California Baptist University
2010/2011
Student Handbook & Calendar

The University reserves the right to amend the Student Handbook without notice.
The official Student Handbook and Calendar for California Baptist University is accessible via the CBU Website. To view the latest version, please visit www.calbaptist.edu

PERSONAL ORGANIZERS ARE OF VITAL IMPORTANCE TO THEIR OWNERS. IF FOUND, PLEASE CONTACT OR RETURN THIS HANDBOOK TO ITS OWNER.

Failure to read this publication does not excuse a student from the requirements, regulations, and consequences described herein.

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THE UNIVERSITY

ADMINISTRATION
President .......................................................... Dr. Ronald L. Ellis
Provost ........................................................... Dr. Jonathan Parker
Vice President for Enrollment and Student Services .................................................. Mr. Kent Dacus
Vice President for Finance and Administration ......................................................... Mr. Mark Howe
Vice President for Institutional Advancement ......................................................... Dr. Marilyn Johnson
Vice President for Marketing and Communication .................................................. Dr. Mark Wyatt
Vice President for Online & Professional Studies .................................................. Mr. David Poole
Dean, Academic Online & Professional Studies ....................................................... Mr. Chris Davis
Dean, Academic Services ......................................................................................... Ms. Tracy Ward
Dean, College of Arts and Sciences (Interim) ......................................................... Dr. James Lu
Dean, Graduate Enrollment ....................................................................................... Ms. Gail Ronveaux
Dean, Online & Professional Studies (Technology) ................................................ Mr. Tran Hong
Dean, School of Behavioral Sciences ........................................................................ Dr. H. Bruce Stokes
Dean, School of Business ......................................................................................... Dr. Andrew Herrity
Dean, School of Christian Ministries ........................................................................ Dr. Dan Wilson
Dean, School of Education ....................................................................................... Dr. Mary Crist
Dean, School of Engineering ................................................................................... Dr. Anthony Donaldson
Dean, School of Music .............................................................................................. Dr. Gary Bonner
Dean, School of Nursing .......................................................................................... Dr. Constance Milton
Dean, Spiritual Life ................................................................................................. Mr. John Montgomery
Dean, Students ........................................................................................................... Mr. Anthony Lammons

CAMPUS LIFE
Assistant Dean of Students - Campus Life ................................................................. Mr. Joe Adcock
Assistant Dean of Students - Assessment & Student Conduct .......................... Ms. Heather Hubbert
Director of Community Life ...................................................................................... Mr. Chris Hofschroer
Director of Student Employment and Career Services ........................................ Ms. Kushi Jones
Director of Residence Life ......................................................................................... Mr. Daron Hubbert
College View Apartments Resident Director ......................................................... TBA
Lancer Arms Apartments Resident Director ......................................................... Ms. Laura Paulus
Rose Garden Apartments & University-owned Homes ........................................... Ms. Toni Jauregui
Simmons Hall Resident Director ............................................................................. Ms. Merea Price
Smith Hall Resident Director ................................................................................... Mr. Rick DiFlorio
The Cottages Resident Director .............................................................................. Ms. Melissa Chapman
University Place Apartments Resident Director – Men ........................................... Mr. Ian Price
University Place Apartments Resident Director – Women .................................... Ms. Bethany Scott-Erickson

SPIRITUAL LIFE
Director of Campus Ministries ................................................................................... Mr. Brian Zunigha
Director of Chapel and Compassion Ministries ....................................................... Mr. Brett Vowell
Director of Global Mobilization ............................................................................... Ms. Kristen White
CAMPUS LEADERSHIP AND SUPPORT SERVICES

Director of Athletics ................................................................. Dr. Micah G. Parker
Assistant Director of Athletics – Compliance/Senior Woman Administrator ....... Dr. Debra Snell
Assistant Provost ................................................................. Dr. Dawn Ellen Jacobs
Associate Dean of Enrollment Services .................................. Mr. Allen Johnson
Director of Aquatic Center .................................................. Mr. Jack Engelschall
Director of Conferences and Events ..................................... Mr. Earl Harris
Director of Campus Store ...................................................... Ms. Carol Bracey
Director of Counseling Center ........................................... Dr. Allen McThomas
Director of Disability Services ........................................... Mr. Jim Paulus
Director of Enrollment Advising ......................................... Ms. Shelly Rupard
Director of Facilities and Planning ...................................... Mr. Steve Smith
Director of Financial Aid ..................................................... Ms. Rebecca Sanchez
Director of Food Services .................................................. Ms. Kipp Dougherty
Director of Information Technology Services .................... Mr. Scott Tracy
Director of International Students ..................................... Mr. Jonathan Bello
Director of Library Services (Interim) ................................. Dr. Steve Emerson
Director of Public Safety ................................................... Mr. Jim Walters
Director of Retention and Academic Resource Center ........... Mr. Steve Neilsen
Director of Student Accounts ............................................. Ms. Heidi Pendleton
Mail and Printing Services Manager ................................... Mr. Ryan Harrison
Registrar ........................................................................ Ms. Shawnn Koning
Student Services Administrative Assistant ......................... Ms. Kris Smith
Student Services Secretary .................................................. Ms. Nita Morris

ASSOCIATED STUDENT GOVERNMENT EXECUTIVE COUNCIL

President ................................................................. Taylor Brewton
Vice President ................................................................. TBA
Business Manager .......................................................... Bethany Billman
Communications Director ............................................... Candace Bell
Office Manager ............................................................. Elizabeth Gonzales
MISSION STATEMENT
The primary purpose of this corporation is to conduct regular four-year college courses in education, music, sciences and the liberal arts, and to grant certificates, diplomas and any and all degrees evidencing completion of any course of training, together with any and all honorary degrees and to provide training for Baptist youth and others desiring to be affiliated with Baptist theology and theological instruction and such other instruction as may be needful and advantageous in preparing and qualifying ministers and others for Christian work. (Articles of Incorporation of California Baptist College, 1954.)

PHILOSOPHY AND GOALS
California Baptist University is a Christian college founded by Southern Baptists to serve the world. As such, the University community provides an accepting, caring Christian atmosphere in which the growth of individuals is enhanced by spiritual formation, personal development, vocational preparation, and a sound, academic, liberating education. In the midst of the pursuit of truth, individuals are encouraged to investigate, practice, and refine their aesthetic, moral, social, and spiritual values in order to prepare themselves to make substantial contributions to the cause of Christ as skilled professionals, thinking citizens, and educated people.

To implement its philosophy, the University strives:
1. to reflect, in life and thought, historic Southern Baptist principles, such as:
   a. the Lordship of Jesus Christ
   b. the competency of the individual soul before God
   c. the Scriptures as the authoritative guide for doctrine and practice
   d. the separation of Church and State
   e. the autonomy of the local church;
2. to help students observe and interact with a community which effectively models Christian characteristics and values;
3. to offer a selection of programs which attract a wide range of qualified students;
4. to encourage a free exchange of ideas by providing a wide variety of spiritual, intellectual, cultural, and social learning experiences both within and outside the classroom;
5. to encourage high standards of scholarship;
6. to provide support for students experiencing academic and personal difficulties;
7. to encourage each member of the campus community to be involved in a lifelong, personal Christian pilgrimage;
8. to enable its educators to engage in continuing professional development;
9. to develop mature individuals of genuine Christian character who can contribute to churches and effect change in society for its betterment;
10. to develop specific leadership for the churches and general work of the Southern Baptist Convention.

UNIVERSITY STUDENT OUTCOMES
California Baptist University desires that each student acquire certain knowledge, skills, and aspirations during their collegiate experience. The University seeks to provide academic programs that prepare students for professional careers, as well as co-curricular programs that foster an environment supporting the intellectual, physical, social and spiritual development of each student. Within these arenas of the student experience the University, through its faculty and administration, has identified student outcomes as desirable and reflective of the impact it seeks to have in the lives of its students. Upon completion of a degree program, each student at California Baptist University shall be:

Biblically Rooted
• Demonstrate spiritual literacy, including Biblical Christian faith and practice, Baptist perspectives, and the Christian’s role in fulfilling the Great Commission

Globally Minded
• Respect diverse religious, cultural, philosophical, and aesthetic experiences and perspectives

Academically Prepared
• Use critical thinking skills to demonstrate literacy: listening, speaking, writing, reading, viewing, and visual representing
• Demonstrate competence in mathematic, scientific, and technological skills
Equipped to Serve

• Transfer academic studies to a profession and the workplace
• Implement a personal and social ethic that results in informed participation in multiple levels of community

NONDISCRIMINATION STATEMENT
In compliance with both state and federal law, California Baptist University does not illegally discriminate on the basis of any protected category, except to the extent it is necessary to fulfill its religious purposes, so as to be in compliance with the 2000 version of the Baptist Faith and Message.

STUDENT LIFE POLICY

STANDARD OF STUDENT CONDUCT
In order to achieve its mission, California Baptist University expects members of the campus community to accept responsibility for their personal conduct and to encourage others within the community to do the same.

All undergraduate students, graduate students, and Online and Professional Studies students enrolled at California Baptist University are expected to conduct themselves in accordance with the Standard of Student Conduct, regardless of age, classification, or the number of hours being taken. The Standard of Student Conduct is established for the purpose of outlining expected behavior of students in the campus community. The Standard of Student Conduct shall be defined as any and all policy, procedure, and/or behavioral expectation contained within this publication and the University Catalog.

If the conduct of any member of the campus community is found to be detrimental to the academic, social, and spiritual development of others within the community, the University (through its various offices and personnel) provides guidance, direction, and if necessary, judicial action.

This Standard of Student Conduct shall apply to any and all lands owned or leased by the University, as well as, to any location where a student is engaged in a University activity. Examples of such coverage include, but are not limited to, athletic teams and performing arts groups traveling to and participating in events off campus, student teaching and observation/participation, student government, recognized organizations and clubs engaging in a club event or activity, off-campus internships, community service, study abroad, International Service Projects, and United States Service Projects.

Students should understand the commitment to the spirit of the University and realize that their enrollment is viewed as a willingness to abide by and accept the responsibilities of the environment.

These criteria are based on the historical tenets of the institution and Southern Baptist traditions.

It is the University’s intention to resolve violations of established policy and the Standard of Student Conduct in a redemptive manner which maintains respect for the individual.

Glossary of Terms. To provide clarity for all involved, the following glossary of terms is provided:

Accused student – a student named in an incident report alleging a violation of the Standard of Student Conduct or any policy or procedure of the University.

ASCBU Judicial Board – a panel of students jointly appointed by the Associated Students of California Baptist University president and dean of students for the purpose of considering issues relating to the governmental functions of ASCBU and reviewing non-judicial appeals. Upon the request of the dean of students, this panel may also participate in hearings involving issues that pertain to clubs and organizations.

Co-curricular Programs – University-sponsored and/or supervised activities that take place outside of the traditional classroom setting. Such programs include, but are not limited to, intercollegiate athletics, fine arts performance groups, and recreational sports.

Faculty member – any person hired by the University to conduct classroom activity.

Hearing – a scheduled meeting held between a student, University official(s), or panel at the request of the University for the purpose of presenting, reviewing, and evaluating evidence related to any current or potential judicial action.

Investigation – any inquiry, review of facts and circumstances, or related follow up conducted by University officials to gain information regarding a possible violation of the Standard of Student Conduct.

Judicial action – the process of investigation and determination of a sanction as the result of a violation of the Standard of Student Conduct.

Judicial Review Board – a non-standing committee comprised of faculty, staff, and/or students appointed by the dean of students for the purpose of reviewing alleged violations of the Standard of Student Conduct.
Member of the campus community – any student, faculty, University official, or other person employed by the University.

Policy – the written regulations of the University found in, but not limited to, the Student Handbook and the University Catalog.

Sanction – restrictions placed upon a student as a direct result of behavior in conflict with the Standard of Student Conduct.

Standard of Student Conduct – any and all policy, procedure, and/or behavioral expectation contained within the Student Handbook and the University Catalog.

Student – all persons taking courses at the University, both full- or part-time. For the purposes of University policy, a student is one who is enrolled in a degree or non-degree program at the University or is representing the University between regular academic semesters.

Student Leader – all students who have been selected and/or elected to represent the University through leadership by participation in, title, or membership in any the following programs: Admission Hosts and Hostesses, Campus Activities Board, FOCUS, International Center, Office of Spiritual Life, Resident advisor, Student Government, and other leadership positions approved by the Student Services Office.

Student Representative – all students who represent the University through membership, participation, and/or title or position in University-sponsored programs. Such programs shall include, but are not limited to intercollegiate athletics, fine arts performance groups, international service projects, United States service projects, Pubic Safety Department, Angelos staff, Banner staff, Chapel Praise Band, Forensics Teams, Mr. & Ms. CBU (including nominees), and Homecoming Court.

Student Services Committee – a committee comprised of the vice president for enrollment and student services, faculty, and/or staff members for the purpose of reviewing alleged violations of the Standard of Student Conduct and addressing other student-services related issues.

Threat Assessment Committee – a committee comprised of the vice president for enrollment and student services, director of counseling center, dean of students, dean of school of behavioral sciences (or designee), director of residence life, and other appropriate University official(s) as deemed necessary.

University – California Baptist University.

University Officer – members of the Executive Council of California Baptist University (president, provost, and vice presidents).

University official – any person (excluding student workers) employed by the University.

University premises – all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University (including adjacent streets or sidewalks).

Violation – any behavior that is unacceptable as described in the Standard of Student Conduct.

General Community Social Expectations. Students enrolled in California Baptist University shall...

1. uphold the laws of the United States, the State of California, and the County and City of Riverside;
2. abide by the rules and regulations of California Baptist University;
3. respect the mission, religious tradition, values, and ethics of the University;
4. strive honestly to attain all academic expectations as set forth by faculty;
5. respect members of the campus community from diverse ethnic, cultural, or religious traditions and refrain from any act of discrimination or racism;
6. be honest and truthful in relationships with students, faculty, staff, and administration;
7. respect University property and the personal property of every member of the campus community;
8. respect the personal integrity of every member of the campus community and other individuals associated with University-sponsored or supervised activities by refraining from profanity, harassment, physical or verbal abuse, the threat or use of physical violence, coercion, intimidation, and/or sexual conduct outside of marriage, as defined in the Baptist Faith and Message, June 2000, Article XVIII: “The Family: Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race”;
9. cooperate with University officials as they perform their duties which includes, but is not limited to, investigation of violations of the Standard of Student Conduct;
10. keep displays of affection in good taste, regardless of location on campus;
11. respect the personal integrity of every member of the campus community and other individuals associated with University-sponsored or supervised activities by refraining from hazing. Hazing at California Baptist University is defined as voluntarily or involuntarily engaging in any act or causing any situation which recklessly or intentionally subjects an individual to the risk of bodily injury and/or humiliation, for the purpose of initiation into a program, living area, club, or any other type of organization.

Community Social Misconduct is defined generally as any act(s) which threaten the well-being of the community, its integrity and Christian values, or the well-being of any member of the community. The University reserves the right to confront behavior, regardless of the location, that is detrimental to the student, the community, the University, and/or others. The following types of community social misconduct are subject to judicial action:

1. Possessing, consuming, furnishing alcohol to a minor, or being under the influence of alcoholic beverages on University premises or at University-sponsored or supervised activities;
2. Possessing or using tobacco products on University premises or at University-sponsored or supervised activities;
3. Possessing, using, or being under the influence of illegal narcotics, hallucinogenic drugs, drug paraphernalia, and other controlled medications without a doctor’s prescription on University premises or at University-sponsored or supervised activities;
4. Improperly using and/or abusing over-the-counter medications;
5. Gambling on University premises or at University-sponsored or supervised activities;
6. Committing or attempting to engage in fraud, or concealing identity;
7. Possessing, storing, selling, or using any illegal weapons, tools intended for criminal use, dangerous chemicals, or potentially dangerous weapons including, but not limited to, objects used in a threatening manner, firearms, ammunition, fireworks, clubs, sling shots, air guns (including, but not limited to, air soft), paint guns, blow guns, explosives, weapon replicas, spring-type weapons, and knives (with the exception of non-locking, folding pocket knives with a maximum blade length of three-inches on University premises or at University-sponsored or supervised activities;
8. Organizing or participating in social dances on University premises or at University-sponsored or supervised activities;
9. Willful disruption of the educational process;
10. Lewd, indecent, or obscene behavior or language on University premises or at University-sponsored or supervised activities. This includes possession or display of pornographic or profane material in any form, including material generated, accessed, transmitted, stored, or displayed electronically;
11. Harassment and abuse directed toward individuals or groups which includes, but is not limited to, the following forms: the use or threat of physical violence, coercion, intimidation, verbal harassment and abuse. Harassment and abuse may be discriminatory or may be nondiscriminatory. Although forms of harassment and abuse—both discriminatory and nondiscriminatory—are equally prohibited, University commitment to nondiscrimination means that discriminatory harassment may be punished more severely than nondiscriminatory forms of harassment;
12. Engaging in physical violence toward another person;
13. Any actual or threatened non-consensual sexual act;
14. Verbal or written abuse beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature;
15. Engaging in occult practices;
16. Failing to comply with the verbal and/or written directions of a University official, knowingly furnishing false information to a University official or member of any hearing board acting in performance of their duties, and/or failing to provide a University official with adequate identification upon request;
17. Forcery, alteration, or the unauthorized possession or use of University documents, records, instruments, or identification;
18. Unauthorized entry into University-related living units that disrupts sleep or study or that damages the physical facilities in those units;
19. Tampering with locks (mechanical and/or electronic) in University buildings, unauthorized possession or use of University keys, unauthorized possession or use of University-issued electronic access codes, alteration or duplication of University keys;
20. Gaining access to the roof of any University building;
21. Using LancerNet to violate California Baptist University policy, the Standard of Student Conduct, or for any other fraudulent libelous, illegal, or improper purposes;
22. Unauthorized use, or abuse, destruction, or theft of property of the University or any of its members, guests, or neighbors. This regulation covers the unauthorized appropriation or “borrowing” of common property for personal use. It also covers unauthorized use, abuse destruction, or theft of property in University care or custody, such as materials covered by copyright or by specific agreements between the owner and University;
23. Placing a false fire alarm, interfering with a fire alarm system, tampering with smoke or heat detectors, or fire fighting equipment. The aforementioned are violations of appropriate Riverside City, California State, and Federal Law;
24. Creating a fire, safety, or health hazard which includes, but is not limited to making a false report concerning a fire, bomb, or other emergency or activating a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation;
25. Unauthorized entry into or occupation of University facilities or restricted areas (e.g. basements, roofs, and catacombs) which are locked, closed to students, or otherwise restricted as to use. This regulation covers the unauthorized use of University equipment located within administrative offices and other areas designated for University business for personal use (typing papers, personal calls, etc.);
26. Tampering with hardware and/or software related to any alarm system, surveillance system, and/or electronic access system;
27. Failure to promptly meet financial responsibilities to the institution, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the campus community acting in an official capacity;
28. Abusing and/or impeding the California Baptist University judicial system by intention and/or action. This includes but is not limited to:
   a. Failure to obey the summons of a University official;
   b. Falsification, hiding, distortion, or misrepresentation of information relevant to or requested in connection with judicial processes;
   c. Disruption or interference with the orderly conduct of judicial action;
   d. Attempting to, or disrupting an individual’s proper participation in judicial action or influencing or attempting to influence another person to abuse a judicial action;
   e. Harassment or intimidation of a member of the campus community involved in judicial action;
   f. Failure to comply with a sanction imposed under the Standard of Student Conduct as a result of a judicial action.

The University reserves the right to deal with behavior, regardless of the location, that is detrimental to the student, community, University, and others.

The University reserves the right to impose intermediate sanctions against accused students who represent the University and/or serve as a student leader while University judicial action is pending. Intermediate sanctions may include, but are not limited to, loss of the privilege to travel with and/or participate as a member of a group, team, and/or program that represents the University.

The violation of a local, state, or federal criminal statute shall be a violation of the Standard of Student Conduct, whether or not public officials prosecute such a violation. The University may refer such violations to appropriate law enforcement agents. The University reserves the right to impose intermediate sanctions, including, but not limited to, suspension, against a student while criminal proceedings are pending.

There are times when judicial action is necessary in response to behavior not specifically listed in this publication. The response in such cases is to be determined by the dean of students or vice president for enrollment and student services in keeping with the spirit of this publication and the University’s traditions.

The University reserves the right to amend the Student Handbook without notice. The official Student Handbook and Calendar for California Baptist University is accessible via the CBU Website. To view the latest version, please visit www.calbaptist.edu.

PHILOSOPHY OF STUDENT DEVELOPMENT
As a Christian institution, California Baptist University has dual responsibilities to its constituency. As an academic institution, it seeks to promote high scholastic standards, stimulate mental alertness, impart a
general knowledge of the natural world and of the history and institutions of human society, and to assist students in choosing and learning an area of specialization for their life’s work. As a Christian institution, the University seeks to promote and follow the spiritual principles set forth by Jesus Christ. In acknowledging these principles, the University places special emphasis on leading students in an active pursuit of the spiritual values of life and developing leaders for the Southern Baptist churches of California and beyond. Students at California Baptist University are individuals involved in academic pursuits and, at the same time, are members of a Christian community nurturing one another in spiritual growth. The University expects students to take seriously this twofold responsibility.

The Student Services Division is committed to the intellectual, spiritual, social, aesthetic, and physical development of California Baptist University students so that they are assisted in becoming autonomous, competent, responsible, and interdependent individuals who use their intellects and skills with wisdom and integrity.

FREEDOM AND RESPONSIBILITY

California Baptist University students are entitled to the same freedom as any other citizen of our country. It is the policy of the University to ensure these rights, consistent with the provisions of law, acceptable tastes, and purposes and goals of the institution. When matriculation in the University requires that conditions be placed upon student freedoms, these conditions and their rationale are clearly delineated.

On this campus, the concepts of freedom and personal responsibility are inextricably bound together. The campus community, like any other, functions upon the principle that all members respect and protect the rights of their fellow citizens. Students are encouraged to develop these values which represent mature, self-disciplined people who appreciate the privilege of education and are willing to accept its responsibilities.

When people choose a college, they commit themselves to its philosophy of education, policies, and regulations. Students are to demonstrate proper respect of University personnel which includes, but is not limited to, compliance with directives of University officials in the performance of their duties.

Even though students may not agree with a few rules established by the University, it is expected that they comply with them in a manner conducive to the highest moral standards and in keeping with the discipline of the academic community.

Generally, through appropriate procedures, institutional judicial measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

Responsibility for enforcement of student conduct policy lies with the vice president for enrollment and student services, dean of students, and student services staff. This group defines behavioral expectations and takes appropriate action in support of University policy.

PHILOSOPHY OF DISCIPLINE

The purpose of discipline at California Baptist University is to assist in maintaining individual and community growth. Personal growth and maturity are encouraged most when each member of the campus community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should enable inappropriate behavior to be corrected on a personal level.

Unfortunately, situations may arise which warrant a formalized judicial process. Judicial procedures are designed to provide a just and equitable process of educational discipline. While every effort is made to protect the rights of students, the University does not attempt to duplicate or to emulate court proceedings and should not be viewed as such.

RIGHT TO PROCESS

Students whose behavior violates the Standard of Student Conduct will be treated justly and fairly. This means adjudication of the case will be in a timely and reasonable manner. The process involves three components:

1. Notification – A student has the right to proper notice of the policy allegedly violated and when the case will be heard.
2. Right to be heard – A student has the right to present his/her viewpoint and position and provide supporting evidence and/or information, and to have it considered by a University official.
3. Evidence – Decisions in a student conduct case are based on reasonable and available supporting information.
JUDICIAL ACTION

Students who behave in a manner which violates University policy are subject to judicial action. With the exception of some appeals, all violations of the Standard of Student Conduct are adjudicated by hearing. The dean of students reserves the right to meet with students personally, appoint a designee(s) to meet with students, convene a Judicial Review Board, and/or convene the ASCBU Judicial Board in order to conduct hearings.

Judicial action involves three components: investigation, hearing, and the imposing of sanctions. Depending on the severity and location of the offense, the judicial action will be administered by the vice president for enrollment and student services, dean of students, or a designee.

Investigation. An investigation involves a factual inquiry into an incident or matter by University officials, and may involve interviewing community members involved in the case or other reasonable means of verifying the facts regarding an alleged violation.

Hearing. A hearing may be scheduled to allow an accused student an opportunity to hear and present evidence related to judicial action. All hearings are closed and the proceedings may be kept confidential at the discretion of the University.

Imposing of Sanctions. This act concludes the judicial action. Sanctions are imposed when there is sufficient evidence indicating that the accused student violated the Standard of Student Conduct. This determination is made by the University official responsible for the administration of the judicial action. In some cases, sanctions may encumber a student's good standing with the University for a stated period of time and only by entering into a Behavioral Contract, in which a student makes a serious commitment to refrain from future violations, will a student be permitted to remain enrolled.

The following sanctions may be imposed by a University official upon any student for violating the Standard of Student Conduct (not listed in a prescribed order):

1. Warning – Some students may be issued written or verbal warning for unacceptable behavior and advised to change the behavior.
2. Restitution/reimbursement or fine – Some students may be required to make restitution and pay a fine for damage or misuse of property, misuse of services, or failure to follow University policy or procedure.
3. Discretionary sanctions – Some students may be required to participate in prescribed educational programs, complete community service, read a book, write a paper, coordinate a living-area program, attend campus programs, or any other activity deemed appropriate for the violation of the Standard of Student Conduct.
4. Loss of privileges – Some students may lose privileges such as visitation, leadership opportunities, campus employment, etc., appropriate to the violation of the Standard of Student Conduct.
5. Residence life probation – Residential students may be placed on probation for a specified period of time. During this time, any further violations of University policy may result in a residence life suspension or expulsion.
6. Student conduct probation – A student may be placed on student conduct probation for a specified period of time. During the time, further violations of University policy may result in suspension or expulsion from the University.
7. Residence life suspension – Separation of the student from University-owned housing for a specified period of time (conditions for readmission may be required).
8. Residence life expulsion – Permanent separation of the student from University-owned living areas.
9. University suspension – For a fixed period of time, the student may not remain on campus, visit the campus, or participate in a specific academic program(s) and/or other activities of the University. A student who is suspended for disciplinary reasons may petition for readmission at the conclusion of the period of suspension.
10. Interim suspension – Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by the student’s continued presence (suspension will be for a stated period of time and followed by a student hearing).
11. Expulsion – Permanent separation of the student from the University. The student is denied the privilege to remain on campus, visit the campus, or participate in any academic or other activity of the University. Only under the most unusual circumstances will an expelled student be readmitted to the University.
12. Deactivation – A recognized University club or organization can lose its privileges, including University recognition, for a specified period of time or permanently.
Any student upon whom judicial sanctions are imposed and/or placed on probation may become immediately ineligible for service as an athlete, student leader, and/or student representative. Students who fail to comply with the terms and conditions of a judicial sanction are subject to additional judicial action. The guidelines for behavior outlined in this handbook and in the University Catalog provide the basis for judicial action. The Student Services Office is responsible for conducting appropriate investigations of all allegations and complaints.

JUDICIAL ACTION APPEALS
A student has the right to appeal sanctions imposed as the result of judicial action. However, sanctions imposed go into effect immediately, unless a student is notified otherwise in writing by the person(s) to whom the appeal is addressed. A decision rendered by a student services staff member may be appealed to the dean of students. Decisions rendered by the dean of students or a Judicial Review Board may be appealed to the Student Services Committee.

Appeals submitted by students who have been suspended or expelled are heard by the Student Services Committee. Other than providing information directly related to a judicial decision, the dean of students is not involved in the decision making process of the Student Services Committee. Decisions rendered by the Student Services Committee are final.

Appeals must be submitted in writing to the Student Services Office within five business days after a sanction has been imposed. Appeals must indicate one of the following exclusive grounds for appeal:
1. There is new and significant evidence which has not yet been considered.
2. A contention the sanctions imposed are not appropriate to the violation(s) of the Standard of Student Conduct or may be excessive.
3. A contention the student did not have the opportunity to hear or present relevant information.

A student who appeals a decision will be sent written notification of the progress of the appeal from the dean of students or vice president for enrollment and student services within 10 business days.

NON-JUDICIAL ACTION APPEALS
In addition to fulfilling ASCBU Constitutional duties, the ASCBU Judicial Board renders decisions regarding non-judicial appeals related to Vehicle Code violations/citations and appeals related to monetary fines. The ASCBU president and the dean of students or designee jointly appoint members of the ASCBU Judicial Board. Upon request by the dean of students, the Judicial Board may also participate in hearings. Judicial Board decisions rendered as a result of a hearing are presented, along with recommended sanctions, to the dean of students.

A minimum of five members of the Judicial Board must be present in order to review and render a decision related to an appeal and/or participate in a hearing.

1. Typically, reviews of appeals are scheduled bi-weekly, or as needed.
2. Appeals related to Vehicle Code violations/citations issued by the Department of Public Safety must be accompanied by an Appeals Form and submitted in writing to the Student Services Office within five business days of notification of violation. Appeal Forms are available in the Student Services Office and the Welcome Pavilion. Students are encouraged to state all relevant facts and mitigating circumstances within letters of appeal.
3. Upon review of an appeal related to the Vehicle Code violations/citations, the Judicial Board may render the following decisions:
   a. Appeal Granted – violation and fine/penalty dismissed;
   b. Appeal Granted – violation remains on record, no fine/penalty;
   c. Appeal Granted – violation remains on record, fine/penalty reduced;
   d. Appeal Denied – violation and fine/penalty stands.
4. Students will receive written notification of the Judicial Board's decision within five business days of review.
5. Decisions made by the Judicial Board may be appealed to the dean of students or designee. Appeals must be submitted in writing within five business days after a decision has been rendered and should present new evidence, witnesses, facts, or mitigating circumstances.
6. With the exception of appeals related to judicial matters, decisions made by the dean of students or designee are final.
ACADEMIC PROBATION
With the exception of second-semester freshmen, students placed on academic probation are immediately ineligible for service as a student leader for the duration of the period of probation.

ADMINISTRATIVE DISCRETION
The University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the vice president for enrollment and student services, dean of students, or designee.

California Baptist University is concerned about the well-being of all students. Inappropriate behavior resulting from emotional or psychological distress and/or any behavior, including, non-privileged verbal statements, that tends to demonstrate an intent or desire of a student to inflict harm upon himself, herself, or another is considered a serious matter. Such behaviors demonstrate that the student’s well-being may be in jeopardy, interfere with the educational efforts of other students, put fellow students or the University at risk, or conflict with California Baptist University’s mission to educate all students.

Any student who (a) exhibits inappropriate behavior resulting from emotional or psychological distress or (b) states an intent or desire to harm himself, herself, or another, or (c) attempts to harm himself, herself, or another, or (d) harms himself, herself, or another may not reside on campus, participate in academic programs, and/or participate in co-curricular programs until cleared to do so by a Threat Assessment Committee.

General Information
1. The prohibition against residing on campus, participating in academic programs, and/or co-curricular programs is not judicial in nature, and will not be documented as such. However, students who engage in disruptive behavior (which may include, but is not limited to, the behavior that caused a response under this policy) or fail to comply with the terms of the clearance procedure, are subject to judicial action.

Clearance Procedure
1. In order to receive clearance to remain on campus, participate in academic programs, and/or co-curricular programs, a student must be evaluated by the Threat Assessment Committee. In addition to rendering a decision regarding a student’s readiness to reside on campus and participate in academic programs, the Threat Assessment Committee determines conditions, if any, the University will impose on the student’s enrollment and/or on-campus housing.
   a. The Threat Assessment Committee may require a student to undergo additional evaluation by qualified mental health professionals, prior to rendering a decision.
   b. Students are responsible for costs, if any, for evaluation and treatment.
2. Upon completion of the required assessment(s), written notification regarding the Threat Assessment Committee’s decision will be mailed to the student.

ADVERTISEMENTS, ANNOUNCEMENTS, AND POSTERS
The advertisement, announcement, and poster policy is designed to eliminate litter, clutter, and unnecessary duplication, while communicating information of importance to the University community.
1. Postings for events sponsored by on-campus clubs and organizations must be approved and date-stamped by the Student Services Office, prior to posting.
2. Posting for events sponsored by or involving the participation of off-campus individuals and/or organizations must be approved and date-stamped by the Student Services Office.
3. Postings must be placed in properly designated locations (i.e. bulletin boards, cork strips).
4. The respective department must approve postings placed on departmental bulletin boards.
5. Placement of postings in University-owned living areas must be approved by the Student Services Office and the respective residence director.
6. Postings are not permitted on ceilings or painted, wooden, or glass surfaces. Affixing posters to floors and sidewalks is not permitted.
7. Postings must be removed within twenty-four hours after an advertised event has taken place or upon expiration date indicated on the Student Services Office stamp.
8. Postings 8.5” x 14” (legal size paper) or smaller are defined as flyers.
9. Postings larger than 8.5” x 14” are defined as posters. Generally, the maximum size limitation for posters permitted on University premises is 24” x 36”. Banners (postings larger than 24” x 36”) are considered for approval by the Student Services Office on a case-by-case basis.
10. Posters may be made in the ASCBU Office and Game Room for a nominal fee.
11. Upon approval, postings placed within academic areas are limited per event to one of the following:
   a. twenty flyers;
   b. ten flyers and two posters;
   c. four posters;
   d. one banner and the equivalent of two posters;
12. Posted materials that do not bear an appropriate date stamp are subject to immediate removal.
13. Upon approval from the Student Services Office and the director of food and beverage service, table tents may be placed on tables in the Alumni Dining Commons, Brisco's Café and/or Wanda's. Table tents may not exceed 8 ½” x 4”. Table tents may be posted for a maximum of forty-eight hours, per event.
14. Upon approval from the Student Services Office posted materials may be displayed on easels in order to advertise events. Easels may be checked out from the ASCBU Office and Game Room. Easels must be removed from display immediately following advertised events.
15. The use of sidewalk chalk is not permitted without prior approval from the Student Services Office.
16. Failure to adhere to the advertisement, announcement, and poster policy may result in loss of posting privileges for a fixed period of time.

**ALCOHOL POLICY**

As a Christian college founded by Southern Baptists, California Baptist University actively encourages abstinence from the use of alcoholic beverage. Consequently, possession of alcoholic beverage, use of alcoholic beverage, and/or being under the influence of alcohol, is not permitted on University premises or at University-sponsored or supervised activities, regardless of a student’s age. In addition to being considered a violation of the Standard of Student Conduct, California state law prohibits any person under twenty-one years of age to possess and/or use alcoholic beverages.

California Baptist University reserves the right to employ the use of a digital breathalyzer to determine Blood Alcohol Content (BAC), when there is a reasonable suspicion a student is under the influence of alcohol. Generally, students under the age of twenty-one whose breathalyzer test results reveal any BAC will be considered to be in violation of the CBU Standard of Student Conduct. Any student whose breathalyzer test results reveal a BAC greater than .08 will be considered to be in violation of the CBU Standard of Student Conduct. Breathalyzer test results may be used as evidence during the judicial process.

Alcohol and other drugs can cause serious harm. Absorbed into the blood stream and transmitted to virtually all parts of the body, even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports and driving dangerous. Larger doses of alcohol can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness. In addition, binge or long-term heavy drinking, as well as, drug abuse may result in respiratory arrest and death, and increase one’s risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

The consequences for a first violation of the Alcohol Policy may include, but are not limited to, required participation in an alcohol education and awareness program(s), assignment of community service, ineligibility and loss of scholarship/stipend for service as an athlete, student leader, and/or student representative for a specified period of time.

The consequences for a second violation of the Alcohol Policy may include, but are not limited to, required participation in an alcohol education and awareness program(s), assignment of community service, ineligibility and loss of scholarship/stipend for service as an athlete, student leader, and/or student representative for a fixed period of time.

The consequences for a third violation of the Alcohol Policy may include, but is not limited to, suspension from the University.

Students who fail to comply with sanctions may be suspended for the duration of the semester. In the event of suspension, sanctions must be completed prior to future enrollment.

California Baptist University students who serve as student representatives and/or student leaders are expected to abstain from the use of alcoholic beverages (regardless as to whether classes are in session).
CHILDCARE (BABY-SITTING)
The University does not provide childcare for the dependents of students, faculty, or staff. Students are not permitted to be accompanied by children/dependents during class sessions. Minors under the age of twelve must be supervised by an adult while on University premises.

Parents/students are responsible for the actions of children including, but not limited to damage of property, vandalism, and disruption of the educational process.

Baby-sitting is prohibited on campus. Operating a childcare service in University-owned housing is not permitted.

CLASSROOM BEHAVIOR
Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Should a University official determine a student's conduct is being distracting or disruptive, the University official may impose the student's immediate removal from the classroom until the student can conduct himself or herself in an appropriate manner. If the University official is unable to obtain the cooperation of the student, the student may be referred to the Student Services Office for judicial action.

Creating an audio and/or video recording of a class lecture provided by a University official (in part or whole) without obtaining express written consent from the respective University Official is a violation of the Standard of Student Conduct.

In the event express written consent to record a lecture is granted:
1. The recorded lecture(s) may be used for individual private study only;
2. The recorded lecture(s) may not be used in any way against the respective University official, other University officials, or students whose classroom comments are taped as a part of the class activity;
3. The recorded lecture(s) may not be used for any other use, whether by duplication, transcription, publication, sale or transfer of recordings.

Information contained in a recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the respective University official and without giving proper identity and credit to the University official. Any use of recordings other than those stipulated above shall constitute a violation of the Standard of Student Conduct and may result in suspension or expulsion.

DRESS CODE
California Baptist University students are expected to dress in good taste and in a manner which reflects the atmosphere of the University. Modesty, cleanliness, and appropriateness are expected at all times. Dressing in good taste is defined as follows:
1. Undergarments are not displayed (e.g. holes, tears, or outer-garment material do not reveal undergarments and bra straps are concealed by outerwear);
2. Shorts, skirts, and dresses are at a length that will allow the wearer's finger tips to touch the garment when arms and hands are fully extended, while standing;
3. All forms of clothing cover the wearer's midriff and, for females, the chest/bust area as well. The length of garments worn on the upper torso (i.e. shirts, tanks, blouses, sweaters) must cover or be covered by the wearer's waist band while standing;
4. All forms of clothing cover or rest on or above a wearer's hips;
5. Leggings are worn underneath clothing items that comply with the Dress Code (see point #2).
6. Display of body piercing (other than earrings) is not permitted while serving as a University representative (i.e. athletics teams, fine arts performance groups, student leaders, campus ministries events).

Bare feet are prohibited in all academic areas, Alumni Dining Commons, Brisco’s Café, Wanda’s and Chapel. Lewd clothing and clothing which displays alcohol, tobacco products, satanic symbols, and inappropriate language and/or symbols, is not permitted on University premises or at University-sponsored or supervised activities.

Please refer to the Aquatic Center section of this publication for the University Swimwear Policy.

Students who are in violation of the Dress Code may be denied access to classroom, Chapel, and other University facilities. Compliance with directives of University officials in regards to the Dress Code is expected of all students; failure to comply will result in judicial action.
EMERGENCY/HEALTH NOTIFICATION
The Office of the Registrar maintains student emergency notification/contact information. Students are encouraged to visit the Office of the Registrar in person or via Inside CBU at the beginning of each academic year (or as necessary as needed) to verify and/or update emergency notification/contact information.

Students who are unable to attend class for multiple class sessions (typically, one week or more), as the result of a family-, emergency-, or health-related issue, are encouraged to contact the Student Services Office. Upon receipt of notification and necessary documentation, if applicable, the Student Services Office will contact appropriate University official(s) and/or department(s).

Students who miss coursework as a result of absence are responsible for contacting (as soon as circumstances permit) faculty and making arrangements to complete outstanding coursework.

EVENT PROGRAMMING
In order to prevent interference with classroom instruction, events and activities scheduled to take place in the vicinity of the Eugene and Billie Yeager University Center, W.E. James Building, Athletic Complex, or Mission Hall must be approved by the Student Services Office.

FUNDRAISING
Only officially recognized campus-based organizations are permitted to participate in fund-raising activities designed to support the University community or aid in the achievement of the University’s goals and objectives. Students, clubs, and organizations desiring to engage in fundraising ventures or offer product sales and/or services on the University premises must submit a written proposal to the Campus Activities Office. Upon review by the Campus Activities Office, proposals are forwarded to the Institutional Advancement Office. Clubs and Organizations may not engage in fundraising ventures or offer product sales and/or services without written approval from the Institutional Advancement Office. Upon approval of a proposal from the Institutional Advancement Office, clubs and organizations must adhere to the following:

1. A fundraising proposal must be submitted to and approved by the Campus Activities Office prior to undertaking any fund-raising ventures.
2. General solicitation, including, but not limited to, general distribution of promotional material(s) in any form, is not permitted.
3. Solicitors from off-campus resources are not permitted.
4. Failure to abide by these guidelines may result in loss of privileges to offer product sales and/or services on University premises.

GRIEVANCES
Students who feel a conflict exists with a university official and/or faculty member are encouraged to address the issue with the respective individual. In the event a resolution cannot be reached, the student who believes that he/she has been unfairly dealt with is encouraged to contact the dean of students.

In the area of academics, protocol requires that student concerns or grievance about course content and relevancy, grading, teaching style, and the like, be addressed first with the professor of the given class. Failure to resolve the matter at that point may require a meeting with the appropriate department chair, or finally, the dean of the college/school.

In the event informal procedures fail to resolve the problem, the student may indicate in writing the nature of the grievance, the evidence upon which it is based, and the redress sought. Written grievances should be submitted as follows:

Issues related to Academics .....................................................Office of the Provost
Issues related to Student Services .................................Student Services Office
Issues related to Student Accounts ......................... Finance and Administration Office
Issues related to Financial Aid .............................. Finance and Administration Office

HONOR CODE
Members of the California Baptist University campus community are expected to act in academic matters with the utmost honesty and integrity. Academic matter shall be defined as any activity that may affect a grade or in any way contribute toward the satisfaction of the requirements for graduation without reference to the focus of such activity.
Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor Code include, but are not limited to, the following:

1. using any unauthorized assistance in taking quizzes, test, or examinations;
2. looking at or copying another student's test or quiz answers;
3. taking a test or quiz in part or in whole to use or to give to others;
4. providing any unauthorized assistance or aid to others in writing papers, taking quizzes, tests, or examinations;
5. using electronic communication equipment and/or any other unauthorized electronic device in taking quizzes, test, or examinations;
6. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
7. working with others on projects that are meant to be done individually;
8. the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
9. invading or attempting to invade the administrative security maintained for the preparation and storage of quizzes, tests, and/or examinations;
10. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the University;
11. copying information from a source without proper attribution;
12. taking papers from other students, publications, or the Internet;
13. failing to abide by the instructions of the proctor concerning test-taking procedures and/or engaging in behavior one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
14. offering for course credit one's own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered, prior to submission);
15. influencing, or attempting to influence, any University official, faculty member, graduate student, or employee responsible for processing grades, evaluating students, or maintaining academic records, through the use of bribery, threats, forgery of authorization, or any other means of coercion in order to affect a student's grade or evaluation;
16. any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records, including, but not limited to, late or retroactive change of course application forms (otherwise known as “add/drop forms”) and late or retroactive withdrawal application forms. Alteration includes, but is not limited to, misuse of University documents pertaining to academic records by means of computer resources or other equipment;
17. witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it within 10 days of the occurrence to either the faculty member in whose class the incident occurred or to the Student Services Office.

All violations of the Honor Code must be reported to the Student Services Office. A first incident of violation of the Honor Code is handled at the discretion of the professor, in consultation with the dean of students. Judicial sanctions for an offense are handled on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Judicial sanctions may include, but are not limited to, loss of a letter grade, failure of the respective assignment/examination, or failure in the course in which the offense occurred, suspension, and/or expulsion from the University.

A student has the right to appeal sanctions imposed in cases related to violation of the Honor Code. Appeals must be submitted in writing to the Student Services Office within five business days after a sanction has been imposed. Appeals submitted to the Student Services Office will be directed to the appropriate individual or committee. Decisions rendered by the Judicial Review Board may be appealed to the Student Services Committee. Decisions rendered by the provost may be appealed to the Provost's Council. Decisions rendered by the Student Services Committee and/or the Provost's Council are final.

A student who appeals a decision will be sent written notification of the progress of the appeal from the dean of students, vice president for enrollment and student services, or provost within 10 business days.
PETS
Pets (dogs, cats, etc.), regardless as to whether the animal is on a leash, are not permitted on University property. This prohibition does not apply to officially certified service animals (those that have been trained by an accredited agency to assist people, including medical assistance, law enforcement, etc.).

SALES
Only officially recognized campus-based organizations are permitted to sell goods on University premises. Sales must be directly linked to activities designed to support the University community or aid in the achievement of the University’s goals and objectives.

Students, clubs, and organizations desiring to offer product sales and/or services on the University premises must submit a written proposal to the Campus Activities Office. Upon review by the Campus Activities Office, proposals are forwarded to the Student Services Office. Clubs and Organizations may not engage in any sales and/or service related activity without written approval from the Student Services Office.

Bank and/or credit card companies/representatives may not solicit services on University premises without written approval from the Student Services Office.

Upon approval of a proposal from the Student Services Office, clubs and organizations must adhere to the following:
1. An event proposal must be submitted to and approved by the Campus Activities Office prior to undertaking any fund-raising ventures.
2. On-campus sales must be limited to customers who are members of the campus community.
3. General solicitation, including, but not limited to, general distribution of promotional material(s) in any form, is not permitted.
4. Solicitors from off-campus resources are not permitted.
5. Failure to abide by these guidelines may result in loss of privileges to offer product sales and/or services on University premises.

SEXUAL HARASSMENT
It is important that California Baptist University provide an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well-being of any member of the University community. Sexual harassment is inappropriate and unacceptable and is grounds for judicial action. It also may constitute violation of state and/or federal law.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of “verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services, or treatment protected under Title IX.” While sexual harassment most often takes place in situations involving a power differential between persons, California Baptist University also recognizes that sexual harassment may occur between persons of the same University status. California Baptist University will not tolerate behavior between or among members of the campus community that creates an unacceptable work, educational, or living environment.

Any student who has a complaint regarding sexual harassment should contact the dean of students or vice president for enrollment and student services.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following criteria are met:
   a. submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment or of the individual’s status in a program, course or activity; or
   b. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions affect such individual; or
   c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment.

2. Sexual harassment encompasses any attention (because of one’s sex) that is unwanted and can take many forms. Some examples of behavior or conduct that may constitute sexual harassment include, but are not limited to, the following:
   a. refusing to hire or promote, or granting or denying certain privileges because of acceptance or rejection of sexual advances;
   b. promising work-related benefit or a grade in return for sexual favors;
c. suggestive or inappropriate communications, notes, letters, or other written materials displaying objects or pictures that are sexual in nature and that would create a hostile or offensive work or living environment;

d. innuendoes, comments, and remarks about a person's clothing, body, activities, or appearance;

e. suggestive or insulting sounds;

f. whistling in a suggestive manner;

g. humor or jokes about sex that denigrate men or women;

h. sexual propositions, invitations, or pressure for sexual activity;

i. implied or overt sexual threats;

j. suggestive or obscene gestures;

k. patting, pinching, and other inappropriate touching;

l. unnecessary touching or brushing against the body;

m. attempted or actual kissing or fondling;

n. coerced sexual intercourse;

o. sexual assault.

3. Reported complaints of sexual harassment will be addressed promptly by the dean of students or vice president for enrollment and student services in the following manner:

a. upon receipt of a written complaint, an in-depth investigation will be conducted;

b. after evaluating the specifics of the complaint, the dean of students or vice president for enrollment and student services will issue a finding to the vice president for finance and administration and seek to resolve the matter.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

STUDENT IDENTIFICATION CARDS

Each California Baptist University student is issued one student identification card at no charge. Identification cards are not replaced each year and are non-transferable. Identification cards must be carried at all times and presented to University officials upon request.

In the event a student temporarily misplaces an identification card, temporary identification cards may be obtained in the Campus Life Office. Temporary identification cards are valid for a maximum of three days from the time of issuance. Students may obtain a maximum of two temporary identifications cards per academic year.

California Baptist University also issues Dependent Identification Cards to the dependents (spouse, son, or daughter) of students, faculty, and staff.

The Campus Life Office validates identification cards each semester (fall, spring, and summer) by placing a validation sticker for the respective semester on each card.

Campus events and locations requiring a valid California Baptist University student identification card or dependent card include, but are not limited to, the following:

1. Alumni Dining Commons and other meal service locations (for meal plan participants)

2. Annie Gabriel Library

3. Aquatic Center

4. Athletic Events

5. Brisco's Café (for meal plan participants)

6. Chapel (for student who desire Chapel credit)

7. Computer Labs

8. Fitness Center

9. Game Room (for equipment check out, etc.)

10. Residence Halls (for equipment check out, etc.)

11. University-owned Living Areas (for access purposes)

Identification cards also may be presented at participating local businesses for student discounts. The Campus Life Office issues identification cards. Lost cards may be replaced for a $10 fee.
STUDENT RECORDS

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

1. The right to inspect and review the student’s education records.

   Students should submit to the registrar, a dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. Access will be provided within thirty days of the written request. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

   Students may ask the University to amend the record that they believe is inaccurate or misleading by writing the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

   If the University decides not to amend a record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the University may disclose education records without consent to an official of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

   The name and address of the office that administers FERPA are:
   
   Family Policy Compliance Office
   
   U.S. Department of Education
   
   600 Independence Avenue, SW
   
   Washington, DC 20202-4065

   To minimize risk of improper disclosure, judicial records are kept separate from academic records. Information from judicial files shall not be given to any unauthorized person.

   Students are given the opportunity at the time of registration to request in writing that directory information not be disclosed. In order to request release of information and/or records, students must complete and submit a Student Information Release Form. Release forms are available in the Office of the University Registrar.

   NOTE: The University may disclose, without consent, “directory information,” for example, a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

   NOTE: The above procedure shall not be available to challenge the validity of a grade given by a professor or any other decision of a University professor or official but only whether the recording of such grade or decision in accurate and complete.

TOBACCO POLICY

Possession or use of tobacco products is not permitted on the University premises or at University-sponsored or -supervised activities. Violators are subject to judicial action.

Students who serve as student representatives and/or student leaders are expected to abstain from the use of tobacco products (regardless as to whether classes are in session).
UNIVERSITY NAME, LETTERHEAD, AND LOGO

Use of the University Seal, letterhead, mascot or any other University symbol (except for internal, on-campus use) requires prior written approval of the vice president for marketing and communication or another University officer. Students may not under any circumstances, without prior written consent of the vice president for marketing and communication or another University Officer, use the name “California Baptist University” in any form or use any symbol or logo or graphic used by or associated with California Baptist University alone or with the name “California Baptist University” or any name, symbol, logo or graphic confusingly similar to the University’s name, symbols, logo or graphics as part of an e-mail address, a “home page” or a second or higher level domain name for any on-line network utilized, originate or register with Internet or similar authority. Unauthorized use of the name “California Baptist University” or any symbol, logo, or graphic used by or associated with the University or any confusingly similar thereto, is a violation of University policy and violators are subject to judicial action.

VEHICLE CODE & BICYCLE OPERATION

The right of California Baptist University (CBU or University) to control traffic and parking on campus is conferred by the California Vehicle Code (CVC). The University Vehicle Code (CBUVC) is designed to ensure campus safety, aid the flow of traffic and provide maximum parking availability. The Department of Public Safety (Department) has been given the responsibility and authority to administer the CBUVC. The University reserves the right to revise the CBUVC at any time. The latest version of this code may be found at www.calbaptist.edu

Statement of Policy

1. The operation of a motor vehicle, bicycle, skateboard, roller blades or other mode of transportation on campus is a privilege granted by the University and not a right of any employee, student or visitor. Individuals who operate such conveyances on University property are required and agree to:
   • Obey applicable portions of the CVC
   • Obey University policy, rules, and regulations
   • Obtain, read, and abide by the CBUVC
   • Pay all fees and fines assessed for violations of the CBUVC
   • Resolve all related CBUVC appeals and disputes via the CBUVC Appeals Process as stated in “Section 8 – Appeals” of this code
   • Protect and hold harmless the University and its students, officers, and employees from all claims arising from injuries to any persons or damage to property by reason of his/her operation of any vehicle on University property
   • Maintain applicable license, registration, and liability and property damage insurance for their vehicle as required by the CVC, and produce supporting documents upon request by Department employees or other University personnel

2. All expenses incurred by the University pertaining to vehicles on campus are the responsibility of the permit holder, registered owner, or violator. Applicable charges will be applied to the responsible person’s student account, if applicable.

3. California Baptist University neither warrants the safety of vehicles nor assumes any responsibility for loss due to theft, vandalism, accident, damage, or any other cause whatsoever while the vehicle is on University property.

4. Citations for parking, moving, and/or policy violations may be issued at the time of the occurrence, posted on the vehicle, or mailed to the violator.

5. The University Vehicle Code shall apply to any and all lands owned or leased by the University, as well as any location where a student is engaged in a University activity.

6. Certain violations of the California Vehicle Code may be cited by police officers employed by non-campus law enforcement agencies. Appeal of such citations must be made in accordance with the law and/or policy under which, the agency employing the issuing officer operates.

Vehicles Subject To This Code

1. Motor vehicles designed and licensed for operation upon the roadways of the State of California or other states of the United States of America may be operated on the campus of California Baptist University. The operation of motorized mini bikes, pocket motorcycles, gas powered scooters, and/or other off-highway vehicles are not permitted on campus at any time.
2. Human-powered conveyances including, but not limited to bicycles, tricycles, unicycles, skateboards, scooters, roller skates, and roller blades may be operated on campus for transportation-related purposes only.

Registration and Permits
1. Vehicles operated on University roadways or other property must be registered with the Department within forty-eight hours of first appearance on campus. Permits are available at no cost from the Department.
2. Permits will not be issued without a valid CBU identification card and/or confirmation of enrollment.
3. Parking permits issued to motor vehicles must be displayed inside the front windshield on the driver’s side, bottom, left-hand corner and, on motorcycles in a manner prescribed by the Department.
4. Parking permits are non-transferable; permits may not be transferred from one vehicle to another.
5. Permits are of four types:
   a. Commuter – issued to students or other authorized persons to permit parking in any general use parking area;
   b. Resident – issued to students or other authorized persons to permit parking in designated residential parking facilities; also valid in any general use parking area unless restricted by sign;
   c. Staff/Faculty – issued to members of the University staff and faculty to permit parking in any general use parking area;
   d. Special – issued to any member of the University community having an unusual or exigent need to park a vehicle in a general use parking area for a specific period of time, park a vehicle when the requester might not otherwise be entitled to park on University property, and/or to park a vehicle of unusual size or in need of repair. Special permits are only valid in general use parking areas.
6. Issuance of a parking Permit does not guarantee availability of a parking space.
7. Bicycles must be licensed within forty-eight hours of first appearance on campus.
8. Skateboards and human powered scooters may request licensing but such license is not required. If licensing is requested, the license issued to bicycles will be utilized with the applicable information entered onto the licensing document.

Rules of Operation
Any person who operates any vehicle of any type whatsoever upon the property of California Baptist University shall:
1. Obey all applicable laws of the State of California, City of Riverside, and the regulations of the CBUVC at all times.
2. Maintain and display current registration for the vehicle’s state of residence at all times.
3. Obtain and display the applicable permit/license for the vehicle from the Department.
4. Obey all posted signs and painted markings regulating movement and/or parking of vehicles at all times.
5. Operate the vehicle only on roadways designated for vehicular travel.
6. Abstain from operating a motor vehicle upon any sidewalk, pedestrian walkway or path, or in any landscaped area.
7. Travel at a speed safe for conditions but never faster than fifteen miles per hour on any vehicle roadway or as posted within any University-owned parking area.
8. Yield the right of way to pedestrians at all campus locations including but not limited to marked crosswalks, unmarked crosswalks at intersections, and within parking lots.
9. Enter or exit parking lots only at designated entry/exit roadways.
10. Obey the verbal or visual signal direction of any member of the Department or other University official relating to movement or parking of vehicles upon University-owned property.
11. Obey any temporary traffic control device including, but not limited to, cones, delineators, barricades, or other approved device placed by the Department or other competent University official for the specific purpose of routing vehicular traffic away from established traffic flow patterns.
12. Abstain from any and all forms of exhibition, demonstration, and/or acrobatics of any type whatsoever unless approved in advance by the Department in a process to be determined by the University.
13. Operate human-powered conveyances only on roadways designed for vehicular travel or pedestrian walkways where the operation of such conveyances has not been previously prohibited by sign or marking. Such conveyances shall not be operated inside of any University building, classroom, laboratory, library, or other structure whatsoever unless approved in advance by the Department. These conveyances may not be parked or stored within any structure unless such parking/storage has been previously approved by the University in the form of policy, announcements, signs, or markings.
StoPing, Standing, and Parking

1. Definitions:
   a. Stopping is the act of halting an occupied motor vehicle, with the engine running, in a specific place for any period of time.
   b. Standing is the act of stopping an occupied motor vehicle, whether the engine is running or not, in a specific place for any period of time.
   c. Parking is the act of leaving an unoccupied motor vehicle in a specific place for any period of time.

2. Authorized markings: Parking spaces are designated by the University through a combination of signs and painted markings.
   a. Red curbs designate areas where stopping, standing, or parking are prohibited.
   b. Red curbs with accompanying print on curb or sign stating “Fire Lane” designate areas where parking is prohibited.
   c. Yellow curbs designate areas where stopping, standing, and/or parking are permitted for no more than twenty minutes for the specific purpose of loading or unloading of freight or passengers from the vehicle.
   d. White curbs designate areas where stopping, standing, and/or parking are permitted for the period of time reasonably necessary to load or unload passengers.
   e. Green curbs designate areas where stopping, standing, and/or parking are permitted for the period of time specified on the curb marking or adjacent signage for any otherwise legitimate purpose.
   f. Any combination of signage and/or painted markings including the display of the word “Reserved,” whether in conjunction with any other words or numbers, may be used to designate a specific parking space to a specific individual or use.
   g. Blue curbs or parking spaces with adjacent signage designate areas where vehicles displaying handicapped/disabled placards, license plate(s), and/or stickers issued by any state, province, or other recognized political jurisdiction may park.

3. University discretion:
   a. The University, at its sole discretion, may designate by markings and/or signage, the use or non-use of any area for parking of motor vehicles or other conveyances.
   b. The University may, at any time and solely at its discretion, install markings or signage changing the established use of any curb, marked parking space, or other area to a new usage for any period of time whatsoever.

4. Motor vehicles may be parked within any University-marked parking space, designated for that type of vehicle.
   a. Marked parking spaces may be utilized by any non-prohibited motor vehicle that fits completely within the outline of the space.
   b. Each vehicle shall be parked completely within the spaces provided; no part of the vehicle shall protrude over any of the lines establishing the space into any adjacent space or area.
   c. A vehicle that does not fit completely within a marked parking space may be issued a “Special Parking Permit” and, upon issuance, shall be entitled to occupy as many parking spaces as reasonably necessary to accommodate that vehicle.
   d. Only two or three wheeled motorcycles may park in spaces designated for “motorcycle parking.”
   e. Vehicles displaying handicapped/disabled person license plates, placards, and/or stickers issued by any state, province, or other recognized political jurisdiction may stop, stand, or park in any space designated for handicap/disabled, general, freight loading/unloading, or passenger loading/unloading, or time-limited space without regard to any time limit applicable thereto.

5. Prohibited acts:
   a. No vehicle shall park anywhere on any property owned by the University except in a marked parking space or in a space otherwise authorized by the Department.
   b. No vehicle shall stop, stand, or be parked in any area designated by sign or red curb as “No Parking.”
   c. No vehicle shall park in any area designated by sign or red curb as “Fire Lane No Parking.”
   d. No vehicle shall stop, stand or park in any area designated by sign or yellow curb as a “Freight Zone” except to load or unload freight or passengers and in no event for more than twenty minutes.
   e. No vehicle shall stop, stand, or park in any area designated by sign or white curb as a “Passenger Zone” except for the period of time reasonably necessary to load or unload passengers.
f. No vehicle shall park in any area designated by sign or green curb as a “Time Limited Zone” for longer than the period established for that space or area.

g. No vehicle shall stop, stand, or park in any space designated as “Reserved” unless assigned to that specific space by the Department or other competent official of the University.

h. No vehicle shall stop, stand, or park in any manner whatsoever as to obstruct the entry/exit to any University-owned parking area, parking space, facility, and/or building, or the opening or closing of any gate.

6. Bicycle Parking – Additional Rules

No bicycle shall be left parked on any property owned by the University:

a. In any area where signs prohibit the parking of bicycles;

b. In any area or attached to any rack designated for parking of other types of vehicles or conveyances;

c. Within or attached to any stairwell;

d. During the summer recess, unless the owner is currently enrolled in summer classes or authorized to reside in University owned housing; or

e. In a condition where parts necessary for operation are missing. For the purposes of this section, such parts include but are not limited to: handlebars, seat, pedal(s), wheel(s), tire(s), chain, or any combination thereof.

Any bicycle found in violation of these “Additional Rules for Bicycle Parking” is subject to immediate removal and storage at the bicycle owner’s expense. To facilitate this removal, locks securing the bicycle will be cut without reimbursement to the owner. Any bicycle removed under this section will be available to be reclaimed by the owner for a period of not less than 10 calendar days and not more than thirty calendar days.

Other Offenses

1. Any vehicle equipped with an anti-theft/burglar alarm must utilize an automatic reset feature capable of silencing the alarm without human intervention/action within five minutes of activation unless an actual, visible, or demonstrable intrusion has occurred.

a. A vehicle sounding its anti-theft/burglar alarm for more than five minutes without resetting, except in case of actual, visible, or demonstrable intrusion, is deemed to be a nuisance and is subject to citation and/or towing at the vehicle owner’s expense.

b. Within residential parking areas of the University or parking areas adjacent to any primarily residential area, a vehicle sounding three or more alarm activations, regardless of duration of the individual activations, during any continuous twenty-four hour period is deemed to be a nuisance and is subject to citation and/or towing at the vehicle owner’s expense.

2. Any vehicle not displaying evidence of current registration for the state, province, or political jurisdiction of residence, appearing to be abandoned or inoperable, or undergoing repair and left in an unsafe condition (i.e. supported by jacks, blocks, etc.), or undergoing repair beyond the time limit established by any issued Special Permit is subject to citation and/or towing at the vehicle owner’s expense.

3. Any vehicle emitting amplified sounds that can be discerned in any manner whatsoever at a distance of twenty feet or more from the point of origin such as, but not limited to, music, bass sounds, and/or verbiage are subject to citation.

4. Any vehicle stopped, standing, or parked in such a manner as to obstruct entrance or exit from, or the free flow of other vehicles within any parking area, aisle way, or roadway in such a manner as to obstruct the free flow of other vehicles within or upon those surfaces is deemed a traffic hazard and is subject to citation and/or towing at the vehicle owner’s expense.

5. No person shall place, deposit, or dump any refuse, garbage, debris, or hazardous or other material upon the grounds of the University, except in designated receptacles.

6. No person shall place or cause to be placed any dumpster, storage container, or any similar object/device upon any University owned property without first obtaining a permit from the Department of Public Safety. Containers placed in violation of this section will be removed and the costs of removal billed to the person responsible for the placement.

Citable Offenses

Citations may be issued to any vehicle or person who violates a rule, regulation, or policy of the CBUVC.
Fines, Fees, & Penalties

1. Fees, fines, and penalties are established by the University and are not governed in any way by the Department.

2. The University may, at its sole discretion, increase by fifty percent the fine assessed against any student who receives, or whose vehicle is the subject of, three or more citations, whether repeat offenses or not, issued pursuant to the CBUVC within any period of six consecutive months. Additionally, the University may, at its sole discretion, suspend the driving and/or parking privileges of such persons.

Appeals

1. Any person issued a citation under the authority of the CBUVC may contest the violation(s) alleged thereon by submitting a completed “Citation Appeal” form to the Student Services Office of the University, currently located in Room D247 in the Johnson Wing of the Yeager Center, within five business days of issuance of the citation. Appeals are reviewed by the Judicial Board of the Associated Students of California Baptist University (ASCBU).

2. Appeal forms may be obtained from the Student Services Office or the Department during regular business hours.

3. The Department will not, after issuance, withdraw, cancel, adjust, or otherwise interfere with the procedures established for processing of citations. The Department may, in the interest of justice, recommend dismissal of a citation upon determining that sufficient facts exist to warrant such action.

4. The Department does not review or consider the validity of any finding made by the Judicial Board and/or the Dean of Students. The Department may, in the interest of justice, recommend dismissal of a citation but does not withdraw, cancel, adjust, or otherwise interfere with the established processes.

SPIRITUAL LIFE

PHILOSOPHY AND GOALS

The purpose of the Office of Spiritual Life is to invest in lives to develop followers of Jesus. Every student, regardless of his or her level of commitment to Christ, is encouraged to take advantage of the organized ministry opportunities to foster spiritual growth in preparation for kingdom service.

California Baptist University is committed to core values of the Christian faith and fulfillment of the Great Commission. Since its inception, the University has sought to evidence the Christian life on campus. In this sense, the Christian ethics of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are to be exhibited. No doctrinal statement has ever been prescribed for students who enter California Baptist University. Because the University is committed to core values and Christian growth, it offers students many opportunities to explore and express the Christian faith in ways unique to personal needs and interests.

In keeping with this commitment, the University provides courses in Christian studies and encounters with teachers committed to spiritual values. Times of spiritual emphasis are planned for each semester. Students are also encouraged to participate in Bible studies, evangelism, ministry teams, community service, and missions.

OFFICE OF SPIRITUAL LIFE STAFF

Through personal relational ministry, the dean of spiritual life serves as a pastor, discipler, and role model for the members of the campus community. The spiritual life staff is available to address spiritual development needs, spiritual leadership needs, and other spiritual issues.

COMPASSION MINISTRIES

By putting faith into action, students learn the significance of demonstrating the love of Christ. Participating in urban projects for a day or a weekend, working with the homeless, providing support to foster families, being a grandchild to a senior adult, or building relationships with high-risk teens give students the opportunity to make a difference in the lives others in the name of Jesus.

CAMPUS MINISTRIES

Campus Ministries seeks to create discipleship opportunities for each student of California Baptist University to grow in his/her relationship with Christ by offering access to Bible studies, prayer groups, one-on-one discipleship, local mission projects, and other events, conferences and programs that encourage spiritual growth.

CHAPEL

The California Baptist University community gathers regularly for worship, fellowship, personal development, and spiritual formulation. As a community deeply rooted in the Baptist tradition of the Christian faith, broad participation in the Chapel experience is expected.
Chapel services are organized, coordinated, and implemented by the dean of spiritual life. Occasionally, as deemed appropriate by University Administration, members of the campus community are recognized for notable accomplishments during Chapel. Although important, holidays, cultural programs, and other forms of recognition and/or expression are not included as part of Chapel programming; such events may be coordinated through the Campus Activities Office.

In respect to the purpose and intent of Chapel, students are to:
1. abstain from using personal stereos, computers, and electronic devices (phones, games, pagers, etc.);
2. abstain from engaging in personal conversations and/or activities which may distract others;
3. abstain from consuming food and/or drink at Chapel locations;
4. abstain from studying or reading class notes, magazines, and other literature not directly associated with the respective Chapel program.

Violation of any of the above will result in the following:
1. First offense - warning and no credit for Chapel attendance;
2. Second offense - failing grade in Chapel for the respective semester.

**Attendance.** Varying Chapel programs are scheduled throughout each semester. Attendance is required of traditional undergraduate students enrolled in seven or more units. Students who receive a passing grade in Chapel for eight semesters may apply for a waiver from Chapel requirements. Two regular Chapel programs are generally scheduled for Wednesdays and Fridays – Chapel A meets at 11:00 a.m. and Chapel B meets at 10:00 a.m. Special Chapel services are occasionally held on other days of the week.

1. Students are expected to attend all chapels, just as they would be expected to attend class. However, it is understood that circumstances such as illnesses, emergencies, or work will occasionally interfere with a student's ability to attend. Therefore, students are required to acquire a minimum of fifteen credits to pass Chapel each semester. The Office of Spiritual Life maintains official Chapel attendance records and posts attendance for viewing by students on InsideCBU on the “Life@CBU” page. Students are encouraged to monitor personal attendance records throughout the semester and report any discrepancies to the Office of Spiritual Life.

2. Only one Chapel credit is granted for any given Chapel program; students who attend a regular Chapel program in person and also complete the required work for the same Chapel program through the Alternative Chapel Program (see below) will receive only one Chapel credit.

3. Chapel credit is available only for official Chapel programs. Official Chapel schedules may be obtained in the Office of Spiritual Life, the Campus Life Office, or through InsideCBU.

4. Students enrolled in regular Chapel must attend the Chapel section in which they are enrolled and will receive a maximum of one chapel credit per day regardless of the number of Chapels attended in a single day.

5. In order to receive Chapel credit, students must present a valid student identification card at the time of arrival.
   a. Students who are unable to present an identification card may sign in to receive credit.
   b. Students may sign in to receive credit a maximum of two times per semester.

6. Students who fail to meet Chapel attendance requirements are provided the opportunity to makeup one Chapel each semester.

7. Chapel make-up assignments must be completed by the last day of class of the respective semester (as listed in the calendar section of this publication).

8. Students who engage in disruptive behavior will not receive credit for the Chapel during which they are disruptive. Students who are denied credit for a specific Chapel will receive written notice of the violation and the associated outcome.

9. Two or more occurrences of disruptive behavior will result in an automatic failing grade in Chapel for the semester.

10. Students who arrive at the designated Chapel location later than five minutes after the official chapel start time will not receive credit for the respective Chapel.

11. Students who depart from a Chapel service prior to the official conclusion will not receive credit for the respective Chapel.

12. Requests for credit for specific Chapels, due to participation in University-related academic, performance arts, and/or athletic events will be approved only in the case that the sum total of academic and/or athletic events will not permit a student to attend the required number of Chapels.

13. Requests for exemption from the regular Chapel program must be submitted to the Office of Spiritual Life by the “Last day to withdraw from a class” as indicated in the University Calendar. Students who meet qualifications for exemption from the regular chapel program will be required to participate in the alternative chapel program.
Alternative Chapel Program. The Alternative Chapel Program (ACP) is an online Chapel option designed for students who are unable to attend regular Chapel due to extraordinary circumstances or significant conflicts that arise from a work schedule, class schedule, commuting requirement, or personal/family obligation. ACP provides students with spiritual enrichment and the opportunity to fulfill the minimum requirements of the CBU Chapel program regardless of conflicts in schedule. Only one Chapel credit is granted for any given Chapel program; students who attend a regular Chapel program in person and also complete the required work for the same Chapel program through the Alternative Chapel Program (see below) will only receive one Chapel credit. Information and applications for the Alternative Chapel Program are available in the Office of Spiritual Life. Deadlines for application and assignments are listed in the calendar section of the Student Handbook. All applications are approved or denied by the dean of spiritual life based on the criteria listed on the application form.

Chapel Appeals. A student has the right to appeal Chapel-related outcomes (e.g., attendance credit, semester credit). All appeals must be submitted in writing to the Office of Spiritual Life. Appeals dealing with credit denied for a specific Chapel must be submitted within five business days of receipt of notification. Appeals dealing with course outcome (the semester grade issued for Chapel) must be submitted within 10 business days after semester grades have been posted by the University. Appeals are adjudicated by the Chapel Committee. A decision rendered by the Chapel Committee may be appealed to the Student Services Committee. Decisions rendered by the Student Services Committee are final.

Chapel Praise Band. The Chapel Praise Band regularly plays an integral part of the Chapel experience by leading the campus community in music and worship. Chapel Praise Band members are selected each spring through an application and audition process conducted by the Spiritual Life Office. Information regarding the selection process is available in the Spiritual Life Office.

CHURCH INVOLVEMENT
California Baptist University is committed to supporting the local church. It is in the context of the local church that believers can unite with one another for fellowship, growth, worship, and service. Students are encouraged to commit to a local church in membership and weekly corporate worship so that they might seek opportunities to grow in faith and serve Christ by ministering to others as a manifestation of their personal commitment to Christ as Lord.

A list of churches in Riverside and the surrounding region is available in the Office of Spiritual Life.

GLOBAL CENTER
The Global Center assists the University and California Baptist churches in their strategic engagement in God’s global purpose. The Center serves as a resource for equipping and mobilizing students and staff in fulfilling the Great Commission.

OFFICE OF MOBILIZATION
In accordance with Matthew 28:19-20, the purpose of the Office of Mobilization is to help fulfill the “Great Commission” by providing members of the campus community with opportunities to gain global vision and hands-on experience through service learning projects. Participation is open to California Baptist University students who meet membership requirements, successfully complete the application and interview process, fulfill fundraising obligations, and are in good academic and behavioral standing with the University. The service learning application and selection process is coordinated by the Office of Mobilization and takes place during the fall semester.
International Service Projects (ISP). In cooperation with the International Mission Board of the Southern Baptist Convention and various missions organizations, teams of California Baptist University students serve internationally for approximately three weeks during the summer months. Each team is led by a University official or other approved member of the University community. The ministry focus may vary depending upon the outreach strategy of the selected area. International Service Project teams have served in more than 40 countries since being established in 1997.

ISP sites have included the following countries/regions:

<table>
<thead>
<tr>
<th>Country</th>
<th>Year(s)</th>
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<tbody>
<tr>
<td>Argentina</td>
<td>2008</td>
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<tr>
<td>Australia</td>
<td>1998-2003</td>
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<tr>
<td>Austria</td>
<td>2007</td>
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<tr>
<td>Belgium</td>
<td>2010</td>
</tr>
<tr>
<td>Brazil</td>
<td>2005, 2010</td>
</tr>
<tr>
<td>Canada</td>
<td>2008-2010</td>
</tr>
<tr>
<td>Central Asia</td>
<td>2001-2009</td>
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<tr>
<td>East Asia</td>
<td>1997-2010</td>
</tr>
<tr>
<td>Ecuador</td>
<td>1997-1998</td>
</tr>
<tr>
<td>France</td>
<td>2009</td>
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<tr>
<td>Germany</td>
<td>2003-2009</td>
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<tr>
<td>Greece</td>
<td>2004</td>
</tr>
<tr>
<td>Honduras</td>
<td>2007-2008</td>
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<tr>
<td>Italy</td>
<td>2001-2002</td>
</tr>
<tr>
<td>Japan</td>
<td>1998, 2003-2010</td>
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<tr>
<td>Kenya</td>
<td>1998-2001</td>
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<tr>
<td>Malawi</td>
<td>2005</td>
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<tr>
<td>Mali</td>
<td>2002</td>
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<tr>
<td>Mexico</td>
<td>2008-2009</td>
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<tr>
<td>Middle East</td>
<td>2004, 2008-2010</td>
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<tr>
<td>Netherlands</td>
<td>2009</td>
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<tr>
<td>North Africa</td>
<td>2010</td>
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<tr>
<td>Pacific Rim</td>
<td>2010</td>
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<tr>
<td>Panama</td>
<td>2008-2009</td>
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<tr>
<td>Philippines</td>
<td>2009-2010</td>
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<tr>
<td>Romania</td>
<td>2008, 2010</td>
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<tr>
<td>Russia</td>
<td>1997-2002, 2008-2010</td>
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<tr>
<td>Rwanda</td>
<td>2006-2010</td>
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<tr>
<td>Saint Vincent</td>
<td>2007</td>
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<tr>
<td>Southeast Asia</td>
<td>2001-2010</td>
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<tr>
<td>Spain</td>
<td>2002, 2010</td>
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<tr>
<td>Suriname</td>
<td>2004</td>
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<tr>
<td>Switzerland</td>
<td>2008</td>
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<td>Thailand</td>
<td>2007-2010</td>
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<td>Uganda</td>
<td>2009-2010</td>
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<tr>
<td>Ukraine</td>
<td>2007-2009</td>
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<tr>
<td>United Kingdom</td>
<td>2005, 2007, 2009-2010</td>
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<tr>
<td>Japan</td>
<td>2010</td>
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</tbody>
</table>
| United States Projects (USP). In cooperation with the North American Mission Board of the Southern Baptist Convention and various missions organizations, teams of California Baptist University students, staff, and faculty serve for approximately 10 days during the spring and summer. Each team is led by a University official or other approved member of the University community. The ministry focus may vary depending upon the outreach strategy of the selected area. United States Project teams have served in seven states since being established in 2006. USP sites include the following:

<table>
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<tr>
<th>State</th>
<th>Year(s)</th>
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<tbody>
<tr>
<td>Alaska</td>
<td>2009-2010</td>
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<tr>
<td>California</td>
<td>2008</td>
</tr>
<tr>
<td>Hawaii</td>
<td>2009</td>
</tr>
<tr>
<td>Illinois</td>
<td>2010</td>
</tr>
<tr>
<td>Louisiana</td>
<td>2006-2007</td>
</tr>
<tr>
<td>Maryland</td>
<td>2009-2010</td>
</tr>
<tr>
<td>New York</td>
<td>2009-2010</td>
</tr>
<tr>
<td>Utah</td>
<td>2007-2009</td>
</tr>
<tr>
<td>Washington</td>
<td>2010</td>
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</tbody>
</table>

Summer of Service (SOS). In cooperation with the International Mission Board of the Southern Baptist Convention, teams of California Baptist University students serve internationally for approximately eight weeks during the summer months. Ministry focus varies depending on the outreach strategy of the selected area(s). SOS was established in 2010 and as has included the following countries/regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>Year(s)</th>
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INTERCOLLEGIATE ATHLETICS

The Athletic Department at California Baptist University is staffed by an athletic director, assistant athletic directors, sports information director, aquatic center director, athletic trainers, fitness center director, coaches, and a support staff.

California Baptist University is a member of the National Association of Intercollegiate Athletics (NAIA). Within the NAIA, the Lancers compete in the Golden State Athletic Conference (GSAC), which is comprised of 10 other like-minded Christian colleges and universities. In order to be eligible to participate in the California Baptist University Intercollegiate Athletics program, student athletes must meet all NAIA and/or GSAC eligibility requirements and rules for competition.
INTERCOLLEGIATE SPORTS
The intercollegiate sports programs sponsored by California Baptist University are as follows:

**Men’s Programs**
- Baseball
- Basketball
- Cross Country
- Golf
- Soccer
- Swimming & Diving
- Volleyball
- Water Polo
- Wrestling

**Women’s Programs**
- Basketball
- Cheerleading
- Cross Country
- Golf
- Softball
- Soccer
- Swimming & Diving
- Volleyball
- Water Polo

SPECTATORS
Members of the campus community are encouraged and invited to attend athletic events and display school spirit throughout the school year. Students, fans, and spectators who attend events are expected to conduct themselves in a manner that is respectful of athletes, officials, and others. Misconduct includes, but is not limited to, the following:
1. Harassing, heckling, or annoying players, officials, or others;
2. Making derogatory comments regarding or directed at player officials, or others;
3. Throwing or placing objects on a playing surface/field;
4. Interfering with the course of an athletic event.

Individuals who engage in inappropriate behavior are subject to judicial action which includes, but is not limited to, removal from and/or loss of the privilege to attend athletic events at CBU.

Admission to all home regular-season contests is free to students, faculty, and staff (and dependents) who possess a valid California Baptist University identification card. Otherwise, admission is $5 for adults and $3 for students who attend another school and possess a current student identification card. Alumni admission is $3 with a valid Alumni Card. Children under 12 years of age are free.

Information regarding California Baptist University athletic teams and individual athlete accomplishments is available in the Lancer Legacy section of this publication. For additional intercollegiate athletic information, visit the California Baptist University website (www.calbaptist.edu) or contact the Athletic Office at 951.343.4318.

UNIVERSITY COLORS
The official school colors of California Baptist University are blue and gold.

UNIVERSITY MASCOT
The California Baptist University mascot is a mounted Lancer. During the spring semester, students are selected to serve as the Lancer Mascot and wear the official Lancer Mascot costume during the following academic year. The primary role of students who are selected to serve as the Lancer Mascot is to encourage campus pride, foster fan participation and promote the CBU athletic program. The cheer coach, dean of students (or designee), and ASCBU president collaboratively conduct the process of selecting two primary and two alternate/assistant students to serve as the Lancer Mascot.

Eligibility. Students who serve as the Lancer Mascot must:
1. possess and maintain a cumulative GPA of 2.5 or above;
2. be enrolled at California Baptist University;
3. be in good standing with California Baptist University. Students who are on academic probation, upon whom judicial sanctions are imposed, and/or placed on judicial probation, are ineligible to serve as the mascot.

Students who are interested in serving as the Lancer Mascot must meet the aforementioned eligibility requirements and complete the Lancer Mascot application/selection process. Detailed information regarding the Lancer Mascot application/selection process, physical requirements, expectations, and compensation are available in the Athletic Department.
RESOURCES AND FACILITIES

ACADEMIC COMPUTING
The University offers access to computer labs, coursework in computer technology, and supports the computer as a tool to success in the overall liberal arts curriculum. Labs are located in the Annie Gabriel Library and the Eugene and Billie Yeager University Center. A valid California Baptist University student identification card is required when using computer labs. Computer time is reserved on a sign-up basis.

ACADEMIC RESOURCE CENTER
The Academic Resource Center provides academic support for all CBU students. The ARC offers workshops, tutoring, testing, peer mentoring, and study support services to all CBU students. The ARC also works in partnership with such programs as athletics, music, and international programs to assist students in meeting their academic goals while they are participating in such programs at CBU. ARC staff assists students in developing an individual academic success plan, which may include the following: midterm progress checks, regular study time in the ARC, tutorial services, or participation in a peer mentoring program. The Academic Resource Center (ARC) provides cost-free tutoring assistance for all students requiring temporary support in their academic programs. Peer tutors are available by appointment, during scheduled hours, and on a limited walk-in basis for most lower-division subjects, including math, science, social sciences, and writing. The ARC facilitates a Writer’s Workshop to assist students with writing skills, provide editing help for student papers, and strengthen critical thinking processes. Help for upper division subjects can also be provided upon request. The ARC strives to accommodate all students.

ACADEMIC SERVICES CENTER
The Academic Services Center (ASC) provides schedule advising and registration for all students. The ASC staff works in cooperation with faculty advisors assigned to students by major or program. The ASC staff meets with each student to develop appropriate academic schedules and review the student’s academic course plan. Students are encouraged to make appointments to discuss degree requirements, academic scheduling, 90-unit evaluation, and pre-graduation checks. All academic forms, pre-registration, and registration are processed through the ASC.

ANNE GABRIEL LIBRARY
The Annie Gabriel Library has nearly 92,000 volumes, which include books, videos, DVDs, CDs, audiotaapes, periodicals, journals, newspapers, and microfiche. Most of these resources can be easily accessed from the library’s online catalog.

The library currently subscribes to more than 500 print journals and 29 online databases, which combined provide access to several million journal records, thousands of full-text articles, and numerous citations for leading scholarly journals. These and additional online resources, can be found at the library website (http://www.calbaptist.edu/library/).

Research Assistance. Reference librarians are available to assist students who need to find resources necessary for completion of class assignments and research projects. Students who need assistance should contact one of the reference librarians for an individual appointment or visit the Reference Desk.

Interlibrary Loan. Interlibrary loan (ILL) is a free service by which students can obtain resources from other libraries when a particular book or journal article is not available in the Annie Gabriel Library. Students can submit interlibrary loan requests online (via the library website) or in person (Access Services Desk). There is generally a two-week waiting period to receive the requested material. ILL applies to books and journal articles only.

IEALC Card. The IEALC (Inland Empire Academic Libraries Cooperative) Card is available to students at the Access Services Desk. This card provides students the opportunity to visit a number of local universities and colleges. Only books can be borrowed.

The library provides research computers, a language lab, and a video viewing room. Only library and faculty-owned videos may be viewed in the video viewing room.

Information regarding library-related services may be obtained as indicated below:

- Journals, interlibrary loans pertaining to journal articles - Reference Serials Librarian
- Reference, electronic resources, and Interlibrary loans pertaining to books - Reference/Electronic Resource Librarian
- Overdue, lost, or missing material and fines - Access Services Manager
- Reserves and renewing borrowed materials – Library Services Assistant
- General questions and concerns – Director of Library services
AQUATIC CENTER
The Aquatic Center provides a recreational swimming area, diving area, and thirteen lanes for competitive swimming. The Aquatic Center is equipped with separate men’s and women’s locker rooms and showers. Swimming hours are posted at the beginning of each month.
Use of the Aquatic Center pool is not permitted without a University-approved lifeguard on duty. Violators are subject to judicial action.
Eligibility. One of the following eligibility requirements must be met in order to use the Aquatic Center:
1. A current student, faculty member, staff member, or alumnus.
2. An immediate family member (dependent, parent, sibling, or spouse) of a current student, faculty member, staff member, or alumnus. Dependents under the age of 16 must be accompanied by an adult.
Guests. Guests of students, faculty, staff, or alumnus who do not meet Aquatic Center eligibility requirements are charged a fee of $3 per visit. Swim Pass purchase information is available in the Aquatic Center Office.
Swimwear. The following is the University Swimwear Policy (for non-athletic use):
1. For females, swimwear must be a one-piece suit, covering cleavage, bust, and midriff areas. Thong, g-string, and high French-cut styles are not acceptable. T-shirts that are worn over two-piece suits are not permitted.
2. For males, swimwear must be “boxer” style suits with at least a five-inch inseam and a nylon or mesh liner.
3. Footwear must be worn to and from the Aquatic Center.
4. T-shirts that are worn over one-piece suits are permitted in the pool (shallow-end only).
5. As necessary, University personnel and/or the lifeguard staff will make decisions regarding compliance with the Swimwear Policy.
General Information.
1. A valid California Baptist University identification card must be presented upon entering the Aquatic Center.
2. In order to meet the needs of the campus community, the following Aquatic Center specialty hours have been established:
a. Open swimming (when no other events are scheduled);
b. Intercollegiate athletes only.
Only the designated individuals are permitted in the Aquatic Center during specialty hours.
3. Individuals must provide towels for personal use.
4. Failure to abide by Aquatic Center Policy or Aquatic Center Swimwear Policy will result in judicial action which includes, but is not limited to, loss of Aquatic Center privileges.

CAMPUS DINING
California Baptist University is proud to partner with Provider Contract Food Service, a local homegrown company with global appeal, to provide the campus community with quality food service options. Provider manages the on-campus food service program, campus catering services, and on-campus vending. The Student Services Office and Provider work closely together to create dining options that meet the needs of the CBU community.

Dining Options. A variety of meal plan options are available to residential and commuter students. Three on-campus dining locations provide a variety of food options ranging from cafeteria-style and cook-to-order to a just-in-time format. Individual meals may be purchased at all campus dining locations.

The Alumni Dining Commons (ADC) is the largest dining facility on campus and provides cafeteria-style dining daily and an extended Sunday Brunch. Visitors to the ADC can dine in an all-you-care-to-eat format that features global, fresh cuisine. The culinary team artfully prepares handcrafted foods at multiple stations that serve authentic dishes ranging from Comfort Classics, Mexican cuisine, and sushi to grilled items and specials. Daily offerings include gourmet soups, fresh fruits, crisp salads, made-to-order waffles, delectable desserts, and an assortment of beverages. Menus in the ADC change daily.
Dining in the ADC provides the campus community an opportunity to fellowship and socialize in either the dining room or adjacent patio.
In addition to serving foods from around the globe, the ADC sponsors various “special event meals” (i.e. thematic dinners, Easter Brunch) throughout the course of each academic year. In order to enter the ADC, students and/or guests must pay or be “swiped” in for the respective meal. All food must be consumed in the ADC and is not offered to go. Removal of food and/or service items (plates, cups, bowls, silverware, etc.) from the ADC is not permitted.
Brisco’s Café. provides casual dining and a grab-and-go format that includes gourmet sandwiches, fresh salads, cook-to-order foods (hamburgers, hot dogs, etc.), a variety of side orders (fries, chips, fruit, yogurt, etc.), and an assortment of hot and cold beverages. Brisco’s Café is the perfect location to grab a meal on the go or to enjoy catching up with friends in a contemporary setting. In order to obtain meals in Brisco’s Café, students and/or guests must pay or be “swiped” for the respective meal. In addition to meals, Brisco’s Café offers snacks, beverages, and sundries for purchase.

Wanda’s. Located at the center of campus, this café offers the campus community an opportunity to grab a quick bite to eat and study or to just share a snack with friends. Wanda’s offers specialty coffee drinks, smoothies, fresh salads, grilled items, sandwiches, fresh pastries, and snacks for purchase. Meal plan participants may obtain meals at the ADC and at Brisco’s Café when classes offered to traditional undergraduate students are in session. Students may not use meal plans to obtain meals in Wanda’s. Meal service is closed during vacation periods. Specific dates of food service availability are indicated within the student planner section of this publication. Information regarding rates for meal plans is available in the University Catalog.

Food and/or beverage service (coffee breaks, catered meals, etc.) for special events can be arranged by calling the Provider Catering Office at 951.343.5026. All on-campus food service must be provided by Provider Contract Food Service. Requests for exceptions must be submitted to and approved by the director of food and beverage service.

Meal Plan Options. Meal plan participation is required of all students residing in University-owned living areas designated for traditional undergraduate students and is optional for commuter students. Meal plan requirements (minimums) for residential students are specified below. Each day is divided into five meal service periods, which are approximately three hours in length. Meal Plan participants may obtain one meal during each meal service period. Serving hours and information regarding meal service periods are posted at the ADC, Brisco’s Café, and InsideCBU at the beginning of each semester. Meal plans are tracked electronically and, in order to obtain meals, participants must present a valid student identification card. Questions and concerns regarding the meal plan tracking program and requests for meal plan changes should be directed to the Campus Life Office. Meal plan participants may not exceed the number of meals associated with their respective meal plan.

Traditional Plans. Traditional meal plans provide participants a specified number of meals each week. Students who participate in Traditional plans are eligible to obtain meals during any four of the meal plan periods each day. Traditional plans reset on a weekly basis; the meal plan week begins each Friday at breakfast and ends each Thursday after dinner. The following Traditional plans are offered, as determined by residential/commuter status:

• Traditional 5
• Traditional 10
• Traditional 13
• Traditional 16
• Traditional 19

In the event a student does not consume all of the meals allotted for any given week, unconsumed meals do not “carry over” to the next week. Unused meals are not refundable. The minimum Traditional plan in which a residential student may participate during the fall and spring semesters is the Traditional 10. Traditional plans are not offered during summer terms. Commuter students may choose to participate in any Traditional plan offered. Students who participate in a Traditional plan may change their plan choice until the “Last Day to Reduce Meal Plan” as indicated within the student planner section of this publication.

Block Plans. Block plans offer a greater level of flexibility; participants may obtain a specified number of meals each semester and are eligible to obtain meals during any meal plan period. Students may participate in the following plans, as determined by residential/commuter status:

• Block 40
• Block 75
• Block 175
• Block 200

In the event a student does not consume all of the meals allotted for any given semester, unconsumed meals do not “carry over” to the next semester. Unused meals are not refundable. The minimum Block plan in which a residential student may participate during the fall and spring semesters is the Block 175. The minimum Block plan in which a residential student may participate during a summer term is the Block 40. The Block 40 plan is offered only during summer terms. Commuter students may choose to participate in any Block plan offered. Students who participate in a Block plan may not change to a Traditional plan and or discontinue their plan choice during the respective semester or term.
Lunch-Only Plan. Students who participate in the Lunch-Only plan are eligible to obtain lunch Monday through Saturday of each week. The Lunch-Only plan resets on a weekly basis; the meal plan week begins each Friday at breakfast and ends each Thursday after dinner.
In the event a student does not consume all of the meals allotted for any given week, unconsumed meals do not “carry over” to the next week. Unused meals are not refundable.
The Lunch-Only plan does not meet residential student meal plan requirements.

General Information.
1. In order to obtain a meal, meal plan participants must present a valid student identification card.
   a. The person whose name and photo appear on the card must be present in order for the card to be used to obtain a meal(s).
   b. Members of the campus community may not loan and/or borrow student identification cards.
2. Failure to present a valid student identification card may result in denial of service.
3. Meal plan participants may provide meals for immediate family members (spouse, child, parent, legal guardian, sister, brother) during regularly scheduled meals by “swiping” an identification card once for each respective family member. Meal plan participants who desire to provide meals to immediate family members during “special-event meals” (i.e. Easter Brunch, Mother’s Day Brunch) must “swipe” an identification card twice for each respective family member.
4. Students who remove service items, food, and/or conduct themselves in a disrespectful manner are subject to judicial action.
5. Health Department regulations prohibit bare feet and shirtless patrons in the Alumni Dining Commons, Brisco’s Café, and Wanda’s.

Dining Etiquette. Students are expected to self-monitor noise. Students are expected to conduct themselves in an appropriate manner while dining and comply with requests made by food service staff.

Special Dietary Needs. The Provider culinary team is committed to offering healthy dining options as an integral part of daily menus. Most special dietary needs can be met upon request. The culinary team welcomes questions. Nutritional information for items served is available upon request. Students with special dietary requirements may submit a Meal Plan Modification and/or Exemption Request form. Prior to preparing meals that meet special dietary requirements, the assistant dean of students and director of food and beverage service will review the information submitted by and consult with the student. Request forms are available in and may be submitted to the Campus Life Office.

Sick Trays. In the event a meal plan participant experiences an illness that prevents a visit to the Alumni Dining Commons, the student may make arrangements with a friend, roommate, or resident advisor to obtain a to-go meal. Individuals obtaining meals on the behalf of an ill student are required to sign in with a member of the food service staff and present valid CBU identification cards. In order to prevent the spread of illness, students who experience flu-like symptoms should not visit any campus dining location.

To-Go Meals. The University recognizes there are times students may prefer to obtain a to-go meal. To-go meals may be obtained in Brisco’s Café. Students may only obtain one to-go meal during any given meal service period.

CAREER SERVICES & STUDENT EMPLOYMENT
Career Services at strives to strategically equip students to discover and articulate their God-given gifts and inherent skills in order to competently pursue a vocational calling and become effective servant-leaders for Christ upon graduation, both locally and globally.

In addition to coordinating on-campus jobs for both work-study and non-work study positions, the Center assists students with securing off-campus employment. At no expense to students, the following resources are provided:

- NACELINK™ – The NACElink Network connects students and alumni to thousands of jobs around the country every day. One can store resumes, cover letters, and writing samples; create search agents to save selected jobs; and mark preferred jobs as favorites
- CCCU™ – a resource provided by the Council of Christian Colleges and Universities, which includes employers who are specifically seeking graduates from Christian colleges and universities
- Focus Career & Education Planning Solutions™ -- An online career assessment which includes:
  o Interactive Career Analysis
  o Personal Career Toolbox
  o Detailed Occupational Analysis Reports
• Local and national job, ministry and seasonal employment postings (via online job boards and résumé databases)
• Internships (workshops, consultation and resources to attain internships available for credit and/or not for credit)
• Individual employment and career consultation
• Interactive computer software on topics of career exploration, self-assessment, interview techniques, and résumé writing
• Seasonal employment and ministry opportunities, locally, nationally, and abroad
• Access to salary and job trend projections, both locally and nationally
• Online resources of current employment opportunities in business, government, industry, and other agencies
• Brochures and periodicals for various professions
• Graduate and professional school catalogs

To further equip students and encourage professional development, the Center offers Etiquette Dinners (nominal fee) and career-related seminars for all academic disciplines. Academic-specific job and internship information sessions and Evenings with Industry events are held both in the fall and spring semesters, as well as, workshops on internships, résumé writing, job search, networking and interviewing skills. Personal assistance in résumé and interview preparation is available by appointment.

On-Campus Employment. The Career Center coordinates on-campus and off-campus student employment opportunities. Students must be registered for classes at California Baptist University in order to serve as a student worker. Prior to employment, students must complete and submit the following documentation to the Student Services Office:
1. Student Application for Employment;
2. Payroll Authorization Form;
3. W4 Form;
4. I-9 (with supporting documentation);
5. Data Sheet.

Upon submission of the appropriate documentation, the Student Services Office will issue a CBU Student Employee Work Certificate; students are not permitted to begin on-campus employment until this form is issued.

After processing the paperwork, all student-employee paperwork is forwarded to and maintained in the Human Resources Office, which oversees employment compliance issues and provides University-related employment information.
1. Students who work on campus during the fall and spring semesters must be enrolled during the respective semester.
2. While classes are in session during the fall semester, spring semester and summer sessions, domestic students may not exceed a maximum of thirty hours of on-campus work during any given week without written approval.
3. In the event a domestic student must exceed thirty hours of on-campus employment during any given week, the student’s supervisor is responsible for obtaining written approval from the respective vice president prior to scheduling the student to work.
4. During vacation periods, students may work on campus a maximum of forty hours during any given week.
5. Students who work on campus during the summer months (May-August) must be enrolled during respective summer session and/or pre-registered for the subsequent fall semester and are not eligible for the Federal Work Study Program.
6. International students who serve as student workers must adhere to on-campus employment regulations as set forth by the U.S. Immigration and Naturalization Service:
   a. On-campus work is limited to twenty hours per week while school is in session;
   b. Student employment may be full time during vacation periods for students who are eligible and pre-register for the subsequent academic term;
c. On-campus employment is not permitted after completion of a course or courses of study, unless the student has been accepted and pre-registered in a graduate program for the subsequent semester.

7. Student workers (domestic and International students) are considered temporary employees and are not eligible for unemployment benefits or any benefits offered to regular University employees.

CASHIER’S OFFICE/ATM MACHINE

Students may complete the following transactions in the Cashier’s Office: payment of student accounts, housing license fees, fees related to classes and transcripts, and housing deposits. Check cashing up to $25 per day is also available. The Cashier’s Office accepts cash, checks, travelers’ checks, MasterCard, Visa, and Discover. An ATM, provided by the Altura Credit Union, is available in the Eugene and Billie Yeager Center during normal business hours and while evening classes are in session.

CONFERENCES AND EVENTS

The Conference and Events Office provides the campus community with audio-visual services, room reservations, set-up and arrangements for special events and meetings, and conference services. Students may also reserve audio-visual equipment needed for classroom and other presentations through the Conferences and Events Office. A Campus Facility Request form must be submitted and approved prior to use of facilities. Specific information regarding requisitions, equipment and room reservations, cost, and policies are available in the Conference and Events Office, on the CBU web page (www.calbaptist.edu/conferences), as well as through InsideCBU.

COUNSELING CENTER

The Counseling Center offers a full range of counseling assistance as students strive to become more effective, productive, and comfortable with university life. Counseling can provide assistance during times of intensive transition as students are confronted with questions about self, religious beliefs, relationships, and future plans. Students may discuss problems or feelings, examine concerns, discuss alternatives, and make informed decisions about future courses of action.

The Counseling Center is staffed by a director and supervised Marriage Family Therapist trainees and interns. Services offered include individual, group, and marriage and family counseling. As a professional counseling service, the Counseling Center staff is required to keep all counseling-related information confidential except in the following situations: 1) The client gives written permission to share his/her counseling-related information with a third party; 2) The counselor believes the student may harm him/herself or another person; 3) A counselor suspects abuse of a child, elder, or other dependent adult.

Individual intelligence and personality inventories as well as personnel trained to administer such tools are available through the Counseling Center on a limited basis. Test results are confidential and released only to authorized personnel according to a written release signed by the client.

The CBU Counseling Center is available at no charge for the first 24 sessions to students, faculty, staff, and immediate family members (dependents, parent, sibling, or spouse), exceptions may be made at the discretion of the director of the counseling center.

DISABILITY SERVICES

Students who have qualified disabilities and wish to arrange the appropriate accommodations, in addition to the general academic support services coordinated by the Academic Resources Center, must identify themselves to the director of disability services. Disabled students who wish to arrange appropriate accommodations must complete and submit a Request for Accommodations form and provide recent, no older than three years, diagnostic test results.

California Baptist University does not have testing facilities to determine learning disabilities and can provide only limited specialized support. Additional information regarding disabled student services is available in the Disability Services Office.

FITNESS CENTER

The Fitness Center houses free-weights and an assortment of machine weights and cardiovascular equipment. The Fitness Center hours are posted at the beginning of each semester.

Eligibility. One of the following eligibility requirements must be met in order to use the Fitness Center:

1. A current student, faculty member, staff member, or alumnus, with a valid CBU ID card.

2. An immediate family member (dependent, parent, sibling, or spouse) of a current student, faculty member, staff member, or alumnus, who is 16 years of age or older.
General Information. Fitness Center patrons must observe the following:

1. A valid California Baptist University identification card must be presented upon entering the Fitness Center.
2. In order to meet the needs of the California Baptist campus community, the following Fitness Center specialty hours have been established:
   a. Intercollegiate athletes only;
   b. Women only: 1 pm – 2 pm, Monday-Friday
   Only the designated individuals are permitted in the Fitness Center during specialty hours.
3. Individuals must provide towels for personal use and wipe-down equipment immediately after use.
4. Individuals are expected to use Fitness Center equipment properly.
5. Only authorized Fitness Center personnel are permitted in the Fitness Center Office. Students are not permitted to use the Fitness Center telephone or operate the Fitness Center stereo system (CD player, tuner, etc.).
6. Failure to abide by Fitness Center Policy will result in judicial action which includes, but is not limited to, loss of Fitness Center privileges.

INTERNATIONAL CENTER
The International Center assists international students make a successful transition into the American culture and understand institutional expectations. In addition to providing assistance with the processing of U.S. Citizenship and Immigration Services (USCIS) documents related to the California Baptist University admissions and enrollment process, the International Center provides support services, processes arrival and departure documents, and actively recruits international students.

Upon student completion of the initial enrollment process, the International Center counsels students regarding USCIS regulations and procedures (i.e. enrollment requirements, Practical Training, and employment), plans and implements activities that promote campus awareness and appreciation for cultural understanding and awareness, and assists students to become integrated into campus life.

INFORMATION AND TECHNOLOGY SERVICES
Information & Technology Services (ITS) provides computer, network, phone, Internet, software, cable TV, and other services (collectively known as LancerNet) to the CBU community. LancerNet meets technology needs as they relate to students’ activities, the academic environment, and the business operations of the University. Student tech support is available through the ITS HelpDesk and on InsideCBU for LancerNet issues such as LancerMail (CBU email), anti-virus, login & passwords, wireless access, general troubleshooting, and more. Although ITS does not perform installs or repairs for personally owned hardware and software, the ITS staff can assist students by providing referrals to local vendors with whom the University works.

LANCERNET
California Baptist University owns and operates LancerNet. LancerNet, includes all computers, printers, network hardware, cabling, computer accounts, e-mail accounts, Internet access, World Wide Web pages, software, video, telephone equipment, long distance service, voice mail, cable television, and any other future equipment or services provided for the use of California Baptist University students, faculty, and staff in support of programs of the University used for education, research, and academic development.

The LancerNet email system checks and scans messages and documents that are transmitted and received. However, even up-to-date anti-virus programs are not 100% accurate due to the fact that new viruses are created daily. LancerNet users are advised to take precautions by scanning files and documents with a current, updateable, anti-virus program before opening any file received by any means. Due to the nature of media used for transferring information, California Baptist University does not accept responsibility for data loss or corruption through the use of LancerNet.

LancerNet users are expected to read and abide by this agreement. Failure to do so may result in judicial action, including but not limited to, loss of computer privileges, expulsion from the University, and/or criminal prosecution. In addition, users of LancerNet agree to abide by policy and procedures adopted by California Baptist University, as well as, current federal, state, and local laws.

The following policies all supplement California Baptist University policies and/or adapt them to technology in use at all University locations including, but not limited to, University-owned housing, offices, labs, the Annie Gabriel Library, classrooms, and remote access locations.
Acceptable Use.

1. LancerNet may be used only for University programs and legitimate communications:
   a. The voicemail and e-mail components of the system may not be used by individuals for advertisement purposes, solicitation, or in an effort to sell or give away personal property.
   b. LancerNet may not be used for commercial purposes or financial gain including, but not limited to, pyramid schemes and other “multi-level or networking” opportunities.
   c. All materials created using and/or stored upon LancerNet become the property of the University.
   d. LancerNet may not be used to promote political or other campaigns.
   e. LancerNet equipment or services may not be accessed, removed, modified, reconfigured, or altered in any way by any individual without prior written approval from the director of information technology services.

2. Individuals are responsible for the proper use of any LancerNet account issued to them. Individuals should never provide access to their account or share their password with another person. Password and access codes issued to individuals by California Baptist University are for personal use only. Use of any other password or access code is not permitted. If an account is suspected of being compromised, users are to report suspicion of unauthorized use and request a password change through the Information Technology Services Office.

3. Computer and electronic files are property of the creator/owner and should be assumed to be private and confidential. Gaining access to any such files without approval explicitly granted by the creator/owner will result in judicial action.

4. LancerNet may not be used to create, modify, execute, or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of any personal computer, computer facilities or software. Use of LancerNet to engage in pranks and/or affect other computers or the network in any way, regardless as to whether the act is harmful or malicious, will result in judicial action.

5. LancerNet users must provide clear and accurate identification when sending any electronic communication. Anonymous or pseudo-anonymous communications that appear to disassociate a user from responsibility of actions are inappropriate. Concealing identity or misrepresenting a user’s name or affiliation to mask or attempt to distance one’s self from irresponsible or offensive behavior is a serious abuse and violation of University policy. Using identifiers of other individuals, including using such identifiers as one’s own, constitutes both a violation of University policy and constitutes fraud.

6. When an account expires, any files or messages associated with the account may be deleted. Accounts issued to students expire the last day of each academic year and/or the last day the student is enrolled at California Baptist University.

7. Use of LancerNet to display antagonism toward groups, the Christian faith, University programs, the University, or University personnel is not permitted.

8. The use of network sniffers/monitors by individuals other than Information Technology Services Office personnel is prohibited.

9. The installation, configuration, and operation of servers or other services that place demand on LancerNet resources are the responsibility of the Information Technology Services Office. Such activity is not permitted without prior written approval from the director of information technology services.

10. Use of domain names other than those defined by California Baptist University is not permitted.

11. LancerNet users are permitted to access Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to the prevailing standards of California Baptist University and is inappropriate. Access of inappropriate information is not permitted.

12. Threatening, sexist, racist, obscene, pornographic, or harassing material or messages may not be accessed, sent from, or stored on LancerNet.

13. The University reserves the right to delete information stored on LancerNet as deemed appropriate.

14. LancerNet users agree to refrain from acts that waste resources and prevent others from having broad access to LancerNet.

15. LancerNet users agree to limitations or restrictions on computing resources, such as storage space, time limits, and amount of resources consumed, when so instructed by the University. Such restrictions are designed to ensure fair access for all users.
16. Damage to hardware or software and disruption of the operation of LancerNet will result in judicial actions against the individual or individuals responsible for such damage or disruption. This includes, but is not limited to, the following:
   a. chain letters;
   b. hacking and attempted hacking;
   c. mass mailings to or from students without prior administrative approval;
   d. viruses;
   e. “spamming” and/or “bombing”;
   f. other transmissions designed to degrade, damage, disrupt, or access unauthorized information on LancerNet.

17. Theft or abuse of computer time and/or resources is prohibited. Such behavior includes, but is not limited to, the following:
   a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
   b. unauthorized transfer of a file;
   c. unauthorized use of another individual’s identification or password;
   d. use of computing facilities to interfere with the work of another student, faculty member, or University official;
   e. use of computing facilities to send or receive obscene messages;
   f. use of computing facilities to interfere with normal operation of the University computing system;
   g. reproduction of copyrighted material without explicit permission;
   h. unauthorized downloading or installation of any commercial software, shareware, or freeware onto network drives or disks, unless prior written permission for the University has been obtained.

18. LancerNet users agree to report any misuse of LancerNet to the University and to cooperate with investigation by resource managers or others at the University, in the event of technical problems and during investigations of possible unauthorized or irresponsible use; failure to do so may be grounds for suspension or loss of LancerNet access privileges and other judicial action.

19. California Baptist University reserves the right to monitor all LancerNet activity which includes, but is not limited to, Internet access and services.

20. All software residing on computers connected to LancerNet must be installed in compliance with the licensing agreement accompanying the software.

21. The Information Technology Services Office must approve all software purchases and installations on University-owned computers. Unauthorized software discovered on University-owned computers will be removed.

22. By using LancerNet, users agree to comply with the LancerNet Acceptable Use Policy in its entirety. General Information. The University owns LancerNet and issues all accounts, access codes, and numbers for the system. Accounts are issued to all students upon enrollment. Access to LancerNet is a privilege and not a right. LancerNet accounts are provided to students to support University programs. It is the responsibility of each student to use LancerNet in a professional and ethical manner consistent with the overall policy and mission of the University. Any misuse or violation of LancerNet policy may result in judicial action which may include, but is not limited to, denial of access.

Illegal Downloading, Sharing, and/or Distribution of Electronic Material. LancerNet may not be used to download, stream, share and/or distribute any MP3, music, movies, images and other digital, copyright-protected files without paying for them. Downloading, streaming, sharing, and/or distributing such materials constitutes the theft of copyright protected material and is punishable by serious fines. Under the federal Digital Millennium Copyright Act (DMCA) instituted in 1998, the copyright owner may bring an action in court that may result in civil liability or even criminal prosecution. Permission to download, share, or distribute material must be obtained through the appropriate channels. It is safe for an individual to assume authorization has not been granted to download, stream, share, and/or distribute files or materials found on the Internet if he/she has not received permission in writing – such as a license agreement. Additionally, the purchase of copyrighted material does not authorize an individual to distribute or share such material unless the individual has received specific permission to do so. The Recording Industry of America (RIAA) and the Motion Picture Association of America (MPAA) and similar organizations aggressively investigate, pursue, and prosecute alleged offenders in criminal court. Penalties for first-time offenders may result in fines up to $250,000 plus five (5) years in jail. Violators may also face civil damages up to $150,000 for each illegally downloaded song or movie.
Using LancerNet to download, stream, share, and/or distribute copyrighted material without permission of the copyright owner is a violation of the California Baptist University Standard of Student Conduct and violators are subject to judicial action in addition to possible adverse legal action.

InsideCBU. Students enrolled at California Baptist University are provided password-protected use of a campus portal known as InsideCBU. In addition to offering access to academic, student accounts, and financial aid records, InsideCBU provides links to University resources, calendars, and announcements. Students are encouraged to logon to InsideCBU on a regular basis.

LancerMail. California Baptist University regularly uses e-mail to correspond with students and it is imperative to have accurate and reliable e-mail addresses. When contacting students via e-mail, CBU will use only University-issued e-mail addresses. This will ensure e-mail messages from CBU administration, staff, and faculty are sent to students via a valid address. E-mail accounts are provided automatically for all students at the point of enrollment to the University. Typically, e-mail accounts are disabled upon completion of a degree program or during the first semester a student does not register for courses.

Online Accounts. Online accounts are public domain and any information a student may reveal about himself/herself is not private and the student should be aware of risks associated with using such sites. California Baptist University does not block participation in online accounts such as Facebook.com and MySpace.com. Nevertheless, students are subject to judicial action for violations of the Standard of Student Conduct and/or University mission-related offenses depicted in photos and/or online discussions, upon discovery of such material(s).

Students are strongly urged to exercise caution when participating in online communities. Exercising caution includes, but is not limited to, the following:
1. Setting reasonable limits on access to personal sites by utilizing options that only allow posted information to be accessed by friends.
2. Not accepting connections from unknown people
3. Limiting the amount of contact information provided
   a. Never disclosing address, campus location, telephone number, etc.
   b. Never providing birth date, social security number, or banking information
4. Giving serious consideration to the potential impact on job placement and graduate school acceptance when participating in such online accounts.
5. Being careful of what is said and how it is said online
   a. Thinking before joining a group
   b. Thinking before posting information
   c. Remembering what is posted online today will still be there tomorrow – and 20 years from now
   d. Considering how “self-depreciating humor” looks to others
6. Reporting harassing behaviors
7. Periodically checking and deleting unwanted connections

Telephone Services. LancerNet includes the Lancer Telephone Service, which provides connectivity to administrative offices and other campus locations. LancerNet policy is applicable to all University-owned and operated telephone services.

1. Assigning calling cards to University-owned phone numbers is not permitted. Students who assign calling cards to University-owned numbers are held financially responsible for calls and are subject to judicial action.
2. When contacting long-distance companies for calling cards, students should request a “random” calling card number assignment (a phone number not owned by the University).
3. Subscription to voice mail services that are charged to University-owned phone numbers is not permitted.
4. Prank calls are not permitted. Prank calls include, but are not limited to, the following:
   a. repeated calling and hanging up;
   b. using vulgar, profane, obscene, or indecent language over or through any telephone;
   c. using the telephone with intent to harass, annoy, torment, abuse, threaten, or intimidate;
   d. Anonymous and pseudo-anonymous communications.
Prank calls should be reported to a residence life staff member or the Public Safety Department.
5. An authorization code assigned by the University or a personal calling card must be used in order to place long-distance calls. Students are responsible for all toll calls and long-distance calls made
using assigned authorization codes; therefore, students may not provide access to or share codes. Unapproved use of an authorization code will result in judicial action.

6. Use of the Lancer Telephone Service to place inappropriate calls (i.e. 1.900 numbers, sex lines, chat lines, and psychic lines) is not permitted. Students who use or permit others to use the Lancer Telephone Service to place such calls are subject to judicial action.

7. California Baptist University business authorization codes are issued for the exclusive purpose of conducting official University business. The use of such codes for any other use is not permitted.

8. If an authorization code is suspected of being compromised, users are to report suspicion of unauthorized use and request a code change through the Information Technology Services Office.

LOST AND FOUND
Items that are lost or found should be reported to the Welcome Pavilion, located at the main entrance to the University. Generally, items lost or found within a University-owned housing facility may be reported to the respective Residence Hall Office.

PUBLIC SAFETY
California Baptist University maintains a Department of Public Safety to enhance the safety and security of the campus community. In addition to staffing the Welcome Pavilion and patrolling school properties, the Department provides 24-hour assistance with emergencies, crime and injury reporting, safety escorts, and education of the campus community on safety and security practices.

In the event of a medical or police emergency situation, call 911 and then call the Public Safety Department at 951.343.4311. Other emergency situations should be reported to the Public Safety Department immediately.

Community & Emergency Notification. The University has developed a multimedia system to immediately notify students, faculty, staff, and visitors of any serious crime or emergency circumstance that poses a credible threat to the safety and security of the campus community. Components of this system include:

1. A siren/verbal warning system capable of projecting audible messages across all open areas of the campus. Pre-recorded messages are activated at the press of a button or more specific verbal messages with instructions may be delivered over the speaker system.

2. EventLink – a system capable of transmitting and delivering messages to all subscribed e-mail and cellular telephone addresses on file with the University. All University-issued e-mail addresses are pre-entered into this system and those users have the option to include their personal cellular phone and/or any other device capable of receiving text-based messages. Enrollment in this service is also available to the parents and guardians of students enrolled at CBU.

3. LancerNet – information may be disseminated to all computers connected to LancerNet through a process initiated by Information Technology Services.

Any or all parts of this system may be activated in response to any specific incident. For instances when there is no immediate threat to the safety of the campus community but it is desirable to provide information for educational or crime prevention purposes, e-mail distribution is used to disseminate relevant facts and measures to be implemented or considered.

REGISTRAR
The Office of the Registrar maintains official course records, enrollment records, and transcripts. Upon completion of degree requirements, students are issued a voucher for one official copy of transcripts at no charge; additional copies are available for a nominal fee.

Other services provided by the Office of the Registrar include evaluating transcripts, approving course transfers, verifying degree completion, distributing grade reports, and processing agency (Veteran’s Administration, Cal Grant, insurance companies, etc.) requests for verification of grade point average and/or enrollment.

STUDENT ACCOUNTS OFFICE
The Student Accounts Office is responsible for all aspects of student billing and collections. Students with questions about financial clearance, tuition and fee charges, balance due, payment options, book vouchers, or refund checks are encouraged to contact the Student Accounts Office. Payments for tuition and fees, room and board, housing deposits, fines, and transcripts should be made in the Student Accounts Office. California Baptist University accepts cash, checks, travelers’ checks, MasterCard, Visa, and Discover. Check cashing up to $25 per day is also available.
Student charges are due and payable at the time of registration for all students. Tuition, fees, room and board become the liability and obligation of the student in accordance with the refund policy for refund of tuition, room and board charges. The University expects students to complete payment for the current semester before advancing to a future semester. If semester charges are not covered by one of the payment options available a deferred payment fee may be assessed and a hold will be placed on the student account preventing release of transcripts and future registration until the balance is covered with verified funds.

STUDENT FINANCIAL AID
The Office of Student Financial Aid provides assistance to students seeking financial aid. Scholarships, grants, loans, and work study programs are available to help eligible students meet educational costs.

STUDENT HEALTH SERVICES
Undergraduate students who are permanent residents of the United States and enrolled for seven or more units are automatically charged for medical insurance provided by the University, unless proof of medical insurance is submitted to the Student Services Office. Proof of insurance must be submitted prior to the “Last day to drop a class with refund” as indicated in the University Calendar, during the first semester of attendance each academic year.

The purchase of student medical insurance is not optional for International students. The purchase of student medical insurance is optional for permanent residents of the United States who are enrolled for less than seven units in the traditional undergraduate program, Degree Completion Program, and graduate students.

Information regarding and assistance with the student health insurance plan provided by CBU may be obtained in the Student Services Office.

STUDENT SERVICES OFFICE
The Student Services Division encompasses the offices of Campus Life, Career Services, Dining Services, Disability Services, Enrollment Services, Intercollegiate Athletics, International Student Services, Public Safety, Recreational Sports, Residence Life, Spiritual Life, and Student Government. In addition to providing general supervision of the offices that comprise the Student Services Division, the Student Services Office provides services that include, but are not limited to, the following:

• Administrating student health insurance provided by the University and accepting proof of insurance (as required by University policy)
• Assisting with the completion of paperwork necessary for on-campus student employment
• Referring students to campus resources
• Facilitating the judicial action and non-judicial action appeals processes
• Investigating student allegations and complaints
• Reviewing and approving on-campus postings (flyers, posters, etc.)
• Serving as the primary point of notification when students are involved in situations that require an extended absence from campus
• Coordinating commencement-related auditions and events

THE POST
The Post serves as the campus mail center; specific hours of service are posted at the customer service window. Students, faculty, and staff may purchase postage stamps, Federal Express, U.S.P., and express mail service at The Post, as well as send U.S. mail, inter-office, and campus-resident mail.

1. In order to obtain and maintain a campus box, students must be enrolled and possess a valid California Baptist University identification card.
2. Mail addressed to students who reside in University-owned housing designated for traditional, undergrad students is delivered to The Post.
3. Students who do not reside in on-campus housing are assigned a campus box upon request.
4. In order to assist with sorting and to ensure delivery, items sent to campus residents from off campus should be addressed as follows:
   Student’s Name
   8432 Magnolia Avenue, Box _____ (assigned box number)
   Riverside, CA 92504
5. Items sent internally do not require postage. However, in order for mail to be properly sorted, each piece must contain the recipient's name and campus box number. Mail that is not deliverable and does not contain a return address will be discarded.

6. Mail that is incorrectly distributed should be brought to the attention of The Post staff. Removing another individual's mail is a violation of University policy and U.S. Postal regulation.

7. Official University correspondence addressed to students is placed in assigned campus boxes.

8. Students are responsible for removing the contents of assigned campus boxes on a weekly basis. (Mail removal compliance is monitored regularly. Failure to comply will result in The Post forwarding mail to the student's home address; if a home address is not available, mail will be returned to sender).

9. Students who receive items that require a signature and/or are too large to fit within a campus box will receive a Mail Notice form. Such items may be obtained during normal business hours at the customer service window by presenting a Mail Notice form and a valid student identification card.

10. Mass mailings (memos, flyers, etc.) consisting of five pieces or more and intended for on-campus distribution, must be sorted in numerical order (by campus box number) prior to submission to The Post. Unsorted materials may be returned to sender.

11. Campus boxes must be completely closed and locked after each use.

12. Students are responsible for informing The Post when the use of a campus box is no longer desired. The Post will forward mail for one year after a student officially closes a campus box.

13. Students who do not reside on campus during the summer months are required to complete and submit a Summer Address form prior to departure from campus.

14. Flyers, advertisements, and other items intended for general distribution through the Post must be approved by the Student Services Office.

For additional information regarding services offered by The Post, contact the mail and printing services manager at 4203.

UNIVERSITY BOOKSTORE
The University Bookstore offers a wide range of merchandise and services. In addition to Apple computers, books, and materials needed for courses, the Bookstore carries clothing and other items that bear the University insignia, stationery, greeting cards, and school/office supplies. Services available include gift wrapping, bible imprinting, and photo printing. Merchandise may be purchased using cash, personal checks, Visa, Master Card, Discover Card, or (if the student qualifies) a Book Voucher issued by the Student Accounts Office. Merchandise may be purchased using cash, personal checks, Visa, Master Card, Discover Card, bank debit cards, or (if the student qualifies) with a Book Voucher, issued by the Student Accounts Office.

Book refunds are permitted as stated in the Bookstore returns policy. An original sales receipt is required for all returns. Returned books and materials must be in their original condition, clean and free of all marking and erasures and, if applicable, in the original shrink-wrap. Books that have bent corners and those that are damaged, soiled, or marked may not be returned.

Textbook buy-back dates are posted at the Bookstore each semester.

VOTER REGISTRATION
California Baptist University participates in the National Campus Voter Registration project. As a participant, the University encourages members of the campus community to register and vote. The Campus Activities Office coordinates this effort.

CAMPUS LIFE
The Campus Life area is comprised of the following: Student Employment and Career Services, Campus Activities, Associated Student Government, Clubs and Organizations, New Student Programs (i.e. FOCUS), Recreational Sports, and the Student Leadership Program.

ACTIVITIES
In addition to maintaining the University’s activity calendar, serving as an activity-planning resource, and assisting with the oversight of student clubs and organizations, the Campus Activities Office plans and implements campus activities, recreational sports, educational programs, cultural programs, and seminars that reflect the Christian values of the institution.
The Campus Activities Office is supervised by the director of community life who is assisted by an assistant director, graduate assistants, and undergraduate Campus Activities Board members.

Events sponsored by the Campus Activities Board are underwritten by fees paid by traditional undergraduate students. Participation in activities sponsored by the Campus Activities Office is open to all members of the campus community. A majority of the events and activities are offered at no cost. For events with an associated fee, ticket prices and availability may vary by event. Generally, students may purchase two tickets per event. Tickets may be purchased in the Campus Activities Office.

Students who are members of ASCBU and/or have paid an activity fee are eligible to purchase discount tickets and are given attendance and ticket sales priority. Students who are not members of ASCBU (traditional undergraduate students enrolled for less than six [6] units, Degree Completion Program, and graduate students) are eligible to purchase tickets at a discount rate during each semester upon payment of an optional $50 activity fee.

ASSOCIATED STUDENT GOVERNMENT
The Associated Students of California Baptist University (ASCBU) is committed to the development of the student body through the representation of student needs and concerns to the University administration and a variety of student programs.

The ASCBU organization consists of a three-branched government; the executive, legislative, and judicial. The Executive Council, Senate (Class Officers and Councils), and Judicial Board perform duties for each branch, respectively. Specific responsibilities of each branch are outlined in the ASCBU Constitution.

Undergraduate students enrolled for six or more units pay a Student Services Fee each semester; payment of this fee gives students ASCBU membership. The ASCBU Office hours are posted at the beginning of each semester.

Classes. The number of collegiate academic units/credits completed determines student classification:

<table>
<thead>
<tr>
<th>Classification</th>
<th># of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 - 29.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 - 59.9</td>
</tr>
<tr>
<td>Junior</td>
<td>60 - 89.9</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

In addition to participating in class-specific activities throughout the academic year, members of each class take an active role in campus-wide events. Members of ASCBU are assessed a Class Fee, from which funds are transferred into the respective class budget (freshman, sophomore, junior, senior). In addition to using funds generated by the Class Fee to underwrite class-related events and activities, each class sets aside a portion (typically 20-25%) of Class Fees each semester for the purchase of a Senior Class Gift. The purpose of funds generated by Class Fees is to sponsor class-related events/activities and purchase a Senior Class Gift; funds may not be donated, given away, and/or used for activities that are not class-related.

1. Class officers are responsible for seeking input from class members during the activity/event selection and planning process, addressing the diverse interests (i.e. athletics, fine arts, cultural) represented in each class, and encouraging class participation.
2. Expenditures during any given semester may not exceed the total income generated from Class Fees collected during the respective semester, minus the amount set aside for a Senior Class Gift.
3. In the event a Class partners with another campus organization (i.e. Campus Activities Board), the maximum amount the class may contribute to underwriting the event is one-half of the amount of a class fee assessed to a student during any given semester.
4. During the event planning process, class officers must formulate a budget and verify availability of funding. Event budgets must include all related expenses (transportation, food, admission, etc).
5. Prior to a Class conducting any event or activity, an Event Proposal (along with a copy of a proposed budget) must be submitted to and receive approval from the Activities Office. Appropriateness and diversity of events is considered during the review and approval process.
6. Once an event has been approved by the Activities Office, class officers must:
   a. Provide adequate advertisement – announce events early (send email and/or direct mail; post flyers and/or posters).
b. Provide equal access – every class member must be given ample opportunity to attend each activity/event. The number of students who want to attend an event determines the number of tickets purchased, rather than the number of tickets purchased determining the number of students who can attend an event.

c. Secure transportation – upon determining the number of attendees, obtain costs and make arrangements for transportation to and from the event, if applicable.

d. Complete and submit associated requisitions – allow a minimum of 10 working days for requisition processing.

The sum total of class fees that may be designated for give-aways for any given semester may not exceed $375 (a maximum of $750 per academic year), without written approval from the Student Services Office. Give-aways must be associated with a class event/activity. Proposals to exceed this amount must be submitted in writing to the Student Services Office.

Class Fees remaining at the conclusion of a given semester are applied to a fund for the Senior Class Gift given by the respective class. Residual Class Funds that remain on account with the Cashier’s Office for a period greater than one year after the respective class’ graduation date are automatically returned to the University.

Class Meetings. Class officers are encouraged to schedule and conduct monthly class meetings. In addition to addressing class-related issues, planning activities/events, and encouraging attendance of traditional events and ASCBU Forums, the following are agenda topics should be discussed during meetings:

Freshman Class
- September – Class Budget Formulation and Approval Process
- November – Mr. & Ms. CBU Selection Process
- January – Homecoming Prince and Princess Nominations, Class/thematic decorations for Homecoming
- February – ASCBU Officer (Executive Council and Senate) Election Process
- March – Faculty of the Year Selection Process
- April – Co-sponsorship of Annual Recess with Sophomore Class

Sophomore Class
- September – Class Budget Formulation and Approval Process
- November – Mr. & Ms. CBU Selection Process
- January – Homecoming Prince and Princess Nominations, Class/thematic decorations for Homecoming
- February – ASCBU Officer (Executive Council and Senate) Election Process
- March – Faculty of the Year Selection Process
- April – Co-sponsorship of Annual Recess with Sophomore Class

Junior Class
- September – Class Budget Formulation and Approval Process
- October – Class Gift Selection Process
- November – Mr. & Ms. CBU Selection Process
- January – Homecoming Prince and Princess Nominations, Class/thematic decorations for Homecoming, Senior February – ASCBU Officer (Executive Council and Senate) Election Process, Finalize Senior Class Gift Selection Process
- March – Faculty of the Year Selection Process
- April – Presentation of Senior Class Gift Proposals to Student Services Office

Senior Class
- September – Class Budget Formulation and Approval Process
- November – Mr. & Ms. CBU Nominations
- January – Homecoming Prince and Princess Nominations, Class/thematic decorations for Homecoming
- February – Commencement Speaker and Music Audition Process, Senior Social Planning
- March – Faculty of the Year Selection Process

Class Officers must create and submit an agenda, as well as a roster of meeting attendees, to the ASCBU Office within two business days of each class meeting.

Executive Council. The ASCBU Executive Council consists of the president, vice president, communications director, office manager and business manager. The responsibilities of the Executive Council include implementing legislation, representing students’ concerns to the administration, and serving as advocates on behalf of the Associated Students of California Baptist University.
**Hall Councils** are student-run residential organizations dedicated to building community and improving residential life by providing opportunities for fellowship through social, recreational and educational programming and by representing the needs and concerns of residents. Separate Hall Councils represent Smith Hall, Simmons Hall, Lancer Arms Apartments, University Place Apartments, Rose Garden Village Apartments/University-owned homes, and The Cottages. Non-elected leadership opportunities are also available within each Hall Council.

**Off-Campus Council.** In addition to promoting unity among constituents, the Off-Campus Council is dedicated to encouraging campus involvement and addressing the needs of commuter students.

**Senate.** The ASCBU Senate is comprised undergraduate students who serve as officers of the following organizations: Senior Class, Junior Class, Sophomore Class, Freshman Class, Smith Hall Council, Simmons Hall Council, Lancer Arms Apartments Council, University Place Apartments, Rose Garden Village Apartments/University-owned homes, The Cottages Council, and Off-Campus (commuter students) Council. In addition to serving as representative for their respective constituency, senators meet as a body on a weekly basis.

Senator responsibilities include, but are not limited to, the following:

**President**
- Serve as a spokesperson for the organization
- Organize meetings
- Plan and implement various organization activities
- Ensure organization participation in activities
- Attend all Senate meetings, organization meetings, forums, and general assemblies
- Maintain appropriate hours in the ASCBU Office

**Vice President**
- Work with the president in all organization responsibilities and activities
- Serve as president in the event of the president's absence
- Oversee all committees formed during organization meetings
- Attend all Senate meetings, organization meetings, forums, and general assemblies
- Maintain appropriate hours in the ASCBU Office

**Secretary/Treasurer**
- Take minutes at all organization meetings
- Post minutes each week outside ASCBU Office and/or respective residential area office
- Maintain appropriate hours in the ASCBU Office
- Keep an accurate account of all organization funds
- Present a financial activity summary at organization meetings
- Attend all Senate meetings, organization meetings, forums, and general assemblies

**Elections.** Students seeking ASCBU Executive Council and/or Senate office must complete and submit to the Campus Life Office a Petition for Candidacy.

Executive Council elections take place each spring semester. All students who are members of ASCBU may participate in Executive Council Elections. Elected officers serve during the following academic year. Election packets are available in the Campus Life Office and the ASCBU Office.

Senate elections generally take place during the spring semester and officers serve during the following academic year, with the exception of the Freshman Class. Members of the respective class elect class officers. Residents of the respective living area elect Council members. Freshman class elections take place by the third week of the fall semester. Freshman class officers are elected and serve during the same academic year.

ASCBU Executive Council and Senate eligibility requirements are outlined in the ASCBU Constitution. At the discretion of the ASCBU president, positions that remain vacant at the conclusion of an election process may be filled by appointment.

**Forums** are a means by which ASCBU conveys information to the student body, clubs, and organizations. Members of the ASCBU Executive Council and ASCBU Senate are required to attend all regularly-scheduled forums. Dates of forums are posted in the Associated Student Office.
Operation Information. In addition to being governed by the ASCBU Constitution, the Executive Council, Classes, Hall Councils, Off-Campus Councils, and Senate must abide by University policy. Specific information regarding advisors, event planning, field trips and excursions, financial accounts, high-risk events, transportation, and University vehicles is indicated in the Clubs section of this publication.

Participation in the planning and implementation of Homecoming is required of all ASCBU organizations. In addition to these events, ASCBU organizations are required to plan a minimum of one approved activity each semester. Classes and living area organizations may fulfill this requirement by sponsoring class-wide or living area events that may or may not be open to other members of the campus community. Organizations are required to participate in an annual review process conducted by the ASCBU.

CAMPUS TRADITIONS

Candle Lighting has historically been an event planned by couples who wish to announce a marriage engagement to the campus community. The bride-to-be secretly invites her friends to join her around Fortuna for the announcement of her engagement. A candle is passed around the circle; when it reaches the bride-to-be, she blows it out. Prayer, music, and a short devotional are commonly part of Candle Lighting ceremonies.

CBU Crazies is comprised of CBU students committed to supporting Lancer athletics events. In addition to wearing matching t-shirts that display the Crazies logo on game days, members support teams by attending athletic competitions and participating in cheers and chants. The CBU Crazies is led by “the Crazy Eight”, who are selected each fall semester by the director of community life.

Commencement Exercises at California Baptist University include a combined graduate and undergraduate ceremony in the fall and separate graduate and undergraduate ceremonies in the spring. Parents and guests of degree candidates are invited to join the campus community in celebrating these occasions.

December Commencement takes place during the final week of the fall semester. The December Commencement Ceremony typically includes a student address, commencement address, conferring of degrees, and the presentation of hoods that indicate each graduate student’s respective field of learning.

Undergraduate Commencement takes place each year on the first Saturday of May. In addition to a student address, special music, presentation of the Senior Class Gift, and a guest speaker (who is selected by the University Administration), the Undergraduate Commencement program includes conferring degrees upon undergraduate students.

Graduate Commencement is scheduled each year to take place the Friday evening prior to Undergraduate Commencement. The graduate ceremony includes a commencement address, conferring of degrees, and the presentation of hoods that indicate each student’s respective field of learning.

The Student Services Office coordinates the student address audition and selection process.

Faculty Member of the Year. Each spring, students honor a full-time CBU faculty member for exemplary classroom instruction, dedication to the overall learning experience, and service to students. Each student nominates (by casting a ballot) a maximum of three full-time faculty members for the honor of being named Faculty Member of the Year. The top 10 nominees are then placed on a single ballot and students are provided with an opportunity to vote for one nominee. The Faculty Member of the Year is announced during Honors Convocation. The Faculty Member of the Year selection process is conducted simultaneously with the ASCBU Executive Council elections. Faculty members are eligible to receive this honor once during any five year (academic year) period. In the event of a tie, the faculty member with the greatest number of years of service to the University will be selected.

Fortuna Bowl is the men’s and women’s recreational sports flag football championships. Typically, both evening games are played during each fall semester on a lighted field.

Homecoming at California Baptist University features intercollegiate basketball games, a spirit rally, under-graduate class competitions, class reunions, alumni-related events, and the introduction of a Homecoming Court. At times, a theme (e.g. specific era, historical event, etc.) is selected for Homecoming decor.

King and Queen Selection Process. Each member of the Senior Class nominates (by casting ballots) a maximum of three classmates for the honor of becoming Homecoming King and Queen. The criteria used for nomination are exemplary citizenship, campus involvement, and school spirit. The top 10 nominees, five males and five females, are named as members of the Homecoming Court. Prior to Homecoming, all members of the ASCBU (regardless of classification) cast ballots to determine the actual Homecoming King and Queen. Students who are selected as Mr. or Ms. CBU are not eligible to become Homecoming King or Queen. Students are eligible for the honor of Homecoming King or Queen only during, and prior to the completion of, their initial senior year.
Prince and Princess Selection Process. Freshman Class, Sophomore Class, and Junior Class members nominate (by casting ballots) a maximum of three classmates for the honor of placement on the Homecoming Court as Class Prince and Princess. The criteria used for nomination are exemplary citizenship, campus involvement, and school spirit.

The top six nominees, three males and three females, are then placed on a ballot. The respective class casts ballots to determine the top male and female nominees, who are then named as Class Prince and Princess. In order to participate in Homecoming events, individuals selected as Homecoming Royalty (King, Queen, Prince, and Princess candidates) must agree to and abide by attire guidelines set forth by the Student Services Office. Candidates are provided written attire guidelines.

In the event of a tie, the nominee with the highest cumulative grade point average (GPA) will be selected. In the event of identical GPAs, the candidate with the greatest number of competed units completed will be selected.

Honors Day Convocation is a Chapel service dedicated to recognizing the outstanding academic achievements of select students. Awards and/or certificates presented include Departmental Awards, Athlete of the Year, Senior Award, Who’s Who, President’s list, Dean’s List, and Alpha Chi.

Kugel Walk. The Kugel, a floating granite globe sculpture located in the Ronald L. and Jane Dowden Ellis Great Commission Plaza at the main entrance to the Eugene and Billie Yeager Center, is a symbol of Christ’s Great Commission. The name of the globe comes from the German word, “kugel” (pronounced KOO-gol), and means “ball.” California Baptist University tradition calls for newly enrolled students to touch the Kugel as they begin their educational experience at CBU and again on commencement day. The Kugel plays a similar role for participants in other CBU activities such as International Service Projects. The tradition symbolizes each student’s commitment to live a life of purpose in accordance with his or her spiritual beliefs.

Late-Night Breakfast is a scheduled diversion for students from class finals each fall and spring semester. Faculty and staff serve as wait staff, as students enjoy a late-night breakfast served in the Alumni Dining Commons.

Lighting of the Christmas Tree is the campus community’s recognition of the onset of the Christmas season. This event is scheduled after Thanksgiving and takes place on the University front lawn.

Midnight Madness is an event that introduces the varsity men’s and women’s basketball teams to the campus community. This event typically occurs during the week prior to the first regularly-scheduled home games for the basketball teams.

President’s Reception. The University President hosts this annual event designed to honor the graduating class each fall and spring. This semi-formal reception is traditionally scheduled immediately prior to finals week. Graduating undergraduate and graduate students are sent invitations to this event.

Preview Days provide an opportunity for prospective students to visit campus. In addition to meeting faculty, staff, and current students, visitors may audition for music groups, try out for Intercollegiate athletic teams, and attend special events.

Recess provides members of the Freshman Class and Sophomore Class with a Saturday diversion from homework. This event, which is held during the spring semester, includes food, games, and friendly competition between the classes.

Senior Class Gifts are presented as an expression of gratitude to the University by the graduating class during Commencement. Past gifts include:

1955  Oak display cabinet – W.E. James Building
1958  Display case – Annie Gabriel Library
1961  Tennis Courts – formerly located adjacent to Harden Square
1962  D.E. Wallace Memorial Book Collection
1970  Refurbished Fortuna Fountain
1981  Gazebo – Harden Square
1983  Picnic Area – located in front of Mission Hall
1984  Sound System – Van Dyne Gym
1985  Barbecue/Fire Pit – Harden Square
1986  Scoreboard – Van Dyne Gym
1987  Refurbished A.J. Staples Room
1988  Book Endowment – Annie Gabriel Library
1991  Playground Equipment – Lancer Arms
1992 Portable P.A. System
1993 Picnic Benches, Flagpole – Baseball Field
1994 Unity Fountain
1995 Unity Fountain
1996 Lancer Mosaic – Van Dyne Gym
1997 Lancer Mosaic – Van Dyne Gym
1998 Classroom Clocks
1999 Scoreboard – Aquatic Center
2000 Sound System – Wallace Theatre
2001 Air Conditioning – Van Dyne Gym
2002 Lighting – R. Bates Ivey Plaza
2003 Granite University Seal – Eugene and Billie Yeager University Center Courtyard
2004 North Wing Archway – Eugene and Billie Yeager University Center
2005 Digital Carillon System – W.E. James Building Bell Tower
2006 Carney Family Courtyard – W.E. James Building
2007 Class Ring Sculpture – Stamps Courtyard
2008 Lighting and Ceiling Upgrade – Wallace Theatre
2009 Bible Sculpture – TBA
2010 Outdoor Volleyball Court – located in front of Mission Hall

Classes are encouraged to begin saving class funds and planning for Senior Class Gifts during the freshman, sophomore, and junior years. The Senior Class Gift selection process begins during the junior year of the respective class. Class officers obtain from the Student Service Office a list of class gift ideas and schedule a class meeting. During a class meeting members of the class review, discuss, and adopt a gift from the list. The class officers then notify the Student Services Office in writing of the adopted gift, no later than the conclusion of the academic year during which the class members are juniors.

Senior Days (24@CBU) provides an opportunity for graduating high school seniors to visit California Baptist University. In addition to featuring a reception hosted by faculty and staff, students may audition for music performance groups, try out for intercollegiate athletic teams, and attend special events. This overnight event is held during the fall semester.

TWIRP Week. During TWIRP (The Woman Is Required to Pay) Week, female students are encouraged to invite male students to special activities and events. The week features square dancing lessons and a barn dance, trips to amusement parks, and themed dinners. This event is held during the beginning of each fall semester.

Yule Festival features a formal dinner, introduction of Mr. and Ms. CBU, and entertainment. The Yule Festival is scheduled during the Christmas season.

Mr. and Ms. CBU. As part of the Yule Festival tradition, two graduating seniors (one male and one female) receive the Associated Student Body’s highest honors and are recognized as Mr. and Ms. CBU. In order to be considered for nomination, students must fulfill the following criteria:

- Attend CBU a minimum of three semesters
- Exhibit campus involvement and school spirit
- Demonstrate campus leadership and citizenship
- Possess a minimum 2.5 cumulative GPA

Mr. and Ms. CBU Selection Process. Each member of the Senior Class nominates (by casting ballots) a maximum of three classmates for the honor of becoming Mr. and Ms. CBU. The top 10 nominees, five males and five females, are named as members of the Mr. and Ms. CBU Court. Prior to the Yule, all members of the ASCBU (regardless of classification) cast ballots to determine the actual Mr. and Ms. CBU. Students are eligible for the honor of Mr. CBU or Ms. CBU only during, and prior to the completion of, their initial senior year. In the event of a tie, the candidate with the highest cumulative grade point average (GPA) will be selected. In the event of identical GPAs, the candidate with the greatest number of units completed will be selected.
CLUBS

Clubs play an important role on the California Baptist University campus by encouraging students to pursue interests, develop leadership skills, create meaningful relationships, and enhance academic achievements.

In order to operate on University premises, clubs must be officially recognized by the University. The recognition of a student club represents University endorsement and approval of the goals and purposes of that organization as being consistent with and supportive of the goals and purposes of California Baptist University. In addition to coordinating the club application, approval, and review processes, the Campus Activities Office provides operational workshops and addresses issues related to club accountability.

General Information.

1. In order to obtain official University recognition, clubs must have an approved Club Application on file in the Campus Activities Office and be approved by the Student Services Office.
   a. Clubs that submit a Club Application within the first two weeks of a semester are eligible for recognition during the respective semester, upon approval.
   b. Review of Club Applications received after the first two weeks of any given semester will be deferred until the following semester.

2. Members of recognized student organizations must be enrolled at California Baptist University.

3. Existing clubs (those approved by the University) must submit a Club Application and a Budget Proposal to the Campus Activities Office within the first two weeks of each academic year in order to be eligible for funding.
   a. Clubs that submit application and budget information by the deadline are eligible for event funding.
   b. Clubs that fail to submit application and budget information by the deadline will be considered for funding on a case-by-case basis. In order to request funding, an Event Proposal must be submitted to the Campus Activities Office a minimum of three weeks prior to the proposed event.

4. Newly-formed clubs may request funds from the Campus Activities Office for events directly related to the club's purpose. In order to do so, an Event Proposal must be submitted to the Campus Activities Office a minimum of three weeks prior to the proposed event.

5. A minimum of one representative from each recognized club is required to attend an information meeting conducted by the Campus Activities Office each semester.

6. Club presidents are required to meet with the Activities Office Club Coordinator as a collective group on a monthly basis.

7. Additional funding may be available from ASCBU. Please visit the ASCBU Office for details.

Advisors. The University requires student organizations to retain an advisor during operation. Advisors must be a current member of the faculty or staff at California Baptist University. Concurrent service as an advisor for multiple student organizations is not permitted. Advisors are responsible for the following:

1. Attending a club advisor’s meeting at the beginning of each semester;
2. Assist the club in identifying its goals;
3. Assist members and officers in clarifying areas of responsibility and related duties;
4. Become acquainted with University policy as found in this publication;
5. Attend scheduled meetings regularly and/or maintaining regular communication with the respective club or organization officers;
6. Participate in major planning sessions, on-campus events, and activities;
7. Attend all on- and off-campus functions and meetings sponsored by the respective club or organization (If cost is involved, the club pays associated expenses.);
8. Review and sign requisitions, work orders, and other related documents;
9. Serve as a source of input and encouragement, and as a resource for problem-solving.

Event Planning. In order to avoid scheduling conflicts, student organizations that desire to sponsor an activity or event (on- or off-campus) must complete and submit an Event Proposal to the Campus Activities Office.

1. Event Proposals must be submitted and approved a minimum of three weeks prior to advertising or conducting an event.
2. Event Proposal forms, available in the Campus Activities Office, require the signature of the advisor and a designated student organization officer.
3. Use of University facilities must be coordinated through the Office of Conference and Events. A Campus Facility Request must be submitted and approved in order to secure facilities, after the event has been approved by the director of community life. Clubs will receive written notification from the director of community life regarding event approval and/or denial.

4. Student organizations may use the resources (poster paints, paper) of the Campus Activities Office. Posters may be produced/enlarged electronically in the Campus Activities Office for a nominal fee. All posters and flyers must be approved and posted in accordance with the University posting policy.

Field Trips and Excursions. Students participating in overnight events sponsored by clubs or organizations are required to complete an Emergency Information Form, which remains on file with the Campus Activities Office until the conclusion of the respective event. For events lasting more than one day, an event itinerary must also be submitted. Emergency Information forms are available in the Campus Activities Office.

Financial Accounts. Club and organization funds must be deposited in an account maintained by the Cashier’s Office; off-campus accounts are not permitted. In order to access funds from an account, a Requisition form must be submitted.

Expenditures. A copy of documentation (meeting minutes, etc.), that indicates formal approval of the requested expenditure(s), must accompany Requisitions submitted by classes, clubs, and organizations. The advisor of the respective club or organization must sign this documentation. Clubs may submit a cash request to the Campus Activities Office for event expenditures less than $100. For cash requests that are approved, a club representative must submit receipts for expenditures within two days after the event takes place — the receipts submitted must be equal to the amount of cash requested. The sum total a class may designate for give-aways for any given semester may not exceed $375 during any given academic year, without written approval of the Student Services Office.

Requisitions. Requisition forms are available in the Student Accounts Office and the Accounts Payable Office. Requisitions must be completed correctly, signed by the respective club or organization’s advisor, and submitted (along with supporting documentation) to the director of community life for approval. In addition to being approved by the director of community life, requisitions submitted by clubs and organizations must be signed by the vice president for enrollment and student services. Typically, checks are issued within thirty days of receipt by the Accounts Payable Office, pending approval and verification of funds. Incomplete Requisitions and those signed by a student will not be processed. Requests for reimbursement of personal funds spent prior to approval from the vice president for enrollment and student services will not be processed. In the event that an advisor’s signature cannot be obtained, the director of community life and the dean of students are authorized to sign requisitions on behalf of the advisor.

High-Risk Events. Students participating in high-risk events sponsored by a campus organization (e.g. skiing, horseback riding, etc.) are required to complete a Liability Waiver prior to participation. Liability Waiver forms are available in the Campus Activities Office. The University does not provide liability insurance for on- or off-campus events. Students are expected to carry liability coverage. High-risk events which are not permitted include, but are not limited to, sky diving, bungee jumping, and fire walking. The University reserves the right to deny student requests to participate in high-risk events as deemed appropriate.

Operating Guidelines. Clubs are required to promote a minimum of two activities per semester that relate to the club’s purpose.

1. Activities must be approved (see Event Planning) and meet the following criteria:
   a. open to all members of the campus community;
   b. promoted as a University-wide event.

2. Club meetings do not fulfill the activity requirements indicated above.

3. Clubs are required to support and participate in the Club Rush each fall semester and the Club Fair each spring semester. Clubs are also encouraged to be involved in other campus-wide.

4. The student organization, through its collective membership, is responsible and liable for all on- and off-campus behavior and activities.

5. Student organizations that fail to comply with the operating guidelines and/or engage in activity that is in violation of the Standard of Student Conduct are subject to judicial action including, but not limited to, forfeiture of funds and/or deactivation.
6. Student organizations are required to complete an Advisor/Officer Update form at the beginning of each semester and submit updates as changes occur. Advisor/Officer Update forms are available in the Campus Activities Office. An up-to-date constitution and/or by-laws must also be on file with the Campus Activities Office.

Review Process. Clubs must submit a written review to the Campus Activities Office prior to the conclusion of each academic year.
1. Reviews shall include the current and newly-elected officers, advisor(s), and an overview of the respective year’s events.
2. The director of community life investigates suspected cases of non-compliance with club and organization operating guidelines. Clubs will receive written notification, if any, of such findings.
3. The director of community life reviews club compliance and maintenance of the respective organizational standards, as indicated on the Club Application.

Sanctions. The following sanctions may be imposed for violating Operating Guidelines:
1. Warning – issuance of written notification of violation(s).
2. Probation - placement on probationary status and formal review of governing body.
3. Deactivation - for a fixed period of time, a club loses University endorsement and may not operate on campus.

Transportation. When available, students are encouraged to utilize transportation provided by the University. Students who take University-provided transportation to an event must return from the event in University-provided transportation, unless otherwise approved by the dean of students. Students may provide their own transportation for trips or events occurring within 50 miles (one way) of the campus. For trips greater than 50 miles from campus, clubs and organizations are required to utilize rental, commercial, and/or chartered transportation. University liability insurance does not cover personal vehicles used for transportation to and from events.

COMMUTER STUDENTS
Commuter students are an important part of the California Baptist University community. Students who commute to campus are encouraged to become fully engaged in the life of the University. Participation opportunities include, but are not limited to the following: extracurricular activities and campus traditions, ASCBU, discipleship groups, fine arts and ministry opportunities and recreational sports. Commuter students are encouraged to join campus clubs and organizations, some of which are designed to focus specifically on commuters. Students who desire to explore campus involvement opportunities are encouraged to visit the Campus Activities Board Office, located in the Game Room.

FOCUS (FIRST-YEAR ORIENTATION AND CHRISTIAN UNIVERSITY SUCCESS)
The FOCUS program is designed to assist new students with the transition to university life and the California Baptist University community. FOCUS consists of two parts, New Student Orientation and a University Success course. In addition to introducing students to campus culture, providing an overview of campus resources, and conveying University academic and behavioral expectations, New Student Orientation is designed to provide a complete program of social and spiritual activities prior to the beginning of each semester. The FOCUS course is required of all unmarried, full-time undergraduate students who are first-semester freshmen, under 20 years of age. Students who have completed a similar course and/or completed a full semester of transferable coursework at another institution are not required to enroll in the FOCUS course. See the University Catalog for additional information.

GAME ROOM
The Game Room provides an assortment of recreational options including: billiards, ping-pong, darts, foosball, bumper pool, table games, and a television viewing area. A variety of recreational sports programs and tournaments are scheduled in the Game Room throughout the academic year.

Eligibility. One of the following eligibility requirements must be met in order to use the Game Room:
1. A current student, faculty member, staff member, or alumnus.
2. An immediate family member (dependent, parent, sibling, or spouse) of a current student, faculty member, staff member, or alumnus. A student, faculty, staff, or alumnus must accompany guests. An adult must accompany individuals under 12 years of age.

General Information.
1. A valid California Baptist University identification card must be presented in order to check out equipment.
2. Equipment is checked out on a first-come, first-served basis. If others are waiting to play, players must check in game equipment at the end of the respective game – unless otherwise agreed upon by those waiting to play.
3. Individuals will be held responsible for costs associated with the repair and/or replacement of lost or damaged equipment.

4. The game room staff will determine television channel selection. Television program rating is limited to PG, approved TV-14, TV-G, and TV-Y.

5. The assistant director of community life must approve movies shown in the Game Room.

6. Music selection is limited to compact discs owned or approved by the assistant director of community life.

7. Placing food, drink, and/or personal items (i.e. backpacks, jackets) on game room equipment is not permitted.

8. Failure to abide by Game Room Policy will result in judicial sanctions which include, but are not limited to, loss of Game Room privileges.

Ticket Sales. The Game Room sells two types of tickets: 1). Consignment – discounted movie theater and Disneyland tickets which are available to members of the campus community; 2). Special Event – discounted tickets to various events that are planned and/or promoted by the Campus Activities Board. Special Event tickets are only available to traditional undergraduate students who are members of ASCBU (those who have paid the undergraduate student activities fee).

RE-FOCUS
The Re-Focus – Senior Year Experience Program provides interactive programming designed to equip graduating seniors in the following:

1. integration of educational, spiritual, and social experiences;
2. closure of the undergraduate experience;
3. transition from the college experience to graduate school and/or chosen profession.

Traditional undergraduate students from all disciplines are encouraged to participate in these interactive events. Re-Focus events include structured dialogue with CBU alumni who share post-graduate experiences from a wide range of professions; graduate school information sessions; resume and interviewing skills workshops; Dress-for-Success seminars, and business etiquette dinners. The Campus Life Office facilitates this program.

RECREATIONAL SPORTS
California Baptist University is committed to the overall educational experience. Recreational sports play an integral part in this experience in the following ways:

1. Encourage students to work together in pursuit of individual and team goals;
2. Provide students an enjoyable way to interact with others;
3. Offer students avenues to relieve tension or anxiety;
4. Help students begin an attitude of lifelong physical fitness.

The University’s recreational sports program maintains a full schedule of athletic and recreational activities throughout the academic year. Activities include a variety of seasonal competitions between organized teams, tournaments, individual competitions, and non-athletic events.

Programs. Recreational sports programs may include:

- Aquatic Relays
- Aquatic Volleyball
- Basketball
- Billiards
- Bowling
- Broomball
- Bumper Pool
- Chess
- Darts
- Flag Football
- Foosball
- Free Throw Competition
- Frisbee Golf
- Over-the-Line
- Ping Pong
- Spades
- Softball
- Tennis
- Volleyball
- Wiffleball
- 2-on-2 Volleyball
- 3-on-3 Basketball
Rules and Regulations are strictly enforced to ensure a fair, consistent, and enjoyable recreational sports program. Participants are responsible for abiding by the following rules and regulations:

1. Only current members of the campus community (faculty, staff, and students) may participate in the recreational sports program.
2. Students receiving an athletic scholarship are ineligible to participate in recreational sports.
3. Individuals who participated in a varsity sport within the previous 12 months are ineligible to participate in the respective sport, but are encouraged to participate in other recreational sports activities. Students who have undergone the NAIA eligibility process through the Athletic Department are considered a member of a varsity team.
4. No more than one-third of any given team may be comprised of students who have served as members of a varsity team.
5. No more than one-third of team members participating on a playing field/court/surface at one time may be comprised of students who have served as members of a varsity team.
6. If special circumstances arise, the assistant director of community life determines eligibility. Appeals must be submitted in writing.
7. An eligible student missing the initial sign-up period may participate, providing the assistant director of community life is contacted prior to completion of the first week of play of the respective event. Placement of the student is at the discretion of the assistant director of community life.
8. Students who are members of intercollegiate athletic teams must receive written approval from the director of intercollegiate athletics prior to participation in any and all recreational sports, regardless as to whether the student’s respective sport is in season.
9. Prior to each game, team captains must complete and submit a scorecard containing the names of players who are present. Players arriving after the start of an event must be added to the scorecard before competing.
10. Teams are traditionally selected by one of the following methods:
   a. Draft – students who desire to participate may sign up in the Game Room; team rosters are then created from the sign-up list.
   b. Living Area – residents of various living areas (dorm wing, apartment area, etc.) form a team and then sign up as a group.
   c. Team Sign-up – students who wish to compete together sign up as a team, regardless as to where they reside.
11. Teams may be comprised solely of faculty and staff members. Otherwise, faculty and staff members who participate in recreational sports must be equally divided among teams (for example: if seven teams are established for a sport and six university employees wish to participate, one employee will be assigned to six of the teams; multiple staff members may not be assigned to the same team.
12. University employees may not participate on the same recreational sport(s) team for consecutive years.
13. Any team playing with an ineligible player forfeits the respective game.
14. Players competing on a championship team must have participated in a minimum of forty percent of the team’s contests during the regular season in order to be eligible for play.
15. Profanity, in any form, is not permitted.
   a. First offense – immediate expulsion from the event.
   b. Second offense – immediate expulsion from the sport.
   c. Third offense – immediate expulsion from participating in any recreational sport and judicial action as deemed appropriate by the dean of students.
16. Degrading statements directed towards the opposition or officials are prohibited.
17. Equipment rules must be followed. Metal or hard cleats may not be worn during any activity; molded rubber cleats are permissible. Only non-marking basketball or tennis shoes may be worn on the gym floor. Mouth pieces must be worn while playing flag football.
18. Fighting will result in immediate expulsion for the season. Students who engage in fighting are also subject to judicial action, as deemed appropriate by the dean of students.
19. Players and spectators expelled must leave the vicinity immediately. Failure to do so results in suspension from all recreational activity for the remainder of the academic year and possible game forfeiture.
20. Grievances must be submitted in writing to the assistant director of community life within three days of occurrence.

21. A five-minute grace period is given from the scheduled beginning time of all games. Teams without the minimum number of players required within this five-minute period will forfeit.

22. Teams which must forfeit a game due to a shortage of players may participate in the event, providing the opposing team agrees to compete during the allotted time period. The event outcome will be recorded.

23. Teams that forfeit more than three scheduled games during any given sport will lose the privilege to participate in the respective sport.

24. Teams are responsible for the conduct of players and respective spectators.

25. Decisions made by officials/referees and Campus Activities Board members are final.

26. Teams are responsible for abiding by the rules of events; captains are given a set of rules at the beginning of each season.

27. Protests are only permitted when an ineligible player participates. Protests must be submitted in writing to the Campus Activities Office.

28. Individual player events are typically based on a single elimination format. Contestants are given a schedule containing opponents, contact information, and game completion dates.

29. It is the responsibility of the individuals to complete contests by given dates and report outcomes to the assistant director of community life. If results are not reported by due dates, both individuals forfeit the respective game/match.

30. Teams are ranked according to win-loss records. Typically, the top four teams compete in play-offs, with the winners competing for the championship.

**RESIDENCE LIFE**

California Baptist University seeks to express its educational philosophy in many ways, but especially in and through the residential experiences of its students. For this reason, the University is committed to rigorously pursue the development of a quality four-year residential program that genuinely seeks to expose each student to the finest living-learning situation University resources permit.

The Office of Residence Life strives to promote the mission of California Baptist University by providing an atmosphere that is conducive to scholarship and personal growth and development. Therefore, living in residence at California Baptist University carries with it a distinctive set of privileges and responsibilities. Students who reside on campus live in a community with their peers and are entrusted with the responsibility to challenge and support each other in a respectful, cooperative, and communicative fashion. This environment provides students with enriching experiences, which may help to promote healthy interpersonal relationships.

Living on a university campus provides students with unique opportunities and challenges not available in any other type of residential community. Therefore, the Residence Life Staff strives to support the learning that takes place in and outside of the classroom and address the needs of the CBU residential community by coordinating social and educational 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 community.

University-owned housing is under the supervision of a full-time residence life staff, which includes a director of residence life and live-in residence directors who reside in each of the living areas. Residence directors are assisted by graduate students who serve as graduate assistants, and undergraduate students who serve as resident advisors.

The residential facilities of California Baptist University consist of two residence halls (Smith Hall and Simmons Hall), four apartment-style living areas (College View Apartments, Lancer Arms Apartments, Rose Garden Village, and University Place Apartments), dormitory-style suites (The Cottages), and several University-owned houses.

Residence Life policy applies to all California Baptist University students who reside in University-owned housing.

**Residency Requirements.** California Baptist University generally requires traditional, single students who meet one of the following criteria to live on campus:

1. Under 21 years of age.
2. Receive institutional aid in excess of $7,000 per academic year.

Exceptions are made for those living with parents, a legal guardian(s), or approved relatives, upon verification of residency.
Students who wish to reside off-campus must submit a Housing Exemption Request form to the Residence Life Office prior to the first day of class, as indicated in the calendar section of this publication. Housing Exemption Request forms are available in the Residence Life Office.

**Enrollment Requirements.** Traditional Undergraduate students must enroll at California Baptist University for a minimum of 12 units each fall and spring semester. Students who are in pursuit of a first undergraduate degree are given priority during the housing assignment process. Students who find it necessary to enroll for less than the required number of units must submit a Housing Exemption Request form to the Residence Life Office prior to the last day of the Add/Drop period as indicated in the University Catalog.

**Application Process.** Students who desire to reside on campus must submit a completed Housing Application and read, understand, and accept the terms and conditions of the CBU Housing License Agreement. In addition, it is also required that each student have a housing deposit on file prior to occupancy. Housing Applications and Housing License Agreements are available in the Residence Life Office.

**Housing Deposits.** In addition to completion of the housing application process, a deposit is required of each prospective and returning student desiring a housing assignment. The deposit amount for all traditional undergraduates is $300 per resident. Deposits must be paid prior to room/apartment assignment and check in.

**COMMUNITY LIVING INFORMATION**

In order to promote the mission of California Baptist University and provide an atmosphere that is conducive to scholarship and personal growth and development, the following community living information and policies have been established.

**24 Hour Courtesy.** The right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” policy upholds the University’s commitment to providing an environment where students may experience academic success. Noise, which is audible beyond the confines of one’s room/apartment, is prohibited. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows or doorways. Failure to keep sound equipment at a reasonable level may result in loss of the privilege to maintain such equipment on campus.

The resident advisor or residence director reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others, in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area. Residents are expected to respectfully address issues that are related to the violation of “24 hour courtesy” on a personal level. If this fails, residents should consult a residence life staff member.

Students who desire to play musical instruments that may disturb other residents should seek locations outside of the residential areas to practice or use practice rooms available through the School of Music. Only non-amplified instruments, which do not disturb others, may be played in the residence halls or apartments.

**Abandoned Property.** Items left in a room or an apartment by a vacating resident are removed at the resident’s expense. The vacating resident may be notified and given 30 days to claim the items, if the value of the abandoned property is determined to be equal to or greater than $300. If no response is received within the thirty-day period, the University will dispose of these items at its discretion.

**Accountability In Community.** The accountability process within Residence Life is designed to help students develop a living and learning style, which is consistent with the Christian standards of California Baptist University. Accountability standards help create an environment that is respectful of individual rights and freedoms; one where all are free to pursue academic excellence; and one that brings glory to God. It is the intention of the Residence Life staff to hold community members accountable to accountability standards through judicial action that is both redemptive and respectful to individuals. Residents involved in judicial action may be subject to sanctions involving restrictions, fines and/or housing contract termination.

Ideally, personal growth and development are encouraged most when each member of the community uses self-leadership and shares the responsibility to care enough about others, to confront them in an appropriate manner. Therefore, residents are encouraged to hold one another accountable to community and university standards. Resident advisors and residence directors will provide guidance, support, and direction in this process.
Alterations to Rooms/Apartments. Residents are encouraged to personalize assigned rooms and apartments. However, structural additions and alterations are not permitted including, but not limited to, painting, stenciling, applying wallpaper or border, removing and/or installing light fixtures, ceiling fans, plumbing fixtures, television and radio antennas, satellite dish, windows, and toilet seats. A residence director must approve moving additional room furniture into residence halls, prior to placement.

1. In order to avoid damages, hardware used to affix decorations (pictures, wall hangings, etc.) are limited to the following:
   a. small nails (4d finishing nails or smaller - the approximate diameter of a large paper clip) per wall constructed with drywall;
   b. the use of thumb tacks and temporary adhesives (e.g. Plasti-Tak) is permitted in all residential areas.

2. The following are not permitted:
   a. shelves, bolts, screws and/or ceiling hooks (designed to hold bicycles, plants, or other objects);
   b. tape, hot glue, contact paper, paneling, and the use of other adhesives which cause damage to carpet, painted or wood surfaces;
   c. concrete nails, wall hangers, and brick tacks (any device designed to penetrate blocks, brick, etc.);
   d. ceiling decorations including, but not limited to, glow-in-the-dark adhesive stickers or stars, netting, flags, sheets, and posters;
   e. removal of mini-blinds, window screens, screen doors, and/or interior doors, (including closet doors);
   f. planting vegetation on University premises;
   g. gluing and/or tacking carpet to floors or walls;
   h. gluing, taping, and/or tacking wires or cables to carpet, floors or walls;
   i. placing sofas, recliners, and/or other large furniture items in residence hall rooms or apartments.

Bicycles must be registered with the Public Safety Department and stored in racks or approved bicycle storage areas. Bicycles may not be stored in rooms, apartments, hallways, walkways, stairwells, on balconies, or residence hall bathrooms. Bicycles must be removed from racks and approved storage areas at the conclusion of each academic year.

Bicycles that remain in racks and/or storage areas at the conclusion of each academic year will be removed. The University may dispose of bicycles not claimed within 30 days from the date of removal, at its discretion.

Cable Television. Basic cable service for cable-ready televisions is provided for all living areas designated for traditional undergraduate student housing. The University does not provide cable boxes and/or coaxial cable. Problems with cable reception should be reported to a residence life staff member.

Conduct. Residents are to observe all University and campus housing policy established by the Residence Life Office. The CBU Housing License Agreement provides further information concerning living requirements.

Unacceptable conduct as defined in this publication will result in judicial action which may include, but is not limited to, residence life suspension or expulsion, without a refund.

Conflict Resolution and Communication. Communication is essential for a successful on-campus living experience. Roommates are encouraged to arrange times early in the semester to discuss one another’s needs and rights as related to on-campus living. Common courtesies should be discussed and expectations outlined regarding the activities that will take place in a room or apartment. Residence life staff members are excellent resources regarding areas that most often cause conflict among residents and possible solutions to conflicts (see also Roommate Conflicts and Room Changes).

Damaging, Destroying, or Defacing Property. Residents are individually liable for any loss of or damage to assigned rooms and furnishings, regardless as to whether the damage is intentional or accidental. Unapproved room alterations and damage to furniture, buildings, or other University property are charged to the student(s) responsible at a cost determined by the University. Residents will be held responsible for the condition of the common/public areas such as hallways and lobbies. When responsibility is not taken and/or the responsible student(s) cannot be identified, damage costs will be incurred by all community members of the respective living area (i.e. all members of a room, wing, floor, or building if deemed necessary by the Residence Director and/or the Office of Residence Life).
Decorations. Understanding that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the “content” of the pictures, posters, or written materials displayed in living areas, rooms, and hallways. Decorations inconsistent with University philosophy may not be displayed. This includes sexually oriented or suggestive items or depictions, or any other material, which presents the human body in a degrading manner, occult materials, and alcohol, drug, and tobacco advertisements or paraphernalia. Illegally obtained street signs or campus property are also prohibited. The final interpretation of whether a decoration/posting is inappropriate will rest with the residence director. Residents must comply with directives to remove materials that the University deems to be questionable.

Elevated Beds or Furniture. Students are not permitted to elevate any furniture on cinder blocks, and/or wood blocks. Only approved University Loft Kits may be used to elevate a bed in a student room. Residents may request loft kits through their RA.

Extermination of Pests. Apartments and residence halls are treated periodically for pests. Cleanliness is the greatest determining factor regarding infestation. Reducing stored materials is helpful in controlling insects. Residents experiencing problems with insects should contact a residence life staff member immediately and submit a work order. Residents are not charged for extermination, unless living conditions are determined to be the cause of infestation. Students must comply with extermination preparation requests.

Fines. It is the practice of the University to hold individuals responsible for their actions. If a residence life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Before group fines are applied, an opportunity will be provided for the individual(s) responsible for vandalism, damage or misuse to identify themselves and assume responsibility.

Fire Safety Equipment. Any individual who misuses or tampers with fire safety equipment (i.e. smoke detectors, extinguishers, alarms, etc.) is subject to judicial action which includes, but is not limited to, assessment of a fine plus the cost of repair or replacement of misused or damage equipment, cleaning of the facility, and any other damage.

Flammables. At no time may any flammable items be stored in or around living areas. Open flame combustibles including, but are not limited to, candles, incense, “uncandles”, oil-burning lamps, and potpourri pots may not be burned in any residential unit. Fuel-driven engines such as motorcycles, mopeds, etc. may not be stored in student housing. Safety concerns prohibit live wreaths, Christmas trees, and boughs as well as large decorative Christmas lights in living areas.

Furniture. Each student’s room or apartment comes furnished according to the capacity of the room/apartment. Residents are responsible for furniture repair and replacement costs not associated with normal wear and tear. The Residence Life staff does not remove excess furniture in rooms/apartments that house fewer than their maximum capacity. University furniture may not be moved in or out of rooms or apartments. Moving furniture includes using furnishings as outside patio and lawn furniture, exchanging furniture with another residence, placing furniture in an off-campus storage area, dismantling University-owned furniture, etc. Lobby/lounge furniture must remain in common areas for everyone to enjoy. Students with damaged or missing furniture are encouraged to submit an electronic work order. Students are not permitted to bring additional items of furniture into their room or apartment without prior approval from the respective residence director or the Office of Residence Life. This includes, but it not limited to couches, recliners, mattresses, waterbeds, tables, and other large pieces of furniture.

Guests and Visitors.

1. General Information

All guests of CBU students must abide by the CBU Standard of Student of Conduct. With the approval of roommates, guests of the same sex may stay overnight in the student’s room or apartment for no more than three nights (separate or consecutive) each semester during the academic year. Parents are not permitted to stay overnight in living areas. Limiting the number of overnight visits ensures maintenance of a residential environment that is conducive to study, privacy, and the personal needs of all residents. Overnight guests of the opposite sex are not permitted in residence halls or apartments. Under no circumstances may guests of the opposite sex utilize floor or room showers, or be in any state of undress while visiting a resident/living area. Overnight guests under 16 years of age must be an immediate family member (sibling or child).
Under no circumstances may a guest reside in CBU student housing unattended. A CBU student (who is assigned to the actual room/apartment in which the guest will be staying) must remain in the respective living area throughout the guests’ visit. Residents are held accountable for their guests’ actions.

2. Visitation

Each living area has visitation privileges for its residents that enable students to interact with one another for academic or social purposes. Visitation privilege permits guests of the opposite sex in one’s room or apartment during specified times. Visitation and guest privileges may be revoked at any time to any and all parts of a living area. The residence director reserves the right to terminate an open-night visitation in apartments or residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed a hindrance. Main lounges in residence halls and community rooms are open to give students a common area in which to interact. Listed below are the parameters for visitation in each of the living areas:

Smith Hall, Simmons Hall, and The Cottages (units assigned to freshmen)

a. During each semester (as defined in the University Catalog), open hall dates and hours for residence halls and cottages are determined by the residence life staff.

b. Visitors of the opposite sex are permitted in residence hall rooms and cottages only during open hall hours.

c. Room doors must remain fully open and rooms must be well lit; a minimum of one permanent light fixture must be on while visitors are present.

d. Members of the opposite sex may not use wing bathrooms.

e. Students entering and exiting bathrooms and public areas (i.e. hallways, lounges) in the hallway should dress appropriately during open hall hours.

f. Students are expected to conduct themselves in an appropriate manner during open halls.

3. Apartments and Upperclassmen Areas

a. Throughout each semester (as defined in the University Catalog), students who reside in apartments may entertain visitors of the opposite sex, providing all occupants of the respective living apartment agree that visitation is permissible. Visitation parameters are as follows:
   • Sunday – Thursday from noon – 11 p.m.
   • Friday and Saturday from noon – midnight

b. Visitation and guest policies remain in place during school holiday, exam, and summer housing periods.

c. Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.

d. Guests and visitors of the opposite sex must remain in the living room/kitchen area at all times.

e. When guests/visitors of the opposite sex are present, the view into the apartment must remain unobstructed. Window blinds and coverings should remain open allowing a clear view into the apartment. Areas in which visitation is taking place must be well lit.

Holiday/Break Housing and Meal Service.

Smith Hall and Simmons Hall are closed during Christmas Break (specific dates are provided within the calendar section of this publication). No Residents will be permitted to stay in their rooms during Christmas Break. Students may not enter closed living areas after buildings have been locked down for a vacation period. All other living areas will be open for students who have been approved to remain on campus for vacation periods. Students who would like to request to remain in housing during the Christmas Break must complete and submit to the Residence Life Office a Christmas Break Housing Request form. Meal service is not provided to residents during Thanksgiving Break, Christmas Break, and Spring Break (the calendar section of this publication indicates dates).

Housing Charges. Students are charged Housing fees from the date of official check in.

1. Students residing in University-owned housing designated for traditional undergraduate are subject to the payment plan outlined in the University Catalog. During summer months, housing fees are charged as outlined in the University Catalog.
2. Housing fee payments are made in the Cashier’s Office.

3. Arrangements to have excess financial aid applied to student accounts are made in the Student Accounts Office.

**Housing Deposits.** Deposits are fully refundable when a student properly checks out of his/her housing assignment, does not intend to live on campus in the future, and has given written notice to the Office of Residence Life. Damages or other housing charges (e.g., lost keys, improper check-out, etc.) that are unpaid when the housing deposit is requested will be deducted from the housing deposit, when possible. If a student leaves the University owing any money on his/her account, the housing deposit will be applied toward the unpaid balance. The CBU Housing License Agreement provides specific information regarding deposit refunds.

**Internet Access** is available for residents of University-owned housing designated for traditional undergraduate students. In order to gain Internet access provided by LancerNet, computers must have an Ethernet network interface card that will operate on a 10Mbs network (3Com® network cards are recommended).

**Keys.** In living areas with key-locking doors, the Office of Residence Life will issue each resident a key to the room or apartment to which he/she has been assigned. Residents are responsible for their own keys as well as any issued laundry keys. Under no circumstances are keys to be duplicated or loaned other individuals. Failure to return originally issued keys at check-out will result in a charge for the amount it costs to re-core the door and provide new keys (to ensure each resident’s safety). Students are charged $50 for housing keys and $15 for laundry room keys lost and/or not returned at the time of check out.

In living areas with card-access locks, residents do not receive keys, as their student ID cards will serve as their key. There is a charge for a lost card-key. Students can purchase a replacement ID card from the Campus Life Office.

**Laundry Facilities,** equipped with card-operated or coin-operated washers and dryers, are located in each living area. Residents may purchase laundry cards at Web Laundry Add-Value Stations located in the living areas. In the event of an equipment malfunction, residents are encouraged to contact a residence life staff member or follow the procedure for reporting problems, as posted on the respective machine. Trash receptacles supplied in laundry rooms are for laundry-related trash only (i.e. detergent boxes, lint). Other trash should be placed in the large dumpsters located in each living area. The University does not assume responsibility for unattended laundry. Laundry room doors and windows must remain closed.

**Lighting.** In order to maintain safety and fire regulations, residents are not permitted to hang, attach, or otherwise affix lights (Christmas and/or other) to the interior or exterior of any living area.

In an effort to reduce energy consumption, the University uses energy-saving Compact Fluorescent Lamp (CFL) light bulbs in a majority of on-campus housing areas. In the event a CFL fails, residents must contact a Residence Life staff member and exchange the old CFL for a new CFL; replacement bulbs are provided free of charge. Residents are subject to being assessed replacement costs for lost and/or missing CFL bulbs.

**Lock Outs.** A resident who is locked out of his/her assigned room or apartment should personally attempt to contact a residence life staff member (phone numbers are posted at each residence area office). If a residence life staff member is not available during regular business hours, residents should contact the Residence Life Office. If a residence life staff member cannot be located during non-business hours, residents should contact the Public Safety Department. Residents may be required to provide identification and will be assessed a lock-out fee.

**Maintenance.** Repair and maintenance issues occurring in a resident’s room, apartment, hallway, or bathroom should be immediately reported to the appropriate residence life staff member by submitting an electronic work order through the “fixit” email system. Maintenance personnel typically work within residential areas on weekdays from 10 a.m. to 5 p.m. Residents are expected to cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence life staff members and maintenance personnel are permitted access to rooms and apartments in order to make repairs. Notification will be made when maintenance personnel are in a building that houses members of the opposite sex. Students within areas where maintenance is being conducted (i.e. hallways, common areas) should dress appropriately while maintenance personnel are present.

Persistent maintenance problems should be reported directly to a residence life staff member. In the event that maintenance-related issues are not resolved after contacting a residence life staff member, students are encouraged to contact the Residence Life Office.
Mandatory Community Meetings. Residents are required to attend all mandatory community meetings. Meetings are primarily called to discuss, promote, and educate residents regarding events, community issues, and concerns. Residents who have schedule conflicts with a community meeting should inform the respective residence director a minimum of 24 hours in advance of the meeting to request an exemption. Specific community meeting dates are indicated within the calendar section of this publication.

Movies may not be shown in lobbies, lounges and/or public areas, without a proper Public Performance Site Licensing. Movies viewed in housing areas are subject to applicable copyright laws. Movie content must be in good taste and conform to University standards. Films with the following ratings may not be viewed on campus at any time, regardless of the locations: NC-17, X, and unrated films.

Moving. Due to safety issues and respect for other residents, moving (check-in and check-out) must be done between 8 a.m. and 10 p.m. Regardless of the hour, belongings should be moved in a manner that does not disturb neighbors. Students must make check-in/check-out arrangements with a residence life staff member prior to check-in/check-out. Failure to abide by check-in and check-out procedures will result in a $150 Improper Check-In/Check-out Fee.

1. Early Arrival. Generally, students are not permitted to move belongings into and/or reside on campus each semester prior to the move-in dates indicated in the calendar section of this publication. Exceptions may be considered for students who complete the Early Arrival Request process and fit into one of the following categories:
   a. Student leaders associated with the Student Services Division, who are required to arrive early for University-related purposes.
   b. Athletes participating in an intercollegiate sport who are required to arrive early for training.
   c. Students who are required to arrive early as the result of an academic program (e.g. student teaching, internships, etc.).

   Information regarding the Early Arrival Request process is available in the Residence Life Office.

2. Check In. University-owned housing opens at the beginning of each semester as scheduled by the Residence Life Office.
   a. Students are not permitted to arrive early, except for those individuals required to be on campus for official University responsibilities as described above.
   b. Requests for exceptions must be submitted in writing to the director of residence life a minimum of three weeks prior to the scheduled opening of housing for the respective semester or summer session.
   c. Students are not permitted to move personal belongings into a room or apartment prior to check in.
   d. Unscheduled and impromptu check-ins are not permitted.

3. Check Out. Apartments and residence hall rooms are not considered vacant until completion of the official check-out process. Detailed information regarding the check-out process is available from living area staff and the Residence Life Office.
   a. Vacated apartments and rooms must be clean (returned to the same state of cleanliness, with the exception of normal wear and tear, at the time of check-in – per the Room Condition Report) and free from litter and debris.
   b. Damage, cleaning, and replacement charges may be assessed at check out and/or after further assessment by a residence life staff member, if appropriate.
   c. Check outs are not completed until an inspection is conducted by a residence life staff member and all keys are returned to the appropriate Residence Hall Office.

Mutual Respect. Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

Overnight Absence. On-campus residents are expected to stay overnight in assigned housing on a regular basis. Residents who plan to be away from campus for one or more nights should inform a residence life staff member. In an effort to maintain the safety and well-being of residents, the residence life staff will address prolonged or inappropriate absence and, if necessary, refer such behavior to the dean of students.
Pets. Residents are not permitted to keep pets of any kind (except fish in a clean, odor-free aquarium) on campus. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who are found in violation on this policy will be subject to judicial action which may include fines, and fees associated with cleaning and fumigation.

1. Protected species of fish and those illegal in the State of California are not permitted in on-campus housing.
2. Fish tanks with a capacity greater than 10 gallons are not permitted in the residence halls.
3. Fish tanks with a capacity greater than 20 gallons are not permitted in apartments.
4. Failure to maintain fish tanks in an appropriate manner will result in loss of pet privileges.
5. Students who violate the pet policy are assessed a $25 fine each day an unauthorized pet remains in on-campus housing.

Private Rooms. Generally, private rooms are not available for student housing, however, based on need (specific documentation may be required) the Office of Residence Life can work with residents to provide reasonable accommodations. Students requesting a private room should contact the Office of Residence Life. Residents who are assigned private rooms may be assessed additional housing fees.

Programming. Within each living area, specific programs are designed to meet the community’s educational, intellectual, spiritual, and recreational needs. The residence life staff works collaboratively with other campus departments to provide programs that meet these needs. Residents are encouraged to share activity ideas with the staff. Campus residents are charged a programming fee each semester.

Residence Life Office. In addition to coordinating the housing application and assignment process, the Residence Life Office maintains on-campus housing records and addresses the day-to-day concerns of residents. The Residence Life Office also provides opportunities for students to connect with members of the campus community through social and developmental programs.

Resident advisors. Each living area designated for traditional students is assigned a resident advisor. Resident advisors (RAs) serve as the main contact for residents and as a resource for residents and a source of information. RAs are primarily upperclassmen who are selected because of leadership experience and a desire to serve.

Resident advisors are trained to assist with establishing a community environment by presenting and promoting living area programs and activities, resolving conflicts, providing information, maintaining University policy, and referring students to appropriate campus resources. Residents are encouraged to collaborate with their respective RA in developing a sense of community within specific living areas.

Room Assignments. Upon submission of a completed Housing Application and deposit, students are assigned to a room or apartment. If a room or apartment is not available at the time of application, the student will be placed on a waiting list. Ranking on the Waiting List is determined by the Housing Application receipt date, enrollment status, and/or need.

Every effort is given to honor room, apartment, and roommate requests, however, requests cannot be guaranteed. The University reserves the right to designate and change residential assignments as deemed appropriate and/or necessary.

Roommate Conflicts and Room Changes. Residents are encouraged to communicate openly concerning issues that arise and strive to reach resolutions. The following principles, based on Matthew 18: 15 – 18, should help guide this process:

1. Talk directly to the offending party, speaking specifically about the issue. When sharing personal frustrations with others, allow ample time for the other party to respond.
2. If talking directly to the offending party does not alleviate the problem, contact the respective resident advisor. The resident advisor will meet with the students and assist in the conflict resolution process.
3. If the issue reoccurs or does not improve, speak with the respective residence director. The residence director will provide a specific course of action designed to resolve the conflict.
4. In the event residents cannot, or will not, resolve a conflict in a timely and mature manner, the University reserves the right to re-assign any and all parties involved.
5. Residents who desire an assignment change should contact the respective residence director.
6. Residents are not permitted to change assignment without prior authorization.
7. Requests for assignment changes are not automatic; approval is granted at the discretion of the respective residence director.
8. Upon approval, assignment changes must be completed by the deadline established by the respective residence director.
Room Consolidation. The University reserves the right to consolidate and/or reassign students to fill living areas to capacity when vacancies exist. In the event a room or apartment is partially occupied, the University may in some situations give the assigned resident(s) an opportunity to find an eligible replacement roommate. In the event residents do not select an eligible replacement roommate(s), housing charges may be adjusted to reflect the living situation.

Room Inspections. Students can expect reasonable privacy of rooms and personal property. However, the University reserves the right to enter and inspect apartments and rooms at any time, with reasonable cause, for purposes related to maintenance, health, safety, security, and the upholding of University policy. Mandatory health and safety inspections are conducted regularly in each living area by the residence life staff.

1. Students who fail to pass inspections are subject to judicial action.
2. Sanctions for repeated violations include, but are not limited to, assignment of community service hours, fines, and/or residence life suspension or expulsion, without a refund.
3. The residence life staff reserves the right to confiscate items found during an inspection that are deemed offensive, harmful, or violate Residence Life or University policy.

Room Relocation. At times it is necessary for the Office of Residence Life to relocate students due to maintenance, safety, or other reasons. Students who are instructed to relocate to a different housing assignment must cooperate with the residence life staff and follow all instructions and deadline associated with the move. Students who are relocated as part of a judicial action must remove all personal belongings and follow standard check-out procedures within 24 hours from the time of notification. Housing charges may be prorated at the discretion of the University.

Safety and Emergencies.

1. Earthquakes. In the event of an earthquake, students who are indoors should stay inside, stay clear of windows, and seek protection under a desk, table or bed, or brace themselves in a doorway. Once it is feasible, students should exit buildings and report to designated evacuation locations.

Students who are outdoors should remain outside and move to an open area away from buildings to avoid falling objects. After an earthquake, until instructed otherwise by a residence life staff member, students should do the following:
   a. Limit telephone use to emergency calls only;
   b. Refrain from turning on light switches or appliances or lighting matches;
   c. Refrain from using elevators;
   d. Wear shoes at all times;
   e. Remember to remain calm and assist others.

2. Electrical. In the event of a blackout or power outage, students are encouraged to unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (i.e. irons, toaster ovens, curling irons, and hot plates). Maintaining a flashlight with fresh batteries in an easily accessible location is advised. Residents must also adhere to the following:
   a. Surge protectors are recommended for sensitive electronic equipment and required when more than two electrical devices are plugged into a single outlet;
   b. Extension cords must have a three-prong plug and those having more than one outlet must also have a built-in circuit breaker (e.g. a surge protector);
   c. Attaching (i.e. taping, tacking) extension cords to flooring, walls, and/or ceilings is not permitted.

3. Fires. In the event of a fire, students are to do as follows:
   a. Any student who sees a fire and does not hear an alarm should to activate a fire alarm immediately;
   b. Students must immediately exit any building in which a fire alarm is sounding and proceed to the designated evacuation area, regardless as to whether fire and/or smoke is present. Students who do not vacate buildings during the sounding of a fire alarm are assessed a $100 fine;
   c. If smoke is present in a room, keep close to the floor and move to the door. If the door is hot, do not open the door; rather, exit through the window (if possible). If the room is located on an upper floor, call 911 to report the location and then hang a sheet or other material out of the window to attract attention;
d. If an alarm is heard and the room door is not hot, close the windows, open the blinds, turn the lights on, leave the room, and leave the door unlocked. Then proceed to the nearest exit;

e. Do not return to the building until instructed otherwise by a residence life staff member.

4. Medical. In the event of a medical emergency, call 911 and then the Public Safety Department at 951.343.4311, notify a residence life staff member, and stay with the person until instructed otherwise. The University is not responsible for providing emergency medical transport.

Self-Leadership. All residents are expected to conduct themselves in a manner that promotes and supports the well being of the community, its integrity and Christian values, and the well being of other members of the community. Therefore, the University reserves the right to confront behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or that has the appearance of impropriety (appears to not be in keeping with accepted University standards of what is right and proper). The following may be viewed as some (but certainly not all) forms of questionable conduct:

- Inappropriate public display of affection
- Being in certain states of undress
- Couples lying in bed together
- Use of derogatory language and/or engaging in derogatory behavior

Each resident is expected to assume responsibility for his/her actions.

Storage. The University does not provide storage for students at any time during the year. For residential students, storage of personal property is only permitted in assigned living areas while classes are in session.

Summer Housing. Typically, on-campus housing is limited during the summer months (May through August). Information regarding the summer housing application and approval process is available in the Residence Life Office and posted outside each living area office. If housing is available, students who meet the following requirements are eligible to live on campus during the summer:

a. A Summer Housing Application has been completed and submitted to the Residence Life Office.
b. Financial clearance has been granted by the Student Accounts Office.
c. Pre-registration for the subsequent fall semester has been completed.

In addition to the eligibility requirements, students must have a completed Housing Application and appropriate housing deposit on file. Students who do not meet eligibility requirements must submit a written request for exemption to the director of residence life. Housing assignments during summer sessions and the summer months are based on availability and determined at the discretion of the residence life staff. Summer residents must check out of their apartments on the day posted by the Residence Life Office (usually one day after the last day of the summer session) so that appropriate cleaning and renovation for fall residence can take place. All summer housing residents must check in and check out according to standard policies and procedures.

Sunbathing. The Aquatic Center is the designated on-campus location for sunbathing. Sunbathing in other campus areas is not permitted.

Theft. All students should take precautions against thefts. A majority of thefts that occur in the residential areas are crimes of opportunity resulting from students leaving room doors unlocked and/or valuable items unattended. Many thefts can be prevented by eliminating these situations. All thefts should be reported upon discovery to a residence life staff member and the Public Safety Department. The following precautions can lessen the possibility of theft:

1. Room doors and windows should be locked at all times when residents are not in a room - Keys should remain in a resident's possession at all times;
2. Room doors and windows should be locked when residents are asleep;
3. Valuables should be kept out of sight in both student rooms and vehicles;
4. Residents should practice being a "neighbor's keeper". This can be done by knowing the other residents in the living area and immediately reporting any suspicious and/or unknown person(s) to a residence life member and Public Safety Department;
5. A student should never loan their keys to anyone;
6. Lost keys should be reported to a residence director immediately.

The University is not responsible for the theft, damage, or loss of personal property. It is recommended that student property be included in the parents’ personal property insurance or covered under personal renter’s insurance.
Trash. Residents are responsible for emptying personal waste containers. Trash collection is typically scheduled for Monday, Wednesday, and Friday of each week.

1. Dumpsters are located adjacent to each residential area.
2. Residents are required to dispose of garbage in the nearest dumpster.
3. Proper disposal of items too large for dumpsters is the responsibility of individual residents.
4. Placing items outside of dumpsters is not permitted.
5. Residents placing oversized items within dumpsters and/or within dumpster areas are assessed a $25 fine per item.

Utilities and Services. The University covers utility charges for living areas designated for traditional undergraduate student housing.

Wading pools are not permitted on campus.

Windows. In order to insure proper operation of residence hall heating and cooling equipment (HVAC), windows must remain closed when HVAC units are in operation. Window screens must remain securely fastened at all times. A fine will be assessed for any screen that is removed, missing, and/or damaged regardless of whether or not the screen is later replaced. The use of windows as entrances or exits or as a means to pass objects is strictly prohibited except in emergency situations. Objects or window coverings should not be displayed in or from windows at any time. (e.g., flags, posters, written messages, aluminum foil, window paint, etc.).

Work Orders. Students are encouraged to immediately report issues related to the repair and or maintenance of housing facilities. Work orders may be submitted electronically via the following “fixit” email addresses:

College View Apartments   fixit.collegeview@calbaptist.edu
Lancer Arms Apartments   fixit.lancerarms@calbaptist.edu
Smith Hall   fixit.smith@calbaptist.edu
Simmons Hall   fixit.simmons@calbaptist.edu
The Cottages   fixit.cottages@calbaptist.edu
University Place Apartments – males   fixit.upmen@calbaptist.edu
University Place Apartments – females   fixit.upwomen@calbaptist.edu
Rose Garden Apartments & University-owned Houses   fixit.rosegarden@calbaptist.edu

Students who submit a work order through the “fixit” system will receive an email confirmation of submission, along with a work order reference number. In the event a reported issue is not addressed in a timely manner, students are encouraged to contact the respective residence director.

RESIDENCE HALL INFORMATION

Smith Hall and Simmons Hall are modeled in the traditional dormitory-style housing. Each building is divided into wings consisting of 14 double-occupancy rooms; housing a maximum of 28 residents per wing.

Electrical Appliances. Generally, appliances in residence halls should require no more than 1000 watts. Appliances operated in residence halls must be U.L. approved and properly maintained. Residence hall rooms are not equipped for, nor do permitted appliances allow for, cooking full meals. Cooking appliances must be limited to coffee pots (eight cup maximum) popcorn poppers, blenders, and thermostatically-controlled hot pots (one-quart maximum capacity).

Equipment Check Out. Board games, recreational equipment, and vacuum cleaners are available for check out in each residence hall office during posted hours. Residents must submit a valid CBU identification card in order to obtain equipment.

Exterior Doors.

1. In an effort to provide a secure environment in the residence halls, entrance/exit doors must remain locked at all times. Providing access codes and/or facilitating electronic access to others is not permitted.
2. Exterior doors located on each wing within the residence halls are to remain closed at all times.

Hallways. Residents must keep hallways clear at all times. Placing and/or storing items in hallways is not permitted.
Halogen Lamps. Due to the potential fire and safety hazard, halogen lamps are not permitted in any residential area.

Kitchens. Kitchen areas within residence halls are equipped with a microwave oven, refrigerator, and/or conventional cooking range. Residents who use kitchens are expected to clean the kitchen area after each use. Unattended food and/or cooking utensils are subject to removal.

Living Area Offices. Residence directors and graduate assistants serve regular office hours throughout each semester. Specific office hours are posted at each office. A resident advisor is scheduled to be on duty in each residence hall office from 7-11 p.m., throughout each semester.

Lobbies. Each residence hall has three common areas that can be used for studying, recreating, and visiting or relaxing. First-floor lobbies are coed and are closed from 2-6 a.m. Access to second-floor and third-floor lobbies is restricted to the residents assigned to the specific living area. An assortment of table games and sports equipment may be checked out from the residence hall offices.

The residence life staff expects students to hold each other accountable for the following policy regarding lobby use:

1. Food and beverages are permitted in the residence hall lobbies. However, in the event that cleanliness becomes a problem, this policy is subject to change.
2. Moving furniture and other equipment is not permitted without permission from a residence director. If permission is granted to move furniture, the furnishings must be moved back into the original location or as directed by a residence life staff member.
3. Furniture must be used properly (standing upon and sitting on the arms or backs of chairs and couches is not permitted).
4. Shoes must be removed prior to placing feet on furniture.
5. In the event that lobby furniture or equipment is damaged, residents are held responsible for repair and replacement costs not associated with normal wear and tear.
6. Second-floor and third-floor lobbies may be reserved for special occasions. Contact the respective residence director for details.

Recreational Equipment. Students may not use recreational equipment intended for outdoor use inside residence halls. Prohibited equipment includes, but is not limited to, all types of balls, golf clubs, bikes, skateboards, and roller blades.

Refrigerators. Small refrigerators are permitted in residence hall rooms (max. 2.5 cubic ft. capacity; 2.5 amp. electrical).

APARTMENT INFORMATION
California Baptist University offers one- and two-bedroom apartment-style housing. Apartment assignment is typically based on student classification and availability of University-owned housing. The University reserves the right to assign roommates as deemed necessary. Apartments designated for traditional undergraduate student housing are fully furnished.

APARTMENT REGULATIONS
The following regulations apply to all University-owned apartments:

Maintenance and Cleaning. Residents are responsible for repair and replacement costs not associated with normal wear and tear.
1. Residents are to maintain clean apartments including, but not limited to:
   a. cleaning the exterior and interior of windows and door frames;
   b. maintaining appliances and fixtures provided by the University;
   c. keeping walkways and lawns clear of personal items and other obstacles.
2. Residents are responsible for the replacement of exhausted light bulbs located within apartments.
3. Should unsanitary living conditions be determined, residents are responsible for charges associated with necessary action(s).
4. With the exception of outdoor furniture provided by the University, objects (furniture, personal items, etc.) may not be placed outside of apartments.
5. Students are not permitted to contract with commercial carpet cleaning services or use personal or rental carpet cleaning equipment on carpeting provided by the University, without written approval from the Residence Life Office. Regardless as to whether approval is granted, students will be held responsible for any damages resulting from the use of carpet cleaning equipment.
6. In the event of an excessive liquid spill on carpeted surfaces, residents should contact a residence life staff member – who will make cleaning arrangements. Failure to contact a residence life staff member may result in damage and the resident being assessed damage charges.

7. When first noticed, maintenance and plumbing problems should be reported to a residence life staff member.
   a. Use of caustic home-drain cleaners (i.e. Liquid Plumber, Drano) is not permitted.
   b. If the water supply has been shut-off, leave water faucets turned off. When possible, residents are notified in advance of utility outages.
   c. With the exception of plunger use, residents should not attempt to make plumbing related repairs. If a plunger does not remedy a drain stoppage or toilet overflow, contact a residence life staff member and/or inform a resident advisor.
   d. Students are not authorized to call plumbers.

8. Residents who detect gas fumes or experience problems with gas heaters or gas appliances should contact a residence life staff member immediately.

9. Contact a residence life staff member and the Public Safety Department immediately, if a maintenance concern is a danger to persons or property.

Major Appliances. Apartments are equipped with the following appliances: an air conditioner, refrigerator, and a cooking range. Residents are not permitted to install additional air conditioning units. Heating units and exchange areas (vents) must remain clear at all times; furnishings and other items must remain a minimum of 24 inches from the units.

Outdoor Cooking. For the safety of all living area residents, outdoor cooking is limited to designated campus picnic/barbecue areas. Picnic/barbecue areas may be used on a first-come, first-served basis. The use of personal barbecues is not permitted.

Safety
1. Climbing in and out of windows is not permitted, except in the case of an emergency.
2. Playing and running on stairs and balconies are not permitted.
3. Balconies, walkways, sidewalks, and stairwells must be kept clear at all times.
4. Residents are encouraged to:
   a. become familiar with fire extinguisher and alarm locations;
   b. purchase a home fire extinguisher;
   c. test indoor smoke alarms monthly and replace batteries, if necessary.
5. Portable electric heaters with heating coils are not permitted.
6. Residents are to report health and safety concerns to a residence life staff member or the Public Safety Department.
7. Operating motorized vehicles, bicycling, skateboarding, roller skating, and rollerblading are not permitted on sidewalks adjacent to buildings or balconies.

STUDENT LEADERSHIP PROGRAM
Serving as a student leader at California Baptist University offers unique opportunities to become involved within the campus community. Students who participate in the following programs are actively involved in the Student Leadership training:
Admissions Host and Hostesses
ASCBU Executive Council
ASCBU Senate
Campus Activities Board Coordinators
FOCUS Coordinators and Leaders
International Student Assistants
Office of Spiritual Life Interns
Resident advisors
Directors and/or advisors of these programs collaboratively plan and implement student leader training, classes, and other leadership development opportunities.
Requirements. All student leaders must be enrolled at California Baptist University throughout the respective term of service. At the time of application, with the exception of Freshman Officers who serve as members of the ASCBU Senate, student leaders must:

1. possess a cumulative GPA of 2.5 or above;
2. be enrolled at CBU as a full-time traditional undergraduate student;
3. complete a minimum of 24 semester units prior to the first day of the first respective semester of service as a student leader.

Application Process. Students who are interested in serving as a student leader must meet eligibility requirements and are encouraged to participate in the student leader selection process, which is typically conducted during the spring semester. A description of each leadership program and specific information regarding eligibility requirements are available in the Campus Life Office.

Individual leadership programs may specify additional eligibility requirements. Student leaders must be enrolled as a full-time undergraduate at California Baptist University and maintain student leader academic eligibility requirements throughout the term of service. Students placed on Academic Probation are not eligible to serve as a student leader. Student leaders are required to sign and abide by the terms and conditions of a Student Leader Expectations Agreement. Requests for exception must be submitted to the dean of students.

HISTORICAL DATA

1921 Building that currently houses the Annie Gabriel Library constructed
1927 Administration Building constructed
1934 W.E. James Building constructed
1938 Ceramics Lab/Boiler Room constructed
1950 P. Boyd Smith named first President
1950 September 18 - Classes began for 42 students at First Southern Baptist Church El Monte, CA
1951 Olie T. Brown named first dean of students
1953 California Baptist Convention assumes full responsibility for College
1953 First Angelos yearbook published
1954 College chartered by the State of California
1954 June 1 - Eight students become first to earn undergraduate degrees
1954 CBC We’ll Love You, composed by Dr. S.E. Smith, adopted as the official Alma Mater
1955 Campus moved to Riverside
1955 Magnolia Avenue Baptist Church organized by faculty, staff, and students
1955 Lancer Mascot named
1956 Dewey H. Jones organized the first competitive basketball team
1957 J.L. Harden appointed as first business manager
1958 Dr. Loyed Simmons named second President
1959 The Library moved from W.E. James Building to present location
1960 Annie Gabriel Library dedicated
1960 The Roundtable became the official campus publication for alumni
1961 Full regional accreditation granted by the Western College Association
1964 First Candle Lighting ceremony takes place
1964 Lancer Arms Apartment buildings 8447 and 8471 constructed
1965 First Founders’ Day and Homecoming Parade
1968 Simmons Hall and Smith Hall constructed and dedicated
1968 Van Dyne Field House constructed and dedicated
1968 Dewey H. Jones appointed first academic dean
1969 California Chapter of Beta Alpha Chi installed
1970 California Southern Baptist Convention joined College community to commemorate College’s 20th Anniversary
1971 Dr. James R. Staples named third President
1971 Annie Gabriel Library adds 100,000th volume
1972 The Women’s GUILD founded
1973 The Wallace Book of Life Building dedicated
1974 Lancer Arms Apartments buildings 8449 and 8451 constructed
1975 Physical Plant/Maintenance building constructed
1979  $800,000 note for the Riverside campus paid
1980  Office of Public Affairs established
1984  Dr. Russell R. Tuck named fourth president
1984  First graduate degree granted
1984  Accreditation granted by National Association of Schools of Music
1986  Board of Trustees voted to create the California Baptist College Development Foundation
1987  S.E. Boyd Smith contributed P. Boyd Smith Hymnology Collection to the Annie Gabriel Library
1989  Bob and Dorothy Pentz Tennis Center constructed
1990  First Evening College classes offered in High Desert
1991  Wanda's Place established
1994  Dr. Ronald L. Ellis named fifth president
1995  First students enrolled in Master of Education degree program
1996  California Baptist College becomes first college on West Coast to receive accreditation by Association of College Business Schools and Programs
1996  Metcalf Gallery opened
1997  Mission Hall, Fitness Center, Training Room, and Athletic Offices constructed
1997  Diana Hall purchased
1998  September 25 California Baptist College officially became California Baptist University
1998  Lambeth House purchased
1998  Willow Wood Apartments, Pine Creek Villas purchased
1998  The U.S. News and World Report listed California Baptist University among the top five regional liberal arts college for student-faculty ratio
1998  Aquatic Center constructed
2000  50th Anniversary celebrated
2001  Willow Wood Apartments and Pine Creek Villas officially became University Place Apartments
2003  Eugene and Billie Yeager University Center completed
2003  Graduate students participate in Inaugural Graduate Commencement (separate from undergraduate exercises)
2004  Phase I of The Cottages completed
2005  Woodman of the World Building purchased
2005  Royal Rose and Rose Garden Apartments purchased
2005  Evening College Program officially became Adult Degree Completion Program
2005  First Adult Degree Completion Program classes offered in Beaumont
2005  School of Nursing added to academic program
2005  Van Dyne Gym renovation completed
2005  Adams Villas Apartments purchased
2005  Phase II of The Cottages completed
2005  James Complex North Wing/Garrett Room renovation completed
2005  JoAnn Hawkins Music Building completed
2005  CBU named “Business of the Year” by the Greater Riverside Chamber of Commerce
2006  Magnolia Hacienda Apartments purchased
2006  Lutheran Church of the Cross purchased
2006  Adams Plaza purchased
2007  Lancers Outdoor Sports Complex completed
2007  School of Engineering added to academic program
2007  Organic Chemistry Lab renovation completed
2008  Lambeth House (School of Nursing) renovation completed
2009  Bourn Engineering Lab established
2010  College View Apartments purchased
2010  Brisco’s Café opened
2010  Health Center Opened
LANCER LEGACY

California Baptist University athletic teams regularly compete at a high level against NAIA and NCAA competition, and are part of arguably the most competitive league in the NAIA, the Golden State Athletic Conference. Great accomplishments in Lancer history include the following:

**Baseball**
1997 – GSAC Champions, 3rd place at NAIA World Series
2001 – NAIA Region II semifinalist
2004 – NAIA Region II runner-up
2005 – NAIA Region II Playoffs
2006 – NAIA Region II Playoffs, GSAC champions, two players drafted to MLB, two players named All-Americans
2007 – NAIA Region II Playoffs, one player drafted to MLB
2008 – NAIA Region II Playoffs, Steve Goins named All-GSAC for fourth straight year
2010 – NAIA Region II Playoffs, GSAC champions, NAIA World Series participant

**Basketball – Men**
1976 – District III Champions
1988 – Tied for 2nd place in the GSAC
2005 – NAIA National Tournament Participant/Sweet 16
2007 – NAIA National Tournament Participant, Head Coach Tim Collins records 500th collegiate victory
2008 – Mark Roussin named school’s first GSAC Player of the Year and All-American first team, NAIA National Tournament Participant
2009 – Third straight 20-win season, Ranked No. 1 in the NAIA for first time ever
2010 – Defeated NCAA Division I Pepperdine, 67-65

**Basketball – Women**
1988 – GSAC Champions
1990 – GSAC Champions
1991 – Sonja Akkerman earns third straight GSAC Player of the Year award
1996 – Head coach Dave King records his 300th win (326-237 all-time)
2003 – Angela Romagnoli earns Kodak All-American honors
2006 – Received first-ever NAIA Top-20 ranking, Nicole Davis named All-GSAC/All-American (HM)
2007 – First winning season since 1993 (17-13), Nicole Davis named All-GSAC/All-American (2nd team)
2008 – Nicole Davis named All-American first team for the first time in school history
2009 – Nicole Davis becomes program’s first-ever two-time All-American first team selection

**Cheerleading**
2006 – Inaugural season
2009 – Won the GSSA West Coast Open and COA West Coast Open Championships
2010 – National Cheerleaders Association Collegiate Nationals NAIA Top 10

**Cross Country – Men**
1998 – GSAC Champions, 9th at NAIA Championships
1999 – GSAC Champions, 10th at NAIA Championships
2000 – GSAC Champions, 8th at NAIA Championships
2001 – GSAC & Region II Champions, 3rd at NAIA Championships
2009 – Program reinstated after a five-year absence
2010 – Javier Madrid qualifies for NAIA National Championships as an individual

**Cross Country – Women**
1999 – 10th at NAIA Championships
2000 – 16th at NAIA Championships
2009 – Program reinstated after a five-year absence
Golf - Men
2007 – Inaugural season, 14th place finish at NAIA National Championships
2010 -- 16th at NAIA National Championships, Carl Stjarnfalt named Second 2010 NAIA All-American

Golf – Women
2006 – Inaugural season, Jaymee Braun wins NAIA Region II Championship and finished 35th at NAIA Tournament
2007 – 20th place finish in first-ever appearance at the NAIA National Championships
2008 – 8th place at NAIA National Championships
2009 – 3rd place at NAIA National Championships, Malin Thorberg named All-American for second straight year
2010 -- 3rd place at NAIA National Championships, Nathalie Silvia wins tournament individual standings and becomes NAIA Medalist

Soccer – Men
1990 – GSAC co-champions
2001 – 12 wins (tied team record)
2003 – Won 10 games, Agustine Rodriguez becomes four-time All-GSAC selection
2007 – Three players—Federico Cino, Fashinu-Ron Nesbeth, Spenser Steele—earn All-GSAC
2009 – First postseason appearance since 1990
2010 – Made first back-to-back postseason appearance ever

Soccer – Women
1999 – Received first-ever NAIA national ranking at No. 25
2003 – First-ever NAIA Tournament berth, reached quarterfinals, Amy Harris is All-American (2nd team)
2005 – Monica Lydon is All-GSAC for second-straight year
2006 – Second straight NAIA Region II Playoff appearance, Monica Lydon earns third straight All-GSAC honor
2008 – Freshman Jacquelyn Witz earns NAIA All-American third team honors
2009 – NAIA National Tournament Participant, reached second round; Jenna Oltmanns named NAIA All-American third team
2010 – NAIA National Tournament Participant, reached quarterfinals; Fabiola Zenella da Silva, Jenna Ottmanns, and Kitra Walters named NAIA All-American; Program record 17 wins

Softball
1990 – GSAC co-champions
1992 – GSAC co-champions
2003 – Rachael Bermudez appears in Sports Illustrated
2004 – GSAC co-champions, first-ever NAIA Championships appearance, tied for seventh in NAIA
2005 – GSAC and Region II Champions, 2nd place at NAIA National Championships, five players (including two on the first-team) named NAIA All-Americans
2006 – GSAC and Region II Champions, 2nd place at NAIA National Championships, five (including three players on the first-team) named NAIA All-Americans
2007 – GSAC and Region II Champions, 3rd place at NAIA National Championships, Amy Thomas named NAIA Pitcher of the Year, Candice Thomas named NAIA All-American first team for third straight year.
2008 – GSAC and Region II Champions, 4th place at NAIA National Championships, Amy Thomas named NAIA Pitcher of the Year
2009 – GSAC and Region II Champions, NAIA Champions, Tory Ferreira named NAIA Pitcher of the Year
2010 – Won seventh straight GSAC Championship, 3rd place at NAIA National Championships
Swimming – Men
1999 – Inaugural Season
2000 – 2nd place at NAIA Championships
2001 – 2nd place at NAIA Championships
2002 – 2nd place at NAIA Championships, Felix Sutanto is NAIA Outstanding Swimmer
2003 – 2nd place at NAIA Championships, Felix Sutanto is NAIA Outstanding Swimmer
2004 – 2nd place at NAIA Championships
2005 – 2nd place at NAIA Championships
2006 – NAIA champions, Brad Terwilliger, Jan Tichy & Russell Thompson named co-Outstanding Swimmers
2007 – NAIA champions, team sets NAIA scoring record, Jan Tichy named Outstanding Swimmer, Ben Wahlman named Outstanding Diver, 3 NAIA records set by Tichy (100 and 200 fly) and Russell Thompson (50 free)
2008 – NAIA champions, Rick Rowland named Men’s Coach of the Year, Ben Wahlman named outstanding diver
2009 – NAIA champions, Ben Wahlman wins seventh individual diving championship

Swimming – Women
1999 – Inaugural Season
2000 – 2nd place at NAIA Championships
2001 – 2nd place at NAIA Championships
2002 – 3rd place at NAIA Championships, Lyndsay Devaney & Jessica Wild named co-Outstanding Swimmers
2003 – 2nd place at NAIA Championships, Lyndsay Devaney named NAIA co-Outstanding Swimmer
2004 – 2nd place at NAIA Championships
2005 – NAIA champions, Kimie Cook named co-Outstanding Swimmer
2006 – NAIA champions, Kimie Cook named co-Outstanding Swimmer
2007 – NAIA champions
2008 – NAIA champions
2009 – NAIA runners-up

Tennis – Men
2007 – Inaugural Season
2008 – Quarterfinals of the NAIA Championships, Alessandro Ventre and Carlos Cirne-Lima named All-American first team
2009 – Semifinals of the NAIA Championships Earned highest ranking in program history at No. 2, Four earn All-American honors

Tennis – Women
2005 – Inaugural Season
2008 – Quarterfinals of the NAIA Championships, Barbara Oliviera named All-American first team
2009 – Second round of the NAIA Championships, Program record 17 wins, Marcela Montanha named All-American second team

Track and Field
1997 – Inaugural season
1997 – 2nd Place, NAIA Men’s Indoor Track and Field National Championships
1997 – 3rd Place, NAIA Men’s Outdoor Track and Field National Championships
1999 – NAIA Men’s Indoor National Champions
Volleyball – Men
1999 – Inaugural season, NAIA champions
2000 – 2nd Place at NAIA Tournament
2001 – NAIA champions, Rafael Paal named Tournament MVP
2004 – NAIA champions, Shaun Dyk named Tournament MVP and appears in Sports Illustrated
2005 – NAIA champions, Shamsu Awudu named Tournament MVP
2006 – NAIA champions, National Invitational hosts, Shamsu Awudu named Tournament MVP
2007 – NAIA champions, National Invitational hosts, Donald Baliaba named Tournament MVP, defeated NCAA Division I No. 1-ranked BYU in 3 games
2008 – Runners-up at NAIA Tournament
2009 – Runners-up at NAIA Tournament
2010 – NAIA Invitational Champions

Volleyball – Women
1988 – GSAC champions
1989 – GSAC champions, 5th place at NAIA Championships
1992 – 2nd place at NAIA Championships
1999 – GSAC champions, quarterfinals at NAIA Championships
2004 – NAIA champions, Yudelka Bonilla & Yajaira Prado named All-American first-team
2005 – NAIA champions, Verania Willis named NAIA Player of the Year, Angela Wills (first team) and Yudelka Bonilla (third team) named All-American
2006 – NAIA semifinalist, Verania Willis (first team), Shi Fei (first team) and Angela Willis (second team) named All-American
2008 – NAIA runners-up, made fifth straight semifinal appearance
2009 – NAIA quarterfinalist, sixth straight quarterfinal appearance

Water Polo – Men
1999 – Inaugural season
2000 – Ended season ranked No. 15 in the nation by the Collegiate Water Polo Association
2001 – Ended season ranked No. 14 in the nation by the Collegiate Water Polo Association
2002 – Ended season ranked No. 17 in the nation by the Collegiate Water Polo Association
2004 – Ended season ranked No. 19 in the nation by the Collegiate Water Polo Association
2006 – Ended season ranked No. 20 in the nation by the Collegiate Water Polo Association
2007 – Hosted and won the inaugural NAIA Invitational Tournament
2008 – Hosted and won the NAIA Invitational Tournament
2009 – Ended season ranked No. 17 in the nation by the Collegiate Water Polo Association: Aaron Steiger receives ACWPCA All American honorable mention

Water Polo – Women
2000 – Inaugural season, 6th Place at National Collegiate Select Championships, ended season ranked No. 15 in the nation by the Collegiate Water Polo Association
2003 – Ended season ranked No. 20 in the nation by the Collegiate Water Polo Association
2004 – Ended season ranked No. 20 in the nation by the Collegiate Water Polo Association
2005 – Ended season ranked No. 20 in the nation by the Collegiate Water Polo Association
2008 – Won inaugural CWPA/NAIA Invitational, set school record for wins in a season and consecutive win streak (15)
2009 – Won the NAIA Invitational for second straight year
<table>
<thead>
<tr>
<th>Office</th>
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<tbody>
<tr>
<td>Academic Affairs/Provost</td>
<td>YC C212</td>
<td>951.343.4213</td>
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<tr>
<td>Academic Resources Center</td>
<td>James 121</td>
<td>951.343.4349</td>
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<td>Accounts Payable</td>
<td>Adams Bldg.</td>
<td>951 343.4221</td>
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<td>Activities and Rec. Sports</td>
<td>YC D120</td>
<td>951.343.4425</td>
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<td>Admissions</td>
<td>YC B142</td>
<td>951.343.4212</td>
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<td>Alumni Relations</td>
<td>YC C219</td>
<td>951.343.4439</td>
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<td>Angelos (Yearbook)</td>
<td>James 362</td>
<td>951.343.4401</td>
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<td>Aquatic Center</td>
<td>KINE 100</td>
<td>951.343.4564</td>
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<td>Art Dept</td>
<td>James 338</td>
<td>951.343.4270</td>
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<td>ASCBU</td>
<td>YC D118</td>
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<td>Athletic Dept</td>
<td>Gym 114</td>
<td>951.343.4318</td>
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<td>Athletic Trainer</td>
<td>KIN 102</td>
<td>951.343.4317</td>
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<td>Banner</td>
<td>James 362</td>
<td>951.343.4787</td>
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<td>Cafeteria/Food Service</td>
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<td>Campus Ministries</td>
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<td>Conferences and Events</td>
<td>James 180</td>
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<td>Career Services</td>
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<td>951.343.5031</td>
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<td>College of Arts and Sciences</td>
<td>James 250</td>
<td>951.343.4363</td>
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<td>College View Apartments</td>
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<td>Communication Arts Dept</td>
<td>James 440</td>
<td>951.343.5051</td>
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<td>Copy Center</td>
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<tr>
<td>Counseling Center</td>
<td>Adams Bldg, Suite 210</td>
<td>951 689.1120</td>
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<td>Credential Office</td>
<td>YC B228</td>
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<td>Enrollment Advising</td>
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<td>Facilities Management</td>
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<td>Graduate Admissions</td>
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<td>Help Desk (telephone)</td>
<td>James 160</td>
<td>951.343.4444</td>
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<td>Human Resources</td>
<td>Adams Bldg. 223</td>
<td>951.343.4593</td>
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<td>International Center</td>
<td>James 466</td>
<td>951.343.4690</td>
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</table>
CORRESPONDENCE DIRECTORY

WRITTEN CORRESPONDENCE
When writing to a University employee or department, address correspondence as follows:
Name of individual or department
California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504
Mail addressed to residents of Smith Hall, Simmons Hall, Lancer Arms Apartments, and University Place Apartments is delivered to The Post, the campus mail center. In order to insure delivery, items sent to campus residents should be addressed to an assigned Campus Box number as follows:
Student’s Name
8432 Magnolia Avenue, Campus Box _____
Riverside, CA 92504

E-MAIL CORRESPONDENCE
The standard format for LancerNet accounts issued to students is as follows: full first name, dot(.) and full last name firstname.lastname@calbaptist.edu
For example, John Doe’s e-mail address would be: john.doe@calbaptist.edu
In the event students have identical first and last names, the Information Technology Services Office will issue modified e-mail addresses for each student.

FAX CORRESPONDENCE
A fax machine located in The Post receives incoming faxes for students. Incoming faxes should include the student’s name and Campus Box number. When received, faxes are placed in the appropriate Campus Box.
Incoming Fax Number: 951.351.1808
Outgoing fax service is available to students through the ASCBU and the Campus Life Office at a nominal per page-cost.
CBU We’ll Love You
University Alma Mater
by S.E. Boyd Smith

CBU we’ll love you, long as stars shine above you.

Pledge our hearts forever, time shall never weary.

We will sing your praises, proudly down thru the ages.

We will always proudly,

Hail Thee Alma Mater, CBU!
### MEN'S SOCCER

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
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<td>Chapman (Home)</td>
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<tr>
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<tr>
<td>10/5/10</td>
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<td>10/16/10</td>
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<tr>
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<tr>
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<tr>
<td>12/4/10</td>
<td>NAIA National Tournament Ends</td>
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### WOMEN'S VOLLEYBALL

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<tr>
<td>8/27/10</td>
<td>Point Loma Nazarene Seaside Invite (Away)</td>
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<tr>
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<td>Point Loma Nazarene Seaside Invite (Away)</td>
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<td>NAIA National Tournament Ends (Sioux City, IA)</td>
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### WOMEN'S SOCCER

<table>
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<th>Location</th>
<th>Time</th>
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<td>Lindsay Wilson (KY) (Away)</td>
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<tr>
<td>10/16/10</td>
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<td>NAIA National Tournament Begins (Decatur, AL)</td>
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<td>12/4/10</td>
<td>NAIA National Tournament Ends (Decatur, AL)</td>
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### MEN'S WATER POLO

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<th>Time</th>
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CROSS COUNTRY
9/4/10  CS Fullerton Jammin Invitational (Away), 8:00 AM
9/11/10 Redlands Invitational (Away), 8:00 AM
9/18/10 UC Riverside Invitational (Away), 8:00 AM
10/16/10 San Marcos Invitational (Away), 8:00 AM
10/23/10 Pre-Nationals Meet (Portland, OR)
11/6/10 GSAC Championships (Fresno, CA)
11/20/10 NAIA Championships (Portland, OR)

WRESTLING
10/2/10  Santa Ana Open (Away), 9:00 AM
10/16/10 Blue-Gold Intrasquad (Home)
10/23/10 Cuesta Invite (JV) (Away), 9:00 AM
11/6/10 Embry-Riddle Open (Away), 9:00 AM
11/13/10 Fresno Open (Away), 9:00 AM
11/19/10 Embry-Riddle (Away), 2:30 PM
11/19/10 Stanford (Home), 8:00 PM
11/20/10 Fullerton Open (Away), 9:00 AM
12/4/10 Great Falls Duals (Great Falls, MT)
12/4/10 Las Vegas Invite (Las Vegas, NV)
12/5/10 Great Falls Duals (Great Falls, MT)
12/5/10 Las Vegas Invite (Las Vegas, NV)
12/10/10 Cal State Fullerton (Home), 5:30 PM
12/12/10 Menlo (Home), 7:00 PM
12/20/10 Desert Duals (Away)
12/29/10 Midlands Championships (Evaston, IL)
12/30/10 Midlands Championships (Evaston, IL)
1/14/11 Mile High Duals (Away), 9:00 AM
1/15/11 Mile High Open (Away), 9:00 AM
1/21/11 San Francisco State (Home), 5:30 PM
1/21/11 Grand Canyon University (Home), 7:00 PM
1/22/11 Air Force (Home), 4:00 PM
2/4/11  Menlo (Away), 1:00 PM
2/4/11  San Francisco State (Away), 3:00 PM
2/5/11  California Collegiate Open (San Francisco, CA), 9:00 AM
2/19/11 Western Region - National Qualifier (Prescott, AZ)
3/3/11  NAIA National Tournament Begins (Oklahoma City, OK)
3/5/11  NAIA National Tournament Ends (Oklahoma City, OK)

WOMEN'S BASKETBALL
11/3/10 Claremont-Mudd (Scrimmage) (Home), 5:00 PM
11/5/10 Holy Names Tournament (Oakland, CA)
11/6/10 Holy Names Tournament (Oakland, CA)
11/11/10 Westminster Tournament Begins (Salt Lake City, UT)
11/13/10 Westminster Tournament Ends (Salt Lake City, UT)
11/19/10 Lewis & Clark Tournament (Lewiston, ID)
11/20/10 Lewis & Clark Tournament (Lewiston, ID)
11/30/10 Point Loma Nazarene (Away), 5:30 PM
12/4/10 Biola (Home), 5:30 PM
12/7/10 Hope International (Away), 5:30 PM
12/9/10 Westmont (Home), 5:30 PM
12/29/10 GSAC Challenge (Santa Barbara, CA)

MEN'S BASKETBALL
11/5/10 Bethany (Home), 4:00 PM
11/6/10 William Jessup (Home), 7:30 PM
11/12/10 Sioux Falls (Away), 4:00 PM
11/13/10 Northwestern Christian (Away), 4:00 PM
11/16/10 Pomona-Pitzer (Home), 7:30 PM
11/18/10 La Sierra (Home), 7:30 PM
11/23/10 Redlands (Home), 7:30 PM
11/30/10 Point Loma Nazarene (Away), 7:30 PM
12/4/10 Biola (Home), 7:30 PM
12/7/10 Hope International (Away), 7:30 PM
12/9/10 Westmont (Home), 7:30 PM
12/18/10 Cal State Stanislaus (Away), 7:30 PM
12/29/10 Puget Sound (Away), 7:00 PM
12/30/10 Lewis & Clark (Away), 7:00 PM
1/4/11  Azusa Pacific (Home), 7:30 PM
1/8/11  Vanguard (Away), 7:30 PM
1/11/11 San Diego Christian (Away), 7:30 PM
1/15/11 The Master's (Home), 7:30 PM
1/18/11 Concordia (Home), 7:30 PM
1/22/11 Fresno Pacific (Away), 4:30 PM
1/25/11 Point Loma Nazarene (Home), 7:30 PM
1/29/11 Biola (Away), 7:30 PM
2/1/11  Hope International (Home), 7:30 PM
2/3/11  Westmont (Away), 7:30 PM
2/8/11  Azusa Pacific (Away), 7:30 PM
2/12/11  Vanguard (Home), 7:30 PM
2/15/11 San Diego Christian (Home), 7:30 PM
2/19/11 The Master's (Away), 7:30 PM
2/22/11 Concordia (Away), 7:30 PM
2/26/11 Fresno Pacific (Home), 7:30 PM
3/3/11  GSAC Tournament
3/5/11  GSAC Tournament
3/8/11  NAIA National Tournament Begins (Kansas City, MO)
3/16/11 NAIA National Tournament Ends (Kansas City, MO)
3/22/11

WRESTLING
10/2/10  Santa Ana Open (Away), 9:00 AM
10/16/10 Blue-Gold Intrasquad (Home)
10/23/10 Cuesta Invite (JV) (Away), 9:00 AM
11/6/10 Embry-Riddle Open (Away), 9:00 AM
11/13/10 Fresno Open (Away), 9:00 AM
11/19/10 Embry-Riddle (Away), 2:30 PM
11/19/10 Stanford (Home), 8:00 PM
11/20/10 Fullerton Open (Away), 9:00 AM
12/4/10 Great Falls Duals (Great Falls, MT)
12/4/10 Las Vegas Invite (Las Vegas, NV)
12/5/10 Great Falls Duals (Great Falls, MT)
12/5/10 Las Vegas Invite (Las Vegas, NV)
12/10/10 Cal State Fullerton (Home), 5:30 PM
12/10/10 Menlo (Home), 7:00 PM
12/20/10 Desert Duals (Away)
12/29/10 Midlands Championships (Evaston, IL)
12/30/10 Midlands Championships (Evaston, IL)
1/14/11 Mile High Duals (Away), 9:00 AM
1/15/11 Mile High Open (Away), 9:00 AM
1/21/11 San Francisco State (Home), 5:30 PM
1/21/11 Grand Canyon University (Home), 7:00 PM
1/22/11 Air Force (Home), 4:00 PM
2/4/11  Menlo (Away), 1:00 PM
2/4/11  San Francisco State (Away), 3:00 PM
2/5/11  California Collegiate Open (San Francisco, CA), 9:00 AM
2/19/11 Western Region - National Qualifier (Prescott, AZ)
3/3/11  NAIA National Tournament Begins (Oklahoma City, OK)
3/5/11  NAIA National Tournament Ends (Oklahoma City, OK)

CROSS COUNTRY
9/4/10  CS Fullerton Jammin Invitational (Away), 8:00 AM
9/11/10 Redlands Invitational (Away), 8:00 AM
9/18/10 UC Riverside Invitational (Away), 8:00 AM
10/16/10 San Marcos Invitational (Away), 8:00 AM
10/23/10 Pre-Nationals Meet (Portland, OR)
11/6/10 GSAC Championships (Fresno, CA)
11/20/10 NAIA Championships (Portland, OR)

WRESTLING
10/2/10  Santa Ana Open (Away), 9:00 AM
10/16/10 Blue-Gold Intrasquad (Home)
10/23/10 Cuesta Invite (JV) (Away), 9:00 AM
11/6/10 Embry-Riddle Open (Away), 9:00 AM
11/13/10 Fresno Open (Away), 9:00 AM
11/19/10 Embry-Riddle (Away), 2:30 PM
11/19/10 Stanford (Home), 8:00 PM
11/20/10 Fullerton Open (Away), 9:00 AM
12/4/10 Great Falls Duals (Great Falls, MT)
12/4/10 Las Vegas Invite (Las Vegas, NV)
12/5/10 Great Falls Duals (Great Falls, MT)
12/5/10 Las Vegas Invite (Las Vegas, NV)
12/10/10 Cal State Fullerton (Home), 5:30 PM
12/10/10 Menlo (Home), 7:00 PM
12/20/10 Desert Duals (Away)
12/29/10 Midlands Championships (Evaston, IL)
12/30/10 Midlands Championships (Evaston, IL)
1/14/11 Mile High Duals (Away), 9:00 AM
1/15/11 Mile High Open (Away), 9:00 AM
1/21/11 San Francisco State (Home), 5:30 PM
1/21/11 Grand Canyon University (Home), 7:00 PM
1/22/11 Air Force (Home), 4:00 PM
2/4/11  Menlo (Away), 1:00 PM
2/4/11  San Francisco State (Away), 3:00 PM
2/5/11  California Collegiate Open (San Francisco, CA), 9:00 AM
2/19/11 Western Region - National Qualifier (Prescott, AZ)
3/3/11  NAIA National Tournament Begins (Oklahoma City, OK)
3/5/11  NAIA National Tournament Ends (Oklahoma City, OK)
CHEERLEADING
12/11/10 NCA Southern California Championships (San Diego, CA)
1/22/11 Spirit Jamfest (Pasadena, CA)
3/12/11 State Championships (Los Angeles, CA)
4/5/11 NCA College Nationals Begin (Daytona Beach, FL)
4/10/11 NCA College Nationals End (Daytona Beach, FL)

BASEBALL
1/27/11 Simpson (Home), 1:30 PM
1/28/11 Simpson (Home), 1:30 PM
2/3/11 Cal State San Bernardino (Away), 2:00 PM
2/4/11 Cal State San Bernardino (Home), 2:00 PM
2/5/11 Cal State San Bernardino (Away), 2:00 PM
2/8/11 Cal State L.A. (Away), 2:00 PM
2/10/11 Cal State San Marcos (Home), 2:00 PM
2/11/11 Cal State San Marcos (Home), 2:00 PM
2/12/11 Cal State San Marcos (Home), 11:00 AM
2/18/11 Madonna (MI) (Home), 1:30 PM
2/19/11 Madonna (MI) (DH) (Home), 11:00 AM
2/23/11 Concordia (Away), 2:00 PM
2/24/11 Concordia (Away), 2:00 PM
2/26/11 Concordia (DH) (Home), 11:00 AM
3/2/11 Westmont (Home), 2:00 PM
3/3/11 Westmont (Home), 2:00 PM
3/5/11 Westmont (DH) (Away), 11:00 AM
3/9/11 Azusa Pacific (Away), 2:00 PM
3/10/11 Azusa Pacific (Away), 2:00 PM
3/12/11 Azusa Pacific (DH) (Home), 11:00 AM
3/16/11 Fresno Pacific (Home), 3:00 PM
3/17/11 Fresno Pacific (Home), 3:00 PM
3/19/11 Fresno Pacific (DH) (Away), 12:00 PM
3/23/11 The Master's (Home), 3:00 PM
3/24/11 The Master's (Home), 3:00 PM
3/26/11 The Master's (DH) (Away), 12:00 PM
3/30/11 San Diego Christian (Away), 3:00 PM
3/31/11 San Diego Christian (Away), 3:00 PM
4/2/11 San Diego Christian (DH) (Home), 12:00 PM
4/6/11 Biola (Away), 3:00 PM
4/7/11 Biola (Away), 3:00 PM
4/9/11 Biola (DH) (Home), 12:00 PM
4/13/11 Vanguard (Home), 3:00 PM
4/14/11 Vanguard (Home), 3:00 PM
4/16/11 Vanguard (DH) (Away), 12:00 PM
4/18/11 Cal State Monterey Bay (Away)
4/19/11 San Francisco State (Away)
4/20/11 Patten (Away)
4/27/11 Point Loma Nazarene (Home), 3:00 PM
4/28/11 Point Loma Nazarene (Home), 3:00 PM
4/30/11 Point Loma Nazarene (DH) (Away), 12:00 PM

SOFTBALL
2/3/11 Lancers Invitational Begins (Home)
2/5/11 Lancers Invitational Ends (Home)
2/11/11 Elite 16 Tournament (Jackson, MS)
2/12/11 Elite 16 Tournament (Jackson, MS)
2/17/11 Ringor So. Cal Smash (Home)
2/19/11 Ringor So. Cal Smash (Home)
3/5/11 Vanguard (Home), 12:00 PM
3/8/11 Biola (Away), 2:00 PM
3/12/11 Azusa Pacific (Away), 12:00 PM
3/15/11 Concordia (Home), 5:00 PM
3/19/11 Hope International (Away), 12:00 PM
3/29/11 Vanguard (Away), 2:00 PM
4/2/11 Biola (Home), 12:00 PM
4/5/11 Azusa Pacific (Home), 5:00 PM
4/9/11 Concordia (Away), 12:00 PM
4/12/11 Hope International (Home), 5:00 PM
5/3/11 GSAC Tournament Begins
5/5/11 GSAC Tournament Ends
5/19/11 NAIA Tournament Begins (Decatur, AL)
5/25/11 NAIA Tournament Ends (Decatur, AL)

For a complete list of CBU Lancer Athletic schedules please visit www.cbulancers.com.
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