesus Christ.

STUDENT LIFE AGREEMENT

Pacific Union College is a Christian liberal arts college sponsored by the Seventh-day Adventist Church. Students seeking an education in Pacific Union College's environment have a responsibility to help preserve the essential qualities that make the College distinctive.

The College desires for its students to become experienced at making personal decisions based on Seventh-day Adventist principles of Christian living. By choosing to enroll at PUC, students are expressing a willingness to make decisions which are guided by the following principles:

1. To seek truth and to consider the Bible as life's ultimate guidebook.
2. To participate actively in a lifestyle which includes personal devotions, group worship and service to others.
3. To deal honestly in all aspects of life.
4. To maintain high standards of decency in conduct, expression, and citizenship.
5. To respect the property, personal dignity, time, and right to privacy of others.
6. To treat others with graciousness, demonstrating tolerance for diversity.
7. To maintain a lifestyle of moral purity (see Relationships).
8. To value and pursue a healthful lifestyle, including good nutrition, regular exercise and adequate rest. (The use of alcohol, tobacco, illegal drugs or the misuse of prescription drugs is not acceptable.)
9. To dress modestly, appropriately and in good taste.
10. To develop an appreciation for art, music, and literature.
11. To help others fulfill their student life agreement.
12. To faithfully abide by PUC's policies, understanding that failure to do so may result in withdrawal from PUC.

By enrolling in PUC, students understand that Pacific Union College is a unique, Christian institution. Students attend PUC of their own free will, and choose to live by its principles and support its doctrines both on and off campus.

CAMPUS LIFE

ADMINISTRATION

COLLEGE PRESIDENT

Office located in the lower level of Chan Shun Hall, (707) 965-6211

To schedule an appointment with the president, contact the president's office. For more information, visit: puc.edu/about-puc/administration.

VICE PRESIDENT FOR ACADEMIC ADMINISTRATION AND ACADEMIC DEAN

Office located in the lower level of Chan Shun Hall, (707) 965-6234

The vice president for Academic Administration (academic dean) oversees all academic programs on campus. For academic issues which cannot be resolved with a department chair or dean of school, contact the academic dean's office for an appointment.

VICE PRESIDENT FOR ADVANCEMENT

Office located in the house behind Chan Shun Hall, (707) 965-7500

The vice president for Advancement oversees fundraising for the College and coordinates Alumni Services programs.

VICE PRESIDENT FOR FINANCIAL ADMINISTRATION

Office located in the Financial Services building, (707) 965-6699

The vice president for Financial Administration is the chief financial officer of the College and oversees Student Financial Services, business enterprises, accounting services, payroll, human resources and facilities management.

VICE PRESIDENT FOR MARKETING AND ENROLLMENT SERVICES

Office located in Graf Hall, (707) 965-6303

The vice president for Marketing and Enrollment Services oversees Enrollment Services and the Office of Public Relations, coordinating the College's recruiters, marketers, writers, designers and web team and maintaining the College's relationship with the media, constituents, and potential students.

VICE PRESIDENT FOR STUDENT LIFE

Office located in Graf Hall, (707) 965-7362

The vice president for Student Life oversees all student life programs and departments on campus. This VP coordinates campus religious programs, student publications and the activities of student organizations such as clubs and the Student Association. For student life issues which cannot be resolved with a dean or director, contact the Office of Student Life for an appointment.

ADMISSIONS AND ENROLLMENT

Office located in Graf Hall, (707) 965-6425

This office processes all applications, disburses information about the College to all prospective students, and gives free tours of the College campus to visitors.

ENROLLMENT SERVICES HOURS

- Monday-Thursday: 9 am-4 pm
- Friday: 9 am-noon

RITA HOSHINO CAMPUS CENTER

Located on the ground floor of the Dining Commons, (707) 965-7121

The Campus Center offers a central location for students to gather, study, and socialize. The campus coffee shop, The Grind, and the Student Association offices are located here.

CAMPUS CENTER HOURS

- The Campus Center is open seven days a week. Hours are posted.

CAMPUS SECURITY

Located at 180 College Avenue, (707) 965-6551

Campus Security provides 24-hours-a-day security and patrol protection for the campus. Information about Campus Security, rules and regulations, services, etc., can be obtained by calling Campus Security, visiting the office, or accessing their web site at puc.edu/campus-services/campus-security. The department provides several service-oriented functions to the College community including:

■ **CRIME AND ACCIDENT REPORTS:** Any criminal action should be reported to Campus Security. The department maintains a close working relationship with appropriate law enforcement agencies and elements of the criminal justice system. This report does not take the place of the official crime reports taken by the Napa County Sheriff's Department or vehicle accident reports taken by CHP, but it does provide an effective conduit to ensure the proper agencies are informed.

■ **VEHICLE ASSISTANCE:** Campus Security has a battery jump box available for use by anyone on campus. Contact Campus Security for assistance.

■ **CAMPUS PARKING REGISTRATION AND ENFORCEMENT:** Parking on campus is by permit only. All students must register any and all vehicles with Campus Security prior to or immediately upon arrival to campus. Individuals must provide driver's license, DMV vehicle registration, and proof of insurance to register their vehicles. Temporary permits are available from Campus Security 24 hours a day. Parking is enforced by citations, impounding, and towing of vehicles. Contact Campus Security for more detailed information.

■ **CRIME PREVENTION:** The College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of Campus Security's crime prevention programs:

■ **SAFETY ESCORT SERVICE:** This service is provided for on-campus rides to ensure the safety of the campus populace.

■ **CRIME PREVENTION PRESENTATIONS:** Numerous crime prevention presentations are available on request.

■ **PRINTED CRIME PREVENTION MATERIALS:** Printed crime prevention brochures related to motor vehicle, bicycle, residence, and personal safety are available at Campus Security.

NOTE: The information provided above is only summary in nature. Please contact Campus Security for more detailed information.

CAMPUS SECURITY HOURS

- Monday-Friday: 8 am-5 pm for business transactions.
- Parking permits are available 24/7 and must be picked up at the Campus Security Office.
- Dispatchers and officers are available 24 hours a day.

CAREER AND COUNSELING SERVICES

The Pacific Union College Career and Counseling Services provide assistance to all registered students interested in personal, social, and academic growth and discovery, as well as to the larger campus community through advocacy, consultation, presentations, and various other types of programming. We believe that each student is a child of God and created with a purpose and mission in life. It is our goal to assist each student, regardless of ethnicity, gender, or orientation to work toward reaching their potential academically, personally, interpersonally, spiritually, and occupationally. Other than fees for testing, services are offered at no charge to students enrolled in at least 6 credits at PUC. For more information, call or visit the web page at puc.edu/counselingcenter.

CAREER COUNSELING

Located on the westside of the Education Building next to the West Hall Annex, (707) 965-7085

Career Services invites students to discuss career options, self-assessment, values, skills, interests, goals, and job-seeking strategies with a career counselor. Resources are available to help students in developing effective interview skills and in writing resumés, application letters, and personal statements.

PUC hosts an annual Career Day each March. An average of 60 to 70 on-the-job consultants are invited to spend half a day on campus interacting with students and sharing the pros and cons of their respective professions.

An internship fair is held winter quarter in which prospective employers interview our students for internships, volunteer opportunities, and jobs. Additional career preparation events and workshops are held throughout the year.

PERSONAL COUNSELING

Located in the Student Wellness Center in the Angwin Plaza, (707) 965-7080

Short-term counseling (a maximum of 15 sessions in an academic year) is available. A staff of professional counselors is available to provide students with supportive, caring, and confidential services. In addition, support groups are organized if enough students are interested in participating. Appointments can be made through the Center office. Counseling is offered at no charge to students enrolled at PUC. In an emergency, either contact the after-hours call center (707) 965-6789 to page a counselor or contact the Napa County Crisis Hotline (707) 253-4711.

A listing of local, licensed professionals in private practice is available upon request, with financial arrangements and appointments arranged between the student and the individual professional.

■ **SUBSTANCE ABUSE/ADDICTIONS:** Career and Counseling Services provides students with education and counseling regarding substance use and addictions. For those struggling with substance abuse, the Center provides a safe place to receive information and assistance in a private and confidential setting.

■ **TESTING SERVICES:** Personality and occupational interest inventories are available to students through Career Services. Also, PUC is an official non-Saturday test site for a wide range of national achievement and credentialing tests. For information concerning registration and a list of the tests offered, please contact the Career Center.

CAREER AND COUNSELING CENTER HOURS

- Monday-Thursday: 9 am-12 noon, 1-5 pm
- Friday: 9 am-2pm

DINING COMMONS

Located in the Dining Commons, (707) 965-6328

The Bon Appetit team at the Dining Commons provides the on-site restaurant for Pacific Union College. Bon Appetit is known for their culinary expertise and their commitment to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. They do this in a socially responsible manner for the well-being of their guests, their communities, and the environment.

Fresh food and beverages are sold on an a la carte system, with most items priced individually or packaged together as a meal. This system allows students more freedom in choosing the variety of food they wish. The Dining Commons serves only lacto-ovo vegetarian foods. A vegan selection is offered at each food station.

Each quarter, residence hall students are charged a fixed minimum board. Students and faculty pay by using their ID cards. Any amount over the fixed minimum is added to the monthly statement.

There is no refund for students who do not use the allotted minimum each quarter. Students are encouraged to monitor their totals to maintain a steady rate of board fees. The Dining Commons has no obligation to provide bulk items to be purchased at the end of the quarter.

For a listing of current menus, visit the web page at puc.cafebonappetit.com.

EMPLOYMENT

Located in the Financial Services building, (707) 965-7198

For students seeking work on- or off-campus visit: puc.edu/life-at-puc/student-employment

You will find links for job opportunities, application form documents, the Student Employment Handbook, FAQ, the Payroll Calendar, and general information to guide you through the application process and your period of employment at PUC.

NOTE: The US Department of Justice requires verification of citizenship and proof of eligibility to work in the US (I-9 Form) before an employee can begin working. This requires you to bring original identification documents to the Student Employment office for verification. Photocopies or pictures of documents cannot be accepted. A list of acceptable documents is part of the I-9 form on page 3 (uscis.gov/i-9). Please ensure you bring these ID documents to school with you so that you are able to start working immediately upon securing a job. You **CANNOT** begin working until your I-9 Form is completed and original ID verified in person at the Student Employment office.

STUDENT EMPLOYMENT OFFICE HOURS

- Monday-Thursday: 9 am-12 noon, 1-4 pm
- Friday: 9 am-12 noon

FINANCIAL SERVICES

Located in the Financial Services building, (707) 965-7200

Student Financial Services provides a comprehensive financial assistance program including state and federal aid; scholarships and grants are available. Call to schedule an appointment.

FINANCIAL AID

For students anticipating financial aid for the school year, the financial aid file needs to be completed prior to registration. Students are assigned a financial counselor. The financial counselor assists students with completing the file. The director of Student Financial Services is the counselor for international and ACA students.

Students receiving financial aid must maintain “satisfactory academic progress” to keep it. To understand what that phrase means, see listing in PUC’s *General Catalog*.

FINANCIAL ARRANGEMENTS

All students should complete financial arrangements before registration. Discuss payment plan choices with the assigned counselor in Student Financial Services. The payment plans are listed in the *General Catalog*.

For students who have not made financial arrangements, visit Student Financial Services immediately. (Only those students whose payment is received by September 15 are eligible for the Tuition Guarantee Plan or the Cash Discount Plan.)

Students are expected to abide by their agreed payment plan throughout the school year. Counselors understand that problems do occur that can affect a student’s ability to pay according to plans. If this happens, it is the student’s responsibility to talk with the counselor to make other arrangements.

STUDENT FINANCE HOURS

- Monday-Thursday: 8 am-12 noon; 1-4 pm
- Friday: 9 am-1 pm

FIRE DRILLS

Residence halls and all buildings are required to have periodic fire drills. When the alarm sounds, the law requires that the building be evacuated as promptly as possible. Follow the evacuation procedures posted in each room. Failure to evacuate the building may result in a fine.

GUEST ACCOMMODATIONS

PUC provides a limited number of reasonably priced guest rooms in some of the residence halls. For information, call (707) 965-6310 or visit the web page at puc.edu/campus-services/campus-housing. For a list of area accommodations, visit puc.edu/lodging.

HEALTH SERVICES

Located in the Student Wellness Center in the Angwin Plaza, (707) 965-6339; (707) 965-6243 (fax)

Health Services is a confidential service dedicated to providing the campus community with the necessary screening of medical conditions and referrals to either the in-staff physician or local medical providers when appropriate.

Please visit puc.edu/healthservices for information regarding requirements to be eligible for services, local resources in the Napa Valley, exclusions and termination of services.

HEALTH SERVICES HOURS*

- Monday–Thursday: 9 am–1 pm, 2–4 pm
- Friday: 9 am–12 noon

**Medical personnel are on-call 24 hours a day and can be accessed after hours by calling (707) 965-6789 for phone advice.*

■ **STUDENT HEALTH INSURANCE:** Pacific Union College does not provide a primary insurance plan for students. It is the student's responsibility to have a primary plan in place upon enrollment. If proof of a primary billable insurance isn't received prior to onsite attendance, students will be signed up and billed for an insurance plan.

Any student taking six units or more on a PUC campus or having the designation of AN for their home location has to show billable insurance that can be accessed within a 50-mile radius of a PUC campus.

Online students with the designation ON location are exempt from this policy but may need to provide health insurance clearance to their department to be cleared for any field experience placement as required by clinical site or partner.

In the event of an accident, it is the student's responsibility to contact the Health Services Department for appropriate follow-up care. Outside services received off-campus will be the financial responsibility of the student.

■ **HEALTH SERVICE CLASS EXCUSES:** The Health Services Department does not provide class excuses for illness. As the student, it is your responsibility to contact your professor and make arrangements for missing class. Pacific Union College's Class Attendance Policy states the following: "You are expected to inform your instructor in advance if you are going to be absent from a class session. Regardless of the reason for your absence, you are responsible for all material and assignments presented in class and for meeting assignment deadlines... Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus. You are responsible for reviewing, understanding, and adhering to the published attendance policies for all your courses." For more information on Pacific Union College's Class Attendance Policy, please see the "Academic Information and Policies" section of the *General Catalog*: puc.edu/academics/general-catalog.

Health Services can provide you with a form verifying only the date of your office visit. If your professor requests additional information, please contact our office for the correct procedure to release your confidential medical information.

If you are seeking special accommodations or exceptions to your course syllabus due to medical issues, please contact the Access Support Services Coordinator in the Student Wellness Center: puc.edu/campus-services/access-support-services.

■ **ILLNESS:** Students with an illness lasting one or two days are required to contact their professors to make arrangements for missed academic work. It is recommended that illnesses lasting more than one or two days be assessed by the Health Services department. Any residence hall student with an illness requiring constant monitoring will be asked to leave campus until stabilized.

PHARMACIES

- Deer Park Pharmacy (St. Helena Hospital), (707) 963-5209
- Smith's St. Helena Pharmacy, St. Helena, (707) 963-2794

ID CARDS

At registration, all students can obtain a picture ID card that serves as a meal ticket, library card, and permit to buy or return textbooks. Report lost or stolen ID cards immediately to the Student Life Office, (707) 965-7362. A fee is charged for the replacement of an ID card.

NOTE: Students are to present their PUC ID card upon the request of a member of Campus Security or other authorized agents of the College. Refusal or failure to comply may result in referral to the vice president of Student Life.

STUDENT LIFE HOURS

- Monday-Thursday: 8:30am-5pm
- Friday: 8:30am-1pm

INTERNATIONAL STUDENTS

Located in Graf Hall, (707) 965-7362

The international student advisor provides general international advising services for those students needing assistance with immigration information, medical insurance, visas, and related matters. International students in F-1 status may work on campus up to 20 hours without permission from the USCIS, following the established employment process on campus. International students wishing to work off campus may obtain an USCIS request form for practical training or another category at Student Life. Information can also be found at puc.edu/internationalstudents.

INTRAMURALS

POLICIES AND PROCEDURES

The goal of the Pacific Union College Intramurals program is to provide a user-friendly, Christ-centered environment in which the PUC family can engage in recreation. We are always open to suggestions and new ideas because we want to make your participation in Intramural Recreation an enjoyable component in your Pacific Union College experience.

■ **ELIGIBILITY:** Participation in the PUC Intramural Recreation program is limited to the following groups: Students, Faculty, and Staff (and their spouses) of PUC. Faculty and Staff (and their spouses) of PUC-Prep, PUC-Elementary schools, and Foothill Elementary. Employees (and their spouses) of Howell Mountain Enterprises. Alumni of Pacific Union College.

■ **VARSITY/CLUB PLAYER PARTICIPATION:** The following was voted and adopted by the PUC Intramural Recreation department on January 15, 2002. Individuals that participate in a varsity/club sport shall not participate in the same sport offered in the PUC Intramural Recreation.

■ **FORFEIT FEES:** A refundable fee of \$20 shall be charged to each team at the start of each season. This fee will be refunded at the end of the season to teams that have not forfeited during that season. (All forfeit fees must be picked up before the end of the championship game for that sport.) A team shall be said to have forfeited when it fails to have the required number of participants ready to participate within 10 minutes of the scheduled start time. Refunds will be made available at the team's last regular season game.

■ **POSITIVE SPORTING CONDUCT:** The eligibility of each participant is contingent on their sporting conduct. As players we are representatives of Christ and should behave in a manner that reflects His character. As part

of the penalty for behavioral unsporting conduct, the player or players committing the infraction will be ejected from that contest. Should the infraction happen in the last two minutes of the contest, the player or players will receive a one game suspension to be served during the team's next contest. A player's eligibility will be rescinded should it become apparent to the PUC Intramural Recreation Department that the player is not able to conduct themselves in a manner that is in tune with the goals and spirit of PUC and the Intramural Recreation program.

LOST AND FOUND

Located in the Custodial Building, (707) 965-7261

The main campus location for "lost" and "found" items is in the Custodial building. Please contact the Custodial Office for more information.

SPIRITUAL EMPHASIS

In keeping with the special character of this Seventh-day Adventist college, students are expected to regularly attend a specified number of worship services which are planned to stimulate growth and maturity in Christian living.

Students may participate in a variety of other religious activities: small group meetings, Children's Church, the Student Missionary program, short-term mission opportunities, off- and on-campus service groups, and retreats. These activities provide opportunities for students to be active in service to humanity and God.

For more information, visit the web page at puc.edu/spiritual-life.

SPIRITUAL PROGRAMMING/WEEKLY SERVICES

AFTRLITE

AFTRLite is an after-vespers, relaxed atmosphere, providing students opportunities to mix and mingle. Some activities include AFTRglow concerts, Sabbath appropriate movies, Sabbath games, and crafts. Drinks and snacks are provided.

CHURCH

The Pacific Union College SDA Church is located on campus and may be reached by calling (707) 965-7297. Home of the 4,000-pipe Rieger organ, the church serves as the focal point for congregational worship. Church service is held every Saturday at 11:15 am in the sanctuary. For more information, visit the web page at pucchurch.org.

Other local Seventh-day Adventist churches are in Calistoga, Deer Park, Napa (English, Korean, and Spanish), St. Helena (English and Spanish), and Yountville. For additional choices and/or denominations, check online or call the Campus Ministries Office at (707) 965-7190.

SABBATH SCHOOL

College Sabbath School meets Saturday from 10-11 am in the Church Fireside Room. Sabbath School brings people closer to God and each other. It offers con-temporary music, discussion, speakers and more. A variety of other Sabbath Schools are taught around campus, so students are sure to find one that's just right.

VESPERS

Vespers is the weekly student-led worship in Dauphinee Chapel (located in Winning Hall) on Fridays at 8 p.m. Open the Sabbath with fellowship, praise, and an inspirational message.

SPIRITUAL OPPORTUNITIES/INFORMATION

CAMPUS CHAPLAIN (CAMPUS MINISTRIES OFFICE)

The campus chaplain helps students explore their relationship with God and what it means to be a Christian in today's world. The chaplain is also advisor to the Student Association religious vice president and Campus Ministries. This includes inreach and outreach programs and activities like vespers, revivals, Student Week of Prayer, small groups and student missions. The chaplain's office is in the Campus Ministries Office which is located off the sidewalk that leads from the Campus Center to the church. To arrange an appointment, call (707) 965-7191.

CAMPUS MINISTRIES

Campus Ministries works with the campus chaplain in planning a variety of community outreach activities, worship opportunities and Friday vespers for students. Campus Ministries include various inreach and outreach ministries, Sabbath School, and short term and world missions opportunities.

Students can sign up for existing ministries or start their own. For more information, stop by the Campus Ministries Suite between the church office and the Campus Center, call (707) 965-7190 or visit the web page at puc.edu/campusministries.

COLLEGIATE ADVOCATES FOR BETTER LIVING (CABL)

This ministry promotes healthful living, a drug-free lifestyle, and general health practices.

ELMSHAVEN

Elmshaven, the former home of Ellen G. White, is located at 125 Glass Mountain Lane, St. Helena. Daily tours are offered Sun-Thurs, 10 am-4 pm; Fri, 10 am-1 pm; Sat, 2-6 pm. For more information, call (707) 963-9039.

HOMELESS MINISTRIES

Campus Ministries offers opportunities for any student interested in service the homeless community. For more information, please contact the Campus Ministries Office at (707) 965-7190.

REVIVALS

Each quarter other than summer, PUC celebrates a Revival. For one of the quarters, the chaplain's team presents a Student Week of Prayer featuring student speakers. For more information, call (707) 965-7190.

SABBATH

From Friday sundown to Saturday sundown, the PUC community observes the Sabbath. The College invites all students, visitors, and employees to help create a special spiritual atmosphere on campus.

SHORT TERM MISSIONS

For students interested in information on short term 10-day mission opportunities, call (707) 965-7190 for more information.

TASK FORCE

A task force worker (just like a student missionary) makes a commitment to give a period of their life, anywhere from three months to a number of years, serving God in one of many varied mission positions. Task force workers generally serve in the United States. They teach, preach, work with children,

work maintenance jobs, work secretarial jobs, work in hospitals, and do many other diverse jobs. For information, call (707) 965-7190.

WORLD MISSIONS

Taking a year to serve the Lord in a faraway land (or close to home) is a big decision. The Campus Ministries Office helps to encourage and support student missionaries. For information on how to get in touch with SM friends or how to become a student missionary, call the Campus Ministries Office at (707) 965-7190.

STUDENT LEADERSHIP

Student leadership is valued at Pacific Union College. The College provides opportunities which facilitate student leadership learning experiences. Student leaders are encouraged to become club officers, Student Association officers, campus ministries directors, student senators, and more to not only become closely connected with their campus community, but also to develop an awareness of the leader's role and responsibilities to that community.

CLUBS AND ORGANIZATIONS

For students interested in participating in a campus club, there is a wide variety of academic, departmental, and special interest clubs that have been established on campus. All clubs must apply for recognition as an approved campus organization on an annual basis. Clubs vary each year. Only approved organizations are to plan functions and select officers. Visit puc.edu/clubs for a current list of clubs.

Clubs, organizations, and support groups serve different purposes at Pacific Union College. A club operates as an organization that brings students together around a common interest or activity—such as a sport, academic subject, hobby, or cultural identity. The primary goal of a college club is to provide social and recreational outlets for students who share a similar passion or interest. Clubs are also funded, partly, through a student's general fee—as each student can allocate a portion of their tuition to two clubs each quarter—and by fundraising initiatives.

A support group focuses on providing mutual support and conversations about common experiences, thought processes, and feelings for students who seek support due to a variety of factors. Although not an exhaustive list, a support group may address or support issues around cultural, first-generation students, or academics that are common on a college campus. This list, however, can be expanded as students' needs are identified, with the goal of providing a safe and supportive environment for those attending Pacific Union College. Support groups are self-funded by their membership, though, like a club, they can fundraise to supplement costs. While both clubs and support groups can enhance the experience and provide valuable opportunities for personal growth, they serve different needs and fulfill distinct roles at Pacific Union College.

■ **CLUB FEES AND FUNDING:** A standardized club fee is included in the Student Activities portion of each student's quarterly payment. This fee allows students to join up to two clubs with no additional charge (additional clubs may be joined, but payment of those club fees should be made to the PUC Cashier's Office). For more information, please contact the Director of Student Involvement at (707) 965-6745.

STUDENT ASSOCIATION

Every student enrolled for a minimum of six quarter hours is automatically a member of the Student Association, a student government that organizes social and religious activities and represents student concerns to the College administration.

Student Association officers are elected annually during spring quarter by the student body and receive a stipend for their work.

OFFICERS

Student Association Executive Cabinet:

- President
- Executive vice president
- Religious vice president
- Social vice president
- Financial vice president
- Marketing vice president

Student Association Publications:

- *Campus Chronicle* editor
- Photographer
- Video producer

The Student Association publications are available to all members. Student Senate is the policy-making body of the Student Association. Senate is chaired by the executive vice president and is made up of senators elected annually (unless a vacancy occurs). Senate meets every other week during the school year, and meetings are open to the general student population. Senate minutes, bills and topics are posted in an online forum.

For more information on the Student Association, Senate, publications, or social or religious activities on campus, call the Student Life Office at (707) 965-9362.

STUDENT ASSOCIATION OFFICER ELIGIBILITY

Students seeking to participate in Student Association acknowledge the responsibility connected with these leadership positions. Student Association officers have the role of creating programming and opportunities to strengthen campus community, meeting fellow students' needs through various initiatives, and representing PUC as a Christian college. Officers are to work with the College administration and be fully acquainted with the philosophies and policies of PUC and the Seventh-day Adventist church.

To be eligible for office, students are required to have a cumulative GPA of 2.50 which must be maintained during the term of office, be enrolled for a minimum of twelve hours of college credit per quarter, and be a student in good standing. Student leadership eligibility involves completing the eligibility verification process and signing the leadership pledge and code of ethics. Students interested in being an officer are to submit a petition to the Student Association elections chair. The Student Life Committee and the Student Association Elections Committee clear students for eligibility before they are allowed to run for office. (Publication Board clearance is mandatory for all publication candidates.)

STUDENT ASSOCIATION PUBLICATIONS

■ **CAMPUS CHRONICLE:** *Campus Chronicle* (CC), the student newspaper, is issued free to students throughout the academic year. It is distributed to various points on campus. The CC office is located in the Campus Center.

■ **DIOGENES LANTERN:** Named after the school flower, the *Diogenes Lantern* is the yearbook which is available free of charge to full-time students. The DL office is located in the Campus Center.

■ **VIDEO PRODUCER:** Monthly videos reflecting the current events or upcoming events are shown at vespers, in the Dining Commons or posted on the Student Association media outlets. The video production office is located in the Campus Center.

STUDENT ASSOCIATION PUBLICATION GUIDELINES

Guidelines for Student Association-affiliated materials are provided so that students, in preparing any material for distribution and publication, can ensure that the contents of those materials will be consistent with the basic aims and endeavors of Pacific Union College. Students or student organizations preparing any material that fall under the umbrella of Student Association should be aware of and must conform to the following guidelines, which also apply to all statements, pictures, and illustrations in such material. In addition to the general publication guidelines, specific guidelines are available for each SA publication.

■ GENERAL PUBLICATION GUIDELINES

1. Pacific Union College is a Christian institution committed to academic excellence in an atmosphere of freedom. Student Association publications may responsibly discuss any issue so long as the basic principles of the Christian or Seventh-day Adventist faith are not denigrated or defamed.
2. Statements may responsibly discuss Pacific Union College policies, stating both supporting and contrary views, provided that criticism meets high journalistic standards and does not defame or attack any individual or attempt to incite defiance of or disobedience to any College policy or regulation.
3. Statements shall not be directed toward inciting defiance or disobedience of federal, state, or local laws or the promotion of civil disorder.
4. Statements, photographs, or illustrations shall not be profane, indecent, or pornographic.
5. The intellectual and/or aesthetic content of Pacific Union College Student Association publications shall be consistent with the standards that one would expect in a serious intellectual or academic environment.
6. No statements shall advertise the sale or use of alcohol, tobacco products, or illegal drugs.

ACADEMIC LIFE

ACADEMIC PROGRAM

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.

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 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.

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 and/or dismissal from the College.

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.

See the *General Catalog* or view the web page puc.edu/catalog for further

details on categories of academic dishonesty and procedures for addressing academic dishonesty.

ADVENTIST COLLEGES ABROAD

The Adventist Colleges Abroad (ACA) consortium provides opportunities to qualified undergraduate students for study in other countries while completing requirements of their programs at their home colleges. Students are immersed in the culture and life of another country while becoming conversant in its language. Through such experiences students also may gain an appreciation of and perhaps an inspiration for mission or other multicultural service.

The following countries have affiliates of ACA: Argentina, Austria, Brazil, France, Germany, Greece, Italy, Japan, Mexico, Spain, Thailand, and the Ukraine. For additional information about ACA Programs, see the *General Catalog*, call (707) 965-6425 or (707) 965-6510, or visit aca-noborders.org.

ADVISING

A student is assigned an academic advisor from the major field noted on their application. Students may learn who their advisor is by checking the listing on Flashlight or by calling the Records Office at (707) 965-6676. Advisors guide students through orientation, registration, the freshman year, and beyond. Students are to work actively with their advisor in planning academic programs and schedules. See the *General Catalog*.

If a student needs to change from one advisor to another, the Records Office will help assign a new advisor.

CHANGE OF MAJOR

Students are not locked into a major. For a change of major, obtain a “Change of Major” request form from the Records Office or download it from puc.edu/records-forms.

■ REMEMBER, THE ACADEMIC ADVISOR IS ONLY A GUIDE.

Ultimately, students have to make the choices. Which courses should be taken? How many credit hours should be taken each quarter? Should physiology or golf be taken?

The academic advisor is committed to helping students chart a course (and keep to it) throughout their stay at PUC. However, responsibility to take the right courses at the right times rests on the student’s shoulders.

IT IS THE ADVISOR’S RESPONSIBILITY TO:

1. Give advice on the student’s academic program and schedule.
2. Direct students to the appropriate campus services.
3. Be available during scheduled advising office hours, by email, or phone mail.
4. Monitor the student’s progress.

IT IS THE STUDENT’S RESPONSIBILITY TO:

1. Understand the *General Catalog* as it relates to them.
2. Build good class schedules.
3. Add or drop courses.
4. Maintain their academic program.
5. Schedule and keep appointments with their academic advisor, especially if the student is having difficulties.
6. Choose educational and career goals that correspond with their abilities and interests.
7. Make reasonable commitments of their time.
8. Stay on track toward their goals.

To help students plan their academic career, the PUC *General Catalog* and Class Schedule should be read thoroughly.

CAMPUS COLLOQUY

The entire College family including students, faculty, and staff will gather at a required Community Speaker Series, or “Community”, every Thursday in order to worship God and to create community and unity across a diverse group of individuals. This time together enables the College to promote essential core values through expressions of faith and scholarship, of praise, of serious application in addressing life’s challenges and choices, and of student leadership opportunities. In a society known for its focus on individualism, “Community” attempts to create a Christian community of student and adult scholars. In order for this goal to be accomplished, all campus offices are closed during this time.

All full-time undergraduate students are automatically registered for the course GNRL 100 Community Speaker Series, worth 0.1 units each quarter. Attending at least five meetings each quarter earns a grade of **S**; failure to attend five meetings results in a **U** grade. Students receiving a grade of **S** will receive credit for that additional 0.1 units, which will add to the grade point average. These grades appear on the College transcript. Additionally, Campus Colloquy attendance accumulates into your weekly participation expectation after five Colloquy attendances have been recorded.

Proration of Community Speaker Series will be considered on the basis of class or work schedule conflicts. Students requesting proration on the basis of work conflicts must submit a letter from their employer listing the student’s weekly work hours to Student Life. Proration forms may be obtained online at puc.edu/participation or at Student Life.

GENERAL CATALOG

The *General Catalog* describes the academic programs at the College and defines the requirements students must meet to achieve their academic goals. Though students will have the assistance of an academic advisor in working out their course of study, students have the ultimate responsibility for meeting the requirements of the program they have chosen.

The *General Catalog* also gives an overview of College policies and regulations. Every student is responsible for knowing the information presented in the *General Catalog*. Copies are available in the Records Office, or visit online at puc.edu/catalog.

HONORS PROGRAM

The Honors Program offers academically motivated students an alternative General Education curriculum and is built around the study of the great works of world culture. Honors students explore central themes in the sciences and liberal arts through discussion of works ranging from Homer’s *Odyssey* to Mozart’s *Requiem*, from the *Analects of Confucius* to Emily Dickinson’s poetry, from the Bible to the *Dialogues of Galileo*. All honors courses are interdisciplinary, discussion-oriented seminars in which students and teachers engage in collaborative learning.

LIBRARY

The W. E. Nelson Memorial Library provides both print and nonprint educational materials and electronic databases for the use of students and faculty. Library holdings include 369,763 items and a current subscription list of 578 periodicals. The Library has close to 70 electronic databases with 30,000 full text sources. The 40,715-item media collection includes slides,

tapes, filmstrips, motion-picture films, videotapes, transparencies, recordings, musical scores, and other media. The building provides seating, including 108 individual study carrels, for 255 patrons. For more information, call (707) 965-6241, or visit the web page at library.puc.edu.

Special collections include the Pitcairn Islands Study Center (one of the most comprehensive collections of material about the Pitcairn Islands) and the Adventist Heritage Study Center. This latter collection includes Adventist books, periodicals, College Archives, and special collections.

LIBRARY HOURS

- Monday-Thursday: 9 am-10 pm
- Friday: 9 am-1 pm
- Sunday: 11 am-10 pm

MUSIC GROUPS

There are a variety of academic credit-bearing music ensembles on campus.

■ **CHORAL ENSEMBLES:** I Cantori (mixed-voice chamber ensemble) and Chorale (large mixed chorus) require audition for membership. For information, call (707) 965-6623.

■ **HANDBELL CHOIRS:** PUC offers instruction in English handbells at the beginning and advanced levels. Call (707) 965-6627 for information.

■ **ORCHESTRA:** Orchestral masterworks are performed in quarterly concerts and other events. To audition for the orchestra, call (707) 965-6655.

■ **SYMPHONIC WIND ENSEMBLE:** Advanced instrumentalists perform a wide variety of music in various set-tings. To audition for the Symphonic Wind Ensemble, call (707) 965-7137.

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.

STUDENT SUCCESS CENTER

Located in the building just north of the Dining Commons, (707) 965-7688

The Student Success Center (SSC) is dedicated to helping PUC students develop their abilities for a successful college experience. SSC services include free group tutoring, academic advising for undeclared students, academic mentoring, and courses designed to help students develop effective learning strategies. For more information, visit puc.edu/ssc.

■ **TUTORING:** Group tutoring is available to all PUC students and can often significantly improve academic performance. Students may receive free group tutoring each week in almost any lower division general education course. The TLC hires and trains peer tutors each quarter to provide this service. The SSC also organizes and staffs the writing lab for assistance with all college writing assignments.

■ **COLLEGE BOUND I (GNST 104), COLLEGE BOUND II (GNST 105):** The Student Seminar I and II courses assist students in developing learning strategies that will foster greater success in the classroom. Some of the issues

addressed in the class are improving memory, taking good notes, managing time, developing effective test-taking strategies and thinking critically. The goal is to help students get the most out of their college education.

These courses are open to all PUC students, but those struggling with their academic experience are especially encouraged to enroll. Some students may be required to take one or both courses. After taking the Student Seminar courses, students should be better able to actively embrace their education.

STUDENT SUCCESS CENTER HOURS

(Summer and vacation hours may vary.)

- Monday-Thursday: 9 am-8 pm
- Friday: 9 am-2 pm

RESIDENCE LIFE

Pacific Union College is primarily a residential college; the majority of our students live in seven gender-exclusive residence halls with nearly 600 rooms combined. Andre, Graf, McReynolds and Winning are women's residence halls. Grainger, Newton, and Nichol are men's residence halls.

Persons of the opposite gender are not permitted in residence hall areas (i.e. hallways, laundry rooms, student rooms) or other restricted areas without direct permission from the residence hall dean. Students who choose not to comply with this policy will be subject to immediate discipline, which may include suspension.

For more information on residence hall life, contact the Director of Residential Life at (707) 965-7461, or visit the web page at puc.edu/residencehalls.

RESIDENCE HALL ROOMS AND POLICIES

AIR CONDITIONERS/HEATERS

McReynolds Hall and Nichol Hall have individual-room air conditioners and heaters. Do not tamper with the unit's internal service controls: Doing so will subject the resident to a charge. Operation should be limited to the controls on the outside panel. All other residence halls have steam-radiant type heaters. Personal room air conditioners and space heaters are not permitted in College residences.

APPLIANCES

The College is required to follow a fire code (see Fire Code); therefore, students may only use certain electrical cooking appliances in residence hall rooms or kitchenettes. In their residence hall rooms, students may have coffee makers, irons, rice cookers, blenders, microwave ovens, hot pots with enclosed heating elements, and micro-refrigerators (four cubic feet maximum). Due to electrical overload concerns, refrigerators and microwaves are limited to one of each per room. All extension cords must have attached circuit breakers. Extension cords that do not have a circuit breaker are not allowed.

The California State Fire Code and the insurance carrier specify items that are not allowed in the residence halls. These items include, but are not limited to: candles, incense, air fryers, Instant Pots, hot plates and pots, electric frying pans/woks/skillets, open flame cookers, popcorn poppers, toasters and toaster ovens, and Halogen lamps. For more information on approved and restricted items or for information on specific appliances not listed, please contact your residence hall dean.

AUTOMOTIVE REPAIRS

Automotive parts, flammable liquids such as gas, kerosene, and other types of cleaning fluids are prohibited in the residence halls. Residence hall rooms are not approved automotive shops.

BICYCLE STORAGE

Bicycles may be stored in student rooms, as most residence halls do not have adequately secured bicycle storage. Bicycle hooks should not be placed in ceilings. Bicycles may not be stored in hallways or stairwells.

BLINDS/CURTAINS OR TRAVERSE RODS

These items are to be installed only by the maintenance department and become permanent fixtures of the room. For repairs or installation, please complete a maintenance request form online at puc.edu/schooldude. In rooms where window coverings are provided, the coverings may not be removed.

CHECK OUT

Students vacating their room and leaving the residence hall for some other place of residence must follow established check-out procedures. Please see the front desk of your residence hall for more information. Front desk hours may vary (see Lobby Front Desks). The room shall be in good order, clean and free of damages (normal wear and tear is expected). Charges will be assessed for repairs of any damage or cleaning. This charge will be billed directly to the student. Failure to follow formal check-out procedures may result in a fine being placed on the student's account.

DEANS' ON-DUTY HOURS

On-duty hours for each residence hall dean are posted in the residence halls. For assistance, contact the lobby front desk and the desk receptionist will contact the dean on duty. If outside the operational hours for the front desk of your residence hall, please contact Newton Hall front desk (men) or Winning Hall front desk (women) for 24-hour assistance.

ENTERTAINMENT EQUIPMENT

Computers, TVs, iPads, sound systems, DVD players, amplifiers, video games and other entertainment equipment must conform to the 24-hours-a-day courtesy policy. Sound should not exceed the confines of a student's room. This also includes public areas of the buildings, such as kitchens, study rooms, etc. Failure to control sound may result in the confiscation of entertainment equipment (see Noise).

FIRE CODE

To provide and ensure a safe living environment, the College is required to abide by California fire codes. Students shall not bring or keep highly flammable materials, air-powered guns, dart boards, fireworks, explosives, firearms, or other flying projectiles into College residences. Open flames, candles, lighters/matches, torches, incense, and oil lamps are prohibited in College residences. Disciplinary action, a minimum fine of \$100, plus court costs and attorneys' fees (if prosecution is necessary) will be assessed for possession and/or use of any of these items and for failure to vacate the residence hall during a fire drill, tampering with fire equipment or appliances, or negligence which might endanger others.

Cooking is allowed in student rooms with approved appliances (see Appliances). Halls must be free at all times from obstructions which include boxes, trash, shoes, etc. Hall doors within the building are not to be propped open.

FIRE DRILLS

Fire drills will be conducted by the Fire Department each quarter. Fire drill procedures and evacuation plans are posted in each residence hall room. When the fire alarm sounds, residents are to vacate their rooms immediately in accordance with the posted evacuation procedures. Failure to vacate the residence hall during a fire drill will result in serious consequences (see Fire Code).

FIRE HAZARDS

Electrical appliances that are prohibited in the residence hall are considered fire hazards (see Appliances). All extension cords must have attached circuit breakers. Extension cords that do not have a circuit breaker are not allowed. Plugging multiple extension cords/power stripes into another to create extra length, even if they have circuit breakers, is not allowed (daisy-chaining).

Violation of fire regulations will result in serious consequences (see Fire Code). Fire regulation violators are also liable for any damage that occurs as a result of violation.

FITNESS CENTER

A fitness center is located at the gym and limited exercise equipment is available in select residence halls. Ask a resident assistant (RA) or front desk staff member for more information.

FURNITURE/FIXTURES

Residence hall rooms are equipped with the basic furniture items students need. Students should not bring beds or additional furniture from home without approval from a residence hall dean. Each room contains two chairs, two desks, two beds, two dressers, two closets, and a sink. Rooms vary in size, depending on the residence hall.

Rooms are not to be painted by residents, and wallpaper or contact paper are not to be used on walls or furniture. No College furniture, including dresser drawers, is to be moved into, out of, or between rooms in College residences without written approval from a residence hall dean. Beds must remain assembled and mattresses in the frames. At no times should mattresses in the room be placed directly on the floor. Tampering with, disassembling, or moving furniture without the permission of a residence hall dean may result in a fine. Removing any furnishings including, but not limited to, the screens and the door may result in College disciplinary action. Any damage will be charged to the student, including but not limited to the cost to replace missing furniture.

GUESTS

Arrangements for overnight guests should be made in advance (no less than 24 hours) with the residence hall dean. A request for an overnight guest may be denied at the dean's discretion. Guest requests are to be temporary and infrequent. Guests will be denied for more than occasional visitations.

By securing prior approval, a student may have a guest for up to four nights total per quarter without charge. Students shall be charged a per guest per night fee for use of the housing facilities in excess of four days per quarter. The guest fee applies if the guest stays overnight anywhere in the residence halls, uses the shower facilities or temporarily stores belongings in a student's room or any combination of the above.

Overnight guests should be limited to three consecutive nights. Exceptions to this policy must be approved in advance by the residence hall dean.

The host student is responsible for any guest fees incurred and for the guest's behavior including any damage done by the guest. A guest may use residence facilities only when accompanied by the host student.

When there are visitors in the residence hall guest rooms that are of the opposite sex, students are prohibited from visiting in those rooms.

KEYS

Each residence hall student is issued a room key or door code when checking in to the residence hall and is expected to keep their room locked at all times. The College assumes no responsibility for any property of the student which is lost, stolen, damaged, or destroyed in the College residence at any time including, but not limited to, periods when the student is not in occupancy. Keys are not to be loaned or duplicated and maverick keys will be destroyed. A \$50 fine will be levied for lost or broken keys. Private locks on residence hall doors are prohibited.

The misuse of keys or obtaining keys under false pretenses will result in serious disciplinary consequences which may include a minimum \$100 fine, probationary status, suspension, or dismissal from the College.

Students bringing furniture, stereos, bicycles, computers, and other expensive items into the College residences are cautioned to arrange for insurance on these items, as the College carries only limited fire insurance and no theft insurance on personal possessions. Each student agrees to share in the responsibility for maintaining the security of the residence.

KITCHENETTES

Kitchen privileges are provided in each residence hall. In accordance with the standards of the Seventh-day Adventist Church, students are not to prepare meat in College residence hall kitchens. Check with the lobby front desk for reservations and additional regulations.

LAUNDRY ROOMS

Washing machines and dryers are available in each residence hall for no additional charge. Do not leave laundry unattended. Machines are not available during the Sabbath hours (Friday sundown through Saturday sundown). The residence hall is not responsible for items lost or damaged in washers or dryers.

LOBBY DECORUM

Residents are welcome to visit with friends and family in the residence hall lobbies and lobby common rooms during posted hours. It is the resident's responsibility to behave in a manner that does not cause embarrassment or discomfort to others. This would include public displays of affection such as kissing or close physical contact. Headphones or earbuds are to be used while watching movies or listening to music in public residence hall areas. Main lobby or common room furnishings may not be removed from those respective areas.

LOBBY FRONT DESKS

Winning and Newton Hall front desk are open 24 hours a day and serve as the main front desks of their respective sides of campus (Winning for women, Newton for men). All other desks are open during posted hours. Desk receptionists are available during these hours to provide information, forms, mail and message delivery, and access to the dean on duty. Desk receptionists are responsible for lobby and parlor decorum as well as night check-in/check-out procedures. Desk receptionist offices are for dean's staff members only.

NOISE

Since residence halls house many people in a relatively small amount of space, students need to take extra precautions to respect the rights of others. The

residence halls maintain a 24-hour courtesy noise policy. Headphones or earbuds should be used as often as possible with entertainment equipment. If stereo speakers are used, students are expected to control the noise level in their rooms. Sound levels should be confined to their living space. This also includes public areas of the buildings, such as kitchens, student rooms, etc., when in use. Failure to control sound may result in the confiscation of entertainment equipment. Official quiet hours are from 10 pm to 8 am every day.

PETS

The only pets allowed in residence hall rooms are fish. Anyone with a pet other than a fish will be assessed a minimum \$100 fine. In some cases, a student found with a pet in the room may be given a one-week warning prior to removal of the pet by a member of the residence hall staff.

PIANOS

Residence hall pianos may be played only between the hours of 10 am-8 pm.

REFRIGERATORS

Refrigerators must not exceed four cubic feet. It is understood that the residence hall dean has the right to inspect the contents of all refrigerators at any time.

REPAIRS

Maintenance requests may be submitted online at puc.edu/schooldude. Maintenance employees will attempt to make repairs on a timely basis.

RESIDENCE HALL CLOSING TIMES

Door closing times: All residence halls close at 10 pm every night.

Some residence halls have exit doors that close at night. This information is posted at the exits.

Room check begins at 10 pm. Residents and guests will be asked to check in and out at the lobby front desk after door closing.

Mixed gender visitation is available in Newton/Winning lobbies and common rooms beginning at 6am and ending at midnight every day. For all other residence halls, please see posted hours for lobby visitation.

RESIDENT ASSISTANTS

Resident assistants (RAs) are students hired specifically to work as residence hall staff and are extensions of the residence hall dean. When on duty, RAs are available to counsel, answer questions, and assist students with their residence hall program.

RESTRICTION

Restriction is a disciplinary consequence. The duration of the restriction will be determined by the residence hall dean and/or Student Conduct Committee. Students placed on restriction will need to meet the following:

1. Be in the residence hall at 11 pm and remain in the residence hall throughout the night.
2. Receive no overnight leaves.
3. Receive no late or extended leaves.

Failure to abide by restriction will result in further disciplinary action which may include suspension or dismissal, or ineligibility to hold a leadership position or receive a dean's recommendation to live off campus.

RIGHT OF ENTRY

The residence halls and College housing are College-owned and maintained. The College reserves the right for the residence hall dean or housing coordinator, their representative or a College security officer to enter and inspect a student's room at any time, with or without notice to the student, and with or without the student being present for purposes of management, health, safety, maintenance, and to investigate and assess the student's compliance with College rules and regulations. Students acknowledge that said acts by the College do not violate the student's reasonable expectation of privacy. The College reserves the right to seize and remove any items from the student's room (or anywhere else on College property) that do not comply with school policy. The student, by accepting a room in one of the College residences, acknowledges and allows the right of the College administration as specified in this handbook.

ROOFS AND WINDOWS/SCREENS

Windows, fire escapes, or other unorthodox means to leave or enter a building are not to be used, except in an emergency. Such activity will result in a \$50 fine. Tampering with or removal of a screen, screen seal, windows, or doors will result in a \$50 fine. Any damage or loss will be charged to the student.

Radio antennas, satellite dishes, or other fixtures are not to project out or through the dorm room window screen and are not allowed on the roofs of College residences. No items, including liquids, should be thrown from a window at any time.

ROOM CHECK

Room check is taken by the RAs at 10 pm every night. After residence hall closing times, students are expected to use the front entrance only and to check in and out at the lobby front desk. It is the student's responsibility to be checked in. Failure to be checked in will be considered an unexcused all-night absence from the residence hall, and disciplinary action, which may include suspension, will follow accordingly.

ROOM DÉCOR

Student rooms are to be decorated in accordance with College standards (see Student Life Agreement). Items such as alcoholic beverage containers, posters or pictures including advertisements for products that do not reflect a Christian lifestyle or nude or immodestly dressed persons are not to be displayed. Pictures, posters, and wall hangings are not to be nailed, tacked, stapled, screwed or taped to the walls or woodwork. Posters and pictures must be put up with poster putty or command strips only. Charges will be assessed based upon a maintenance evaluation of damage incurred during the student's occupancy of room.

Students must keep their rooms neat, clean, and habitable. Students are responsible for the condition of their rooms when they leave. Students will be charged for damages and cleaning.

The hall side of the student's room door is not to be used as a bulletin board, message station, or billboard.

ROOM OCCUPANCY

Rooms are assigned for the entire academic year (or the remaining portion of the academic year, if applicable), however, the College may change room assignments at any time during the year for reasons of health, student welfare, or as a result of disciplinary action.

When space is available, students may request single occupancy, but that

student will be charged a single-room rate if their request for a single room is granted. The College may require a student who is renting at a multiple room rate, but living alone, to move to a room with a roommate or be assigned a room-mate. It is the responsibility of the student to find another roommate, or make arrangements to be moved to another room to avoid single-occupancy charges. In the case of larger three-occupant rooms, if there are only two occupants in the room, they may be reassigned to a standard two-occupant room if they are unable to find a third roommate. When three students live in a triple-occupancy room, those students will receive a discount in the room charge.

The College reserves the right to adjust rates, rents, and fees at any time to accommodate economic fluctuations.

Students are encouraged to make necessary room changes within the first two weeks of each quarter. Students should not move rooms without notifying and receiving permission from the residence hall dean.

ROOM OCCUPANCY TERMINATION

The College may revoke the residential license agreement and evict the student for one or more of the following disciplinary causes:

- a. As a result of disciplinary action against the student pursuant to the *Student Handbook*
- b. Disorderly, unethical, abusive, or obscene conduct in or near the College residences
- c. Misuse, abuse, theft, or destruction of College residence, property, or personal property
- d. Possession or use of explosives of any type, flammable materials or items, dangerous chemicals or deadly weapons in or near the College residence
- e. Possession or consumption of alcoholic beverages or tobacco products
- f. The sale, possession, or use of drugs (other than “over the counter” medications), drug paraphernalia, or narcotics except when lawfully prescribed pursuant to medical or dental care. The sale, use, or possession of marijuana in College housing is not permissible even if prescribed for medical purpose.
- g. Violation of guest or visitor policy
- h. Failure to comply with a request or directive of a College official
 - i. Disruption of the community
 - j. Violation of any College policy
- k. Student's status as a student at College being terminated or suspended
 - l. As deemed necessary or appropriate by the College for the safety of the student themselves, other students, or College employees

ROOM RESERVATIONS AND ASSIGNMENTS

Room reservations are contingent upon acceptance to PUC. Students who have been admitted to the College for the current year may request a specific room for the next school year. Choice of a roommate should be received by the residence hall dean no later than July 31. Final room assignments are made at the discretion of the residence hall dean. Students who move from one room to another during the school year must make arrangements with the residence hall dean prior to their move.

SELLING/FUNDRAISING

Student organizations that wish to sell or solicit goods or services in the residence halls must first request approval from the vice president for Student Life. Otherwise, selling items in the residence halls is prohibited.

STORAGE ROOMS

The College will not be responsible for items left in storage at any time. Storage is limited to one academic year and only during such times as the student is matriculating at the College (except for certain previously authorized exceptions by the residence hall dean). Storage is limited to luggage and approved storage cartons which are properly tagged stating the student's name, date of storage, and forwarding address. The College reserves the right to dispose of any articles left longer than one academic year (or upon the termination of that person's status as a PUC student).

TRASH FACILITIES

Trash is to be emptied in the dumpsters located near each residence hall. A fine of \$25 will be charged for each bag of trash that is left or dumped elsewhere (i.e. in kitchens, laundry rooms, lobbies, etc.).

VENDING MACHINES/CHANGE

Vending machines are available in each residence hall. Malfunctions should be reported to the desk receptionist. Any damage resulting from the abuse of any machine will be charged to the student and may result in disciplinary actions and/or cause the discontinuation of service.

VISITATION DAYS

College Days, music festivals, and other such occasions offer students the opportunity of sharing the residence hall experience with a guest. Enrollment Services also provides a small payment for housing guests. When housing is needed, students will be given an opportunity to sign up for participation in this program and will be notified when groups will be coming to visit.

CURFEWS, LATE RETURNS, OFF-CAMPUS LEAVES- POLICIES AND PROCEDURES

LEAVE POLICY

It is expected that residents will abide by their Student Life Agreement "to deal honestly in all aspects of life" as they fill out requests for overnight/ weekend and vacation leaves. Leave information may be filled out by accessing reslife.puc.edu. Leave approval, curfew violations, and restriction information will also be found at reslife.puc.edu.

FRESHMEN CURFEW POLICY

Freshmen are to be in the residence hall by 12 midnight, Sunday-Friday, and by 1 am on Saturday.

REGULAR CURFEW POLICY FOR NON-FRESHMEN UNDER 21

All non-freshmen students on regular student status are to be in the residence hall by 1 am every night.

SPECIAL CURFEW PRIVILEGES AVAILABLE FOR STUDENTS 21 YEARS OLD OR OLDER

Students who are 21 years or older may apply for an adjusted curfew known as 21 privileges. These privileges will be granted to the following students:

- 21 years of age or older
- Good citizenship standing
- Acceptable residence life program

Students who are granted 21 privileges must be in the residence hall by 1 am, or they should notify the lobby front desk of their return time. Students may

notify the lobby front desk of a late arrival by phone or by filling out a leave slip. This communication needs to occur no later than 1 am. If students have not notified the residence hall desk by 1 am, they will lose this special privilege and return to regular student status for a minimum of four weeks. Maintaining a secondary off-campus residence is not allowed and will invalidate 21 privileges.

■ **EXTENDED LEAVES:** Extended leaves—till 2 am for students under the age of 21—are for special events and must be arranged and approved 24 hours in advance of the event being requested.

Extended leaves allow students to be out no later than 2 am unless a later time is granted by the residence hall dean. If a student returns to the residence hall after their required return time, three pink slips or “pinks” will be given automatically, possibly accompanied by further discipline, such as restriction or suspension.

■ **OVERNIGHT, WEEKEND, AND VACATION LEAVES:** A leave is granted for the purpose and destination stated on the leave. Any change in plans must be reported to a residence hall dean. If a student is on campus anytime during their stated leave, that leave becomes void. Those wishing to return to campus earlier than stated on the leave must be in the residence hall by their stated curfew time for that day. Coming in later will result in “pinks” and/or further discipline.

If leaving overnight with a school-sponsored group, i.e., band, choir, sports team, clubs, etc., students are expected to have an approved leave from a residence hall dean prior to leaving.

■ **LEAVES TO HOME:** Home leaves are approved unless the student is on restriction. Home leaves will be granted for a student to visit their parent, legal guardian, or someone who plays the parental role.

■ **LEAVES TO PLACES OTHER THAN HOME:** Students under the age of 21 requesting an overnight/weekend leave to a place other than home must have an adult the approximate age of their parents in attendance.

■ **LEAVES TO ANOTHER FAMILY:** Freshmen under the age of 21 must have an invitation if they are going somewhere other than home. The residence hall dean must receive this invitation from a host of the approximate age of their parents, at least 24 hours in advance of the leave.

■ **LEAVES TO PLACES OTHER THAN FAMILY:** If a student does not meet the requirement for off campus housing, they may not have a leave approved to a location which is not a family situation (house-sitting, camping, etc.).

■ **LEAVES FOR MIXED GROUPS:** All leaves for mixed groups must have an adult sponsor. To qualify as an adult sponsor, the person must be a PUC faculty or staff member or someone who is the approximate age of a college student’s parent.

■ **LEAVES FOR THE LOCAL COMMUNITY:** Leaves to the local community (Calistoga to Napa) are not generally approved. Exceptions to this policy may be granted by a residence hall dean, at their discretion, if the following stipulations are followed:

1. An invitation is received from the parents in the home the student requests to visit. Invitations are needed for students under the age of 21. (*This must happen for each leave requested.*)

2. Leaves may be permitted to faculty and staff homes, but may also require communication between the faculty/staff member and the residence hall dean.

LEAVE SLIPS

Leaves should be filled out online at reslife.puc.edu. Leaves should be filled out completely and submitted online at least 24 hours before departure. Please turn in weekend leaves by 11 pm on Thursday. Leaves will not be approved during the Sabbath hours except as emergencies occur.

LATE RETURNS (COMMONLY REFERRED TO AS “PINKS”)

In the event that a student finds themselves out of the residence hall after the return time without having made prior arrangements with the residence hall dean, the following will be used to determine the number of absences that will be incurred:

Up to 30 minutes late = 1 absence or “pink”

31 to 60 minutes late = 2 absences or “pinks”

61 to 90 minutes late = 3 absences or “pinks”

Thirteen (13) “pinks” are allowed per quarter.

Students entering the residence hall more than 90 minutes after their return time will receive three “pinks” and are subject to further discipline, such as restriction and/or suspension. This policy includes being absent all night without an approved leave.

“PINKS” ARE GIVEN WHEN A STUDENT:

1. Returns to the residence hall after their stated curfew
2. Returns to the residence hall after the return time on the overnight leave
3. Calls in for an extended return time, after the stated curfew
4. Is absent overnight and fails to fill out an overnight leave form
5. Fails to be checked in or is unaccounted for at room check

Accumulation of 14 or more pinks will result in restriction (2 to 4 weeks) and/or suspension.

“PINKS” RESTRICTION

Students who have been placed on restriction because of receiving three or more “pinks” in one night, or accumulation of more than 13 “pinks” in a quarter will be subject to the following:

1. No late or extended leaves
2. No permission to return to residence hall after 11pm
3. No overnight/weekend leaves (even to home).

Students will be placed on restriction (**see page 25**) if they are unaccounted for all night.

GENERAL POLICIES

STUDENT CONDUCT

Students attending Pacific Union College are expected to embrace and live according to the (see Student Life Agreement). By enrolling at Pacific Union College, students agree to live by the policies and regulations described in the *General Catalog* and the *Student Handbook*. Students are expected to respect and support the lifestyle and values of the Seventh-day Adventist Church. Remembering these basic guidelines can make the years at PUC safe, fun and memorable.

Pacific Union College views the Bible as the ultimate guidebook on human ethics and behavior. As a person being cultivated in this environment, students have responsibilities to their fellow students, school administration, government, and to God.

DISCIPLINE

Membership in this collegiate community precludes dishonesty, including stealing or possessing stolen goods; lying; gambling; using, possessing, or furnishing to others alcoholic beverages, tobacco products, and other non-prescribed or illegal drugs; participating in or attending events that are not in line with the values or policies of PUC (i.e. strip clubs, hate group rallies, etc.); possessing pornographic material; engaging in pre- and extramarital sex; single community students living in coed groups; and violating federal laws or California civil, vehicle, and criminal codes.

Students who become involved in any of these activities may be counseled, disciplined, or separated from the College for a definite time. Illegal activities may be reported to local authorities. Action may be taken by the Student Conduct Committee and the incident may become part of the student's permanent record at the College. The Student Conduct Committee investigates all violations of the Student Life Agreement and makes decisions regarding the disciplinary consequences of student misconduct.

All confidentiality of records and communications is guaranteed to the full extent of the law. However, the College reserves the right to notify a student's parents or legal guardians in the event of a medical emergency or major disciplinary action.

The guidelines listed below are followed by employees of the College when dealing with serious student discipline matters:

1. Students who face serious disciplinary action which could result in suspension or dismissal are entitled to a written statement of the charges and will be asked to meet with the Student Conduct Committee.
2. Students who pose an immediate threat to themselves or others may be subject to an interim suspension prior to the disciplinary hearing.
3. Students entitled to a hearing will be informed of the hearing date, time, and location. A hearing may be held in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide adequate advance notice of the hearing time.
4. The College does not need to delay disciplinary decisions because of pending criminal charges.
5. The accused student shall be offered the opportunity to invite a College faculty member, staff member, or administrator (not a parent) to support them and to meet with the Student Conduct Committee (student support person).
6. A student's guilt may be established by "clear and convincing evidence."

Students may appeal disciplinary actions if they meet certain criteria (see Appeal Process).

7. Students found guilty may request and receive a written statement of reasons for the decision concerning the case.
8. Decisions to impose differing punishments in similar cases will be upheld if “reasonably and fairly made.”

ACCESS SUPPORT SERVICES

POLICY FOR STUDENTS WITH DISABILITIES

Pacific Union College complies with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990, and the 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. For more information, see the General Catalog or visit the web page puc.edu/access-support.

Students with learning disabilities (LD) have access to special equipment and programs, as well as private and extensive tutoring. LD students need to have diagnostic documentation on file with the Access Support Services Coordinator.

APPEAL PROCESS

Students have the right to appeal in writing a Student Conduct Committee decision within 24 hours of the decision, or a Sexual Misconduct Committee decision within seven days of the decision; however, a student may not appeal based only upon their dissatisfaction with a decision. The written appeal should be given to the vice president for Student Life, who will make arrangements for it to be heard by the Appeals Committee. In any disciplinary situation (academic or nonacademic), a student has the right to a faculty/staff (not a parent) support person of their own choosing. The Appeals Committee is the final decision-making body for student conduct and disciplinary matters. The following should be the basis for an appeal:

- The information presented at the committee was inaccurate.
- New information is available that was not available earlier and is relevant to the decision.
- The committee failed to adhere to proper procedures as outlined in the handbook or other established guidelines.

ALCOHOL AND SUBSTANCE ABUSE

Pacific Union College is a drug-free campus which advocates a healthy lifestyle. The College actively seeks to provide a drug-free environment that is in harmony with state and federal laws as well as the philosophy of the Seventh-day Adventist Church. The use and/or possession of alcohol, tobacco, and/or other drugs on and off campus are strictly prohibited. The use of alcohol, tobacco, illegal substances, or illegal use of prescription drugs is prohibited. The sale, use, or possession of marijuana is not permissible even if prescribed for medical purposes. The possession of and/or use of any smoking device or equipment that can be used as a nicotine and/or drug delivery system including but not limited to hookah pipes, hookah pens, and electronic cigarettes is prohibited. Any products intended to mimic tobacco products or contain tobacco flavoring are also prohibited. This policy applies to all students and their guests of the College. Students who choose to disregard the College’s Alcohol and Substance Abuse policy will be subject to disciplinary consequences as described below. Students who realize they have a problem should seek help by immediately contacting Health Services or the Counseling Center (see Safe Zone).

The College reserves the right to require an appropriate drug and alcohol test as well as the right to search a student's vehicle, residence hall room, College housing, locker, or other personal property, if a reasonable cause exists. The College reserves the right to seize and remove any items from the student's room (or anywhere else on College property) that do not comply with school policy. The student is responsible for the costs of AlcoholEdu course; evaluations by substance abuse counselors; and random alcohol, drug, and tobacco testing.

Student misconduct which would cause the Student Conduct Committee to meet may include, but is not limited to, the following (This is not a progressive list; consequences are determined by the infraction):

- Participation in any activity where alcohol and/or drugs are being used
- Consuming and/or providing alcohol, illegal substances and/or non-medically prescribed substances
- Bringing, consuming, and/or storing alcohol and/or non-medically prescribed substances on campus (this includes residence halls, student housing, and campus property)
- Use of tobacco

Student Conduct Committee decisions may include, but are not limited to, the following:

- Receive a letter of concern
- Three to five day suspension
- One full quarter suspension
- Remainder of the quarter suspension
- One year suspension
- Mandatory withdrawal, dismissal, or expulsion
- Mandatory withdrawal, dismissal, or expulsion upon violation of probation

Re-entry to PUC, if decided by the Student Conduct Committee, may be possible following a suspension or withdrawal and may include, but is not limited to, any combination of the list below.

- Random alcohol and drug testing
- Alcohol or drug dependency evaluation by a licensed substance abuse counselor
- Completion of a therapy program as recommended by the counselor
- Completion of treatment program as recommended by Health Services/Counseling Center
- Successful completion of the online AlcoholEdu course
- Probationary status
- Pre-admission interview with the Student Conduct Committee or designated representatives

BYSTANDER ENGAGEMENT/INTERVENTION AND GOOD FAITH REPORTS (AMNESTY PROTECTION)

The welfare of students in our community is of paramount importance. PUC wishes to facilitate a safe and caring campus climate for all good faith reports of sexual misconduct, domestic and dating violence, and stalking. The College believes that bystanders (peers nearby) can play a key role in the prevention of misconduct. Thus, the College encourages students to offer help to others in need.

In an effort to remove fears and obstacles to reporting, victims or witnesses of misconduct who, in the process of helping and making a report, voluntarily report their own lesser violation of the Student Conduct Policies (such as alcohol consumption, curfew violations, etc.) will not typically receive

disciplinary action related to the specific reported incident. To foster healing and growth, complainants and witnesses making good faith reports may be asked to engage in educational opportunities.

SAFE ZONE

For those who are suffering or struggling with a substance abuse issue, the Residence Hall deans, the Counseling Center, and Health Services personnel provide students with education and counseling regarding substance abuse and addictions. These are safe places to receive information or assistance in a private and confidential setting. It is expected that students who take advantage of the support available through the safe zone will recommit to living within the policies of the school and discontinue any behavior that is in violation of school policy.

ATTENDANCE EXPECTATION

As a Christian liberal arts college, PUC is committed to assisting students in developing a comprehensive view of life from a Christian perspective. Our rich heritage of Christian values is shared through community worship and service with those students who have chosen to attend the College. Participation in campus community worship settings and service activities reflect PUC's commitment to the development of the total person. Additionally, each student is encouraged to participate in a regular program of personal spiritual development.

All students registered for seven hours or more are expected to attend religious service options throughout each week. The attendance expectation policy for each quarter will be e-mailed and posted online at puc.edu/participation. Attendance at services is monitored regularly and equitably.

Classes are not scheduled during Friday evening Vespers. Students are expected to adjust their work schedule so that they can meet this aspect of the attendance program.

Proration of program options will be considered on the basis of class or work schedule conflicts. Students requesting proration on the basis of work conflicts must submit a letter from their employer listing the student's weekly work hours to Student Life. Proration forms may be obtained online at puc.edu/participation.

FUSION

FUSION is PUC's First-Year Experience program for new freshmen that strives to bring together the diverse group of first-year students and support their transition into college life. Program participation is mandatory for first-time freshmen who are 19 years of age or younger. FUSION students are divided into small groups and work with a Peer Leader who serves as a go-to resource for guidance, mentorship, and support throughout their first year at PUC.

FUSION students also take a first-year experience course, GNST-101 Frontiers, designed to help them develop tools to successfully navigate life in college and beyond by engaging with PUC's Institutional Student Learning Outcomes, Core Competencies, and the student services and resource personnel who will support their success.

Additionally, opportunities to participate in social and spiritual engagement activities exclusively for FUSION students offer occasions to grow together and reminders that they're not on the first-year journey alone. For more information, contact the Director of Orientation, Transitions, and Retention at (707) 965-6423.

SERVICE OPPORTUNITIES

Pacific Union College believes that focusing on meeting the needs of others helps provide meaning and purpose in life. To facilitate this, PUC offers many formal and informal opportunities for students to become involved in outreach as well as inreach. For more information, please contact the Campus Ministries Office (707-965-7190), the Director of Student Involvement (707-965-6745), or the Service Learning Director (707-965-6533).

COMPUTERS

COMPUTER-INTERNET-NETWORK USE POLICY

Pacific Union College is committed to providing a wide range of computing services to support the needs of students, faculty, and staff. The policies described below are designed to ensure the security and integrity of computer resources available on campus, to assure that users have reasonable access to the facilities, and to ensure that the action of any one user will not adversely affect any aspect of the work of another. PUC respects the individual privacy of its users; however, user privacy does not extend to the personal use of the PUC provided computer resources. Individual departments have the right to supplement these policies. The College reserves the right to mandate use of precautionary measures, evaluate, and monitor all computers and electronic telecommunications, except as may be prohibited by federal or state laws.

PUC'S RIGHT TO ACCESS INFORMATION

The computer resources have been installed by PUC to facilitate college-related academic communications and research. Although each user may have an individual password to access the system, the system itself belongs to PUC and the contents of any and all Internet usage are accessible at all times by PUC.

The system may be subject to periodic unannounced inspections and should be treated like any other shared filing system. The contents or records of Internet usage, properly obtained for legitimate purposes may be disclosed without your permission. You should not assume that messages are confidential. Back-up copies of any file on the system may be maintained and referenced for business and/or legal reasons and are not confidential. PUC can and will block web addresses at the discretion of the administration. Further, PUC can and will record web sites accessed or hit by users.

PERSONAL USE OF THE INTERNET

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

PUC provides computing resources to assist you during your time at the college; you should use it for academic purposes only. Incidental and occasional personal use of the Internet is permitted by the college. PUC reserves the right to access and disclose as necessary, all records of Internet usage sent over its system. Since your Internet usage can be accessed by PUC without prior notice, you should not use the system in any way you would not want to be published. You should not use these systems for purposes such as soliciting or advertising for commercial ventures, religious or personal causes, outside organizations, or other similar non-academic related solicitations. If PUC discovers you are misusing the network, you may be subject to

disciplinary action, including, but not limited to, termination of computer privileges.

CONTENT OF INTERNET COMMUNICATIONS

You may not use PUC's computer system in any way that may be seen as insulting, disruptive, harassing, or offensive. Use of the PUC system in violation of this guideline will result in immediate disciplinary action, including, but not limited to, termination of privileges.

MONITORING OF E-MAIL/INTERNET/COMPUTER USAGE

Please recognize that any activity in the PUC computing resources is not confidential. The system administrators or other College employees can and will access user files at any time. User files may also be subject to search by law enforcement agencies under court order. All computer usage, including, but not limited to, e-mail, word processing, or Internet usage is subject to monitoring and recording. Any website that is hit from a computer attached to the PUC computer network will generate a record of which site was hit.

PASSWORDS

Persons accessing computer resources at PUC are responsible for safeguarding assigned passwords and for using them for their intended purposes only. Each user is responsible for all activity that occurs under authorization of their password. Following the precautions below will help prevent unauthorized use of and liability for unauthorized use of computer resources:

1. IT will never ask for user names and passwords either via email or by phone. Maintain the confidentiality of passwords (do not give your password to another individual).
2. Log off of your account or lock the screen with password re-entry required when leaving (even for a short time).
3. Change your passwords regularly.
4. Only use computer accounts for which you are authorized.

■ THE FOLLOWING ACTIVITIES ARE AUTHORIZED AND ENCOURAGED:

1. Search the network for information you need or want for academic purposes;
2. Communicate with other people across the network as long as you comply with current policies. (Beware: email is not a private form of communication. No communication on PUC's network or computer resources should be considered confidential and/or private.) All email received or sent on the college network is the property of PUC, and as such may be reviewed at will;
3. Use network time efficiently. During heavy usage times, please refrain from unnecessary activities.

■ THE FOLLOWING ACTIVITIES ARE PROHIBITED:

1. Engaging in false, misleading, anonymous, or offensive communications with others on the network.
2. Displaying, accessing, downloading, or uploading obscene, lewd, sexually harassing or pornographic materials or content.
3. Use of "chat" or "talk" rooms excessively on-line.
4. Knowingly or carelessly running or installing a program or programs intended to damage or place an excessive load on any computer system or network. This included programs with viruses. Users are also prohibited from giving programs of this nature to another user, whether knowingly or carelessly.

5. Harassment: Users of College computer resources shall not use these resources to harass or annoy others or prevent them from legitimately using the facilities. Using electronic mail to send other users unsolicited messages of obscene, threatening, demeaning and/or menacing content constitutes harassment.
6. Participation in or involvement with software piracy.
7. Use of someone else's computer account or allowing others to use your account. (You are responsible for all activity performed on your account computer.).
8. Use of PUC's computer resources to gain unauthorized access to other computer systems.
9. Connecting unauthorized equipment to the PUC network.
10. Attempting to bypass data protection schemes or uncover security loopholes.
11. Knowingly or carelessly performing an act that will interfere with the normal operation of the computers, terminals, peripherals, or other network equipment.
12. Deliberately wasting computer resources by printing unnecessary copies of a document.
13. Initiating or advancing electronic chain letters.
14. Sending inappropriate mass mailings. (i.e., no spamming).
15. Forging the identity of a user or machine in any electronic communication.
16. Transmitting or reproducing materials that are slanderous, or defamatory in nature, or that otherwise violate existing laws or College regulations.
17. Monitoring or tampering with another user's communications, i.e., reading, copying, changing, or deleting other user's files or software without explicit written agreement of the owner.
18. Conducting private business using the computing resources of PUC.
19. Non-compliance with federal, state, and local laws: No individual shall use any part of the computer resources of the college in any activity that violates federal, state, or local laws.
20. Network monitoring: Monitoring and/or sniffing of any network traffic, passwords, e-mail, or any other network communications is prohibited.
21. Pornographic and violent material: Any use of College computing resources to view or transmit material with prurient content is prohibited. For purposes of this policy "prurient content" is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual or violent thoughts or desires of the recipient and/or the sender.
22. Network servers: Network servers of any kind are prohibited without the express approval of the ITSS Department. A network server is defined as any computer providing services to other computers on PUC's intranet or the Internet.

RESULTS OF MISUSE

Minor infractions of the policy, when accidental, or unintended, will generally be resolved informally by the Information Technology Systems and Services management. Repeated minor infractions or serious misconduct may result in the loss of system access. Additionally, any misuse may be prosecuted under applicable laws. Users may also be held accountable under applicable College policies. Any offense which violates local, state, or federal laws may result in the immediate loss of college computing resource privileges and will be referred to appropriate College offices or law enforcement authorities. Persons using any PUC computing facilities or provided technological resources agree to abide by the above stated guidelines and policies.

CYBERBULLYING AND HARASSMENT

BULLYING IS A REPORTABLE CRIME

stopbullying.gov/get-help-now/index.html#law

PUC does not tolerate bullying, stalking, or harassment of any kind. As a PUC family, please report bullying or harassment to the proper authorities. Anonymous cyberbullying is also reportable. Please read the information below and follow the instructions and links on how to report cyberbullying.

Harassment, vulgarity, misuse of PUC name and brand, abuse of PUC's internet policy and student life agreement, identity theft, stalking, impersonation, and other offenses are grounds for PUC discipline including expulsion and civil/criminal charges. PUC will prosecute. Individuals may also prosecute.

WHAT IS CYBERBULLYING?

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

■ STEPS TO TAKE IMMEDIATELY:

- Don't respond to and don't forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers.
- Block the person who is cyberbullying.

■ REPORT CYBERBULLYING TO ONLINE SERVICE PROVIDERS:

Cyberbullying often violates the terms of service established by social media sites and internet service providers.

- Review their terms and conditions or rights and responsibilities sections. These describe content that is or is not appropriate.
- Visit social media safety centers to learn how to block users and change settings to control who can contact you and see your information.
- Report cyberbullying to the social media site so they can take action against users abusing the terms of service. For example, Facebook bullying and harassment should be reported to Facebook and to the police (see Report Cyberbullying to Law Enforcement).

■ **REPORT CYBERBULLYING TO PUC:** Let school officials know: Submit evidence (screenshots, emails, texts) to your RA; Deans; Conduct Committee Chair; Vice President of Student Life; Campus Security; and Human Resources. For counseling, contact our Counseling Center and/or Chaplain's office.

■ **REPORT CYBERBULLYING TO LAW ENFORCEMENT:** When cyberbullying involves these activities, it is considered a crime and should be reported to law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where they would expect privacy
- Stalking and hate crimes

Some states consider other forms of cyberbullying and cyberstalking criminal. Consult your state's laws and law enforcement for additional guidance.

Our local law enforcement is Napa County Sheriff: (707) 253-4451 (Sheriff substation is located on the PUC campus near the copy center; the sheriff is available for appointments)

ADDITIONAL INFORMATION

oag.ca.gov/report-crime

oag.ca.gov/cybersafety

DRESS CODE

The College's dress policy guidelines follow biblical goals of modesty and simplicity. Students are encouraged to wear clothing appropriate to the occasion.

Shoes or sandals should be worn outside residence halls and in residence hall chapels and lobbies. Logos, pictures and wording on clothes should be in harmony with Seventh-day Adventist principles.

The College encourages students to respect the Adventist tradition of dressing "jewelry free" as a sign of respecting the Adventist subculture. Dressing "jewelry free" at PUC is not a matter of morality, but rather a part of the Adventist heritage of simplicity.

Furthermore, modesty should be one's guide in determining appropriate attire. Tight-fitting garments and revealing clothes are not considered appropriate for on-campus attire. Swimming and sports are all encouraged at PUC, but again, let modesty be your guide when choosing something to wear to the field or the pool.

FIRE EQUIPMENT

Using illegally or tampering with fire-protection equipment such as fire alarms, fire escapes, fire exit signs, exposed sprinkler system pipes, and fire hoses is a violation of campus, county, and state fire ordinances. Serious consequences may result (see Fire Code). Hanging items on the sprinkler system pipes will result in a minimum fine of \$250.

FIREARMS AND WEAPONS

Any student who possesses, uses, or threatens others with any weapon including, but not limited to, firearms, BB guns, paint guns, air rifles, pellet guns, or knives (or any edged weapon over two and a half inches from bezel to tip) on campus will be subject to College disciplinary procedures. It is a felony in California to bring a gun onto a college campus.

FIREWORKS

Selling, possessing, or using firecrackers or similar combustibles is a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items are subject to disciplinary action, including fines (see Fire Code).

GRIEVANCE POLICIES AND PROCEDURES

Persons or groups who believe they have been or are being treated in an unjust or unethical manner, or who believe they have been discriminated against because of disability, sex, race, color, ethnic or national origin are encouraged to contact the director of Human Resources at (707) 965-6231 or hr@puc.edu. The complete grievance policy and procedures may be accessed via the grievance policy link on the Student Life page at puc.edu/campus-services/student-life.

If the persons or groups believe they have been discriminated against on the basis of sex, a Title IX complaint should be filed via puc.edu/ixreportform (see Title IX - Sex Discrimination and Sexual Harassment).

HARASSMENT

Pacific Union College seeks to maintain an environment free from harassment for students and employees. Employees, volunteers, or other individuals providing services to the College, as well as students are prohibited from engaging in unwelcome verbal, visual, or physical conduct that could create a hostile, intimidating, or offensive work/educational environment. Such harassment is not acceptable and will result in appropriate discipline or dismissal.

■ SEXUAL HARASSMENT: SEE SEXUAL MISCONDUCT POLICY

For the entire policy visit the web page puc.edu/titleixpolicy.

■ WORKPLACE HARASSMENT

For the entire policy visit the web page puc.edu/campus-services/discrimination-policy.

HARM TO SELF

Students who express suicidal ideation will be immediately referred to a therapist for evaluation. Students who choose to purposely harm themselves may be requested to take a leave of absence for a full quarter. Re-admittance will depend on the recommendation of a licensed therapist.

HAZING, INJURING, OR DEGRADING OTHERS

A student who conspires to engage in hazing or commits any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest can expect serious disciplinary action, if not dismissal. A student who throws anything at persons, buildings, or vehicles can expect serious disciplinary action. This includes, but is not limited to, throwing or attempting to throw people into the fountain.

HOUSING

PUC affirms the values gained from being primarily a residential college. By accepting admission, a student 22 years of age or younger agrees to live in a residence hall unless the student applies for and is granted an exception. Requests for non-residence hall on-campus or off-campus housing may be granted according to the following criteria for students in good standing: 23 or older; 22 and turning 23 during the academic year; fifth-year seniors (students who have had continuous full-time enrollment at PUC for four years; student missionary and taskforce years may count as one year); holder of an earned bachelor's degree; living with parents or immediate relatives—grandparents, aunts, uncles, or siblings who are at least 25 years old and in their primary residence; part-time students taking six hours or less; 22 or younger with significant financial need and offered room and board at substantial savings with a family (must live in the family's home); married, divorced, widowed; and single parents.

All housing arrangements must be registered in the Student Life Office. Residence halls are only available for those students who are enrolled at PUC and who meet the eligibility requirements. Students 24 and older may live in the residence halls on a "space available" basis upon application. This policy also applies for all students taking summer school or working full- or part-time on campus during summers.

The College reserves the right to adjust rates, rents, and fees at any time to accommodate economic fluctuations.

Off campus housing requests are approved on an annual basis. Thus, approval must be obtained from Student Life prior to signing a lease. Single community students are not allowed to live in coed groups.

■ **STUDENT FAMILY HOUSING:** PUC offers a limited amount of housing options for married students and single parents enrolled in traditional on-campus programs. To be eligible to live in Brookside Park or Court Place, students must successfully complete at least 12 hours of class per quarter, except during the summer. Students must also agree to abide by all College policies.

Family housing assignments are made on a first-come, first-served basis from a waiting list. To apply for student family housing or be placed on the waiting list, complete the online housing application on the Student Life page of the PUC website puc.edu/campus-services/housing/off-campus-housing. Older students are eligible to reside in Student Family Housing upon availability and priority determined by Student Life. For more information, call the Student Life Office at (707) 965-7362.

HOVERBOARDS

Hoverboards, also known as self-balancing scooters and hands-free Segways, will not be permitted on campus, in any PUC owned building, or on PUC property which also includes PUC Church, Prep, and the Market area.

MARRIAGE, AN AFFIRMATION OF

Pacific Union College supports “An Affirmation of Marriage,” the official statement of the Seventh-day Adventist Church. Visit gc.adventist.org/official-statements/ for the full official statement. Marriage was divinely established in Eden and affirmed by Jesus Christ to be both monogamous and heterosexual, a lifelong union of loving companionship between a man and a woman. Only couples united in a legal marriage between a man and a woman will be granted marital rights and privileges by the College.

NON-DISCRIMINATION

Pacific Union College abides, in practice, by the following policies:

The College is committed to providing equal opportunity for qualified persons regardless of gender, race, ethnicity, disability, or age. It extends to them all the rights, privileges, programs and activities generally accorded or made available to members of the College community. Administration of all educational and admissions policies, financial affairs, employment programs, student life and services, or any other College-administered program is covered by this commitment to equality of opportunity.

The College reserves the right to discriminate on the basis of religion to the extent constitutionally permitted and set forth in 42 U.S.C. section 2000.

NON-FRATERNIZATION

The faculty and staff of Pacific Union College assist the College in meeting its mission of providing a quality higher education in a Christian environment for its students. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

To promote professionalism and the efficient and fair operation of the College and to avoid misunderstandings, complaints of favoritism, problems with supervision, security, or morale, questions regarding academic

achievement, and possible claims of sexual harassment, faculty and staff are strictly prohibited from unethical or inappropriate fraternizing with students, including but not limited to, dating, pursuing to date, and pursuing or having romantic or sexual relationships with students.

PERFORMANCE AGREEMENT (FOR MUSIC, DRAMA, VIDEO)

It is very important for the administration of PUC that students are supported in their endeavors to express their talents and creative arts in ways that create personal memories and measurable successes. We acknowledge that content determines whether performances are spiritually appropriate, and that contemporary culture is not the determining factor of sacred vs. profane. We will do our best to support student performance and we ask that students in turn will support the needs of PUC in the following ways:

1. Avoid content that promotes behavior that is inconsistent with the Christian lifestyle and standards.
2. Avoid content that promotes sexual behavior or contains sexual innuendo.
3. Avoid content that promotes drinking alcohol or partaking of drugs and other illegal substances.
4. Avoid content that contains profane language, offensive language and/or material, or racially offensive material.
5. Performer(s) are responsible for crowd control personnel if the performance has the potential to cause, but not limited to, the following: moshing, aggressive dance, sexual dance, pit dancing, etc.

If any of these requests are ignored and/or violated, the performer acknowledges that they will not be allowed to perform in any future performance, with the exception of officially planned programs such as choir, etc. at PUC because of the breach of trust.

PERSONAL PROPERTY

The College cannot accept responsibility for stolen items or money, or for damage to personal property. Students' rooms, cars, bikes and/or motorcycles should be kept locked. Various plans of personal property insurance are available. Contact the residence hall dean for more information.

POSTERS/SURVEYS/PETITIONS/QUESTIONNAIRES

The vice president for Student Life is to approve all nonacademic material (including political, religious and business leaflets, petitions, and surveys to be signed by students, faculty, staff and administrators) prior to distribution on campus. All materials to be posted on campus must be approved and stamped by Student Life. The vice president for Academic Administration approves all academic material (class project questionnaires, etc.) prior to distribution.

PUBLIC DISPLAY OF AFFECTION

The College's philosophy is that students are to act appropriately for the occasion. This includes limiting public display of affection to modest, appropriate, and self-respecting behavior. The residence hall lobbies and general use spaces (i.e. the Library, Cafeteria, the Grind, etc.), halls, stairwells, porches or sidewalks are public areas to be enjoyed by all in a casual, tasteful manner.

RELATIONSHIPS

Pacific Union College, as a Seventh-day Adventist institution, expects all students to refrain from all premarital and extramarital sexual relationships, as well as all same sex romantic or sexual relationships. Also, only couples united

in a legal marriage between a man and a woman will be granted marital rights and privileges by the College (see Marriage, An Affirmation of).

SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Pacific Union College does not tolerate sexual misconduct, relationship violence, or stalking in any form. For more information, please refer to our Title IX policy (see Title IX – Sex Discrimination and Sexual Harassment).

SKATEBOARDING

Skateboarding on the PUC campus is allowed only for transportation purposes. Skateboarding is not allowed on benches, railings, stairs, steps, curbs, ramps, or in buildings. Violators may be restricted from the campus proper. They may also be responsible for the cost of any damage to PUC property. All skateboarders skate at their own risk.

STEALING

Stealing is considered to be a serious offense and will be subject to discipline and possible suspension. It may also result in civil/criminal charges. Students should take precautions to protect their personal belongings. Please note: The College is not responsible for items taken.

STUDENT RIGHTS

■ **RIGHT OF ADMISSION:** Membership in student organizations, education programs, and activities of the College are to be open to all students without respect to race, ethnicity, age, gender (except residence-hall clubs), sexual orientation, socioeconomic class, religious belief, or disability (see Disability Support Services).

■ **RIGHT OF ASSOCIATION:** Students are free to organize and join associations to promote their common interests consistent with the purposes and policies of the College. All organizations must submit a request for club and faculty advisor approval online via puc.edu/clubs.

■ **RIGHT OF PRIVACY:** Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) in maintaining student records. Confidentiality of records and communications is guaranteed to the full extent of this law. Except as noted in the General Catalog, no student information will be given without the consent of the student. Exceptions include but are not limited to, notifying a student's parents or legal guardians in the event of medical emergency or major disciplinary action.

■ **RIGHT OF PUBLICATION:** Student communications media such as the *Campus Chronicle*, the *Diogenes Lantern*, and media produced by the Student Association Marking Office (i.e. social media posts, printed materials, videos, etc.) are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the PUC campus. These media communicate the activities and interests of the PUC students as well as help form student opinion.

The College, through the Student Association, delegates editorial responsibility to the editors under the guidance of faculty advisors and the Publication Board (see Publication Guidelines).

■ **RIGHT OF DISCUSSION, COMMUNICATION, AND PETITION:**

As members of the PUC academic community, students are free, individually or collectively, to express their views on issues of College policy and procedures and on matters of general interest to the students, in keeping both with orderly proceedings and consistent with the functions and objectives of the College. Student organizations are free to examine and to discuss questions germane to the objectives of the College and to express opinion in publicly called sessions.

Interchange of views is encouraged between students and faculty/staff, person to person, in discussion groups or meetings, or by written documents. The conduct of such discussions is to be in accord with the courteous Christian spirit espoused by the College.

■ **CLASSROOM RIGHTS AND APPEALS:** Students shall be evaluated academically on the basis of scholastic performance, not on opinions or conduct in matters unrelated to the academic standards of the course.

If a student feels that their academic rights have been violated, the student should speak personally with that professor. If unable to resolve the problems, the student may appeal to the department chair.

If a satisfactory resolution does not follow, the student may appeal to the academic dean.

■ **RIGHT TO FAIR PLAY:** The academic, administrative, and disciplinary processes at PUC are meant to guarantee fundamental fair play as outlined by the PUC student handbook and conduct process (see Student Conduct). Students under discipline have the right to be clearly informed of the nature and the consequence(s) of any alleged infraction(s) and to review carefully the facts of the problem with the faculty, staff, residence hall dean, or administrator immediately involved.

■ **RIGHT TO APPEAL:** Students have the right to appeal (within 24 hours of the decision) in writing a Student Conduct Committee decision; however, a student may not appeal based only upon their dissatisfaction with a decision (see Appeal Process).

SUMMER ROOM & BOARD

There is a special 50% off the full room rate during the summer for students who meet the following criteria:

- Employed on campus 30+ hours a week
- Enrolled as a full-time summer student
- A combination of the above equaling full time

There is a minimum board fee for Dining Commons use during summer school for students living in the residence halls.

The College reserves the right to adjust rates, rents, and fees at any time to accommodate economic fluctuations.

TELEPHONES

Cell service is available on campus. Currently Verizon and AT&T are the only major cell phone service providers in the Angwin area. If you use another provider, please contact them directly for information on their coverage options.

The telephone system on campus is expected to be used in an appropriate manner at all times. A fine may be assessed for any of the following misuses of the College telephone system including, but not limited to, accepting collect

calls, using any 900 dialing service including 976 and roll-overs, using any College phone number to sign up for services or accounts, and/or tampering with any College telephone wiring.

Leaving sexually suggestive messages on any voicemail will result in a loss of service and possible disciplinary action.

TITLE IX - SEX DISCRIMINATION AND SEXUAL HARASSMENT

Pacific Union College, as a Christian community, recognizes that every person is created in the image of God and should be treated with dignity and respect. Sexual misconduct in all forms violates the sanctity of the human body and spirit and will not be tolerated. The College seeks to establish a safe atmosphere free from any and all forms of harassment, assault, and intimidation.

The College's Sex Nondiscrimination and Sexual Harassment policy addresses issues of sex/gender equity (access to programs, athletics, scholarships, etc.), sexual harassment (including sexual assault, stalking, domestic violence, and dating violence), protecting the rights of pregnant/parenting students, and the rights of students and employees to be free from sex/gender-based discrimination. The College does not discriminate on the basis of sex in its education program or activities (including in admissions and employment), and acts of sex discrimination and sexual harassment by members of the College are strictly prohibited and intolerable. For more information, please review the full policy and supporting procedures at puc.edu/titleixpolicy.

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. If you have any questions regarding the policy, the College's responsibilities regarding Title IX and VAWA, or wish to file a report or formal complaint, you may contact the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information provided below. Anyone can file a report, you do not have to be the individual harmed to report. Reports can be made at any time and not only within business hours. You may also make a report using the College's online reporting tool at puc.edu/ixreportform or via the LiveSafe app.

Title IX Coordinator: Michelle Kendrick

titleix@puc.edu

Human Resources 121 A

Financial Administration Office

(707) 965-7081 (24 hours)

TRANSPORTATION

Minimal transportation options are available to students to assist them in making connections to area airports.

For transportation to/from the airport for school breaks, the Student Life office provides one shuttle bus service at the beginning and end of each break. For more information on the cost, schedule of this service, and airports served, please contact the Student Life Office at (707) 965-7362.

For students needing a ride off-campus outside of breaks, please contact the Student Life Office for possible options.

Taxi/Uber/Lyft services are available in the Napa Valley: Check online for contact information. Warning: These services in the Napa Valley can be limited and very expensive.

The VINE, Napa Valley's fixed-route bus system, provides safe, affordable,

and accessible transportation up and down the valley, with pick-up/drop-off in St. Helena. Check online for schedules and more information.

VANDALISM

Any damage incurred to any campus property carries with it restitution of damages, fines, and possible criminal prosecution. Vandalism may result in a dismissal from school.

VEHICLE

Parking on campus is a privilege, and allowed by permit only. Every vehicle must be registered with Campus Security prior to or immediately upon arriving to campus.

Initial registration of a vehicle is to be done online. The link to register can be found by visiting puc.edu/campus-services/public-safety and clicking on the “Vehicle Registration” link. Once the online registration is complete, please visit the Campus Security Office at any time to pick up your parking permit.

Contact Campus Security for current information regarding permits, rules, regulations, and restrictions. Campus Security can be contacted by calling (707) 965-6551, visiting their office at 180 College Avenue any time or by accessing their web page at puc.edu/campus-services/public-safety 24 hours a day.

Vehicle registration requires the vehicle’s proper state registration, proof of insurance, and the student’s driver’s license. Failure to register vehicles will result in disciplinary action. Such action includes, but is not limited to, citations, impound, and towing. According to the California Vehicle Code, all citations must be paid or appealed within 21 calendar days of the citation date. Citations older than 21 calendar days will incur penalties and cannot be appealed.

Vehicles need to have current state registration, and carry the minimum liability insurance coverage required by the State of California Vehicle Code.

Campus Security designates different parking areas across the campus for faculty, staff, and visitors. Students need to park in areas allowed by their specific parking permit to avoid a parking violation citation.

Motorcycles, scooters, and electric vehicles brought onto campus must be street-legal. Off-road motorcycles, ATVs, and “pocket” bikes are not allowed on campus.

Motorcycles, scooters, and electric vehicles must only be operated on roadways, not sidewalks or in any other inappropriate manner, and must park only in designated areas, or be subject to parking citations.

Undeveloped campus property is off limits to all motorized vehicles without proper authorization.

EMERGENCY INFORMATION

CAUTION WHILE ON PUC TRAILS WHEN MOUNTAIN LIONS MEET PEOPLE

Generally, mountain lions are calm, quiet and elusive. They are most commonly found in areas with plentiful prey and adequate cover. Such conditions exist in mountain subdivisions, urban fringes, and open spaces. Consequently, the number of mountain lion/human interactions has increased. This increase likely is due to a variety of reasons: more people moving into mountain lion habitat, an increase in prey populations, an increase in mountain lion numbers and expanded range, more people using hiking and running trails in mountain lion habitat, and a greater awareness of the presence of mountain lions.

Even so, the potential for being killed or injured by a mountain lion is quite low compared to many other natural hazards. There is a far greater risk, for example, of being struck by lightning than of being attacked by a mountain lion.

■ IF YOU ENCOUNTER A MOUNTAIN LION

The following suggestions are based on studies of mountain lion behavior and analysis of attacks by mountain lions, tigers, and leopards:

- Do not hike alone. Go in groups, with adults supervising children.
- Keep children close to you. Observations of captured mountain lions reveal that the animals seem especially drawn to children. Keep children within your sight at all times.
- Do not approach a lion. Most mountain lions will try to avoid a confrontation. Give them a way to escape.
- Do not run from a lion. Running may stimulate a mountain lion's instinct to chase. Instead, stand and face the animal. Make eye contact. If you have small children with you, pick them up if possible so that they do not panic and run. Although it may be awkward, pick them up without bending over or turning away from the lion.
- Do not crouch or bend over. A person squatting or bending over looks a lot like a four legged prey animal.
- Do all you can to appear larger. Raise your arms. Open your jacket if you are wearing one. Throw stones, branches, or whatever you can reach without crouching or turning your back. Wave your arms slowly and speak firmly in a loud voice.
- Fight back if attacked. Some hikers have fought back successfully with sticks, caps, jackets, garden tools, and their bare hands. Since a mountain lion usually tries to bite the head or neck, try to remain standing and face the attacking animal.

For more information about mountain lions, please contact the Department of Fish and Game, 1416 Ninth Street, Sacramento, CA 95814. In case of emergency call the DFG at (916) 445-0411 (24 hours a day).

BE SNAKE WISE: RATTLESNAKE TIPS

Rattlesnakes are not typically aggressive toward humans. They will only strike when they feel threatened or provoked. However, they are common in this area (and throughout California), so it's important for hikers and bikers to be "snake wise."

- When hiking, stick to well-used trails. Wear over-the-ankle boots and loose-fitting long pants.
- Don't step or put your hands where you can't see, and don't wander around in the dark.
- Step **ON** logs and rocks, not over them.

- Be extra careful where you put your hands when climbing rocks or gathering wood.
- Avoid walking through dense brush or thickets.

IF SOMEONE HAS BEEN BITTEN BY A RATTLESNAKE, REMEMBER THESE IMPORTANT FIRST AID STEPS:

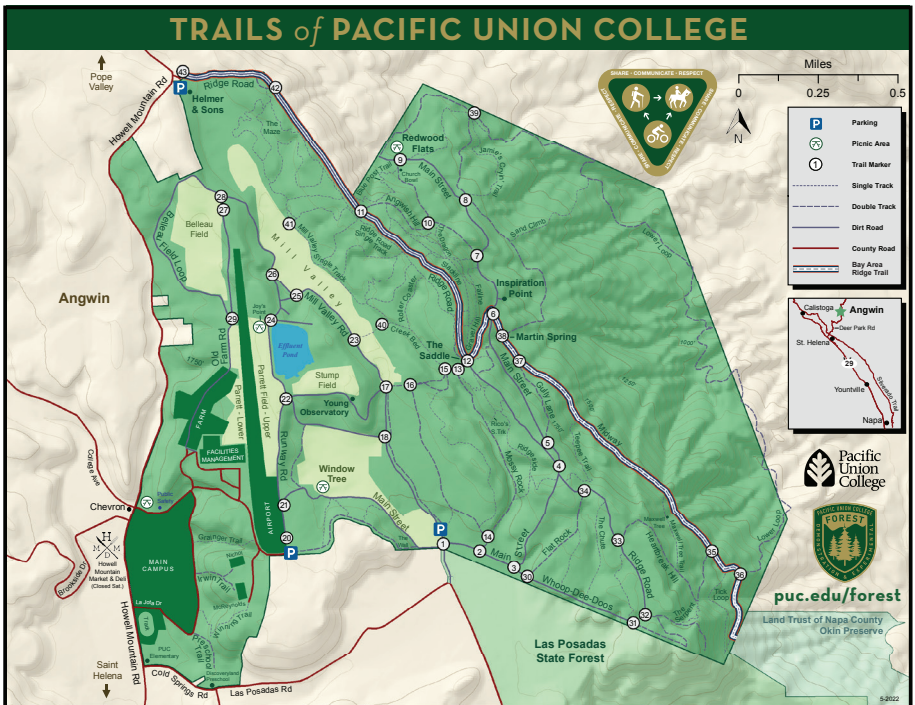
- Take the victim to the hospital as soon as possible (even if the bite doesn't appear serious).
 - Have the victim lie flat, with the bite site kept **BELOW** the heart.
 - Do **NOT** elevate the wound.
 - Apply a restrictive band three inches above the bite. You should be able to fit one finger between the band and the skin.
 - Keep the victim calm and quiet.
 - If a snakebite suction cup is available, follow the instructions for poison removal carefully.
 - Do **NOT** administer any drugs or alcohol.
- Reprinted with permission of the California Department of Fish & Game.

IN CASE OF EMERGENCY...CALL 911

Call 911 from any phone, both on and off campus.

PUC can text message emergency alerts to cell phones. This will only be used in case of emergency. Notifications are sent via the LiveSafe App and PUC email.

First Aid supplies are at each residence hall front desk. First Aid supplies are also available at the Campus Center front desk.





EARTHQUAKE

Indoor: Get under a sturdy desk or table. Hold on to it and be prepared to move with it. Stay there until safe to move. Stay clear of windows and heavy objects. Don't rush outside. In a crowded public place, do not rush the exits. Stay calm and encourage others to do so, as well.

Outdoor: Get into the open, away from buildings and power lines. In a mountainous area, be alert of falling rock and other debris that could be loosened by the quake.

EVACUATION

This action is taken after a decision is made that it is unsafe to remain in a specific area of the campus, or the entire campus and evacuation is necessary. Evacuees may be directed to a safe area of campus or an off-campus assembly area. Determination will be made as to the projected duration of evacuation and authorized personnel will determine the safest method of evacuation.

Note: students and parents may sign up for area alerts via **Nixle: Text 94508** (Angwin's area code) to **888-777**. For more information visit [nixle.com](https://www.nixle.com).

FIRE

Please note the posted fire escape routes and fire safety precautions. In the event of a fire, follow the posted procedures quickly. Activate the closest fire alarm. Exit the building. If an area fire necessitates evacuation off site, emergency notification will be sent out, with a temporary evacuation site.

HEALTH SERVICES

In case of an emergency needing immediate assistance, **call 911** to access an ambulance. Medical personnel are on-call 24 hours a day and can be accessed after hours by calling the after-hours call center at **(707) 965-6789** for the nurse on call. Remember that accessing outside services is the financial responsibility of the individual.

COUNSELING CENTER

During office hours, call **(707) 965-7080**. To page a counselor after hours, call the after-hours call center at **(707) 965-6789** for the counselor on call or contact the Napa County Crisis Hotline **(707) 253-4711**.

If a life-threatening situation, such as an attempted suicide, is occurring, call 911 immediately.

EMERGENCY TELEPHONE NUMBERS

Fire/Ambulance/Any emergency: **911**

Campus Security emergency: **7111**

Poison Control: **1-800-222-1222**

MEDICAL HELP/ADVICE

Substance Abuse: **1-800-662-4357**

Napa County Mental Health: **(707) 253-4711**

Napa NEWS Domestic Violence Hotline: **(707) 255-6397**

Rape/Sexual Assault Hotline: **(707) 253-4711**

Solano/Napa SANE/SART: **(707) 666-2021**

Suicide Crisis Hotline: **1-800-273-8255**

St. Helena Hospital & Health Center: **(707) 963-3611**

PUC CRISIS MANAGER APP

For crisis notification, please download the **LiveSafe App**.

Pacific Union College



- | | | | |
|---|---|---|---|
| <p>1. Angwin Plaza:
Ace Hardware
Market
Washette</p> <p>2. Post Office</p> <p>3. Student Wellness Center
Counseling Services
Health Services</p> <p>4. Dental Building</p> <p>5. Credit Union</p> <p>6. Tennis Courts</p> <p>7. Athletic Field:
Hardball and Softball Fields
Sand Volleyball Courts</p> <p>8. Brookside Park:
Student Family Housing</p> <p>9. College Chevron</p> <p>10. Athletic Track & Field</p> <p>11. Press Building:
Copy Center
Mail Services</p> <p>12. Custodial:
Lost and Found</p> <p>13. Heating Plant</p> <p>14. Church & Sanctuary</p> <p>15. Alumni Park</p> <p>16. Fisher Hall:
Visual Arts</p> <p>17. Sabbath School Rooms</p> <p>18. Church Complex:
Campus Chaplain
Campus Ministries
Church Office
Fireside Room
Scales Chapel
Theology</p> <p>19. Paulin Hall:
Music</p> | <p>20. Pacific Auditorium:
Fitness Center
Gymnasium
Kinesiology
Weight Room</p> <p>21. Swimming Pool</p> <p>22. Public Safety</p> <p>23. Chan Shun Hall:
Academic Administration
Academic Advising
Chemistry
Mathematics
Physics & Engineering
President's Office
Psychology & Social Work</p> <p>24. Davidian Hall:
Nursing & Health Sciences</p> <p>25. Student Success Center</p> <p>26. Dining Commons:
Cafeteria
Campus Center
Grind
Student Association Offices</p> <p>27. Rasmussen Art Gallery</p> <p>28. Library:
E.G. White/SDA Study Center
Information Technology
Systems and Services
Library Computer Lab
Pitcairn Islands Study Center
Walter C. Utt Center</p> <p>29. Preparatory School</p> <p>30. Elementary School</p> <p>31. Advancement & Alumni</p> <p>32. Financial Services:
Accounting Services
Financial Administration
Human Resources
Student Financial Services</p> | <p>33. Ricchiuti Hall:
Career Services
Education</p> <p>34. West Hall Annex</p> <p>35. Stauffer Hall:
Alice Holst Theater
English</p> <p>36. Amphitheater</p> <p>38. Newton Hall:
Men's Residence</p> <p>39. Grainger Hall:
Men's Residence</p> <p>40. Clark Hall:
Biology
Wilmer Hansen Collection</p> <p>41. Irwin Hall:
Business Administration &
Economics
Communication
History
World Languages & Cultures</p> <p>42. Ambs Hall</p> <p>43. Graf Oval</p> <p>44. Graf Hall:
Academic Records
Admissions
Enrollment Services
Marketing & Communication
Media Services
Student Services
Visitor Center
Women's Residence</p> <p>45. Dauphinee Chapel</p> <p>46. Andre Hall:
Women's Residence</p> <p>47. Winning Hall:
Guest Housing Check-in
Women's Residence</p> | <p>48. Discoveryland Preschool</p> <p>49. Land Management</p> <p>51. Facilities Management</p> <p>52. Mobile Manor</p> <p>53. Landscape</p> <p>54. Court Place Apartments:
Student Family Housing</p> <p>55. Nichol Hall:
Men's Residence</p> <p>56. McReynolds Hall:
Women's Residence</p> <p>57. Virgil O. Parrott Field:
Flight Center</p> <p>58. Young Observatory</p> <p>60. Prayer Chapel</p> <p>61. Cogeneration Plant</p> |
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