



Pacific Christian College  
Student Handbook  
2010 - 2011

# HOPE INTERNATIONAL UNIVERSITY

PACIFIC CHRISTIAN COLLEGE



## *2010 - 2011 Student Handbook*

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### **MISSION STATEMENT**

*Hope International University's mission is  
to empower students through Christian  
higher education to serve the Church and  
impact the world for Christ.*

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# TABLE OF CONTENTS

DEPARTMENTAL PHONE LIST . . . . .	3	Residency Requirement . . . . .	24
ADMINISTRATION . . . . .	4	Residence Life Coordinators . . . . .	26
2010-2011 CALENDAR . . . . .	5	Community Standards & Policies . . . . .	26
CAMPUS MAPS . . . . .	7	High Standards of Student Conduct . . . . .	26
STUDENT AFFAIRS . . . . .	9	Integrity and Accountability . . . . .	26
Retention . . . . .	9	Affirmation of Cultural Diversity . . . . .	27
New Student Orientation . . . . .	9	Sanctity of Life Statement . . . . .	27
Student Retention . . . . .	9	Student Conduct Code . . . . .	27
Student Activities . . . . .	10	1.0 Administrative Policy . . . . .	27
Student Government (ASB) . . . . .	11	2.0 Property, Facilities, Grounds . . . . .	28
Campus Ministries . . . . .	12	3.0 Safety and Security . . . . .	28
Student Positions . . . . .	12	4.0 Social, Moral or Biblical . . . . .	29
Christian Service . . . . .	12	Responsibilities & Regulations . . . . .	30
Barnabas/Formation Groups . . . . .	12	5.0 Contractual Responsibilities . . . . .	30
Chapel . . . . .	12	6.0 Facilities and Use Hours . . . . .	33
Chapel/Formation Group Attendance . . . . .	12	Privacy of Rooms . . . . .	36
Chapel Etiquette . . . . .	12	Guidelines/Consequences for Breaches of	
International Student Programs . . . . .	13	Conduct Codes . . . . .	36
Student Life & Housing . . . . .	13	Disciplinary Action . . . . .	38
Athletics and Sports Recreation . . . . .	14	Disciplinary Action for Dorm-only	
Intercollegiate Athletics . . . . .	14	Students . . . . .	39
Intramurals & Fitness Opportunities . . . . .	14	Disciplinary Action Terminology . . . . .	39
Facilities . . . . .	14	Rights and Responsibilities in the Judicial	
Clubs . . . . .	14	Process . . . . .	41
Lawson-Fulton Student Center . . . . .	14	Right of Appeal . . . . .	42
Student Employment (on-campus) . . . . .	15	Re-Admission of a Dismissed Student . . . . .	42
Health Services/Insurance . . . . .	16	Special Administrative Evaluation . . . . .	42
Study Abroad Opportunities . . . . .	16	Withdrawal Process & Exit Interviews . . . . .	43
SUPPORT SERVICES . . . . .	17	Exit Interview . . . . .	43
Career Services . . . . .	17	Withdrawal Checklist . . . . .	43
Contact Us . . . . .	17	Additional Policies . . . . .	43
News & Events . . . . .	17	Academic Integrity . . . . .	43
Student Portal: My Career . . . . .	17	Academic Dismissal Policy . . . . .	44
Counseling Services . . . . .	17	Access to Records . . . . .	44
Financial Aid . . . . .	18	Family Educational Rights and Privacy	
Student Accounts . . . . .	18	Act of 1974 . . . . .	44
Admissions . . . . .	18	Non-Discrimination Policy . . . . .	45
Registrar . . . . .	19	Non-Retaliation Policy . . . . .	45
Directory Information . . . . .	19	Miscellaneous Services . . . . .	45
Mail Room Services . . . . .	19	Missing Student Policy & Procedure . . . . .	46
Food Service . . . . .	20	Residence Halls Wireless Access	
Meal Plan Service . . . . .	20	Point Policy . . . . .	47
Operations . . . . .	21	Resolution of Conflicts . . . . .	48
Facilities & Grounds . . . . .	21	Sexual Harassment . . . . .	48
Campus Safety . . . . .	21	Student E-mail Systems Terms of Use . . . . .	49
Parking . . . . .	21	Students with Disabilities . . . . .	51
Vehicle Requests . . . . .	21	INTERNATIONAL STUDENT NEEDS . . . . .	52
Library Services . . . . .	22	Immigration Procedures . . . . .	52
I.D. Cards . . . . .	22	Obtaining Employment . . . . .	53
Bookstore . . . . .	22	Obtaining a Social Security Card . . . . .	53
Information Systems/Phone Services . . . . .	23	Income Tax Obligations . . . . .	53
STUDENT LIFE . . . . .	24	Travel Information . . . . .	54
Residence Life . . . . .	24	Telecommunications . . . . .	55
		Money Matters . . . . .	56
		Medical Insurance & Immunizations . . . . .	57

# DEPARTMENTAL PHONE LIST

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ASB.....	1201
Athletics.....	1650
Bon Appetit.....	7461
Bookstore.....	1233
Campus Ministries.....	1294
Career Services & Retention.....	2309
Church Ministry.....	1255
Computer Support.....	2607
Conference Services.....	7474
Housing.....	6281
International Student Programs.....	1698
Library.....	1234
Mailroom.....	1200
Music.....	1283
Operations.....	6245
<i>Hope Counseling Center</i> .....	1266
PCC Admissions.....	2215
President's Office.....	2237
Registrar.....	1606
Security.....	7333
Student Affairs.....	2311
Student Center Information Desk.....	1213
Student Life.....	1644
Student Activities.....	1675
Undergrad Dean's Office.....	1246
Undergrad Faculty Office.....	1253
Web Page.....	www.hiu.edu

## Fax Numbers

Student Affairs.....	714-681-7224
Library.....	714-681-7515
Registrar.....	714-681-7230

*\*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

# ADMINISTRATION

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John L. Derry  
President

Paul Alexander  
Vice President, Academic Affairs

R. Mark Comeaux  
Vice President, Student Affairs

Michael D. Mulryan  
Vice President, Institutional Advancement

Frank Scotti  
Vice President, Business and Finance

Teresa Smith  
Vice President, Enrollment Management

## HOPE INTERNATIONAL UNIVERSITY

Pacific Christian College • School of Graduate & Professional Studies  
2500 E. Nutwood Ave., • Fullerton, CA 92831 • [www.hiu.edu](http://www.hiu.edu) • 800-762-1294

# 2010-2011 CALENDAR

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## FALL SEMESTER 2010

Opening Faculty Meetings . . . . .	August 17
International Student Pre-Orientation	
International Student Residence Hall Move-in . . . . .	August 19
International Student Pre-Orientation Day . . . . .	August 21
New Student Orientation	
New Student Residence Hall Move-in . . . . .	August 21
New Student Orientation Days . . . . .	August 21 - 28
Returning Student Residence Hall Move-in . . . . .	August 22
First Day of Classes . . . . .	August 25
Opening Convocation . . . . .	August 26
Credit Enrollment Ends . . . . .	September 3
Labor Day Holiday—University Offices Closed . . . . .	September 6
Evening Classes Will Meet	
Good Standing Withdrawal Ends . . . . .	September 17
Faculty In-Service Day . . . . .	October 7
Evening Classes Will Meet	
Class Withdrawal Period Ends . . . . .	October 8
Spring/January Term Registration . . . . .	November 9 - 11
Thanksgiving Holiday Break . . . . .	November 22 - 26
No Classes Meet	
University Offices Open 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> am	
Final Examinations . . . . .	December 13 - 16
Winter Commencement . . . . .	December 18
Fall Semester Residence Hall Move-out . . . . .	December 18

**JANUARY “J”TERM (Interterm) 2011 . . . . .** January 3 - 14

## SPRING SEMESTER 2011

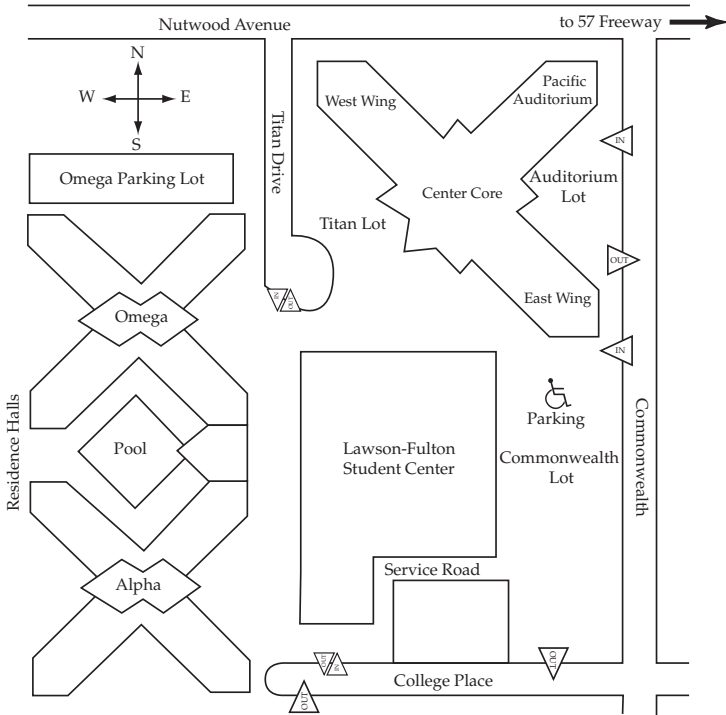
International Student Pre-Orientation	
International Student Residence Hall Move-in . . . . .	January 15
International Student Pre-Orientation Day . . . . .	January 16
Martin Luther King, Jr. Day Holiday . . . . .	January 17
University Offices Closed	
New Student Orientation	
New Student Residence Hall Move-in . . . . .	January 18
New Student Orientation Days . . . . .	January 18 - 22

First Day of Classes . . . . .	January 20
Credit Enrollment Ends . . . . .	January 28
Good Standing Withdrawal Ends . . . . .	February 18
President’s Day Holiday—University Offices Closed . . . .	February 21
Evening Classes Will Meet	
Faculty In-Service Day . . . . .	March 3
No Daytime Classes Meet	
Evening Classes Will Meet	
Class Withdrawal Period Ends . . . . .	March 11
Spring Break . . . . .	March 28 - April 1
Fall/May Term Registration . . . . .	April 6 - 8
Good Friday- Easter Holiday—University Offices Closed . . .	April 22
Finals. . . . .	May 9 - 12
Spring Commencement. . . . .	May 14
Spring Semester Residence Hall Move-out . . . . .	May 14

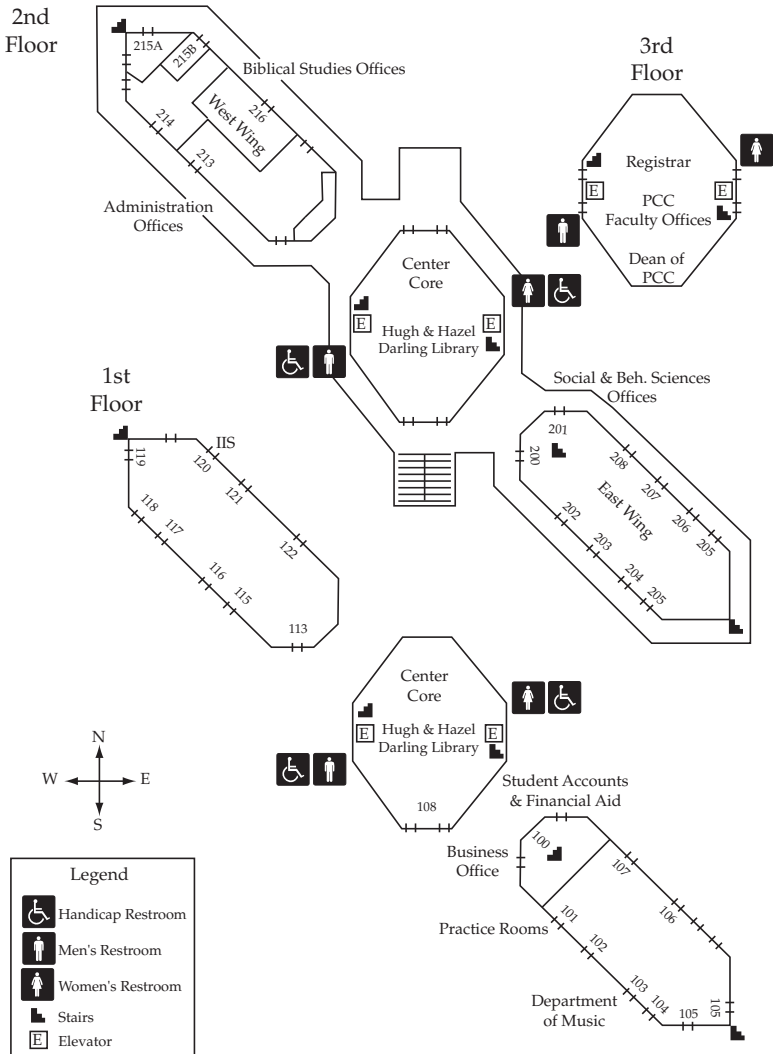
**SUMMER SESSION 2011**

May Term . . . . .	May 16 - May 27
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# CAMPUS MAPS



# CAMPUS MAPS



# STUDENT AFFAIRS

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*Administration: Vice-President of Student Affairs: Mr. Mark Comeaux, MS  
Lawson-Fulton Student Center, Suite 218, ext. 2311*

Mission: The Department of Student Affairs fosters an environment of dynamic Christian faith, a diverse community; and intellectual/personal growth to influence and empower students to succeed. Student Affairs staff provide opportunities for character and leadership development, service outreach, social responsibility, and holistic personal support.

*"Hope International University's mission is to empower students through Christian higher education to serve the Church and impact the world for Christ." The University wants each student to grow in his or her spiritual walk with Christ to become like Him in all aspects of life. In addition to providing essential services, the Office of Student Affairs implements programs with the intent of enhancing personal growth and Christian maturity.*

## RETENTION

*Director: Ms. Beth Lee  
Lawson-Fulton Student Center, Suite 223, ext. 2309, Email: bilee@hiu.edu*

The Office of Retention strives to be a catalyst for enhancing student success, campus life, community development, and university-wide excellence.

Retention's mission is accomplished by offering quality new student orientation programs; gathering student feedback regarding campus programs, activities, and services; and utilizing student feedback to determine university-wide enhancements.

- **NEW STUDENT ORIENTATION**

New Student Orientation (NSO) exists to support students in their transition into the Hope International University community. NSO activities and workshops are offered to help new students develop quality relationships, expose students to educational opportunities, access campus resources, and adjust to their new surroundings.

- **STUDENT RETENTION**

Student retention efforts exist to better service our students in meeting their concerns and needs. The Office of Retention is located on the second floor of the Lawson-Fulton Student Center. Students are encouraged to make appointments to discuss issues and situations with the Director of Retention, Beth Lee.

In an effort to better understand the needs of our students, an Early Alert system has been implemented. The Early Alert form is located at the Office of Retention or the Student Affairs offices within the Student Center. Students, faculty, and staff are encouraged to document student concerns using the Early Alert form.

Exit Interviews are also conducted through the Office of Retention. All students who withdraw from the University, must complete an Exit Interview with the Director of Retention, Beth Lee.

# STUDENT ACTIVITIES

*Advisor: Miss Michele Kleeman*

*Lawson-Fulton Student Center, Suite 101, ext. 1292*

The Office of Student Activities provides services and programs that enhance campus life and community development through new student orientation programs, student activities, intramural sport programs, and leadership development.

## **Office Manager & Clubs Intern: Amanda Arnold**

The purpose of the office manager is to review the budget and update the Student Activities Manager, ASB President, and the Advisor with a weekly budget status, order and maintain office supplies, and keep the office neat and orderly.

This position will help start and oversee the development of new campus clubs and host club fairs and meetings, along with club workshops, etc. Helping clubs learn how to be successful, manage their budgets, and plan events will also be a vital part of this position.

## **Activities Intern Manager: Lisa Hare**

This person will provide leadership, guidance, and support to the Student Activities Intern staff. He/she will assist the various leaders through detailed meetings that will lead to quality events planned by the appropriate intern. The Activities Intern Manager will meet on a regular basis with the Advisor of Student Activities and hold weekly meetings for the Student Activities Interns under his or her leadership.

## **Off-Campus Events & Clubs Intern: Maria Watkins**

The Off-Campus Events Intern will encourage students to have social and community development by providing quality events that are located primarily off campus. Some activities may include, but are not limited to, Sadie Hawkins and Spring Banquet.

## **On-Campus Events Intern: Jeff Faulkner**

The On-Campus Events Intern will encourage students to have social and community development by providing quality events that are located primarily on campus and by overseeing campus clubs and their group/events. Some activities include, but are not limited to, coffee houses, rallies, scavenger hunts, I-scream socials, and movie nights

## **Media Intern: Joe Ramos**

The Media Intern will be responsible for designing and creating the weekly video reel for the two flat screen TV's located in the Lawson-Fulton Student Center as well as be responsible for designing any posters needed for campus events. The person hired for this position must have sufficient skills in video editing and graphic design. He/she will be required to give updates to the website coordinator of Hope International University to provide information available on the web.

## **Publicity Intern: Nicole McCamey**

Publicity is the lifeblood of any event. Therefore it is absolutely necessary to advertise in new and creative ways. The Publicity Intern is in charge of helping programmers come up with creative advertising and then finding ways to create and implement those strategies. The person hired to this position must enjoy creating different advertising items using paper, paint, styrofoam, etc. (They must love arts and crafts!)

## **Intramurals Intern: Brad Paterson**

The Intramurals Intern will provide intramural tournaments for students to participate. Some intramural tournaments include, but are not limited to: In-door Hockey, Ping Pong, In-door Soccer, Basketball, and Volleyball. Hosting the annual Dodgeball

Tournament falls under this leadership position.

He/she will also creatively and actively pursue students to attend various athletic events and provide an exciting, Christ-like atmosphere at athletic games.

**Social Justice Intern: Beatrice Krause**

The Social Justice Intern will provide students opportunities to get involved in the area of service. This person will promote opportunities to serve with local and global organizations, such as: Invisible Children, Amnesty International, UNICEF, and International Justice Mission. Bi-yearly service trips to New Orleans will be planned from this leadership position.

**Seasonal Events Intern: Lauren Garcia**

The Seasonal Events Intern will be responsible for overseeing outreach events for Halloween, Christmas, and Easter. The individual in this leadership roll will oversee a large Happy House committee comprised with faculty and staff. This person must know how to event plan on a large scale, how to delegate, and have strong communication skills.

## STUDENT GOVERNMENT (ASB)

*Lawson-Fulton Student Center, Suite 102, ext. 1201*

The Associated Student Body (ASB) exists to serve the undergraduate students of Hope International University. It is their primary role to represent the voice of all undergraduate students, regardless of race, gender, or ability. The ASB also seeks to better service all students through advocacy, diversity in leadership, helping to promote positive change throughout the campus. ASB consists of student governance, which is the Senate, and student activities. Events are held on and off campus through student programs to help foster community.

*ASB serves the student body in various ways:*

**ASB President: Cameron Benton**

The President of the Associated Student Body will provide direction and leadership to the ASB Senate and the Activities Staff. He/she will be the head of the student body and will represent the student body through various committees and meetings; additionally, he/she will spend time with various members of the University President's cabinet to represent student need/interests.

**ASB Vice President: Elizabeth Deghi**

The Vice President of the Associated Student Body will oversee and conduct a weekly ASB Senate meeting. He/she will provide additional support, guidance, and leadership along with the President to the senate in order to be a catalyst for student needs and change on campus. Their primary role is to support the senate leaders as well as be the leading advocate for students in all areas of Pacific Christian College.

**The Senate:**

The ASB Senate will consist of a minimum of 5 elected members: a New Student Senator (elected in the fall), 3 Returning Student Senators, and a Graduating Student Senator.

The ASB Senate will act as the voice of the entire student body, representing all student areas and needs. They will decide how to spend the ASB budget by a vote. Each senator must then represent accurately the voice of his or her constituents to the rest of the leaders of ASB.

# CAMPUS MINISTRIES

Director of Campus Ministries: Mr. JJ Peterson  
Lawson-Fulton Student Center 2<sup>nd</sup> Floor Suite 205 ext. 1294

The Office of Campus Ministries exists to provide co-curricular programs and opportunities for students to develop holistically in their Christian faith and influence.

- **STUDENT POSITIONS:**

- Coordinator of Service Outreach Opportunities
- Coordinator of Spiritual Life Opportunities
- New Student Barnabas Leaders (20)
- Formation Group Leaders (15)

- **CHRISTIAN SERVICE:**

Campus Ministries provides numerous *opportunities* and resources to serve others through outreach events, community-based ministries and local churches. Many opportunities exist for a wide range of ministry experience and interests. In addition, Campus Ministries leads two cross-cultural trips during Spring break, to New York and Mexico, and two during Summer break to Africa and Ukraine.

- **BARNABAS/FORMATION GROUPS:**

Barnabas/Formation Groups are weekly gatherings of students, for the purpose of personal, relational and spiritual growth. During New Student Orientation, students are assigned to a Barnabas group consisting of 10-15 new students and a Barnabas leader. Barnabas leaders encourage and support new students during NSO and throughout the first semester. These groups meet every Tuesday from 9:30 am - 10:20 am in various locations throughout the campus. Each student is allowed 4 absences per semester for Formation Groups. Absences beyond 4 will result in chapel probation.

**Barnabas/Formation Groups meet Tuesdays  
9:30 am - 10:20 am in various HIU locations.**

- **CHAPEL:**

Chapel exists to extend the call of Christian discipleship and service. Chapel programs build community and inspire and challenge students in their Christian Faith. Chapel also displays the relevance of the Gospel and its diversity, through worship and creative expression in bringing the Word of God to life for the campus community. Each student is allowed 4 absences per semester for Chapel absences. Absences beyond 4 will result in Chapel probation.

**Chapel meets Thursdays  
9:30 am - 10:20 am in the Pacific Auditorium.**

- **CHAPEL/FORMATION GROUP ATTENDANCE:**

Chapel and formation groups are an essential part of the University experience and attendance is required for all full-time undergraduate students (12 units or more), and all PCC undergraduate students living in the Residence Halls. Students are permitted up to eight (8) absences each semester, (4) absences for Chapels and (4) absences for Formation Groups. The absences should be used for *emergencies* and *personal appointments*. If students have an approved exemption from one of the two days of Chapel/Formation Groups due to unavoidable conflicts, they are permitted up to four (4) absences each semester. Breaches of integrity regarding Chapel/Formation Groups attendance will be addressed as a violation of community standards.

- **CHAPEL ETIQUETTE:**

**In support of the mission and purpose of Chapel, and in respect for God and others, certain behaviors are prohibited in Chapel:** the use of personal electronic devices (cell phones, lap tops, etc.), unnecessary talking, sleeping, leaving early, doing homework or

outside reading, inappropriate displays of affection and putting feet on the back of chairs. Any of these actions reported by a staff or faculty member to the Office of Campus Ministries will result in an unexcused absence.

**Excessive Absences - Sanctions:** Excessive absences will result in Chapel probation and the forfeiture of all privileges to represent the University in any official capacity - student leadership, athletics, music, etc. Senior students failing chapel probation during their final semester will not be allowed to participate in commencement. Opportunities for making up Chapel absences may be coordinated with the Office of Campus Ministries. Each excessive absence will result in listening to a recording of Chapel services and submitting a 1 - 2 page response paper or another assignment determined by the Office of Campus Ministries. Students who fail to make-up absences will be limited to 12 academic units the following semester.

**Chapel Probation:** If a student misses more than the four (4) chapels or (4) spiritual formation groups they will be put on chapel probation for the following semester. If a student continues in excessive absences during chapel probation the student will be dismissed from the University. Students can make up missed chapels or spiritual formation groups by listening to missed chapel recordings and writing a two-page paper to be turned in to the Director of Campus Ministries. The Director of Campus Ministries will determine acceptance of the paper.

## INTERNATIONAL STUDENT PROGRAMS

*Director: Miss Weili Lin*

*Lawson-Fulton Student Center, Suite 204A, ext. 1411, Email: wclin@hiu.edu*

The purpose of the International Student Programs Department is to assist international students in achieving the greatest possible benefit from their educational experience. Assistance is given to address community integration issues unique to international students in the United States.

See the section of this handbook entitled *International Student Needs* for more details.

## STUDENT LIFE & HOUSING

*Director of Student Life and Residence Life Coordinator: Mrs. Priscilla Schubert*

*Lawson-Fulton Student Center, Suite 208, ext. 1644, Email: pschubert@hiu.edu*

*Director of Housing and Residence Life Coordinator: Mr. Jon Matheny*

*Lawson-Fulton Student Center, Suite 207, ext. 6281, Email: jdmatheny@hiu.edu*

Hope International University is proud to offer excellence in Christ-centered education to a wonderfully diverse student body. The Student Life department is committed to providing services that will empower and shape our diverse student body into male and female servant leaders for the Kingdom of God. To that end, the Student Life staff is charged with giving counsel and direction, planning spiritual and community-based campus-wide events, providing housing administration and fulfilling the role of mentor for all students and residents.

See the section of this handbook entitled *Student Life and Residence Life* for more details.

# ATHLETICS AND SPORTS RECREATION

*Athletic Director: Mr. Aaron Siefker*

*Lawson-Fulton Student Center, 2<sup>nd</sup> floor, ext. 5400, Email: agsiefker@hiu.edu*

*Assistant Athletic Director: Mr. Tim Gooszen*

*Lawson-Fulton Student Center, 2<sup>nd</sup> floor, ext. 1650, Email: tgooszen@hiu.edu*

*Assistant Athletic Director: Mr. Joe Lurker*

*Lawson-Fulton Student Center, 2<sup>nd</sup> floor, ext. 1242, Email: jdlurker@hiu.edu*

Athletic activities at Hope International University are a part of the total school program and make a contribution to the whole development of the person seeking maturity in Christ. The athletic programs add a dimension to education by providing physical involvement on a broad basis with enjoyable competitive experiences, which support academic, social, and spiritual development.

- **INTERCOLLEGIATE ATHLETICS:**

Golden State Athletic Conference (GSAC), National Christian College Athletic Association (NCCAA), and National Association of Intercollegiate Athletics (NAIA) are our governing bodies for athletics. Intercollegiate athletics at Hope International University include women's soccer, volleyball, softball, tennis, and basketball and men's volleyball, soccer, tennis, and basketball. Scholarships are available in all aforementioned sports, and all students are encouraged to contact the respective coach if they are interested in participation.

- **INTRAMURALS AND FITNESS OPPORTUNITIES:**

In a desire to reach all students, a variety of intramural sports tournaments are organized through the Intramurals and Recreation Coordinators on Student Activities. Intramural activities are held throughout the entire academic year. A wide variety of sports are chosen, which include but are not limited to: volleyball, basketball, indoor soccer, badminton, ping pong, flag football, and powder puff football.

Fitness opportunities are organized through intramurals, the use of the Fitness Center, enrolling in courses such as weightlifting, and aerobic classes. The aerobics room is located on the 2<sup>nd</sup> floor of the Lawson-Fulton Student Center.

- **FACILITIES:**

Casual physical fitness opportunities include the use of the 45'X45' swimming pool, weight and fitness training equipment in the Fitness Center, and "open gym" activities in the Darling Pavilion.

- **CLUBS:**

A coed cheerleading squad supports intercollegiate sports.

## LAWSON-FULTON STUDENT CENTER

The Lawson-Fulton Student Center is the home of PCC Student Affairs and Admissions which includes, ASB, Residence Life, Housing, Campus Ministry, International Student Programs, Retention, Career Services, and the Athletic Department. It also provides venues for a number of campus and community activities. Facilities in the Lawson-Fulton Student Center include the Darling Pavilion, Rotary Room, Christensen Dining Room, Dining Commons, Bookstore, Game Room, Mailroom, and the Fitness Center. For information on programs, services, room rentals, and reservations please contact Mr. Chris Mathaga at ext. 7474.

The following policies apply to the Darling Pavilion for safety and liability purposes:

1. Only current students, staff, faculty, alumni and immediate family members who have been approved by administration are permitted.
2. Gym shoes are required of all individuals utilizing the facilities.
3. Recreational equipment will be available at the Information Desk and can be checked out by leaving an ID card or other photo identification.
4. Individuals are required to present their student or staff ID card in order to use the facilities.
5. Individuals are required to sign in and out at the Information Desk.
6. Gym front doors will only be open on Game Nights. All other entry will be through the Fitness Center.

The following policies apply to the Fitness Center for safety and liability purposes:

1. Only current students, staff, faculty, alumni and immediate family members who have been approved by administration are permitted.
2. Individuals are required to present their student or staff ID card in order to use the facility.
3. Individuals are required to sign in and out at the Information Desk.
4. Clean each piece of equipment you use after each use with cloth and spray provided.
5. Put away all weights after each use.
6. When using free weights you must have a spotter.
7. Report all injuries to the Athletic Trainer, Information Desk Manager, and Vice President of Student Affairs.
8. Practice safety when using all equipment.
9. No music in weight room. Ipods and other personal music players are permitted.
10. Shirts required at all times.
11. Proper footwear is required-no sandals, flip-flops, etc.
12. Stop exercise at any signs of discomfort.

Information:

2500 E. Nutwood Ave., • Fullerton, CA 92831 • Phone: 714-897-3901 ext. 1213

Hours of Operation

Monday - Thursday 7 am - 10 pm • Friday 8 am - 9 pm

Saturday 2 pm - 9 pm • Closed Sunday

## STUDENT EMPLOYMENT (ON-CAMPUS)

Student employment on campus, including *work study*, is coordinated by Mrs. Wende Holtzen (ext. 2281), Director of Human Resources located in the Business Office.

# HEALTH SERVICES/INSURANCE

Assistant to the Vice President, Student Affairs: Mrs. Verna Lindell  
Lawson-Fulton Student Center, Suite 200, ext. 2311, Email: [vlindell@hiu.edu](mailto:vlindell@hiu.edu)

The Office of Student Affairs serves as the location for health and medical service information. The Residence Life Staff can assist resident students with minor first aid needs, but all students requiring additional care will be referred to off-campus medical care providers.

**Health Insurance:** All university International students and all PCC undergraduate students enrolled in seven or more units, who are actively taking courses on campus or living in the residence halls, are required to have health insurance. A student health insurance plan is available to all University students, providing availability to sickness and accident coverage for them and their dependents. Students must be actively enrolled and attending classes to be eligible for coverage. A brochure listing the current year premium and extent of coverage may be requested from the Office of Student Affairs or viewed online at [www.hiu.edu/studentlife/health/](http://www.hiu.edu/studentlife/health/).

No student health insurance program pays 100% of the claim submitted. Anticipate some personal cost following your visit to a medical facility. Students are encouraged to utilize insurance coverage with parents when available, and to investigate the options before requiring service. Many private HMO plans have geographic limitations. Students should confirm that their provider will cover claims incurred at local health service facilities near the campus.

**Health Insurance Waiver:** Domestic students who wish to opt out of the Hope International University student health insurance plan must provide verification of current health insurance coverage, (copy of insurance policy card) and sign a waiver form. Students who have not provided this documentation by August 1<sup>st</sup> for Fall Semester, January 1<sup>st</sup> for Spring Semester, or upon late enrollment, may automatically be enrolled in the Hope International University student health insurance plan. **Enrollment in the Student Accident and Insurance plan provided by Hope International University is mandatory for all International students.**

**Insurance and Health History Assessment Form:** All International students and all PCC undergraduate students enrolled in seven (7) or more units or living in the residence halls must complete the Insurance and Health History Assessment Form annually, prior to the fall semester or upon enrollment. This form requests health history and immunization records, as well as health insurance verification for those requesting a waiver.

**Immunizations:** The following immunizations must be current for all Hope International University Students and required for all International students attending Hope International University or living on campus. 1) Tetanus Diphtheria (current in the past 10 years), 2) Measles Mumps Rubella (2 dates needed), 3) Polio, 4) Hepatitis A (2 dates needed), 5) Hepatitis B (3 dates need), 6) Mantoux Tb Skin test within past year, 7) Menomune (Meningococcal) (1 date).

## STUDY ABROAD OPPORTUNITIES

It is the University's desire to reflect a diverse and international perspective and world view. To better serve students and prepare them to impact the world for Christ, a table of informational brochures and materials for international opportunities has been set up in the International Student Programs Office. Information covers study abroad and mission opportunities, both short and long term, that allow students to be changed by cross-cultural experiences. For more information, please contact Miss Weili Lin (ext. 1411).

As a member of the Council for Christian Colleges and Universities, Hope International University partners with the CCCU for numerous study abroad experiences. The Best Semester Program gives students opportunities to study in several other countries. To see a listing of all opportunities visit [www.bestsemester.com](http://www.bestsemester.com).

# SUPPORT SERVICES

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## CAREER SERVICES

*Director: Ms. Beth Lee*

*Lawson-Fulton Student Center, Suite 223, ext. 2309, Email: [bilee@hiu.edu](mailto:bilee@hiu.edu)*

The Office of Career Services strives to empower students and alumni to identify and utilize their strengths, abilities, interests, and goals as they prepare to go out and serve the Church and impact the world for Christ.

Career Services' mission is accomplished by offering services and tools that help in choosing a major; exploring occupations; providing assessments that help to identify and explore an individual's unique strengths, abilities, interests, and goals; developing resumes and preparing for interviews; locating internships, graduate schools, and jobs.

- **CONTACT US**

[careerservices@hiu.edu](mailto:careerservices@hiu.edu)  
(714) 879-3901 ext. 1696

- **NEWS AND EVENTS**

Current job postings are available online at <http://my.hiu.edu/>, but can also be found on campus outside of the Career Services Offices, The Commons, and the Fitness Center. Events including guest speakers, visiting recruiters (employers, graduate schools, organizations, or groups looking to hire or enlist students to join in their efforts), seminars, workshops, and webinars (online workshops/seminars) can be found in the Career Services Office. Monthly calendars are available upon request keeping in mind that updates are continually being made for incoming recruiters.

- **STUDENT PORTAL: MY CAREER**

There are many services, including any and all active job postings, available online on the Student Portal at <http://my.hiu.edu/>. Students can also upload resume and cover letter documents, create a Search Agent that will notify them of jobs that meet criteria they have specified, create an Employment Profile that employers may search through as they look for job candidates, and finally students may apply directly to employers who have created Employer Accounts. Once students have logged into their Student Portal they may access services by visiting the My Career tab. Further instructions are available upon request by contacting the Career Services Office.

## COUNSELING SERVICES

*Hope Counseling Center*

*Director: Dr. Laura Steele*

*Orange Education Center, 2100 W Orangewood Ave., Suite 180, Orange, CA, ext. 1266*

Counseling services are available on campus through the *Hope Counseling Center*. All counseling is provided by Marriage and Family Therapy Interns or master's degree students under supervision. *Hope Counseling Center* provides for a wide variety of psychological concerns including depression, self-esteem, emotional problems, conflict, stress, anxiety, adjustment to college life, relational issues, and grief. While the Hope International University faculty and staff are available to assist students with personal and emotional issues, sometimes professional assistance is warranted and beneficial.

# FINANCIAL AID

*Director: Ms. Shannon O'Shields*

*Nutwood East Wing, Suite 100, ext. 2638, Email: soshields@hiu.edu*

Education is an investment. Hope International University does everything it can to keep the cost of education within the reach of students and their families. We realize how difficult it may be for students to attend Hope International University without financial assistance. It is our commitment to help you fill the gap between what you are capable of paying and what your actual educational costs will be.

Hope International University participates in and offers many excellent programs of financial aid to help students from Federal, State and Institutional sources. For descriptions and eligibility criteria for any of the available scholarships, grants or discounts, contact the Financial Aid Office or visit our web site at [www.hiu.edu](http://www.hiu.edu).

Priority filing deadline for the academic year is **March 2<sup>nd</sup>**. Students applying for Financial Aid need to:

1. Complete FAFSA application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and a Financial Aid Questionnaire (FAQ). See website ([www.hiu.edu](http://www.hiu.edu)) Financial Aid section for forms.
2. Complete G.P.A. verification for Cal Grant (CA residents only).

# STUDENT ACCOUNTS

*Counselors: Ms. Patricia Harris, ext. 7306; Mrs. Kim Evans, ext. 2632*

*Suite 100 Nutwood Complex, ext. 2202, Email: paharris@hiu.edu; kdevans@hiu.edu*

All student financial arrangements must be completed prior to the beginning of the academic period, and/or before moving into the residence halls. Payments to the school are remitted to the office of Student Accounts. Each student is assigned a Student Accounts Counselor, for assistance in financial matters related to educational costs.

Students are expected to maintain financial responsibility within the University and community. Transcripts will not be released until all fines and bills are paid, nor will students be allowed to register for subsequent terms. Graduating Seniors must have their bill paid in full prior to May 1<sup>st</sup> of their graduating year in order to be cleared to participate in the graduation ceremony or to receive their diploma. A student's meal plan may be voided when a deferred payment is more than two (2) weeks past due. A student having financial difficulty is encouraged to visit the Student Accounts Department.

# ADMISSIONS

*Director: Mr. Butch Ellis*

*Student Center, 2<sup>nd</sup> floor, ext. 2215, Email: bellis@hiu.edu*

*Associate Director: Mr. Gary Burnett, ext.2290*

*Counselors: Miss Sarah Jones, ext. 2226; Miss Rachel Barnes, ext. 2225; Mrs. Lindsay Goff, ext. 2245  
Enrollment Systems Manager: Ms. Midge Madden ext. 2240*

*Office Manager: Mrs. Kathy McBride ext. 2213*

*International Admission Counselor: Miss Rachel Barnes ext. 2225*

The Office of Admissions provides prospective students with information and services leading to enrollment in the University. Admissions counselors are available by appointment to give campus tours and to answer questions about the University.

# REGISTRAR

*Registrar: Mr. Ron Archer*

*Nutwood Center Core, 3<sup>rd</sup> floor, ext. 1606, Email: rarcher@hiu.edu*

The Office of the Registrar facilitates the registration of classes, academic advising assignments, and the processing of all academic records. All petitions for changes or exceptions to an academic schedule, record, or transcript are distributed and collected by this office. Refer to the school catalog for more details.

- **DIRECTORY INFORMATION:**

Hope International University considers the following to be an example of "directory information" and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about themselves: Name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (anticipated or actual).

## MAIL ROOM SERVICES

*Lawson-Fulton Student Center, Suite 106, ext. 1200, Email: mailroom@hiu.edu*

*Hours: Monday - Thursday 9:00 am-5:00 pm, (except holidays), Friday 9:00 am - 4:00 pm*

The Mailroom processes incoming and outgoing USPS mail for students, faculty, and staff; in addition to intercampus mail, and incoming packages from express and ground couriers including FedEx and UPS.

In order to receive your mail, please ensure that your name and box number are on your mail and packages to one of the following addresses:

**Omega Residents:**

651 Titan Drive Box # \_\_\_\_  
Fullerton, CA 92831

**Alpha Residents:**

601 Titan Drive Box # \_\_\_\_  
Fullerton, CA 92831

Please note that this is a street address, not a PO box, so you can receive mail of all types. Should you receive an item that is too large to fit in your mailbox, you will receive a package slip notifying you that you have a package or large envelope.

ALL students are required to have a mailbox, including commuting students.

Students are responsible for checking their mailboxes regularly and collecting their packages in a timely manner. There is a \$20 mailbox deposit for the use of your mailbox during your time at Hope International University. To be eligible for a refund of your deposit, please provide the Mailroom with your forwarding address to close your box upon graduating or leaving Hope International University. Failure to empty your mailbox and/or provide a forwarding address to close your mailbox are grounds for forfeiture of your mailbox deposit.

If you plan to take a leave of absence, please contact the mailroom to have your mail forwarded temporarily.

Only First-Class mail can be forwarded; non-profit mail, credit card offers, and catalogs are considered junk mail and cannot be forwarded. Your First-Class mail will be forwarded for a period of one-year. Forwarded mail may be delayed by up to four weeks, so students are advised to have all banking, bills, and/or other important connections be contacted directly with your change of address.

**International Students:** Please be advised that government documents and mail for immigration purposes cannot be forwarded, you must provide them with your change of address information (*see ISP Office for more information*).

# FOOD SERVICE

## ***Bon Appetit Management Company***

*General Manager: Sharon Levine*

*Lawson-Fulton Student Center, Suite 111B, ext. 7461*

The Dining Commons is operated by Bon Appétit Management Company, serving the food needs of the campus, including the residential board plan program, the Retail Café and catered events. Bon Appétit's General Manager and culinary Chef provide expertise in food preparation and presentation that makes dining in the Commons a celebration of food. Please visit our website ([www.cafebonappetit.com/hope/](http://www.cafebonappetit.com/hope/)) where you will have access to your daily menu as well as array of information regarding the environment, community and well being when it comes to food service.

The Commons meal plan is set up as an "all you care to eat" program. Meal plans or flex dollars are pre-purchased. Flex dollars can be used at the Commons or at the Retail Café. No one will be admitted into the Commons without a meal card, flex dollars or paying cash. Non-students, visitors, and guests may purchase a meal at the door price.

The Retail Café is available to purchase sodas, smoothies, chai tea, mochas, Sobe's, bagels, chips, cookies, salads, and sandwiches. You can use your flex dollars or cash. It is open Monday – Friday 7:30 am - 5:00 pm, Monday – Thursday evenings 7 - 9 pm, and during some events at the University.

Flex Dollars are included in the meal plan price. Additional flex dollars can be purchased at any time through the business office.

- **MEAL PLAN SERVICE**

The Commons is open to serve meals seven (7) days a week – weekdays for breakfast, lunch and dinner, and weekends for brunch and dinner other than student holidays. All Freshmen under age 21 years old are required to be on at least a 15 meal plan. Sophomores under 21 years old and all other residents are required to be on at least a 10 meal plan. The number of meals available are set based on participation level, and do not accrue when unused. Only the individual named on the card may use the card to eat. Upon entering the Commons, you must show student ID card.

The entrance to the Commons is from the main hall in the Lawson-Fulton Student Center. The patio doors are for exit only. Students are expected to take all their dishes to the dish tray and wipe up all spills at their tables. For safety and health code regulations, shoes and shirts are required in the Commons.

To-Go Policy for the Commons: Introducing the ECO-CLAMSHELL or better known as the ECO TO-GO Container, an environmentally sustainable container. To obtain the Eco To-Go Container, please see any cashier at the Commons and take extra food out. Also, personnel to-go beverage containers are to be only used for water. The to-go option is only offered Monday-Friday. All other dishware is to stay in the Commons, please do not remove any dishware from the Café.

Sack Lunches are available for school, work or sports conflicts. Requests must be turned in by 1:00 pm the day prior to needing the meal. Requests can be picked up and turned in at the Checker Station. The meal will be deducted from your plan.

Sick trays are available to students who are too ill to come to eat. An RA or RLC will need to fill out a request and the person picking up the meal must have the student's ID number.

### ***Service Dates:***

FALL SEMESTER Brunch 8/22/10 - Lunch 12/17/10

SPRING SEMESTER Breakfast 1/16/11 - Lunch 5/13/11

### ***Holiday Closures:***

THANKSGIVING BREAK: 11/19/10 after lunch - 11/28/10 Dinner

WINTER BREAK: 12/17/10 after lunch - 01/15/11

SPRING BREAK: 03/25/11 after lunch - 04/03/11 Dinner

EASTER BREAK: 04/21/11 after lunch - 04/25/11 Dinner

## **OPERATIONS**

*Director: Mr. Steve Mullins*

*Residence Hall Complex, ext. 6245, Email: [smullins@hiu.edu](mailto:smullins@hiu.edu)*

### **Facilities & Grounds:**

All work orders for custodial services and maintenance & repairs on campus are addressed by the Operations Staff. Residential students should forward work requests for residential rooms to the Operations office online at [ops.hiu.edu](http://ops.hiu.edu). All facility and grounds concerns and risk management issues should be reported to the Service Response Desk at ext. 6245 immediately or Campus Safety at 714-681-7333.

## **CAMPUS SAFETY**

The Campus Safety Staff patrols the campus 24 hours a day. They are responsible for checking and securing facilities, confronting, reporting and citing violations of Hope International University rules, policies, and guidelines, as well as employing all resources available to address breaches in campus security. Campus Safety/Security may be contacted at 714-681-7333 or ext. 7333 from any campus phone.

Personal security is the responsibility of everyone. Students, faculty, and staff should use common sense safety and security behaviors. Avoid walking alone on campus after hours. Please call Campus Safety 714-681-7333 for after hour security escort service.

- **PARKING:**

A current Hope International University parking sticker is required on all vehicles in order to park in University lots. An annual permit may be purchased at the Business Office. The current fee is \$200.00 (\$100.00 for Spring Semester only students). Fall Semester students may receive a partial refund when the parking sticker is returned by January 14<sup>th</sup>. In the case of a stolen or lost parking permit, the replacement fee will be prorated.

Students parking is available in the Student Lot off Commonwealth, the Titan Lot or the Omega Lot. All motor vehicles without authorization, or parked illegally will be ticketed and may be towed at the owner's expense (accumulation of three (3) violations is an automatic tow). Visitor's vehicles may be parked in the visitor parking lot and require temporary permits obtained from Campus Safety.

No student parking is permitted in the *Designated Hope International University Vehicle spaces*, or *Auditorium Lot*. All other California vehicle codes and posted notices are applicable. Violation of university parking policies may result in disciplinary action, revocation of parking permit, or towing at owner's expense.

- **VEHICLE REQUESTS:**

Institutional vehicle use is for the expressed purpose of supporting the academic mission of the University, including academic and departmental use. Drivers must be approved and signed on to the institution's insurance policy, and must successfully complete required training instruction. All student requests for vehicle use must be authorized and submitted by a sponsoring department. Chartered clubs and

organizations, including ASB, should seek assistance from the Office of Student Affairs in addressing their transportation needs for events and service projects. Final approval and availability of vehicles will be confirmed by the Events Coordinator. Vehicle keys are obtained from, and returned to, Campus Safety. Campus Safety will inspect all vehicles before and after each use to confirm the fuel tank is full and the unit is clean.

## LIBRARY SERVICES

*Director: Mrs. Robin Hartman*

*Nutwood Center Core, ext. 1234, Email: [darlinglibrary@hiu.edu](mailto:darlinglibrary@hiu.edu)*

The Hugh and Hazel Darling Library provides an inviting space for students to study and do research. In the Darling Library you will find a variety of resources and services that will assist you in your study: books, periodicals, CDs DVDs, and more. You can make photocopies, send or receive a FAX, scan documents, upload your digital photos and connect to the free Wi-Fi with your laptop. Two well-trained Student Library Assistants are available to assist you at all times the Library is open. You must first register as a library patron to borrow any materials. Get a Library Handbook for details.

Additionally, thirty PCs are available for student use in the Information Commons where you can print black & white and color documents and much more. Here you can find a Librarian if you have a reference question or need technical help with research.

Online you will find a world of electronic resources - research databases, eBooks, eJournals, research guides, contact information, and more - at <http://library.hiu.edu>.

The Pollack Library at California State University Fullerton is also open to HIU students. Borrowing privileges are extended for the current term with your *Hope* I.D. card and a letter of authorization from the Darling Library.

- **I.D. CARDS:**

An I.D. card is issued by the Darling Library to every student attending Hope International University or residing in the residence halls. Besides serving as your library card, I.D. cards are used for access to parking, the Dining Commons, and to register chapel attendance.

I.D. cards are issued during orientation at no cost. If you lose your card, you may get a replacement in the Library for a \$15.00 fee.

## BOOKSTORE

*Manager: Mr. Robert Mercado*

*Lawson Fulton Student Center, Suite 111, ext. 1233*

The Bookstore stocks textbooks and school materials, gift and stationery items, assorted T-shirt and school memorabilia, as well as books for Bible study, devotional and topical interests. Computer software also provided at a student discount, online at [efollett.com](http://efollett.com). Textbooks, clothing, and gifts are also available at [www.hope.bkstr.com](http://www.hope.bkstr.com).

# INFORMATION SYSTEMS/ PHONE SERVICES

*Director: Mr. Mike Carter*

*Residence Hall Complex, Suite 20A, ext. 2607, Email: ishelpdesk@hiu.edu*

Information Systems (IS) builds and maintains information technology (IT) solutions for Hope International University. This department procures and implements all hardware and software to support the IT needs of our students, faculty and staff.

See the section entitled *Additional Policies* for details regarding student e-mail system terms of use, Residence Hall wireless policy, and network acceptable use policy.

# STUDENT LIFE

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The Student Life Staff is committed to fulfilling the mission of Hope International University by providing resources and co-curriculum producing a diverse, synergetic community for personal and interpersonal growth and spiritual maturity in Christ. This includes, but is not limited to:

**Biblical Perspective:** Our goal is to understand, interpret and respond to every aspect of the Hope community from a Biblical point of view.

**Responsible Freedom:** Hope International University recognizes that while the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in situations that may be harmful or offensive to others. Hope International University is committed to upholding standards that will support this philosophy and help our students learn to live by its guidance.

Student status at Hope International University carries with it a distinct set of privileges and responsibilities. Students at Hope International University live in a community with their peers and are entrusted with the responsibility to care for one another in a Biblically cooperative and communicative fashion. This environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships, diversity of thought and culture, stimulating academic growth. Student Life strives to address the needs of the Hope International University community through social activities and spiritual programs that reach out to residents and commuter students alike. The staff of Student Life are responsible for coordinating and implementing activities that encourage students to: define their values and beliefs, explore their interests, express their gifts and personal leadership abilities, formulate questions and pursue answers, and learn to fellowship with others within the context of Christian community.

## RESIDENCE LIFE

Hope International University is committed to providing a residential experience that complements and supports the Mission of the University through creating a *living-learning environment* for the lives of all residents. In this endeavor we provide a professional and trained staff to meet your needs and help you foster a dynamic and healthy education. The mission of this staff is to:

- Support learning that takes place in and out of the classroom.
- Encourage students to know and love God, their neighbors, and themselves.

**Living-learning Environment:** Our desire for creating a fruitful *living-learning environment* stems from a commitment to show Christ's love to all students. This love not only means understanding and support for one another, but also requires a willingness to confront others whose behavior is harmful to themselves and to the community. Love, in both regards, provides the environment of positive influence conducive to learning and to the energizing presence of the Spirit of the Lord.

While the University reaches out with love and understanding, it would not be faithful to its responsibility to the student, other members of the community, nor to those who support it and look to it for graduates, if it did not appropriately respond to those whose behavior is unacceptable. The University believes that redemptive discipline should be:

- A meaningful, learning experience that encourages responsible behavior
- Based on the Scriptural concepts of love, and justice.
- Consistent with the best interests of both the individual and the University community.
- **RESIDENCY REQUIREMENT**

**Housing Policy:** Living within the campus community is an important aspect of a student's personal development and education. Research continues to demonstrate

that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience

*(Source: How College Affects Students: A Third Decade of Research by Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass Publishers, 2005)*

For these reasons, all full-time students (12 units)\* 21 years of age or younger are required to live on campus unless they are married, a veteran, or residing with parents.

Students must reach the age of 21 *prior* to the beginning of the semester to reside off campus.

Students may reside with their parents, provided their permanent address is in the Fullerton area.

These are the only exceptions that will be considered and other requests that do not meet the above criteria *will not be approved*.

For further questions about this policy, contact the Housing office.

All Students living in the Residence Halls are required to be on the meal plan at a minimum of 10 meals per week. All Freshmen under age 21 years old are required to purchase the 4/room and, at minimum, a 15 meals per week package.

**Petition to Live Off-Campus:** All students desiring to live off-campus must fill out a petition form which can be obtained from the Student Life/Housing Office. To live off-campus, students **must** meet the following criteria:

- Student will be living with their parents or guardian.
- Student will be at least 21 years of age.
- Student is married.

Petitions to live off-campus must be approved by the Director of Housing.

*\*Effective August 2011, all full-time students (12 units) 22 years of age or younger are required to live on campus unless they are married, a veteran, or residing with parents.*

#### • RESIDENCE LIFE STAFF

The Residence Life Staff is available to assist students at all times during the academic year. The Residence Life Staff plans weekly social, recreational, spiritual and educational programs to benefit the residential community. The Residence Life Coordinators and student Resident Assistants are a point of contact for students living in the Residence Halls for friendship, advisement, assistance and for creating community in the residential environment.

**Director of Student Life:** *Mrs. Priscilla Schubert*

The Director of Student Life provides leadership and oversight to University residential programs and services. She provides direct supervision to the Residence Life Coordinators and reports to the Vice President of Student Affairs.

**Director of Housing:** *Mr. Jon Matheny*

The Director of Housing provides oversight to placement of residential students, the reporting of facilities issues and all housing related situations, and reports to the Vice President of Student Affairs.

**Residence Life Coordinators (RLCs):** The RLCs (2) are the full-time, live-in staff responsible for overseeing the Residence Life program. They give direct supervision to the Resident Assistants (RAs), and report directly to the Director of Student Life.

**Alpha Hall for Men**  
Mr. Jon Matheny, RLC ext. 6281

**Omega Hall for Women**  
Mrs. Priscilla Schubert, RLC ext. 1644

**Resident Assistants (RAs):** The RAs (10) are typically upperclassmen that have been selected in the preceding year to serve in this leadership role. They work directly with resident students assigned to their living area, and give support to the RLC in the management and implementation of the residence life program. The RA's perform evening and weekend duty responsibilities on a rotation basis. The "on-duty" RA can be located at the RA Duty Desk each evening, stationed in the lobby of each residence hall.

#### **2010-2011 R.A.s**

**Female:**  
Alyssa Owings  
Heidi Johnson  
Elizabeth Weideman  
Kelsey Shaw

**Male:**  
Ryan McKinney  
Nathan McWherter  
Ausdin Lemmons  
Jesse Shepherd

*\*Exceptions to the minimum age policy may be made under special circumstances. Petitions must be made in writing to the Director of Housing and a verbal interview is required with the parents/legal guardians of the prospective resident.*

## **COMMUNITY STANDARDS AND POLICIES**

- **HIGH STANDARDS OF STUDENT CONDUCT**

Hope International University has chosen to set itself apart for the purpose of training and equipping Christian servant leaders. It is crucial, therefore, that students' attitudes and behaviors reflect the character of Jesus Christ at all times. Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. In particular, Hope International University expects students to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and inappropriate sexual behavior, including any conduct of sexual harassment. All students represent Christ and Hope International University wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the express purpose of moving students toward Christian maturity and service and creating an environment that is conducive to academic learning, personal growth and development.

- **INTEGRITY AND ACCOUNTABILITY**

Students are expected to maintain lives of integrity regarding Biblical principles and standards of conduct adopted by the campus community. The University firmly believes that true discipleship requires that maturing Christians submit themselves to accountability within the Body of Christ, and that they take personal responsibility for their actions.

If the Mission of the University is to be realized, both the institution and its members have an obligation to confront known sin and breaches of integrity in the ranks of its membership. It is expected that confrontation of this nature be expressed in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process always attempts to confront misconduct in an educative posture, that the

student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible.

- **AFFIRMATION OF CULTURAL DIVERSITY**

The University recognizes the influence that culture and ethnicity has in shaping the unique contributions of community members. The University is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique cultural distinctiveness, while sharing mutual respect for the cultural experiences of others.

- **SANCTITY OF LIFE STATEMENT**

The University embraces a Biblical position which honors the sanctity of human life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand.

Hope International University's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from hearts of repentance. Abortion is not advised or entertained as an alternative solution. The University is committed to assisting both the father and mother with other alternatives.

Continuity of on-campus residency and/or enrollment as a student of the University will be considered in the light of what is best for all those involved. As always, persons in such a crisis will find Hope International University supportive and redemptive during this crucial period.

# STUDENT CONDUCT CODE

## *For All Hope International University Students & Residents*

The following do not constitute an all-inclusive list of conduct expectations. The conduct of university community members is always subject to evaluation based on Biblical principles and university core values.

### 1.0 ADMINISTRATIVE POLICY

All Student Conduct Codes under 1.0 are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving break, Winter break, Spring break, and Easter break), *even if not residing on campus during these breaks.*

*The following are prohibited:*

- 1.1 **Non-Compliance:** Failure to comply with the request of a campus official or representative.
- 1.2 **Abuse of Judicial Process:** Behaviors, active or passive, intended to impede the judicial process, including failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.
- 1.3 **Misrepresentation:** Misrepresentation of oneself, or an organization, to be an agent of the University.
- 1.4 **Forgery:** Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.
- 1.5 **Knowing Presence Contribution:** Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation.

- 1.6 **Lying:** The misrepresentation of information to a university official, members of the community, or the community as a whole, for the benefit of yourself or an associate(s).

## 2.0 PROPERTY, FACILITIES AND GROUNDS

*The following are prohibited:*

- 2.1 **Theft:** Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, the University or a member of the campus community. This includes any theft associated with pranking.
- 2.2 **Unauthorized Use:** Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the campus community.
- 2.3 **Vandalism and Damage:** Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc.

*The following are prohibited:*

- 2.4 **Skating:** Skateboarding, roller-skating, rollerblading, etc. in any building or on any pedestrian walkway surrounding the Nutwood Complex. Caution and consideration must always be given to the safety of others and the maintenance of university properties.
- 2.5 **Unauthorized Motorized Vehicles:** No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, go-peds, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.
- 2.6 **Improper Bicycle Storage:** Parking in walkways, or the unauthorized locking of bicycles to railings, stairways, or campus property other than available bicycle racks.
- 2.7 **Postings and Solicitation:** Posting flyers, posters, advertisements, etc. without departmental sponsorship or Student Affairs approval. Non-departmental postings should be approved and stamped by Student Affairs. Solicitation of goods or services on campus property must have written permission from the Student Affairs Office.

## 3.0 SAFETY AND SECURITY

*The following are prohibited:*

- 3.1 **Failure to Evacuate:** Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.
- 3.2 **Breaching Security Systems:** Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- 3.3 **Misuse or Tampering with Emergency Equipment:** Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.
- 3.4 **Flammable Agents:** Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine dependent upon combustible fuel for operation, etc.
- 3.5 **Burning Objects:** Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or adjacent to buildings.

- 3.6 Possessing Weapons:** Knowing possession or use of an explosive, dangerous chemical, or deadly weapons on campus property or at a University campus function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Recreational weapons including airguns (pellet, BB, paintball), potentially dangerous sporting equipment, martial arts weapons, firecrackers, fireworks, etc.
- 3.7 Throwing Objects from Structures:** Unauthorized throwing, propelling, dropping or otherwise causing objects or substances (including but not limited to: water balloons, furniture, trash, food and plants) to fall from balconies, windows, or rooftops.

#### **4.0 SOCIAL, MORAL OR BIBLICAL**

All Student Conduct Codes under 4.0 are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving break, Winter break, Spring break, and Easter break), *even if not residing on campus during these breaks.*

*The following are prohibited:*

- 4.1 Unlawful Acts:** Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Hope International University must report this information to the Director of Student Life.
- 4.2 Cheating:** Cheating and plagiarism, during which the work of another is passed as one’s own or unapproved methods are employed to complete an assignment.
- 4.3 Tobacco Products:** Use of tobacco products on campus or where Hope International University is represented as a community of persons, including cigarettes, cigars, chew, snuff, hookah, etc., or other substitutes such as clove cigarettes.
- 4.4a Alcoholic Beverages:** On-Campus: Possession or consumption of alcoholic beverages or non-alcoholic beer at anytime. Off-Campus: Possession or consumption by persons under the age of 21 years. Providing or purchasing alcohol for the consumption of persons under the age of 21 years. Possession or consumption where Hope International University is represented as a community of persons.
- 4.4b Hosting an Event or Private Party** (or otherwise allowing such an occasion to occur) at a student’s residence, whether apartment, house or other facility, or at any other location, public or private, at which Hope International University students are in violation of possession or consumption of alcoholic beverages.
- 4.5 Intoxication/Drunkeness:** Any behaviors that indicate intoxication or drunkenness on or off campus, even when alcoholic consumption is not prohibited by standard 4.4.
- 4.6 Drugs:** Possession, distribution, or use on or off campus of dangerous or restricted drugs or narcotics, including marijuana or other hallucinogenic substances. Possession of drug paraphernalia is also prohibited.
- 4.7 Sexual Misconduct:** Sexual behavior on or off campus when it falls outside Biblical intentions and/or explicit guidelines, such as sexual intimacies outside of marriage, including any type of intercourse, sensual nakedness, intimate touching, or sleeping intimately with one another.
- 4.8 Inappropriate Dating or Living:** Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, inappropriately amorous same-sex relationships, or cohabitation with members of the opposite sex.
- 4.9 Inappropriate Displays of Affection:** Casually sleeping or lying with members of the opposite sex, lying or sleeping intimately with members of the same sex, or public affection that might be deemed inappropriate.

- 4.10 **Sexual Assault:** Acts of sexual aggression including rape, attempted rape, sexual battery and/or assault.
- 4.11 **Sexual Harassment:** Harassment as described in the section entitled Sexual Harassment pg. 48.
- 4.12 **Pornography:** Possession, display or distribution of pornographic materials or images. Use of pornography for personal entertainment, including internet and telephone services that provide pornographic images, sounds or sensual conversation.
- 4.13 **Inappropriate Entertainment:** Entertainment (e.g. music, videos, television, etc.) played in public and/or common areas of the campus that contain levels of violence, profanity, and sex that would be found offensive and/or in conflict with community standards.

*The following are prohibited:*

- 4.14 **Profanity and Obscenity:** Use of language, or the verbal depiction of activity, that is vulgar, coarse, crude or indecent.
- 4.15 **Fighting, Violence, or Self-Inflicted Harm:** Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not.
- 4.16 **Hazing:** Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc.
- 4.17 **Harassment:** Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Continued harassment might be considered "stalking," and may be subject to criminal charges by California law.
- 4.18 **Gambling:** No gambling is allowed on campus, i.e. card games for money etc.
- 4.19 **Inappropriate Dress:** Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes "inappropriate dress" on a case by case basis and address as needed.
- 4.20 **Unwillingness to Mediate Interpersonal Conflict:** Failure to comply with any request by an RA, RLC or other campus official to meet in order to resolve conflict.

## RESPONSIBILITIES & REGULATIONS FOR RESIDENCE HALLS

### *For All Residence Halls*

The following do not constitute an all-inclusive list of responsibilities and regulations. The implementation and enforcement of housing and residence life responsibilities and regulations are always subject to supplemental evaluation based on Biblical principles and university core values.

#### 5.0 CONTRACTUAL RESPONSIBILITIES

- 5.1 **Community Standards & Codes of Conduct:** All residents, whether Hope International University or dorm only, are responsible for adherence to the

community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the *Student Handbook*. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with University standards.

- 5.2 Contract Period:** The terms of the housing contract are for the entire academic school year (or remaining portion.) Housing is provided based on the following schedule:

**FALL**

Sun., Aug. 15, 2010, from 9:00 a.m. to Sat., Dec. 18, 2010, at 5:00 p.m.  
(New Student Move-In begins on Saturday, August 21, 2010, at 9:00 a.m.)

**SPRING**

Sat., Jan. 16, 2011, to Sat., May 14, 2011, at 5:00 p.m.

**Unauthorized Early Check-In and Move-In:** Continuing students who move into the Residence Halls prior to the beginning of the Fall contract period, Sunday at 9:00 a.m., without prior approval from the Housing Office will be charged a \$100.00 improper check-in fee.

**Fall Semester Check-Out and Move-Out:** Fall residents who are not continuing in the residence halls for the Spring Semester must file a **Release from Housing Contract** form 30 days prior to the end of the fall semester. Failure to do so will result in fines and fees. Fall residents who are not continuing for the Spring Semester must move out of the residence halls by the Fall Semester checkout date (Sat. Dec. 18, 2010, at 5:00 p.m.) as stated in housing contract. Failure to do so will result in the improper checkout fees (loss of \$100.00 housing deposit). Additional charges will be incurred for each day of occupancy past the check-out deadline, (even if a 30 day notice form is submitted), at current conference rate for the use of the room. Check housing contract for current price. This fee will be charged without reference to usage of the room during this time period, so long as possessions remain in the room and student has not checked out. Non-compliance to proper cleaning procedures or proper check out procedures upon move-out will result in a \$200.00 fine.

**Winter Break:** Fall Semester residents pre-enrolled for Spring Semester may continue their residency through Winter Break at no additional charge.

Please remember that this contract covers the entire academic year, Aug. 15, 2010, through May 14, 2011. If you fail to complete and submit a "Release from Housing Contract 30 Day Notice" and/or a "Fall Semester Housing Extension Request" by their respective deadlines, **you will be liable for the entire spring semester housing charges, in full, in addition to possible breach of contract fees (loss of housing deposit, daily housing charges, etc.).**

**Spring Semester Check-Out and Move-Out:** Spring Semester residents who do not have Summer Housing Contracts or Spring Semester extensions approved by the Housing Office must move out of the residence halls by the end of the Residence Hall Contract period. Failure to do so will result in improper check-out fees (\$100.00). Additional charges will be incurred for each day of occupancy past the check-out deadline up to the current conference rate for use of the room; check housing contract for current price. In the event that a student fails to move out after the beginning of the **Summer Conference period**, (June 1, 2011) the conference rate for use of the room they occupy (\$50.00 per day) may be charged to the student's account. This fee will be charged without reference to usage of the room during this time period, so long as possessions remain in the room and student has not checked out. Non-compliance to proper cleaning and checkout procedures upon move-out will result in a \$200.00 fine.

**Spring Semester Extensions:** ONLY those residents with **academic necessity** may petition for an extended contract period at the end of Spring Semester. Dorm-only students who complete a Spring Semester Extension Form to complete their studies

off-campus may be given an extension at **the current daily rate for each day of their stay past the semester check out dates as stated in the housing contract.**

- 5.3 **Academic Requirements:** Students living in the Residence Halls must be enrolled in a minimum of seven (7) academic units toward matriculation at Hope International University or another fully accredited, non-profit institution.
- 5.4 **Fees:** All housing fees are payable in advance. Student Accounts should be contacted when a deferred payment schedule is preferred.
- 5.5 **Petition for Cancellation:** The contract may be cancelled prior to June 1, 2010, (to avoid a forfeit of students \$100.00 housing deposit) with written notification to the Housing Office. All petitions for cancellation received after June 1, 2010, will be considered based on the following circumstance: 1) end of student status; 2) change in marital status; 3) occurrence of unforeseen hardship; \*4) change in Hope International University housing eligibility; or \*in the case of an occurrence of unforeseen hardship, the University may choose to release the student from this contract and any or all financial obligations therein, regardless of when the occurrence happens. These four circumstances are THE ONLY viable basis for consideration of cancellation after June 1, 2010.

\*A student is not released from the financial obligation to the housing contract simply because the room has been abandoned or the resident has been evicted due to judicial action.

- 5.6 **Refund Percentage Schedule:** The portion of contracted fees waived, once a petition for cancellation is approved, is based on the following schedule: During Week 1 of the initial semester = 90%; week 2-3 = 60%; week 4-5 = 30%; **and after week 5 no refunds in any part or portion, will be given.**
- 5.7 **Room Assignments/Changes:** Room assignments are made as closely as possible to stated preferences, and in the order that applications are received. Nonetheless, the staff understands that friendships will form with other students, and requests for room changes are inevitable. Request forms are available in the Housing Office. Failure to comply with **Residence Life Responsibilities and Regulations** concerning disruptive behaviors that directly or indirectly affect other poolside residents (including but not limited to: noise, water balloons, throwing objects from balconies) may result in a loss of poolside housing privileges.
- 5.8 **Keys:** Each resident is responsible for all keys issued at check-in. Do not leave keys hidden outside your room for convenience or loan them to someone else. Do not use or hide for use any foreign object (such as a knife) to gain access to your room. Do not obstruct the door latch in any way (with tape, paper, or anything else) to allow access possible without keys. You are expected to carry your room keys with you whenever exiting the room. If you ask to be keyed into your room there is a \$1.00 fine for each occurrence, paid for at the time of service. You are required to report lost or missing keys to the Housing Office within 72 hours. The replacement charge is \$20.00 for the first key for each incident, plus \$5.00 for every additional key. Lost keys not reported/replaced before check-out, or a resident's departure from housing, will result in a \$100.00 late replacement fine. If you fail to turn in your keys when checking out of your room, you will be subject to a fine of \$100. If you are not provided a room key upon check-in, it is your responsibility to acquire one from the Housing Office. If you fail to do so, and check-out without keys, you will be in violation and subject to a fine of \$100.
- 5.9 **Doors:** To maintain safety and security of both residents and their belongings, room doors must remain closed/locked and balcony doors closed and locked whenever rooms are left unoccupied.
- 5.10 **Liability:** The University assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc., during the entire term of the room contract, including all University vacation periods during the year. The University recommends that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged

to consider carrying some form of personal insurance if the family's policy does not cover personal property in the Residence Hall or apartment.

- 5.11 Room Alterations:** Residents may not make substantive or significant changes to their room, including rewiring, tinting windows, painting or wallpapering, or building shelves or lofts (unless already present or completely freestanding).\*

\*Must be visually approved by RLC.

- 5.12 Room Decorations:** Wall hangings, pictures, posters, etc. must be affixed so that University property is not damaged or defaced. Residents are not to perform any painting or wallpapering without prior written permission from the RLC.

Any visible images or communications should be in good taste and in keeping with community standards. Prohibited room decorations include, but are not limited to, alcohol and drug paraphernalia or promotional materials and sexually suggestive visual images.

- 5.13 Housekeeping:** Residents are responsible for cleaning and maintaining their own rooms. Periodic room inspections are scheduled to ensure that the facilities are not being abused, and are free from health and safety concerns. The Housekeeping and Operations Staff maintains common areas in the Residence Halls. A vacuum cleaner can be checked out from the RA. A photo I.D. is required as a deposit. Vacuum cleaners are not available for checkout Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

- 5.14 Damages:** The resident agrees to be fully responsible and liable for any damage he/she, or their guests, may cause to the property of Hope International University. A **Room Condition Inventory (RCI)** form is completed at move-in, and then used to compare the condition of the room for damages upon moving out.

Students are expected to refrain from any activity that has the potential for damaging the facilities (i.e. water fights, throwing water balloons, food spills, food fights, paint over-spray or drips, etc.)

- 5.15 Check-Out Procedures:** It is the responsibility of each resident to schedule an appointment in advance with their RA to be officially checked out of their room. The staff member will collect room keys, and assess any damages to the room. Failure to check-out with a staff member will result in a \$100.00 "improper check-out" fee.

The \$100.00 housing deposit, or any portion thereof, will be applied to any unpaid balances, damage repairs, or cleaning costs. The deposit will carry over when a resident is returning.

## 6.0 FACILITY USE AND HOURS

- 6.1 Access:** Each resident is expected to use responsible discretion concerning the hours that they keep. There are no curfews. Residents are encouraged to notify their roommates when planning to be gone overnight, with information how they can be reached in the case of an emergency. The front doors to the Residence Halls are locked after hours, and students are issued a front door key to their assigned building only. Doors are customarily locked according to the following schedule: Weekdays (Sun-Thurs)—10:00 pm - 8:00 am; Weekends (Fri/Sat)—11:00 pm - 8:00 am.
- 6.2 Quiet/Consideration Hours:** The staff enforce certain expectations for noise in, and adjacent to, the residence halls. "Quiet Hours" are from 10:00 pm - 8:00 am, with the exception of extending them to 11:00 pm on the weekends, or when a publicized staff-sponsored activity is being provided. Both first floor lobbies and second floor landings are closed at quiet hours and may not be used for socializing, reading, studying, talking on the phone, working on computer, etc., either in groups or individually. Typically, noise should be confined to one's personal room. Stereo volume must be kept at a reasonable level also confined to one's own room. Inability to comply with this guideline may result in the loss of privilege. Residents

and their guests are expected to demonstrate consideration at all times. The opposite of quiet hours is NOT “noisy hours.”

**6.3 Musical Instruments:** Practice rooms and late evening classroom space can be reserved for the playing of musical instruments. Instruments should not be played in the Residence Halls when they can be heard outside a closed room, and are in violation of quiet and/or consideration hour guidelines, with the exception of publicized activities provided by staff for the enjoyment of resident students.

**6.4 Cooking/Appliances:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenette. Limited cooking is permitted in Point Rooms equipped with amenities for this purpose. Cooking at anytime, regardless of location, should coincide with adequate ventilation.

Prohibited appliances include: Heated Coil Space Heaters, microwave and toaster type ovens; hot plates; electric woks; “non auto-shut off” coffee pots; popcorn poppers; cooking grills (e.g., George Foreman model); etc. OSHA approved mini-refrigerators (less than 4 cubic feet) are permitted (maximum of 2 per room.) Leftover and unsealed food products should be taken out of the building as soon as possible, for health and cleanliness concerns.

**6.5 Pets:** Residents are not allowed to keep pets of any kind on campus (except fish in a clean and odor-free aquarium—not to exceed 10 gallons). NO BIRDS. NO REPTILES; NO RODENTS; NO TURTLES OF ANY KIND. This also includes feeding and temporarily keeping animals in or around living areas. Full-time Professional residential staff are exempt.

**6.6 Laundry Rooms:** Laundry Rooms: Card operated washers and dryers are located on the second floor in the 240 Hall of each dorm building. They may be used from 8:00 am to 10:00 pm ONLY. Use at other hours disturbs those who live close by. Each resident receives one complimentary laundry card which contains \$3. If a laundry card is lost it may be replaced in the Omega community kitchen for \$5, these cards also have \$3 prepaid. A resident has the right to remove another’s clothes only when the cycle is completed. Be sensitive to those waiting. Hope International University is not liable for any damage or loss to clothing items/laundry items left in the laundry room.

**6.7 Telephone Service:** The University provides phone service to all resident students as part of the campus phone system. Each room is pre-wired with one phone jack, activated at all times to provide communication to emergency services (911). Occupants sharing a room must provide their own phone instrument. Residents who desire phone regular service must contact information systems at ext. 2607 for activation. Monthly bills are issued by the University to the resident for toll and long distance charges. As a part of the campus phone system, residents benefit from discounted corporate long distance rates. Each occupant receives a PIN number for accessing billable off-campus calls, so phone charges are billed separately. Keep this number in confidence. This access number may be used at any campus extension within the system. Each resident who activates regular phone service is provided voice mail service at no additional charge.

**6.8 Swimming Pool:** The swimming pool area is open from 8:00 am to 10:00 pm. Out of consideration for community members, baptisms should be conducted during pool hours whenever possible. Alternate arrangements can be made when an immediate baptism is deemed necessary. In such cases, the presence of the “on duty” RA is required. Excessive noise or music from radios or stereos in the pool area is subject to “quiet/consideration hour” guidelines. Students and their guests are asked to use discretion in the swimsuit attire they wear. Activities that are prohibited include: throwing people into the pool (willingly or unwillingly), and jumping from adjacent balconies or rooftops. Due to the potential for severe injuries, these activities may be met with disciplinary action. Please note that no lifeguard is on duty at any time.

- 6.9 Balconies:** Please observe the following rules regarding the use of balconies: Keep balconies clean and clear of trash. Do not hang clothes or towels off balconies to dry. Do not hang ANYTHING on the outside of balcony windows for shading purposes (i.e. Blankets, bamboo rolls, etc.). The balconies are not to be used for storage (even if simply overnight), with exception to the orderly storage of bicycles, surf boards and long boards, and skate boards. The appearance of the Residence Halls is diminished when balconies appear cluttered. Do not climb on or over balconies. Do not throw ANYTHING from the balconies (i.e. Furniture, water balloons, any type of trash, hair trimmings, plants, or food.) "Quiet/Consideration" hour guidelines apply to balconies as well.
- 6.10 Furnishings:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. No wardrobes or desks may be moved within the room at any time without the approval of the Residence Life Coordinator. Also, no Hope International University common area furniture may be moved into a room without the approval of the RLC.
- A fine of \$40.00 may be levied against anyone who: 1) removes furnishings without approval; 2) disconnects, or dismantles closets, beds, or desks without permission or approval of the Resident Life Coordinator; or 3) moves common area furnishings into their rooms for private use; 4) stores any university property on balcony.
- 6.11 Room Sub-Sectioning:** In order to encourage community development and support the Biblical mandate of keeping ourselves above reproach, rooms may not be sub-divided with any sort of partition, including wardrobes, curtains and/or anything that would serve as a partition.
- 6.12 Visitation:** Members of the opposite sex are asked to observe the following visitation guidelines put into place for the purpose of influencing the atmosphere of the residence halls.
- Opposite sex guests are allowed in rooms only during posted "Room Visitation Hours."
  - To remain above reproach, students are expected to keep their door **completely** open while entertaining guests of the opposite sex, and partitions for privacy are not permitted.
  - Loitering in the hallway and alcoves is not permitted.
  - Visitation policies include family members regardless of age.
  - Opposite sex visitors are only allowed in the Residence Halls including lobbies during Open Dorm Hours.
- 6.13 Guests:** Same sex guests are allowed to stay overnight with the approval of all room occupants. Guests must be registered with the "on-duty" RA by 10:00 p.m. Special approval from the RLC is required for residents requesting to host a guest for more than two nights in a row (4 nights/month maximum.) Residents are responsible for the behavior of their guests. Guests should be hosted at all times, and keys are not to be loaned to a guest. Any resident hosting an individual restricted or prohibited from visiting the Residence Halls is subject to disciplinary action.
- 6.14 Childcare/Youth Groups:** The University asks that students refrain from providing childcare, "babysitting," or hosting youth group activities in the residence halls. This policy is meant for the safety of the minors, the protection of the "living-learning" environment, and the minimization of University liability.
- 6.15 Inappropriate Dress:** Hallways and common areas within the residence halls should be considered public spaces, and students should dress accordingly - nakedness, underwear, and immodest sleepwear are prohibited in residence hall public spaces.
- 6.16 Internet:** High speed internet access as part of the University network is available at each desk in the Residence Halls. Web filtering applications are in place to

block access to inappropriate sites. Hardware needed: 10/100 Auto sensing Ethernet network interface card and category 5 Ethernet network patch cable, straight-through. These can be obtained at any store that has computer accessories. Any questions regarding internet should be directed to the Information Systems Department at ext. 2607.

- 6.17 Public Internet Postings:** Any Hope International University Student Conduct Code violation depicted in the form of online discussions, photos, blogs, announcements, etc. on any public Internet service/website (such as, but not limited to, MySpace, Facebook, etc.) may result in disciplinary action, or be considered in disciplinary cases. Also, any attempt to smear or slander any Hope International University community in fracture or the University itself on any public internet service/website (such as, MySpace, Facebook, etc.) may result in disciplinary action, or be considered in disciplinary cases.

## PRIVACY OF ROOMS

The administration of Hope International University anticipates that students will comply with the regulations and standards as presented in this Handbook. However, for the safety and well-being of all students, it is necessary for the University to reserve the right to enter student rooms at any time for reasons of emergency, security, maintenance or to maintain order. The staff of the Residence Life Office will conduct routine room inspections for cleanliness and orderliness. Students will be advised if the room is in need of improvement.

University officials may enter a student's room and conduct a search for purposes other than those stated above when the following conditions exist:

1. There is probable cause to believe that a violation of law or institutional regulations has occurred or is taking place.
2. Imminent danger to life, safety, health, and property is reasonably feared. For these reasons, students are not permitted to install extra locks or dead-bolt security systems on their doors.

## GUIDELINES/CONSEQUENCES FOR BREACHES OF CONDUCT CODES

The following guidelines are designed to establish a system of continuity for administering consequences for the violation of community standards. The adjudicating officer(s) will typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the University.

**Level 1 Violations:** Minor violations likely to result in a **minimum** consequence of a verbal or written warning with additional sanctions or service requirement on the first occurrence include, but are not limited to, the following examples:

- Violation of "Quiet Hours or Consideration Hours"
- Violation of "Visitation"
- Minor acts of damage to property
- Tobacco use
- Violation of burning objects policy
- Failure to respond to a request for appointment
- Procedural violations
- Unwillingness to mediate interpersonal conflicts
- Profanity and obscenity

**Customary Action:**

*First offense* - Written warning

*Second offense* - Written and verbal warning; possible loss of privilege, assignment of community service, confiscation of contraband items, educational project, etc.

*Third offense* - Probation (appropriate consequences: i.e. loss of privilege and/or possible other sanctions)

**Level 2 Violations:** Serious violations likely to result in a minimum consequence of probation, with appropriate sanctions and conditions, and limited-term suspension or dismissal on the first occurrence, and probable dismissal or permanent expulsion on any subsequent occurrences include, but are not limited to the following examples:

- Sexual misconduct
- Cohabitation
- Pornography
- Violation of alcohol policies
- Intoxication or drunkenness
- Intentional misuse of safety equipment
- Intentionally furnishing false information
- Petty theft
- Repeated non-compliance- 3 or more of the same type of Level 1 violations
- Forgery or unauthorized alteration of official documents
- Knowing presence violation at this level

**Customary Action:**

*First offense* - Immediate probation (appropriate consequences: i.e. loss of privilege and/or possible other sanctions); and campus suspension or dismissal from the University for at least one semester or permanent expulsion.

*Second offense* - Additional probationary terms, and campus suspension or dismissal from the University for at least one semester or permanent expulsion.

*Third offense* - Dismissal from the University for at least one semester or permanent expulsion.

Parents of financially dependent students will be notified.

Students may lose some or all of their institutional scholarships.

The adjudicating campus official has greater ability to consider alternative action if the student has exposed the breach of community standards on their own, with the intention of reconciling themselves to the community and submitting to structures of support and accountability. Each incident is reviewed on a case by case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the student to confrontation, and 5) the degree to which the individual displays genuine repentance.

**Level 3 Violations:** Major violations likely to result in dismissal, or expulsion on the first occurrence include, but are not limited to the following examples:

- Selling or distributing any controlled substance or illegal drug
- Possession or use of a controlled substance or illegal drug
- Drugs on and off campus
- Intentionally causing physical harm to another person
- Rape, sexual assault, or other non-consensual sexual activity
- Arson
- Grand theft
- Intentionally giving a false warning regarding a campus emergency
- Possession of a weapon or firearm on campus or sponsored event
- Knowing presence violation at this level

**Customary Action:**

*First offense* - Dismissal from the University for at least one semester or permanent expulsion.

Parents of financially dependent students will be notified.

# DISCIPLINARY ACTION

The Vice President of Student Affairs serves as the Chief Student Conduct Officer of the University and may appoint such members of the staff or administration as necessary to assist in resolution of infractions of the Student Conduct Code or related community standards. When violations occur, disciplinary procedures provide for sanctions to be imposed by the Vice President of Student Affairs or his/her designee/s. Following the procedures outlined in the Student Handbook, the student being dealt with may appeal decisions made by the Vice President of Student Affairs or his/her designee/s to the Judicial Review Committee. At the discretion of the VP of Student Affairs, any incident deemed appropriate may immediately be referred to the Judicial Review Committee for resolution. Decisions made by the Judicial Review Committee may be appealed to the VP of Student Affairs, based on the criteria stated in the Student Handbook.

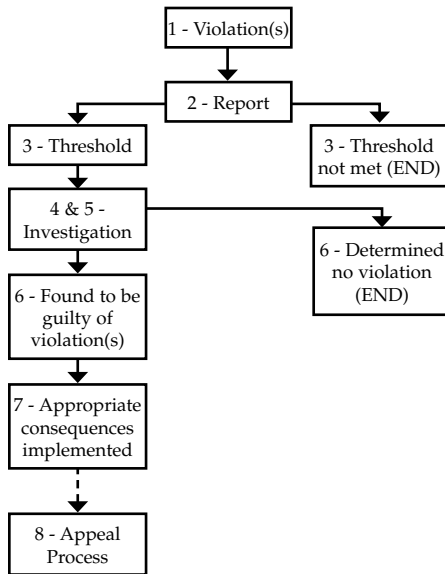
Each incident is reviewed on a case by case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior mis-conduct, 4) the responsiveness of the accused to confrontation, and 5) the degree to which the individual displays genuine repentance.

The etymology of the word "discipline" is from the Latin root *discere*—"to learn"—and is the same root from which the English word **disciple** is derived. Because the goal of this university is to teach, or "disciple" its students with both classroom curricula as well as practical life skills, we have an obligation to disciple our students in the expected lifestyle as disseminated in scripture. A biblical lifestyle must disregard culture and adhere to core biblical principles and precepts. When these principles and precepts are not adhered to, students must be taught what is and what is not acceptable behavior for a student at this Christian university. This teaching, or "discipline" is for the benefit of all students as they endeavor to become learned, cultured, responsible adults, living out a Christ-centered life in right relationship with their community.

In order to be very clear in what a student may expect when/if he/she has violated Student Conduct Code or any Responsibilities & Regulations for Residents, we have outlined the normal procedures for the investigation:

1. The violation(s) occur(s)
2. Information is **reported** to a university official
3. The information is assessed in order to make sure a certain **threshold** of evidence (credibility of the information) deems an investigation.
4. Any and all students believed to be directly or indirectly involved in the violation may be called in to give **testimony** regarding the original information given to the university.
5. Any **information** given to the university during the investigatory interviews is used to bring more clarity to the events surrounding the violation(s).
6. Once the university believes it has the best possible picture of the events of the violation(s), the Student Life senior staff will **deliberate** to determine the best course of action for the benefit (discipling) of the student(s) involved.
7. Any **consequences** (systems and structures of accountability, restrictions of student status, etc.) are finally discussed with the student(s) and implemented.
8. In cases of dismissal/expulsion from the University, a student may choose to appeal the original decision of the University in that Student Conduct case. Appeals are only granted if: there is **evidence** that the disciplinary procedures were not followed, **new evidence** has been discovered, or if there is **substantial evidence** that a member of the adjudication process was biased.

*\*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*



## DISCIPLINARY ACTION FOR DORM-ONLY STUDENTS

(Residents who attend a college other than HIU).

In most cases, the disciplinary action for first offenses will be no different from the actions taken for HIU students. However, due to the fact that dorm-only students are guests of the university and their ability to live in the HIU community is a privilege, revocation of that privilege may be discussed and implemented in connection with any student conduct code violation, specifically multiple occurrences of level one violations and first occurrences of level two and three violations. All dorm-only residents are required to sign a "Dorm-Only Statement of Understanding."

**A detailed explanation of the disciplinary action philosophy and process can be obtained from the Student Life office.**

## DISCIPLINARY ACTION TERMINOLOGY

**Restoration Plan:** In the desire to foster reconciliation to the community of all those who have or who are violating student conduct codes; the University offers the implementation of a Restoration Plan. This plan is implemented when a student/resident who is currently, or has been, in violation of the Student Conduct Codes, as stated in the Hope International University Student Handbook, understands their violation and is repentant, desiring reconciliation to the community and to God. The Restoration Plan can only be offered under the following circumstances:

1. The student/resident must willingly bring their violation situation to the Residence Life staff.
2. In relation to the violation(s), the student/resident must display an attitude of desired restoration with the University, community, and God throughout the process.
3. The student conduct officer(s) reserve the right to withhold or offer the Restoration Plan on a case-by-case basis.

The Restoration Plan will be formulated differently for each individual, depending on the situation. The plan may include, but is not limited to, systems of accountability and maturation such as: mentorship's with staff or faculty, counseling/therapy with the Hope Counseling Center, limitations of activity which may place the student/resident into temptation to violate Student Conduct Codes, etc.

**Monetary Fines:** Monetary fines are instituted to encourage students to adhere to policies and deadlines.

**Probation:** The purpose of probation and probationary terms is to provide systems of support and accountability to assist students in making necessary behavioral changes in order to be a successful, positive, member of the HIU community. A student may be placed on "probation" by a Residence Life Coordinator (RLC), Director of Student Life, or the VP of Student Affairs. Probation indicates that a student's conduct will be reviewed during a specified testing or trial period to ascertain if additional judicial action should be taken. Disciplinary:

1. Written notification as to the cause of probation.
2. Notification to the Director of Student Life, the Vice President of Student Affairs, the Vice President of Academic Affairs, the Academic Advisor, the Residence Life Coordinator, and other parties deemed necessary. The university reserves the right to notify the student's parents/legal guardians of probationary status, when not prohibited by FERPA.
3. Issuance of a behavioral contract that includes specific length of probation and steps required to correct the behavior in question.
4. Possible suspension or revocation of institutional extracurricular activities (e.g. sports, music groups, theater, leadership representation, etc.) will be decided via cooperation between the Student Life Office and the individual departments supervising those activities (i.e. Athletic Dept., Music Dept., Residence Life Office, etc.). If enacted, this suspension/revocation may include: not representing the University, in any capacity, in activities where the University is represented, such as, (but not limited to): games, practices, theatrical productions, recitals, rehearsals, student leadership responsibilities, etc.
5. Possible requirement of community service and/or educational experience.
6. Possible requirement of accountability to a mentor or counselor.
7. Possible requirement of periodic consultation to assess progress.

**Violations of Probation:** Violations of probation are taken very seriously by the University. When an individual violates his/her probation, it signifies to the campus officials that the student is unable to unwilling to comply with the terms put in place to assure that he/she make appropriate changes to his/her behavior. Consequences will depend on the initial violation that caused them to be placed on probation and how they violated their probation. Depending on the nature of the violation, the student may receive additional terms to their current probation, but will likely be dismissed from the University for at least a semester or permanently expelled.

**Sanctions:** Sanctions typically fall into three (3) categories: (1) community service, (2) loss of privilege, or (3) educational experience and often permit an individual to be reconciled to the community while avoiding more formal consequences. Community service usually involves

some type of work project or programmatic contribution. Loss of privilege may include the restriction or revocation of any privilege for which an individual has demonstrated an inability to exercise that privilege responsibly (e.g. visitation, playing amplified music, etc.)

**Campus Suspension:** A student may be suspended for the purpose of separating them from the community for a prescribed period of time when the level of the violation may result in their permanent dismissal from the University if repeated. The nature and the level of seriousness of the incident would dictate whether the student would be restricted to the Residence Hall room or restricted from the entire campus. Either restriction would prohibit them from accessing any campus facility with the exception of taking a meal “to go” from the Cafe if they are restricted to the Residence Hall.

**Expulsion, Dismissal, and/or Revocation of Housing Contract:** In cases where reconciliation to the community is not possible, the Vice President of Student Affairs or the Judicial Review Committee may choose to revoke a residential student’s housing contract, and/or terminate student status. Restricted access to the residence halls and/or the campus community may accompany expulsion and/or revocation of the student’s housing contract. If the action permits future re-enrollment, the student must file for re-admission through the Admissions Office. Dismissed students may not be employed by the University.

\*A student is not released from the financial obligation to the housing contract simply because the room has been abandoned or the resident has been evicted due to judicial action.

**Vice President of Student Affairs:** is responsible for adjudicating student conduct with the partnership of the Resident Life Staff and Judicial Review Committee.

**Judicial Review Committee (JRC):** The Judicial Review Committee is comprised of 3 members of the current pool of University faculty and/or staff. These individuals are selected and trained by the VP of Student Affairs, at the request of the VP of Student Affairs. They may be called upon to adjudicate a case or serve on the Appeals Committee.

## RIGHTS AND RESPONSIBILITIES IN THE JUDICIAL PROCESS

1. Students are expected to comply with staff requests during judicial process, including requests to meet, requests for confidentiality and requests to provide information pertinent to the judicial process.
2. Students are expected to be honest and forthcoming, and to not withhold any information regarding their behavior or the behavior of another student.
3. Students are expected to not attempt to influence the testimony of another student or impede the judicial process in any way.
4. Students and staff are expected to address one another respectfully during the judicial process.
5. Students may request the presence of another person to be present at an appeal hearing. This person may be there for moral support, but will be requested to refrain from speaking during the meeting. This person will also be expected to maintain confidentiality regarding the meeting(s) they attend.
6. Parents may be contacted in the course of the judicial process in accordance with the Family Educational Rights and Privacy Act of 1974 (see page 43). Prior notice will be given to students when parents are to be contacted.

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# RIGHT OF APPEAL

The student has the right to appeal any disciplinary action based on the following grounds:

1. There is evidence that the disciplinary procedures were not followed.
2. **New** evidence has been discovered.
3. There is **substantial evidence** that a member or members of the adjudication process were biased against the student.

The appeal must be made in writing to the VP of Student Affairs, within 48 hours of notification of the original decision. This written appeal shall consist of a statement of the detailed facts, which make an appeal possible. The Appeals Committee will be comprised of three individuals from the Judicial Review Committee comprised of three (3) individuals from the pool of university faculty and staff. A student representative will also serve as a member of the Appeals Committee unless their omission is requested by the student making the appeal. The role of the Appeals Committee is not to re-hear the case and render a second judgment, but to determine if the judicial process has been fair and reasonable. The Appeals Committee will only hear one appeal on a single judiciary case.

The final level of appeal is the Vice President of Student Affairs. The role of the Vice President of Student Affairs is not to rehear the case and render a second judgment, but to determine if the judicial process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the outcome. The Vice President of Student Affairs will either uphold the decision as sufficiently meeting the aforementioned criteria, or make appropriate amendments to the decisions of the JRC.

# RE-ADMISSION OF A DISMISSED STUDENT

The process of re-admission for a dismissed student who desires to matriculate following the determined period of absence from the university is as follows:

1. File a completed *Petition for Re-Admission* with the department that issued the dismissal.
  - a. Student Life Dismissal: Submit petition to Mr. Mark Comeaux, the VP of Student Affairs.
  - b. Academic Dismissal: Submit petition to the Dr. Steve Edgington, Dean of Pacific Christian College.
2. The department that receives the petition will make a ruling on the petitioned request to re-enroll.
3. If approved, the student will be expected to go through the full enrollment process as a Returning Student through the Admission Department.

# SPECIAL ADMINISTRATIVE EVALUATION

The University reserves the right to deny continued enrollment or re-admittance to any student whose personal history indicates that his or her presence at the University would endanger the health, safety or welfare of themselves or members of the Hope International

University community. A student may be subject to special requirements or sanctions, including suspension or dismissal for actions not otherwise covered in the “*Community Standards and Policies*” if it is determined from the student’s behavior that he or she:

- Lacks the capacity to understand the nature of the charges against him/her or to respond and participate in the disciplinary process;
- Poses a danger to self or others;
- Refuses to receive evaluative testing or counseling when asked to do so;
- Lacks the ability to care for him/herself;
- Through their behavior has become a disruption to the orderly function of the University community

In such instances the case will be referred to the VP of Student Affairs or the President, who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off campus. All costs associated with any evaluation will be the responsibility of the student.

## WITHDRAWAL PROCESS & EXIT INTERVIEWS

*Director of Career Services and Retention: Ms. Beth Lee*

*Lawson-Fulton Student Center, Suite 223, ext. 2309, bilee@hiu.edu*

- **EXIT INTERVIEW**

For students who will no longer be attending Hope International University, an Exit Interview must be completed with the Director of Retention. The Exit Interview provides important feedback to the University and helps the Director of Retention identify the student’s unique and specific needs as they are considering withdrawal. During the Exit Interview the student is also introduced to the Withdrawal Checklist which provides a step-by-step support and explanation of the withdrawal.

- **WITHDRAWAL CHECKLIST**

Please be aware that withdrawing from classes should be a last resort; speak to, and work with, our offices in order that we may serve you in the best way we can. We do not wish to lose you as a student, and we may be able to help. Please also understand that withdrawing from school once classes have begun will have financial implications.

If you must withdraw, a checklist is provided after you have completed your Exit Interview with the Director of Retention.

## ADDITIONAL POLICIES

- **ACADEMIC INTEGRITY**

Because Hope International University seeks to develop mature Christian leaders and scholars, the University acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form are wrong, non-productive, and contrary to the University’s educational objectives and the student’s best interest.

Plagiarism is “stealing” the unique ideas or the wording of another and presenting them as one’s own. The principle rule of academic integrity is that each member of the University community will do their own work, executed to the best of their ability, exclusively for the assignment for which it is presented.

Students who supply other students with research papers, academic assignments, or exam questions meant to be secure, whether for monetary gain or from other motives, have also violated academic integrity.

Consequences for breach of academic integrity: Violation/breaches of academic integrity may result in consequences within the following range from least to most severe:

1. Repeat or substitution of assignment,
2. Written reprimand,
3. Zero (0) credit for the violated assignment,
4. Zero (0) credit/F for the course involved,
5. Academic dismissal.

Faculty members have the right to use discretion in determining the severity of consequences. Please see appropriate course syllabus for specific guidelines. Students have the right to appeal faculty decisions on violations of academic integrity to the Academic Dean.

#### **ACADEMIC DISMISSAL POLICY**

A student may be dismissed from Hope International University for violation of the University academic integrity statement or under the academic probation policy statement. Academic dismissal may occur when the cumulative G.P.A. is not raised above 2.0 after two semesters for undergraduate students. When academic dismissal occurs, a student must wait at least one semester before petitioning to re-enter the University. That petition is submitted to the Academic Dean for consideration.

- **ACCESS TO RECORDS**

All requests for access to records shall be presented in writing to the manager of the office which maintains the records. That office shall specify the time and manner in which records may be inspected. The administrator shall provide any necessary explanation or interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate. The release of academic records will require a written/signed request in advance, and will be subject to copying fees. As a matter of professional courtesy and standard operational procedure, it is the University's policy not to release copies of academic records from other institutions, either to the student or to a third party. The student has the right to challenge records that he/she thinks are inaccurate or misleading. Such appeal must be submitted in writing to the appropriate Academic Dean.

Student records are kept in the following locations:

<u>Type</u>	<u>Location</u>	<u>Person Responsible</u>
<u>Academic</u>	<u>Registrar's Office</u>	<u>Ron Archer</u>
<u>Financial</u>	<u>Student Accounts</u>	<u>Patricia Harris</u>
<u>Health</u>	<u>Student Affairs</u>	<u>Verna Lindell</u>
<u>Housing</u>	<u>Housing Office</u>	<u>Jon Matheny</u>
<u>Student Conduct</u>	<u>Student Affairs</u>	<u>Priscilla Schubert</u>
<u>Immigration</u>	<u>International Student Programs Office</u>	<u>Weili Lin</u>

- **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Hope International University permits enrolled students visual access to previous educational records such as high school transcripts, college transcripts (if a transfer

student), SAT score reports, and transcript of work completed at Hope International University.\* This policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). To obtain transcript copies of work completed at Hope International University, all financial obligations to the University must be paid in full.

*\*An appointment with Registrar's Office staff may be required.*

Hope International University considers the following to be "Directory Information" and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about him/her self: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (anticipated or actual) from Hope International University.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers, and faculty members who have a legitimate professional right to the information. Hope International University reserves the right to contact a student's parent(s) or guardian(s) when a situation, (i.e. discipline, health, etc.) is deemed extreme, endangering the student or the Hope International University community. A student's academic record and placement file will be kept confidential by responsible campus personnel.

Exceptions:

1. In cases authorized by the student.
2. In cases of legal compulsion.
3. In a situation where the safety of person or property is involved.

- **NON-DISCRIMINATION POLICY**

Hope International University is an accredited degree-granting institution in compliance with the California Education Code, Section 94310(a). Hope International University is approved to educate foreign students, veterans, and/or eligible persons.

The University, according to its Constitution, and in compliance with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, color, sex, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, or marital status in any of its policies, practices, or procedures. Inquiries concerning these regulations may be referred to the Office of the Vice President of Student Affairs.

- **NON-RETALIATION POLICY**

Living in a Christian community requires that members provide both support and accountability to another. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The university will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

- **MISCELLANEOUS SERVICES**

**Lobby Pay Telephone:** A lobby pay phone is in place for the convenience of guests. The number is as follows:

ALPHA HALL: (714) 738-9625

**Maintenance & Repairs:** All requests for work should be submitted to the Operations office online at [ops.hiu.edu](http://ops.hiu.edu). In a maintenance related emergency, students can contact the Operations Office or Security at 714-681-7333 for assistance.

- **MISSING STUDENT POLICY AND PROCEDURE**

Hope International University takes student safety very seriously. To this end, the following policy and procedure is to assist in locating Hope International University student(s) living in campus dorms, who based on the facts and circumstances known to the university are determined to be missing.

*This policy complies with Section 488 of the Higher Education Act of 2008. (For students reported missing who live off campus, see Item 6 below.)*

Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Security, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the university once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified. In the event that parental notification is necessary, the Vice President for Student Affairs or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the “**Emergency Contact**” portion of our student portal. The information provided will be used in the event a student is reported missing while enrolled and living on campus at Hope International University. Hard copies of this emergency information will be in each Residence Life Coordinators’ Office and in the Office of the Vice President for Student Affairs.

**GENERAL PROCEDURE:**

1. The Hope International University official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - d. The missing student’s cell phone number (if known by the reporter).
2. The Hope International University official receiving the report will contact the Residence Life Coordinator (for a resident student) and Campus Security. Campus Security with the assistance of Residence Life (if a resident student) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
  - a. Go to the student’s residence hall room,
  - b. Talk to the student’s RA, roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
  - c. Secure a current student photo ID (from the Library) or other photo of the student from a friend.
  - d. Call and text the student’s cell phone and call any other numbers on record.
  - e. Send the student an email.
  - f. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, Lambda lounge and Bridge Spot lounge etc.
  - g. Contact the student’s current faculty.

- h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
    - i. Ascertain the student's car make, model and license plate number. A member of Campus Security will also check all university parking lots for the presence of the student's vehicle.
  - 4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.
  - 5. Once all information is collected and documented and the Chief of Campus Safety (or his designee) is consulted, University Administration or Campus Safety may contact the local Orange County Law Enforcement agencies to disseminate the information. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
  - 6. If the missing student resides off campus and the matter is first reported to the university, Campus Safety will assist contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.
- **RESIDENCE HALLS WIRELESS ACCESS POINT POLICY**

**Introduction:** For the purpose of this policy, the term "Wireless Access Point" refers to any device or system to which wireless client devices (e.g. laptop computers) may connect, and that is capable of transmitting and receiving network traffic between the client, itself, other devices, and/or a network.

Common examples of such systems are (but not limited to):

- Wireless Access Points
- Wireless Routers
- Ad Hoc (computer-to-computer) networks
- Bluetooth data networks (Personal Area Networks)
- Point to Point Wireless Bridges

Other wireless devices such as wireless mice & keyboards (including Bluetooth mice and keyboards), game controllers, cellular phones and non-network Bluetooth devices are not considered Wireless Access Points and are not prohibited by this policy.

**Policy:** Wireless access points which are not owned by the University and/or approved by Information Systems may not be used in the Residence Halls, regardless of whether or not they are attached to the University network.

**Purpose:** The purpose of this policy is to allow the University to maintain holistic management control of its network, and to help prevent interference with networks that the University owns and operates. Unauthorized Wireless Access Points can expand our network, allow direct access to our network by outsiders, and bypass our network security mechanisms. Also, any Wireless Access Point that is not controlled by the University may cause radio and other types of interference with our network.

**Resolution of Policy Violations:** Violations of this policy will result in termination of network and Internet access. Restoration of network and Internet access is contingent on the removal of the unauthorized Wireless Access Point and referral to Student Affairs.

- **RESOLUTION OF CONFLICTS**

If a student has a grievance regarding the decision of a particular faculty or staff member, they are obligated first to make an attempt to reconcile the matter through direct contact with that individual. If the issue is not resolved to the student's satisfaction, they may request a meeting with the staff person's supervisor for further consideration.

- **SEXUAL HARASSMENT POLICY**

The University is committed to providing an environment free of unlawful harassment. University policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. All such harassment is unlawful and will not be tolerated. The University's anti-harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment by any student or employee as well as vendors, customers, and any other persons. Harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons is unlawful.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, notify the Vice President for Student Affairs, any University representative, the Human Resources Director or the President of the University as soon as possible after the incident. Although the University asks that you submit a written complaint, any suspected incident of harassment will be investigated and addressed promptly, whether reported in writing or otherwise. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The University will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the University determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any behavior determined by the University to be unlawful harassment will be subject to appropriate disciplinary action. A University representative will advise all parties concerned of the results of the investigation, without violating the privacy interests of individuals. The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or students.

- **STUDENT E-MAIL SYSTEM TERMS OF USE**

**Introduction:** The following terms and conditions govern your use of the student e-mail system (the “Service”). You must read and agree to these terms and conditions before accessing your account. Note that these policies are subject to change.

**Our Commitment to You:** We know all too well the frustration of being inundated with unwanted and unsolicited e-mail. Our desire as a University is to avoid adding to the problem. Therefore, we have adopted a policy that University will not disseminate information or material to you via e-mail that is not related to your interests or the interests of the Hope International University community. To regulate the quantity and content of e-mails that are distributed en masse, we limit who can send e-mail to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type e-mails.

We also provide a commercial SPAM filter on your account. While no SPAM filter is 100% effective — and you should follow best practices to avoid ending up on SPAM lists — the filter will help reduce the amount of SPAM you receive from the Internet. Please see your account documentation for a complete description this SPAM filter.

**Official Use:** Current students: Your Hope International University e-mail account is considered an official means of communication between the University and you, and you are required to use this account for all e-mail communications between yourself and the University.

**Personal Use:** Your Hope International University e-mail account is provided for your private, personal use only. You agree to be responsible for maintaining the confidentiality of your login credentials. You agree not allow anyone else to access your account as you are responsible for all activity that occurs under your login credentials. You must immediately notify Hope International University’s Information Systems Department if you suspect any breach of your login credentials.

**Proper Use:** You agree that you are responsible for your own communications. You also acknowledge that, because you are using Hope International University’s e-mail system and Internet domain name (hiu.edu) to send e-mail, the University has an interest how communications sent through our systems reflect upon our institution and our values.

**Prohibited Actions:** You may not use your Hope International University e-mail account for any of the following purposes:

- Use your Hope International University e-mail account in conjunction with any commercial enterprise.
- Generate or facilitate bulk unsolicited e-mail (“spam”). Such activity includes, but is not limited to:
  - sending unsolicited e-mails to significant numbers of e-mail addresses belonging to individuals and/or entities with whom you have no preexisting relationship
  - sending e-mails to users who have requested to be removed from your mailing list(s)
- Send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content
- Intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature
- Impersonate another person (via the use of an e-mail address or otherwise) or otherwise misrepresent yourself or the source of any e-mail
- Illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission

- Sell, trade, or otherwise transfer your Hope International University e-mail account
- Use your Hope International University e-mail account in connection with illegal peer-to-peer file sharing
- Abuse system resources or interfere with another user's access to or enjoyment of the e-mail system or other Hope International University technological resources.

Violations may result in account termination, restriction, and/or disciplinary actions in accordance with University policy and governing law.

**Privacy:** The University respects your privacy. Under normal circumstances, no person will monitor or read the contents of your e-mail except as required for troubleshooting and other technical operations. You do, however, agree that the University may monitor, edit or disclose your personal information, including the content of your e-mails, if required to do so in order to comply with any valid legal process or governmental request (such as a search warrant, subpoena, statute, or court order).

**Service Availability; Reliability:** The University provides this free, lifetime e-mail service on an AS IS and AS AVAILABLE basis. While we strive to provide a robust, highly available service, we make no guarantees as to the availability of the system and the storage of your data. Specifically, Hope International University disclaims all responsibility and liability for the availability, timeliness, security or reliability of the e-mail service. The University also reserves the right to modify, suspend or discontinue the service with or without notice at any time and without any liability to you.

**Data Storage, Backup, and Recovery:** Your e-mail account has a fixed amount of storage. Currently, this amount is 250MB, although it may change in the future. It is your responsibility to delete old messages and file attachments to prevent your account from filling up.

The University maintains backups of the e-mail system for the purposes of recovering from system failures only. While we make best efforts to safeguard your data, the University does not guarantee the recovery of your e-mail in the event of a system failure. The University does not provide individual mailbox or e-mail restoration services in the event that you or someone using your credentials deletes data from your mailbox. You are responsible for archiving all important data in your mailbox to an external storage system, or printing out hardcopies to store in your personal files.

**Cancellation; Termination:** The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your Hope International University e-mail account.

**Residence Halls Network Acceptable Use Policy:** Hope International University provides a computer network connection in every dorm room. This network connection allows you to connect your computer to our network and communicate with other students in the dorms as well as access the Internet. Please read the following carefully.

1. As a student of Hope International University, your use of the network and Internet should reflect the values of the University. As in any other area of your relationship with Hope International University, your use of the network and Internet access provided by Hope International University is subject to University policy.
2. We respect your privacy. Except for cases of clear violation of the University Policy, we do not specifically monitor what you are doing on the network.

Be aware that we do maintain logs of all Internet usage and we may analyze actual network activity in order to maintain accountability for how our resources are being used, to troubleshoot and improve network performance, and to assist in resolving clear violations of University policy. Violations will be reported to Student Affairs.

3. File Sharing: Many people are unaware of the risk they take by engaging in file sharing. The fact is, most commercial music, movies, and software are copyrighted, meaning that they may not be copied without the express permission of the owner of the copyright.

*Be aware that unauthorized transfer, including downloading, of copyrighted material is illegal.* Copyright holders ARE ACTIVELY TARGETING AND SUING COLLEGE STUDENTS engaged in illegal file-sharing. Also, law enforcement is actively prosecuting people engaged in any illegal activity on Internet. Be aware that you are NOT ANONYMOUS on the Internet and these agencies can trace your activities back to you.

**HOPE INTERNATIONAL UNIVERSITY HAS A ZERO-TOLERANCE POLICY ON ILLEGAL FILE SHARING AND ALL OTHER ILLEGAL ACTIVITY.** If you engage in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder, your access to the Internet will be terminated immediately and you will be accountable for any and all violations of applicable student conduct codes as per University Policy as well as potential civil and criminal liability resulting from your actions.

If your Internet service is terminated, approval from the Vice President of Student Affairs will be required to reinstate your service. If you ever have any questions about the legality of something on the Internet, please inquire through the office of Student Affairs. Also, please contact Student Affairs if you have any questions regarding student conduct codes.

4. Use of loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra network or computing resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given constitutes a violation of University policy and is expressly prohibited.

- **STUDENTS WITH DISABILITIES**

The University will make reasonable accommodations for students for any known disability as long as the accommodation does not create an undue hardship. Any questions or concerns regarding this policy should be directed to the office of the Vice President of Student Affairs.

*\*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

# INTERNATIONAL STUDENT NEEDS

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The International Student Programs staff strives to help new international students adjust to Hope International University and the United States through personal and social interactions, enhance international students' satisfaction with their university experience through practical help and advice about living and learning in the United States, and increase appreciation and awareness among domestic students, staff and faculty toward international cultures and languages.

These goals are met through a variety of social events and programs such as the American Friend Program, the ISP Newsletter, cultural focus days and diversity training in addition to advising on matters such as immigration and campus employment. ISP also hopes to help international students make the most of their time in southern California by planning a variety of trips and events to local tourist destinations. For more information about any of these programs and a calendar of events, please contact the ISP Office, ext. 1698.

## IMMIGRATION PROCEDURES

Hope International University provides its international students with comprehensive immigration services, which include professional advisement on immigration regulations. It is the student's responsibility to follow guidelines established by U.S. Citizenship and Immigration Services while under "non-immigrant alien" status. Specifically, students must take the following steps to maintain their F/J status:

1. Keep their passport valid.
2. Enroll as a full-time student every semester (12 units for undergraduates and 9 units for graduates, 18 clock hours/week for ESL students).
3. Keep a valid visa and I-20/DS-2019 with them when traveling outside the United States.
4. Notify ISP within 10 days of change of address.
5. Not work off campus.

### **Requirement to Report Address Change**

All international students are required by U.S. Citizenship and Immigration Services to report a change of address within ten days of such change. A change of address should be reported directly to the ISP office. For more information, contact the ISP office, ext. 1698.

Hope International University is subject to the jurisdiction of the Department of U.S. Citizenship and Immigration Services at the following location:

U.S. Citizenship and Immigration Services  
300 N. Los Angeles Street, Los Angeles, CA, 90012

# OBTAINING EMPLOYMENT

A student's F-1 or J-1 Visa gives them permission to accept on-campus employment for a maximum of 20 hours per week while school is in session and up to 40 hours per week during academic breaks. The Visa categorically prohibits them from any form of off-campus employment without authorization from USCIS. Information and USCIS application forms for off-campus work are available at the ISP Office. Unauthorized employment is illegal and can be used as grounds for immediate deportation by USCIS.

When a student applies for admission to Hope International University, they are required to file an "Affidavit of Financial Support." This affidavit is an official document which states that they have enough money to pay their tuition and fees for one year. Based upon this affidavit, a student may be granted an I-20 A-B or DS-2019 for the purpose of obtaining a Visa from the American Consulate. The Department of Immigration views the affidavit as a guarantee that they will not need to work while studying in the U.S.

In extreme circumstances, if a student wishes to work off-campus, they must meet the following conditions to be eligible to apply:

1. They must have been in F-1 or J-1 student status for one academic year (9 months).
2. They must have been enrolled in a full course of study during the past 9 months (except for the institution's scheduled recess and time spent in an English Language School).
3. They must be in good academic standing (G.P.A. of 2.0 for undergraduates; 3.0 for graduates).
4. They must prove economic hardship (further details can be obtained in the ISP office).

# OBTAINING A SOCIAL SECURITY CARD

A Social Security Card is required for employment in the United States. A student applicant must present their passport, I-94, and I-20/DS-2019, and letters from the employer and the ISP office, stating their eligibility to work and their status as a student, to the following office:

Social Security Services,

3230 E. Imperial Hwy. Suite #150, Brea, CA 92821, 1-800-772-1213 (Toll free)

Hours: Monday - Friday 9:00 a.m. to 4:00 p.m.

# INCOME TAX OBLIGATIONS

All F-1 and J-1 Visa students are required to file both Form 8843 and a 1040NR with the IRS, regardless of whether or not they have income from a U.S. source. Specifically, there are two major income tax forms that need to be submitted: (1) Federal Income Tax Form, and (2) State Income Tax Form. Forms and instructions are available in the ISP Office, at most banks and United States Post Office. Along with tax forms, the student's employer must issue a W-2 form. If a student does not receive a W-2 form by the end of January during the new year, they should notify their employer.

# TRAVEL INFORMATION

## Outside the United States

Before traveling outside the United States it is crucial to investigate the requirements of the country one wishes to visit by contacting their Consulate in the U.S. Plan ahead and early in order to avoid complications. Requirements may change periodically, so it is important that an individual not rely on outdated information.

The most frequently visited countries while in the U.S. are Mexico and Canada. In general, both Mexico and Canada require that traveling students enter with a valid passport and Visa, an I-94, and a student copy of their I-20/DS-2019 identification. If traveling into Mexico by automobile, the driver should obtain the appropriate car insurance before crossing the border.

If a student's own government does not have diplomatic relations with the country they wish to visit, they can anticipate long delays in obtaining a Visa. They may even be denied the opportunity of entering the country altogether.

## Obtaining a Driver's License

Before driving or purchasing a vehicle, an international student must obtain a California driver's license. This involves passing both a written and a driving test. An individual can obtain a manual of driving regulations to read in preparation for the written portion of the test from the department of Motor Vehicles (DMV) or from the ISP office.

The DMV will require some form of photo identification (a passport, driver's license from another state, or birth certificate) in addition to a completed application form and the application fee of \$31.00. Once the application has been processed, the applicant will be given a written examination on the rules for driving in California. The DMV Offices nearest to the University are:

Department of Motor Vehicles

909 W. Valencia Dr., Fullerton, CA 92832, (800) 777-0133

1338 E. 1st Street, Santa Ana, CA 92701, (800) 777-0133

13700 Hoover St., Westminster, CA, 92683 (800) 777-0133

Hours: 9:00 a.m.- 5:00 p.m. (Weekdays). Most DMV offices are open one Saturday per month from 8:00 a.m. - noon. Please check the DMV website for the schedule of Saturday openings: [www.dmv.ca.gov](http://www.dmv.ca.gov).

For those who do not desire to obtain a Driver's License, but want to have a California picture ID card that can be useful in cashing checks, and serve as an identification card among other things, they may do so at the DMV as well. The fee is \$26.00, and it is valid for 6 years. To apply for either the Driver's License or ID card, a student will need to take their passport, I-20, and I-94 card.

## Buying A Vehicle

A vehicle should be examined thoroughly before an individual elects to purchase. One should consider taking the vehicle to an automobile diagnostic center, where a mechanic can examine it for possible problems. This examination will vary in cost.

When purchasing a new vehicle, be sure to compare pricing before signing any contracts or loan documents. Since it is a new vehicle, various dealers will be able to offer a flexible payment schedule. If paying for a vehicle in full, the purchaser's bargaining power will increase, as the dealer will be induced to lower the price.

It may be a good idea to join the Automobile Club of Southern California, which provides emergency road service to its members. To receive more information call:

Automobile Club of Southern California

1450 N. Harbor Blvd., Fullerton, CA 92835, (714) 871-2333

Hours: 9:00 a.m. to 5:00 p.m. (Weekdays)

### **Selling A Vehicle**

After selling a vehicle, the seller must fill out a sales slip (which can be obtained from any DMV) with the sales information. Then mail the slip to the DMV Headquarters in Sacramento (the address should be on the slip) to notify the change of ownership.

### **Obtaining Insurance for A Vehicle**

After obtaining a driver's license and buying a vehicle, the owner must insure themselves and the vehicle from liability and damage. Driving without proper insurance is illegal. There are many insurance companies and even more types of insurance policies, so take time to shop around. A list of insurance companies can be found in the Yellow Pages of the telephone book. Some major Insurance Companies include:

Farmers Insurance: (714) 550-1100 Mon. - Sat. 9:00 a.m. - 8:00 p.m.

State Farm Insurance: (714) 241-1000

Allstate Insurance: (714) 521-2222 Mon. - Fri. 9:00 a.m. - 6:00 p.m.

### **City Buses**

The city bus service is called OCTA, which stands for Orange County Transit Authority. Information regarding bus schedules is available by phone at (800) 636-RIDE. For buses in the area around Hope International University, schedules are available in the ISP Office, Student Affairs, or the Library. Local bus fare is \$1.50 and exact change is required. Monthly passes can be purchased. Students may also map potential routes online at [www.octa.net](http://www.octa.net).

### **Airport Service**

The two major airports in the Los Angeles area are Burbank Airport and Los Angeles International Airport (LAX). John Wayne Airport serves Orange County as the major air-travel center. John Wayne Airport is located off the 405 Freeway at 18601 Airport Way, in Santa Ana, CA. 92707 — (714) 252-5006. Shuttle service can be arranged. If assistance is needed, discuss flight and transfer arrangements with ISP staff.

## **TELECOMMUNICATIONS**

### **Long Distance Calling**

In general, the most expensive time to call long distance is Monday through Friday, 8:00 a.m. to 6:00 pm. The rates drop after 6:00 pm, and typically rates go down the later you call in the evenings. Companies often may offer a weekend rate that is discounted. Direct dialing the number is cheaper than going through an operator. For direct long distance dialing, dial "1," then the area code and desired number. For example, the area code for Portland, Oregon is 503. To call 555-3528 in Portland, dial 1-503-555-3528. To make a direct international phone call from campus, dial 9-011, the country code, area code, and the telephone number. Please contact the ISP office for assistance in purchasing international phone cards.

You can also use [www.skype.com](http://www.skype.com) to phone home. It is a free service and you may call from your computer to your family's computer back home.

### **Emergency Numbers**

The emergency number nationwide is "911." Call "911" from any activated phone for emergency assistance from the Police, Fire Department, or a medical response teams. **If you dial "911" by mistake, do NOT hang up! Tell the operator you made a mistake and that you do not have an emergency.** Failing to inform the operator of your mistake large may result in a fine. Refer to directory assistance or the local telephone book for non-emergency numbers for city departments or officials.

### **Helpful Numbers**

Operator Directory Assistance: 411

Directory Assistance outside of the 714 area code: 1 + area code + 555-1212

Time of Day: 853-1212

# MONEY MATTERS

## Currency

The standard of American currency is the dollar and “\$” is the symbol. It is divided into 100 cents (¢). Coins (also known as change) are:

- a penny (one cent)
- a nickel (5 cents)
- a dime (10 cents)
- a quarter (25 cents)
- a half dollar (50 cents)
- a silver dollar (1 dollar)

While pennies, nickels, dimes and quarters are quite common, half-dollars or silver dollars are rarely seen in circulation. All U.S. paper currency (often referred to as “bills”) is the same size and color. Consequently, it is important not to mistakenly give the wrong denomination. The most common denominations are \$1.00, \$5.00, \$10.00, and \$20.00. There are also \$2.00, \$50.00, and \$100.00 bills, but these are not widely used. In fact, many retail businesses will not accept bills larger than \$20.00.

## Banking and Money Transfers

Students should familiarize themselves with their government’s regulations regarding currency restrictions and the transfer of funds. Some governments restrict the amount of money that can be taken out of the country, or require specific documentation before allowed to do so. Contact the Office of International Student Programs if documentation regarding student status and estimated educational cost is required. To transfer money from another country to the U.S., a student should ask a local bank if they have a corresponding relationship with a bank in their home country. If so, this will speed up the process of transferring money.

The following information is generally required for each transfer.

1. The name of the individual sending money
2. The name and location of the bank sending the transfer
3. The date the money is being sent
4. The receiving bank—including name, street address, and branch number
5. The recipient student’s full name.

All money transfers take time, and sometimes uncontrollable factors can lengthen the time necessary to receive a transfer. It is wise to maintain a savings account and/or checking account here in the U.S. The nearest banks to the campus are Bank of America, Downey Savings, and Fullerton Savings. There are other banks in the surrounding areas.

## Money Exchange

Many banks can negotiate most money exchanges, but may be limited to a smaller breadth of countries available for exchange. Airports provide money exchange services as a convenience for international travelers, but often charge a higher service charge.

The closest full-service money exchange is located at the:

California Money Exchange

139 N. Raymond Avenue, Fullerton, CA 92831, (714) 680-0904

# MEDICAL INSURANCE & IMMUNIZATIONS

## **Medical Insurance**

In the United States, most hospitals require individuals to show proof of medical insurance or to have cash with them prior to being admitted for treatment. Hope International University and U.S. Citizenship and Immigration Services (USCIS) require that all international students provide evidence of current health insurance coverage at the time of initial registration in the University. The U.S. Department of State has specific health insurance coverage for all J-visa exchange visitors. Please contact ISP for details.

Enrollment in the Student Accident & Insurance Plan provided by Hope International University is mandatory for all International Students. This policy is offered by a private, independent company, contracted by the University. A brochure showing current rates and coverage is available upon request from the ISP Office or Verna Lindell in Student Affairs Office. Refer to the *Health Services/Insurance* section of this handbook for further information.

## **Immunizations**

The following immunizations must be current for all Hope International University Students and *required* for all International students attending Hope International University or living on campus. 1) Tetanus Diphtheria (current in the past 10 years), 2) Measles Mumps Rubella (2 dates needed), 3) Polio, 4) Hepatitis A (2 dates needed), 5) Hepatitis B (3 dates need), 6) Mantoux Tb Skin test within past year, 7) Menomune (Meningococcal) (1 date). Immunization records are required for admission. If records or immunizations are not available, they are required upon enrollment at Hope International University. All immunizations received before and/or after arrival at Hope International University must be obtained at the student's expense.