

California Baptist University

2015/2016

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 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.

Property of: _____

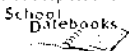
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Name: _____ Phone #: _____

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This product is printed in Korea

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

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THE CORE 4

Upon completion of a degree program, each student at California Baptist University should be able to:

1. Demonstrate spiritual literacy, including Biblical Christian faith and practice, Baptist perspectives, and the Christian's role in fulfilling the Great Commission.
2. Respect diverse religious, cultural, philosophical, and aesthetic experiences and perspectives.
3. Use critical thinking skills to demonstrate literacy: listening, speaking, writing, reading, viewing, and visual representing.
4. Demonstrate competence in mathematical, scientific, and technological skills.
5. Transfer academic studies to a profession and the workplace.
6. Implement a personal and social ethic that results in informed participation in multiple levels of community.

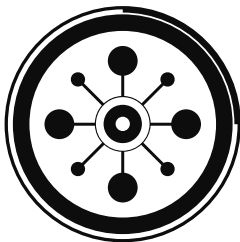
These outcomes, referred to as the "Core 4", are succinctly distilled as follows:



ACADEMICALLY PREPARED



BIBLICALLY ROOTED



GLOBALLY MINDED



EQUIPPED TO SERVE

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THE UNIVERSITY

ADMINISTRATION

President	Dr. Ronald L. Ellis
Provost	Dr. Charles Sands
Vice President for Enrollment and Student Services	Mr. Kent Dacus
Vice President for Finance and Administration	Mr. Mark Howe
Vice President and General Counsel	Mr. Adam Burton
Vice President for Global Initiatives	Dr. Larry Linamen
Vice President for Marketing and Communication	Dr. Mark Wyatt
Vice President for Online and Professional Studies	Dr. David Poole
Vice President for University Advancement	Dr. Arthur Cleveland
Associate Vice President for Technology	Dr. Tran Hong
Dean of Academic Online and Professional Studies	Dr. Dirk Davis
Dean of Academic Services	Dr. Jeffrey Barnes
Dean of College of Allied Health (Interim)	Dr. David Pearson
Dean of College of Architecture, Visual Arts & Design	Mr. Mark A. Roberson
Dean of College of Arts and Sciences	Dr. Gayne Anacker
Dean of Enrollment Services	Mr. Allen Johnson
Dean of Enrollment Services (OPS)	Mr. Ted Meyer
Dean of School of Behavioral Sciences	Dr. Jacqueline Gustafson
Dean of School of Business (Interim)	Dr. Steve Strombeck
Dean of School of Christian Ministries	Dr. Christopher Morgan
Dean of School of Education	Dr. John Shoup
Dean of School of Engineering	Dr. Anthony Donaldson
Dean of School of Music	Dr. Judd Bonner
Dean of School of Nursing	Dr. Geneva Oaks
Dean of Spiritual Life	Mr. John Montgomery
Dean of Students	Mr. Anthony Lammons

CAMPUS LEADERSHIP AND SUPPORT SERVICES

Academic Records Coordinator for Veterans Services	Mr. Steve Leader
Assistant Dean of Students – Assessment and Student Conduct	Ms. Heather Hubbert
Assistant Dean of Students – Community Life	Mr. Chris Hofschroer
Assistant Dean of Students – University Card Services	Mr. Joe Adcock
Dean of International Programs	Mr. Bryan Davis
Director of Academic Advising	Mr. Jeff Tennis
Director of Aquatics Center	Mr. Jack Engelschall
Director of Athletics	Dr. Micah G. Parker
Director of Campus Activities	Ms. Kristen Waters
Director of Campus Store	Ms. Carol Bracey
Director of Conferences and Events	Mr. Corey Polk
Director of Counseling Center	Mr. Jeff Biddle
Director of Cultural and Commuter Programs	TBA
Director of Disability Services	Ms. Pamela Bailon

Director of Facilities and Planning	Mr. Steve Smith
Director of Financial Aid	Ms. Rebecca Sanchez
Director of Food Services	Ms. Kipp Dougherty
Director of Graduate Admissions	Mr. Taylor Neece
Director of Human Resources	Ms. Julie Fresquez
Director of International Admissions	Mr. Bryant Kong
Director of Library Services	Dr. Steve Emerson
Director of New Student Programs	Ms. Kelli Welzel
Director of Program Administration (OPS)	Ms. Rhonda Moll
Director of Recreation Center	Ms. Stefani Plummer
Director of Recreation Programs	Mr. Tyler Cox
Director of Retention and Academic Success Center	Mr. Steve Neilsen
Director of Safety Services	Mr. Jim Walters
Director of Student Accounts	Ms. Heidi Pendleton
Director of Student Conduct	TBA
Director of Undergraduate Admissions	Ms. Samantha Bowman
University Registrar	Ms. Shawnn Koning
Registrar for Online and Professional Studies	Mr. Richard Simpson
Senior Director of Career Services	Mr. Michael Bishop
Assistant Director of Academic Advising	Ms. Julie Jones
Assistant Director of International Admissions	Ms. Yinghui (Vicki) Zang
Assistant Director of Recreation Center	Mr. Kyle Smith
Assistant Director of Recreation Programs	Mr. Carson Belmont
Associate Director of Career Services	Ms. Chelsea Royle
Associate Director of Undergraduate Admission	Mr. Jon McWhorter
Student Services Administrative Assistant	Ms. Kris Smith
Student Services Secretary	Ms. Nita Morris
The Post and Copy Center Supervisor	Ms. Sandy Kirchmann
Title IX Coordinator	Dr. Jonathan Parker

RESIDENCE LIFE

Director of Residence Life	Mr. Daron Hubbert
Assistant Director of Residence Life	Ms. Bethany Scott
Lancer Arms Residence Director	TBA
Simmons Hall Residence Director	Ms. Sarah Welles
Smith Hall Residence Director	Mr. Drew Pedlowe
The Colony @ CBU Residence Director – East	TBA
The Colony @ CBU Residence Director – North	TBA
The Colony @ CBU Residence Director – West	Mr. Ian Price
The Cottages Residence Director	Ms. Rachel Jones
The Point Residence Director	Mr. Brandon Burns
The Village @ CBU Residence Director	Mr. Rory Todd
Tower Hall Residence Director	Mr. Jay Stovall
University Place Apartments Residence Director – Men	Mr. Matthew Sonke
University Place Apartments Residence Director – Women	Ms. Kelly Tillery

SPIRITUAL LIFE

- Director of Campus Ministries Mr. Brian Zunigha
- Director of Chapel and Compassion Ministries Mr. Brett Vowell
- Director of Mobilization TBA
- Assistant Director of Chapel and Compassion Ministries Ms. Julie Dobbins
- Assistant Director of Mobilization Mr. Jared Dobbins

Associated Student Government Executive Council

- Executive President Ms. Makenna Lammons
- Executive Vice President Mr. Jordan Lanksbury
- Vice President for Communications Ms. Ashlee Smith
- Vice President for Finance Ms. Kathryn Juarez
- Director of Office Affairs Mr. Jacob Graff

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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 (also referred to herein as the "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 (as defined below) 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 unlawfully 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

1. 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 Students 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.

1.1. 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 the Assistant Dean of Students – Student Services for the purpose of considering issues relating to the governmental functions of ASCBU and reviewing non-judicial appeals. Upon the request of an Assistant Dean of Students, this panel may also participate in Hearings involving issues that pertain to clubs and organizations.

CBU Card – a card issued by California Baptist University to Students, Faculty Members, and University Officials that is used for identification and access to University services.

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.

Evidence – means everything that is used to determine or demonstrate the truth of an assertion.

Faculty – academic staff of the University.

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

Graduate Student – any Student who is enrolled in post-graduate courses of the University.

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 as to whether imposition of any Sanction is warranted in connection with an alleged 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, Staff, University Official, or other person employed by the University.

Non-Traditional Student – any Student who is any of the following: (i) is married; (ii) has a dependent(s); (iii) or is over 25 years of age.

Online and Professional Studies (OPS) – means the University’s division of Online and Professional Studies.

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

Provost’s Council – committee of the University consisting of the Provost, area deans, Director of the Library, and President of Faculty Senate.

Service Animals – any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, assisting persons with mobility impairments with balance, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Sanction – restriction 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 or Students – all persons accepted for admission and eligible to enroll for courses at the University, either 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: Admissions Hosts and Interns, Community Life Interns, FOCUS, International Center Interns, Spiritual Life Interns, Resident Advisors, Student Government Officers, 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, Study Abroad, international service projects, United States service projects, Public 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 Dean of Students, 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, Vice President and General Counsel, Provost, Director of Counseling Center, Dean of Students, Dean of School of Behavioral Sciences (or designee), Director of Residence Life, Director of Safety Services, and other appropriate University official(s) as deemed necessary.

Traditional Students – any Student who is any of the following: (i) is not married; (ii) has no dependent(s); or (iii) is under 25 years of age.

University – California Baptist University or CBU.

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.

- 1.2. General Community Social Expectations.** Students enrolled in California Baptist University shall
- 1.2.1. Uphold the laws of the United States, the State of California, and the County and City of Riverside;
 - 1.2.2. Abide by the rules and regulations of California Baptist University;
 - 1.2.3. Respect the mission, religious tradition, values, and ethics of the University;
 - 1.2.4. Strive honestly to attain all academic expectations as set forth by Faculty;
 - 1.2.5. Respect members of the campus community from diverse ethnic, cultural, or religious traditions and refrain from any act of discrimination or racism;
 - 1.2.6. Be honest and truthful in relationships with Students, Faculty, staff, and administration;
 - 1.2.7. Respect University property and the personal property of every member of the campus community;
 - 1.2.8. 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, Bullying (as defined below) and/or intimidation.
 - 1.2.9. Respect the personal integrity of every member of the campus community and other individuals associated with University-sponsored or supervised activities by refraining from 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";
 - 1.2.10. 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;
 - 1.2.11. Keep displays of affection in good taste, regardless of location on University Premises;
 - 1.2.12. 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.
- 1.3. 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:
- 1.3.1. Possessing, consuming, or being under the influence of alcoholic beverages on University Premises or at University-sponsored or supervised activities. Due to the potential appearance of alcohol use, Students are prohibited from collecting or storing empty alcohol containers on University Premises for recycling or other purposes;
 - 1.3.2. Furnishing alcohol to a minor;
 - 1.3.3. Underage consumption of alcohol (on or off University Premises);
 - 1.3.4. Possessing, using, or being under the influence of tobacco products or other substances that are smoked/inhaled to produce any effect on University Premises or at University-sponsored or supervised activities. This prohibition includes, but is not limited to, the use of electronic cigarettes, vapor cigarettes, and other similar devices;
 - 1.3.5. 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 is strictly prohibited. This prohibition includes the possession, use or being under the influence of "medical marijuana" on campus. Although medical marijuana may be obtained pursuant to a physician's recommendation under California law, California law still does not permit medical marijuana at or within 1000 feet of a school campus. In addition, medical marijuana is still illegal under federal law;

- 1.3.6. Hosting or in any way assisting or promoting a gathering (on or off University Premises) that includes alcohol given to underage persons, underage consumption of alcohol, illegal drug usage, a controlled substance, or any indication of being under the influence of alcohol. Students engaging in such behavior will be subject to probable suspension or expulsion from the University. Students living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol;
- 1.3.7. Improperly using and/or abusing over-the-counter medications;
- 1.3.8. Gambling on University Premises or at University-sponsored or supervised activities;
- 1.3.9. Committing or attempting to engage in fraud, concealing identity, or using or attempting to use a false identity;
- 1.3.10. 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;
- 1.3.11. Organizing or participating in social dances on University Premises or at University-sponsored or supervised activities;
- 1.3.12. Willful disruption of the educational process;
- 1.3.13. 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;
- 1.3.14. 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;
- 1.3.15. Engaging in physical violence toward another person;
- 1.3.16. Any actual or threatened non-consensual sex act. For purposes of this policy, consent must be “affirmative consent” which California Education Code Section 67386 defines as conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. It shall not be a valid excuse that the accused believed the complainant consented where the accused believed that the complainant consented to the sexual activity under either of the following circumstances: (A) the accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused; or (B) the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. It will not be a valid excuse that the accused believed the complainant affirmatively consented where the accused knew or reasonably should have known that the complainant was unable to consent because he or she was: (A) asleep or unconscious, (B) incapacitated due to drugs/alcohol/medication, or (C) unable to communicate due to a mental or physical condition. When alcohol or other drugs are being used, an individual will be considered unable to give valid consent if he/she cannot comprehend the circumstances (who, what, when, where, why, or how) of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.”
- 1.3.17. “Domestic violence,” “Dating violence,” or “Stalking” as those acts are defined in paragraph 19 of Sexual Harassment section herein;

- 1.3.18. Bullying of another person or group. "Bullying" is the verbal, written, or physical abuse of another person beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature;
- 1.3.19. Engaging in occult practices;
- 1.3.20. 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 panel acting in performance of their duties, and/or failing to provide a University Official with adequate identification upon request;
- 1.3.21. Forgery, alteration, or the unauthorized possession or use of University documents, records, instruments, or identification which shall include, without limitation, falsification of course sign-in sheets;
- 1.3.22. Submission of false documents including financial aid and admissions related documents;
- 1.3.23. Unauthorized entry into University-related living units that disrupts sleep or study or that damages the physical facilities in those units;
- 1.3.24. Tampering with locks (mechanical and/or electronic) in University buildings. This includes, but is not limited to:
 - a. Unauthorized possession or use of University keys, CBU Card, access card, or electronic access device;
 - b. Unauthorized possession or use of University-issued electronic access codes, alteration or duplication of University keys;
- 1.3.25. Gaining access to the roof of any University building;
- 1.3.26. Using LancerNet or LancerMail to violate California Baptist University Policy, the Standard of Student Conduct, or for any other fraudulent libelous, illegal, or improper purposes;
- 1.3.27. Unauthorized use, abuse, destruction, or theft of property (including intellectual property such as copyrights, patents, trademarks, and trade secrets) 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, trademark, patent, or by specific agreements between the owner and University;
- 1.3.28. 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 federal, state, and local law;
- 1.3.29. 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;
- 1.3.30. Unauthorized entry into or occupation of University buildings, 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.);
- 1.3.31. Tampering with hardware and/or software related to any alarm system, surveillance system, and/or electronic access system;
- 1.3.32. Failure to promptly meet financial responsibilities to the University, including, but not limited to, knowingly passing a worthless check or money order in payment to the University or to a member of the campus community acting in an official capacity;
- 1.3.33. 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 of, concealing, distortion of, 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;

- 1.3.34. Using a recording device which includes, but not limited to, the use of a camera, cell phone, and/or Google Glass™ or similar device, to make or attempt to make an audio or video record of any person(s) on University Premises in bathrooms, showers, locker rooms, bedrooms, or other locations where there is a reasonable expectation of privacy with respect to nudity and/or sexual activity.

The University reserves the right to deal with behavior, regardless of the location, that is detrimental to the Student, community, University, and others. Detrimental behavior includes, without limitation, participating in any party, gathering, or event (on or off University Premises) which disturbs or impacts the peace of another (i.e. excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct; traffic obstruction of public or private streets by crowds or vehicles; littering; etc.).

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 Director of Student Conduct, 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 calbaptist.edu.

2. 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.

3. 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 Dean of Students, Director of Student Conduct, and other Student Services staff. This group defines behavioral expectations and takes appropriate action in support of University Policy.

4. 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.

5. 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 (3) components:

- 5.1. **Notification** – A Student has the right to proper notice of the Policy allegedly violated and when the case will be heard.
- 5.2. **Right to be Heard** – A Student has the right to present his/her viewpoint and position and provide supporting Evidence and/or information at a Hearing for consideration by a University Official.
- 5.3. **Evidence** – Decisions in a Student conduct case are based on reasonable and available supporting factual information.

6. 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. However, if an Accused Student fails to appear at a scheduled Hearing, the Student will be deemed to have waived their Hearing and the Director of Student Conduct, appointed designee(s), or panel may render a decision upon the matter in the Student's absence. The Director of Student Conduct reserves the right to meet with Students personally, appoint a designee(s) to meet with Students, and/or convene a Judicial Review Board in order to conduct Hearings.

Judicial Action involves three (3) components: investigation, Hearing, and the imposing of Sanctions, if appropriate. Depending on the severity and location of the offense, the Judicial Action will be administered by the Dean of Students, Director of Student Conduct, or designee.

- 6.1. **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.
- 6.2. **Hearing.** In furtherance of a Judicial Action, a Hearing may be scheduled to allow an Accused Student an opportunity to hear and present Evidence and other factual information related to an alleged violation. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. If an Accused Student fails to appear at a scheduled Hearing, the University Official(s), or panel may render a decision upon the matter in Student's absence.

In cases involving alleged sexual offenses, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), the accuser and the accused have the opportunity to have someone present during a Hearing. If a Student chooses to be accompanied to a Hearing associated with alleged sexual offenses, the individual who accompanies the Student will not be permitted to speak on behalf of the Student and/or take an active role in the Hearing.

Legal counsel representing a Student, Student's family, or other individual or group is not permitted to attend Hearings.

6.3. Imposing of Sanctions. This act concludes the Judicial Action. Sanctions are imposed upon a determination by a University Official responsible for the administration of the Judicial Action upon a finding of a preponderance of the Evidence indicating that the Accused Student violated the Standard of Student Conduct. For purposes of this Student Handbook, the phrase “preponderance of the Evidence” means that there is a greater than 50% chance, based on all the reasonable Evidence, that the Accused Student violated the Standard of Student Conduct.

In some cases, Sanctions may encumber a Student’s good standing with the University for a stated period of time and such Student which may only be permitted to remain enrolled if that Student enters into a Behavioral Contract, in which such Student promises to make a serious commitment to refrain from future violations.

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):

- 6.3.1. Warning – Some Students may be issued written or verbal warning for unacceptable behavior and advised to change the behavior.
- 6.3.2. Restitution/Reimbursement or Fine – Some Students may be required to make restitution and pay a monetary fine for damage or misuse of property, misuse of services, or failure to follow University Policy or procedure.
- 6.3.3. 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.
- 6.3.4. 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.
- 6.3.5. 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.
- 6.3.6. 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.
- 6.3.7. Residence Life suspension – Separation of the Student from University-owned housing for a specified period of time (conditions for readmission may be required).
- 6.3.8. Residence Life expulsion – Permanent separation of the Student from University-owned living areas.
- 6.3.9. University Suspension – For a fixed period of time, the Student may not remain on the University Premises which include the 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.
- 6.3.10. 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 Hearing).
- 6.3.11. Expulsion – Permanent separation of the Student from the University. The Student is denied the privilege to remain on the University Premises which include the 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.
- 6.3.12. Deactivation – A recognized University club or organization can lose its privileges, including University recognition, permanently or for a specified period of time.

Any Student upon whom 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 Sanction are subject to additional Judicial Action.

The guidelines for behavior outlined in this Student Handbook and in the University Catalog, as well as regulations and policies maintained by the University, form bases for Judicial Action. The Student Services Office is responsible for conducting appropriate Investigations of all allegations and complaints.

7. JUDICIAL ACTION APPEALS

A Student has the right to appeal Sanctions imposed as the result of Judicial Action, unless a Student is notified otherwise in writing by the Director of Student Conduct or Dean of Students. Sanctions imposed as the result of Judicial Action shall go into effect immediately and are not stayed while an appeal is pending. A decision rendered by a Student Services staff member may be appealed to the Director of Student Conduct or designee. Decisions rendered by the Director of Student Conduct or a Judicial Review Board are final, except in the following cases:

1. The Student has been suspended or expelled.
2. The Director of Student Conduct served as the primary Hearing officer (was the sole individual to hear the case), rendered a decision, and imposed a sanction(s).

In cases where the Director of Student Conduct served as the primary Hearing officer, the decision rendered may be appealed to a Judicial Review Board.

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 Director of Student Conduct 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 (5) business days after a Sanction has been imposed. Appeals must expressly indicate one (1) 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 Director of Student Conduct or Dean of Students within ten (10) business days.

8. 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 Assistant Dean of Students – Student Services or designee jointly appoint members of the ASCBU Judicial Board. ASCBU Judicial Board decisions rendered as a result of a Hearing are presented, along with recommended Sanctions, if any, to the Dean of Students or designee.

A minimum of five (5) members of the ASCBU 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 Safety Services must be accompanied by a completed Appeals Form and submitted to the University Card Services Office within five (5) business days of notification of violation. Appeal Forms are available in the University Card 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 ASCBU 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 ASCBU Judicial Board's decision within five (5) business days of review.
5. Decisions made by the ASCBU Judicial Board may be appealed to the Director of Student Conduct or designee. Such appeals must be submitted in writing within five (5) 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 rendered by the Director of Student Conduct or designee are final.

9. 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.

10. 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) is a direct threat to himself, herself, or another, or (b) exhibits inappropriate behavior resulting from emotional or psychological distress, or (c) states an intent or desire to harm himself, herself, or another, or (d) attempts to harm himself, herself, or another, or (e) 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.

10.1. General Information.

10.1.1. 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.

10.1.2. If, after a Student has been notified that he/she cannot live on campus, participate in academic programs, and/or co-curricular programs, the Student violates the prohibition by attending class or entering a University-owned living area, such violation may result in Judicial Action.

10.2. Clearance Procedure.

10.2.1. 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.

10.2.2. Upon completion of the required assessment(s), written notification regarding the Threat Assessment Committee's decision will be mailed to the Student.

11. 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.

11.1. General Information.

11.1.1. Postings for events sponsored by on-campus clubs and organizations must be approved and date-stamped by the Student Services Office, prior to posting.

11.1.2. 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.

11.1.3. General solicitation, including, but not limited to, general distribution of promotional material(s) in any form, is not permitted.

11.1.4. Postings must be placed in properly designated locations (i.e. bulletin boards, cork strips).

11.1.5. The respective department must approve postings placed on departmental bulletin boards.

11.1.6. Placement of postings in University-owned living areas must be approved by the Student Services Office and the respective Residence Director.

- 11.1.7. Postings are not permitted on ceilings or painted, wooden, or glass surfaces. Affixing posters to floors and sidewalks is not permitted. Postings may not be taped to walls, windows, doors or any other area.
 - 11.1.8. Postings must be removed within twenty-four (24) hours after an advertised event has taken place or upon the expiration date indicated on the Student Services Office stamp.
 - 11.1.9. Postings 8.5" x 14" (legal size paper) or smaller are defined as fliers.
 - 11.1.10. 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.
 - 11.1.11. Posters may be made in the ASCBU Office.
 - 11.1.12. Upon approval, postings placed within academic areas are limited per event to one (1) of the following:
 - a. twenty (20) fliers;
 - b. ten (10) fliers and two (2) posters;
 - c. four (4) posters;
 - d. one (1) banner and the equivalent of two (2) posters;
 - 11.1.13. Posted materials that do not bear an appropriate date stamp are subject to immediate removal.
 - 11.1.14. Upon approval from the Student Services Office and the Director of Food Services, table tents may be placed on tables in the Alumni Dining Commons, Brisco's Café, Wanda's, the El Monte Grille, and/or other campus dining facilities. Table tents may not exceed 8 ½" x 4". Table tents may be posted for a maximum of forty-eight (48) hours, per event.
 - 11.1.15. 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. Easels must be removed from display immediately following advertised events.
 - 11.1.16. The use of sidewalk chalk is not permitted without prior approval from the Student Services Office.
 - 11.1.17. Failure to adhere to the advertisement, announcement, and poster Policy may result in loss of posting privileges for a fixed period of time.
- 11.2. Banners.**
- 11.2.1. Prior to hanging a banner, departments must submit a written request to the Student Services Office (studentservices@calbaptist.edu) that includes the following:
 - a. A copy of the proposed artwork
 - b. Proposed dates of display
 - c. The finished size of the proposed banner
 - 11.2.2. The maximum size of banners permitted is 32" (height) x 120" (length).
 - 11.2.3. Upon receipt of approval, banners may be displayed for a maximum of fourteen (14) consecutive days or until the conclusion of the event, whichever occurs first.
 - 11.2.4. Banners must be hung and removed by the approved department.
 - a. Banners may only be secured with zip ties.
 - b. Zip ties must be discarded appropriately.
 - 11.2.5. The following locations are approved for banner display:
 - a. The School of Business wrought iron railing on the 2nd floor pedestrian balcony (east facing sections).
 - b. The Alumni Dining Commons wrought iron fence (north facing section).

12. 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 (21) 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 (21) 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 are 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 (whether or not classes are in session).

13. CHILDCARE (BABY-SITTING)

- 13.1 The University does not provide childcare for the dependents of Students, Faculty, or staff.
- 13.2 Students are not permitted to be accompanied by children/dependents during class sessions.
- 13.3 Minors under the age of twelve (12) must be supervised by an adult while on University Premises.
- 13.4 Parents/Students are responsible for the actions of children including, but not limited to damage of property, vandalism, and disruption of the educational process.
- 13.5 Baby-sitting is prohibited on campus. Operating a childcare service in University-owned housing is not permitted.

14. CLASS ATTENDANCE

Students are expected to attend all class meetings and adhere to the attendance Policy of the Faculty member of record for the course.

Students who miss class due to a University-sponsored event will not be penalized by means of lost points or any other punitive academic measure. Students are responsible for making up any work missed during their absence, and professors who assess class participation may require a reasonable assignment to make up for lost class time.

15. CLASSROOM BEHAVIOR

Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Students are expected to immediately comply with a Faculty Member's request to cease behavior that is distracting and/or disruptive. If a Faculty Member is unable to obtain the cooperation of the Student, the Faculty Member may impose the Student's immediate removal from the classroom and refer the Student to the Student Services Office.

- 15.1.1. Only Students who are officially enrolled may attend classes.
- 15.1.2. Student use of laptop computers in the classroom setting is based on the discretion of each Faculty Member.
- 15.1.3. Using a recording device which includes, but not limited to, the use of a camera, cell phone, and/or Google Glass™ or similar device to copy course material, create an audio and/or video recording of a class lecture (in whole or in part) provided by a University Official 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:
 - a. The recorded lecture(s) may be used for individual private study only;
 - b. 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;
 - c. The recorded lecture(s) may not be used for any other use, whether by duplication, transcription, publication, sale, or transfer of recordings.
- 15.1.4. 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.

16. DRESS CODE

California Baptist University affirms that the appearance of members of the campus community should be consistent with its mission and values of a Christian university. The University recognizes that individuals have a freedom of personal choice; however, members of the CBU community are expected to reflect modesty and appropriateness – that is, dress in a manner that does not draw inappropriate attention to one's self.

16.1. General Attire.

Regardless of the intent, display of the following is inappropriate on campus:

- 16.1.1. Cleavage
- 16.1.2. Midriff (mid- and lower-torso)
- 16.1.3. Mid-thighs
- 16.1.4. Undergarments
- 16.1.5. Clothing that is excessively tight and/or form fitting
- 16.1.6. Clothing that is lewd, derogatory, and/or suggestive
- 16.1.7. Clothing that displays drugs, alcohol, tobacco products, satanic symbols, inappropriate language and/or symbols
Shoes must be worn at all times in academic areas, offices, and dining facilities.

16.2. Recreation Wear.

Clothing worn in athletic areas must be appropriate for the occasion.

Clothing worn to and from athletic areas must comply with the General Attire Policy indicated above.

16.3. Recreational Swimwear.

- 16.3.1. For females, swimwear must be a one-piece or tankini-style suit that covers the cleavage, bust, and midriff areas. Thong, g-string, and high French-cut styles are not acceptable.

- 16.3.2. For males, swimwear must be “boxer” style suits with at least a five (5) inch inseam and a nylon or mesh liner.
- 16.3.3. T-shirts worn over one-piece or tankini-style suits are permitted only in the shallow end of the pool.
- 16.3.4. As necessary, University personnel and/or the lifeguard staff will make decisions regarding compliance with the Swimwear Policy.

17. EMERGENCY/HEALTH NOTIFICATION

The Office of the University Registrar maintains Student emergency notification/contact information. Students are encouraged to visit the Office of the University Registrar in person or via InsideCBU 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 [1] 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.

18. EVENT PROGRAMMING

In order to prevent interference with classroom instruction, events and activities scheduled to take place in the vicinity of buildings where academic instruction and/or University-related business is conducted must be approved by the Student Services Office.

19. FUNDRAISING

Only officially recognized campus-based clubs and organizations are permitted to participate in fundraising activities on University Premises. All fundraising activities must be designed to support the University community or aid in the achievement of the University’s goals and objectives. Clubs and organizations desiring to engage in fundraising activities on University Premises must submit a completed Student Fundraiser Request to the Community Life Office. Upon review by the Community Life Office, proposals are forwarded to the Student Services Office, followed by the University Advancement Division. Clubs and organizations may not engage in fundraising activities without prior written approval from the University Advancement Division.

Requests to engage in any fundraising activities must be submitted a minimum of four (4) weeks prior to the date of the proposed fundraising event.

- 19.1.1. General solicitation, including, but not limited to, the distribution of promotional material(s) in any form, is not permitted.
- 19.1.2. Solicitors from off-campus resources are not permitted.
- 19.1.3. Failure to abide by the Fundraising Policy may result in Judicial Action which includes, but is not limited to, loss of privileges to engage in fundraising activities on University Premises.

20. 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 Director of Student Conduct.

In the area of academics, protocol requires that Student concerns or grievances 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

21. HONOR CODE

Members of the California Baptist University campus community are expected to act in academic matters with the utmost honesty and integrity. Academic matters 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:

- 21.1. Using any unauthorized assistance in taking quizzes, test, or examinations;
- 21.2. Looking at or copying another Student's test or quiz answers;
- 21.3. Taking a test or quiz in part or in whole to use or to give to others;
- 21.4. Providing any unauthorized assistance or aid to others in writing papers, completing assignments, taking quizzes, tests, and/or examinations;
- 21.5. Using electronic communication equipment and/or any other unauthorized electronic device in completing assignments, taking quizzes, test, and/or examinations;
- 21.6. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- 21.7. Working with others on projects that are meant to be done individually;
- 21.8. Acquiring or attempting to acquire, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- 21.9. Invading or attempting to invade the administrative security maintained for the preparation and storage of quizzes, tests, and/or examinations;
- 21.10. 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;
- 21.11. Copying information from a source without proper attribution;
- 21.12. Taking papers from other Students, publications, or the Internet;
- 21.13. 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;
- 21.14. 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);
- 21.15. Committing or attempting to engage in fraud in the submission and/or presentation of coursework;
- 21.16. 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;
- 21.17. Any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to course sign-in sheets and 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;
- 21.18. Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it promptly (i.e. within ten [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 Director of Student Conduct. 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 of Honor Code violations must be submitted in writing to the Student Services Office within five (5) business days after a Sanction has been imposed. In respect to Honor Code appeals, Students must expressly indicate one (1) or both 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 Honor Code or may be excessive.

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 Director of Student Conduct or Dean of Students, Provost, or designee within ten (10) business days.

22. PETS

Pets (dogs, cats, etc.), whether or not the animal is on a leash, are not permitted on University property. This prohibition does not apply to Service Animals.

23. PARENTAL NOTIFICATION

This Policy is in compliance with and supported by the 1998 amendment to the Family Educational Right to Privacy Act of 1974 (FERPA), which allows colleges and universities who receive federal funding to notify parents/guardians of dependent Students when a Student has been found responsible for violating university alcohol, drug, or weapons policies. This change was made because of the significant health and safety risks and consequences associated with underage alcohol consumption, drug use, and weapons possession. California Baptist University supports the concept that the Student, his/her parents, and the University are engaged in a partnership in which each partner has the responsibility to promote a healthy and productive educational experience for the Student.

24. SELF-DISCLOSURES / "SAFE HARBOR"

University services will be made available to any Student who, at any point in his/her enrollment, contacts a University Official to disclose that he/she may have a substance abuse problem, if the self-disclosure is made:

- 24.1. Prior to investigation of a suspected policy violation;
- 24.2. Prior to discovery of possession or use; or
- 24.3. In the case of Student athletes, receipt of notification of their first-ever drug test, if applicable.

In response to such a disclosure, the University will prescribe an accountability/restoration process that may include, but is not limited to, assessment, required participation in an educational program or substance abuse program, counseling, drug testing, and/or assignment of a mentor.

Self-disclosure is not judicial in nature and will not be documented as such if the Student adheres to the prescribed accountability/restoration process. In the event the Student is a Student Leader or Student Representative, continuation of service or eligibility will be determined upon evaluation of the circumstances. Failure to comply with a prescribed accountability/restoration process may result in Judicial Action.

25. SALES

Third-party individuals and/or entities (e.g. bank and/or credit card companies) may not solicit services and/or engage Students in the solicitation of services and/or sales on University Premises without prior written approval from the Student Services Office.

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 Community Life Office. Upon review by the Community Life Office, proposals are forwarded to the Student Services Office. Clubs and Organizations may not engage in any sales and/or service related activity without prior 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:

- 25.1. **Event Proposal.** An event proposal must be submitted to and approved by the Community Life Office prior to undertaking any fund-raising ventures.
- 25.2. **On-Campus Sales.** On-campus sales must be limited to customers who are members of the campus community.
- 25.3. **General Solicitation.** General solicitation, including, but not limited to, general distribution of promotional material(s) in any form, is not permitted.
- 25.4. **Off-Campus Solicitors.** Solicitors from off-campus resources are not permitted.
- 25.5. **Non-Compliance.** Failure to abide by these guidelines may result in loss of privileges to offer product sales and/or services on University Premises.

26. **SEXUAL HARASSMENT, DISCRIMINATION AND VIOLENCE**

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 Title IX Coordinator.

- 26.1. **Criteria.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one (1) 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.
- 26.2. **Examples of Sexual Harassment.** 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.

26.3. Reported Complaints. Reported complaints of sexual harassment will be addressed promptly by the Title IX Coordinator 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 Title IX Coordinator will issue a finding to the appropriate area vice president.

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.

27. POLICY ON SEX DISCRIMINATION & SEXUAL MISCONDUCT

27.1. CBU's Commitment. California Baptist University is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. CBU considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, Domestic violence, Dating violence, sexual assault, sexual violence, and Stalking by employees, Students, or third parties.

27.2. Title IX Definition. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. § 1681). To ensure compliance with Title IX, CBU has developed policies and procedures that prohibit sex discrimination in all of its forms.

27.3. Title IX Statement on Non-Discrimination.

27.3.1 CBU does not unlawfully discriminate on the basis of sex in its educational programs and activities. This policy extends to employment with and admission to the University, as well as access to facilities, financial aid and courses.

27.4. Guidance on Reporting.

27.4.1 CBU encourages those who have experienced any form of sex discrimination to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. CBU takes complaints very seriously and will work with victims to ensure their safety and to remedy the situation. In instances of sexual assault, the reporting disclosure of the act of violence itself to law enforcement is mandated. However, a victim's identity may not be disclosed to local law enforcement unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity may not be disclosed either.

27.5. Filing a Report or Making a Complaint.

27.5.1. CBU encourages those who have experienced sex discrimination to report these offenses to either: the Title IX Coordinator, Deputy Title IX Coordinators, Residence Life Office, or the Department of Safety Services. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint.

- 27.5.2. CBU encourages employees, including Student workers, who believe they have either witnessed or been subjected to unlawful sex discrimination to notify the Director of Human Resources:

Julie Fresquez

Phone: 951.343.4302
Office: Human Resources
E-mail: jfresquez@calbaptist.edu
Address: 8471 Magnolia Avenue
Riverside, CA 92504

Employees may also notify their immediate supervisor or any one of the following: the Dean of Students, the Provost/Vice President of Academic Affairs, the Vice President for Enrollment and Student Services, the Vice President for Online and Professional Studies, the Vice President for Finance and Administration, the Vice President and General Counsel, the Vice President for Global Initiatives, the Vice President for University Advancement, or the Vice President for Marketing and Communication. If for any reason the employee is unable or unwilling to report the matter to any one of the individuals listed above, he/she may report the matter to the President of the University.

27.5.3. Residence Life Office

Persons who wish to make a report may contact the Residence Life Office:

Phone: 951.552.8000
Office: Residence Life Office
Address: California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504

27.5.4. Department of Safety Services

Persons who wish to make a report may contact the Department of Safety Services:

Phone: 951.343.4311
Office: Department of Safety Services
Address: California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504

- 27.5.5. Anyone receiving a report of sex discrimination or other violation of this policy must forward a copy of the report to the Title IX Coordinator.

27.6. Guidance on Taking Immediate Action.

- 27.6.1. Individuals who believe they have either witnessed or been subjected to unlawful sex discrimination may:

- Contact the Residence Life Office at 951.552.8000
- Contact the Title IX Coordinator at 951.343.4340 or TitleIXCoordinator@calbaptist.edu
- Contact the Department of Safety Services at 951.343.4311
- Contact the Human Resources Office at 951.343.4302
- Contact the CBU Counseling Center at 951.689.1120

- 27.6.2. In the event that sexual assault or sexual violence occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if this takes place, bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

Another helpful resource is the Riverside Area Rape Crisis Center 24-hour hotline at 951.686.7273. The Department of Safety Services and the Title IX Coordinator can provide immediate referral information, access to university counselors and/or investigation assistance.

- 27.6.3. When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

- 27.6.4. A Riverside Area Rape Crisis Center advocate can offer support at the hospital, however survivors must ask for the advocate at the hospital. People under the age of eighteen should be aware that, as a minor, their parent(s) may have the right to obtain information from their medical records.
- 27.6.5. Survivors may choose whether or not to speak to the police at the hospital. If they do, the option to choose whether to file charges against the respondent still exists.
- 27.6.6. Private physicians are required by law to notify the police. A private physician may assist the complainant in completing a rape kit. Please keep in mind: having a rape exam does not mean that survivors are mandated to press charges. This action only keeps the complainant's options open.

27.7. Grievance Procedure.

- 27.7.1. All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported. The Title IX Coordinator will provide for the adequate, reliable, and impartial investigation of all complaints.
- 27.7.2. CBU has developed both an informal and formal complaint and resolution procedure to respond to sex discrimination. The use of the informal complaint and resolution procedure is optional. In instances where parties involved do not wish to engage in the informal procedure, where informal resolution is not appropriate, or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed.

27.8. Informal Procedure.

- 27.8.1. Some complaints of sex discrimination can be resolved through informal mediation between the parties.
- 27.8.2. Once a report of sex discrimination has been made, informal resolution procedures will be pursued toward completion typically within sixty (60) calendar days of the initial report.
- 27.8.3. Informal resolution procedures are optional and may be used when the University determines that it is appropriate. Informal procedures are never applied in cases involving violence or nonconsensual sexual intercourse.
- 27.8.4. An investigation into the report shall be conducted by the Title IX Coordinator as soon as reasonably practicable upon the filing of the complaint. For reports involving allegations against CBU employees, the Title IX Coordinator and Director of Human Resources shall jointly conduct an investigation.
- 27.8.5. Once the informal resolution procedure is complete, written notification to all parties shall be given by the Title IX Coordinator within one (1) day of the determination of findings.
- 27.8.6. CBU shall take reasonable steps to prevent the recurrence of sex discrimination in any form. If such reoccurrence takes place, those responsible for such behavior may be subject to actions under the Standard of Student Conduct (Student Handbook), if they are a Student, or they may be subject to actions under the Employee Handbook if they are an employee or third party. For examples of the range of potential actions and sanctions see the Student Handbook and Employee Handbook.
- 27.8.7. CBU will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence hall relocation, adjustment of schedule, etc. These remedies may be applied to one, both, or multiple parties involved.
- 27.8.8. If the reporting party is dissatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

27.9. Formal Procedure.

- 27.9.1. Once a complaint of sex discrimination is made, an investigation of the report shall be pursued toward completion typically within sixty (60) calendar days.
- 27.9.2. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible.
 - 27.9.2.1. The name, department, and position of the person or persons allegedly causing the sex discrimination (which includes: sexual misconduct, sexual violence, and harassment) or retaliation.
 - 27.9.2.2. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
 - 27.9.2.3. If the complainant is an employee: the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment.

- 27.9.2.4. The names of other Students or employees who might have been subject to the same or similar sex discrimination or retaliation.
- 27.9.2.5. Any steps the complainant has taken to try to stop the sex discrimination or retaliation.
- 27.9.2.6. Any other information the complainant believes to be relevant to the sex discrimination, harassment, or retaliation.

27.9.3. Investigation.

- 27.9.3.1. An investigation into the report shall be conducted by the Title IX Coordinator. For reports involving CBU employees and/or third parties, the Title IX Coordinator and Director of Human Resources shall jointly conduct the investigation. The investigation shall be concluded as quickly as possible, typically within sixty (60) days, or within a reasonable amount of time required to complete the investigation. The investigation will be conducted in a manner so that it is adequate, reliable and impartial.
- 27.9.3.2. The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information.
- 27.9.3.3. Parties to the complaint will be afforded equal opportunities to recommend witnesses for interviews and present other relevant evidence. An individual who participates as a complainant or witness in an investigation of sexual assault, Domestic violence, Dating violence, or Stalking will not be subject to disciplinary sanctions for a violation of the University's Student and/or employee conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
- 27.9.3.4. At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative workplace or Student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the Standard of Student Conduct.

27.9.4. Cooperation with Law Enforcement.

- 27.9.4.1. The University will comply with law enforcement request for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three (3) to ten (10) calendar days, although the delay in the University's investigation may be longer in certain instances.
- 27.9.4.2. The University will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the complainant(s) and the campus community and the avoidance of retaliation.
- 27.9.5. A resolution shall be determined at the conclusion of the investigation. Parties involved will be given notice of the outcome in writing within one (1) day of the determination.
- 27.9.6. Parties to the complaint may appeal the findings of the investigation. All grounds for appeal shall be based on the emergence of new evidence that was previously unavailable, or based on the grounds that some aspect of this policy or procedure was not adequately followed. All appeals will be conducted in an impartial manner by one of the persons in the following positions who did not conduct the initial investigation: the Vice President for Enrollment and Student Services, the Provost/Vice President for Academic Affairs, Vice President for Online and Professional Studies, the Vice President for Finance and Administration, Vice President for Global Initiatives or Vice President for University Advancement.
- 27.9.7. The University shall take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If reoccurrence takes place, those responsible for such behavior may be subject to Judicial Action under the Standard of Student Conduct or disciplinary action under the Employee Handbook if the person is an employee or third party.
- 27.9.8. The University will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence hall relocation, classroom re-assignment, or other appropriate remedies.

27.10. Definitions and Examples.

- 27.10.1. A Complainant is any person who alleges that they are the victim of sexual discrimination.
- 27.10.2. A Respondent is any individual who is alleged to be the perpetrator of sexual discrimination.
- 27.10.3. Sex Discrimination is behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.
- 27.10.4. Sexual Harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a Student's educational experience or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
 - 27.10.4.1. Promising, directly or indirectly, a Student or employee a reward, if the Student or employee complies with a sexually oriented request.
 - 27.10.4.2. Threatening, directly or indirectly, retaliation against a Student or an employee, if the Student or employee refuses to comply with a sexually oriented request.
 - 27.10.4.3. Denying, directly or indirectly, a Student or employee an employment or education related opportunity, if the Student or employee refuses to comply with a sexually oriented request. Engaging in such acts as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including without limitation, sexually suggestive conversation and nonconsensual physical contact or touching another Student or employee.
 - 27.10.4.4. Displaying pornographic or sexually oriented materials, including, but not limited to, text messages, e-mails, and social media postings.
 - 27.10.4.5. Engaging in indecent exposure.
 - 27.10.4.6. Making sexual or romantic advances toward a Student or employee and persisting despite the Student or employee's rejection of the advances.
 - 27.10.4.7. Nonconsensual physical conduct such as assault, touching, or blocking normal movement.
 - 27.10.4.8. Retaliation for making harassment reports or threatening to report harassment.
 - 27.10.4.9. Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.
 - 27.10.4.10. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.
- 27.10.5. Sexual Misconduct. Sexual Misconduct is a broad term encompassing any sexual behaviors that violate CBU's Standard of Student Conduct and/or Title IX Policy. In general, any non-consensual physical contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for action under University policy. Prohibited conduct under this Sexual Misconduct Policy includes:
 - 27.10.5.1. Non-consensual sexual contact is any intentional sexual touching, however slight with any object or body part, by a man or a woman upon a man or a woman, without consent.
 - 27.10.5.2. Non-consensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.
 - 27.10.5.3. Forced sexual intercourse is any unwilling or non-consensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

27.10.5.4. Sexual activity includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

27.10.6. Sexual Exploitation.

27.10.6.1. Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

27.10.6.2. Examples of sexual exploitation include, but are not limited to prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in Voyeurism; knowingly transmitting an STD or HIV to another.

27.10.7. Consent. Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

- a. Consent, as defined in Section 1.3.16 herein, is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter
- b. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent
- c. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually
- d. Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- e. Previous relationships or consent does not imply consent to future sexual acts
- f. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another
- g. Effective consent cannot be given by minors, mentally disabled individuals or person's incapacitated as a result of drugs or alcohol
- h. If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy
- i. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction
- j. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another Student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- k. Use of alcohol or drugs will never function to excuse behavior that violates this policy.

27.11. Time Limitations. In order to pursue action through CBU's grievance procedure, an aggrieved Student or employee should meet with the Title IX Coordinator, or the Director of Human Resources, as the case may be, as soon as possible after the alleged act of sex discrimination, harassment, or retaliation occurs, to discuss the complaint. In any case, there is no time limit for Students to make a report. Employees who have experienced conduct they believe is contrary to this policy have an obligation to make a report. An employee's failure to fulfill this obligation may affect his or her rights in pursuing legal action. Timely reporting is necessary for employees.

- 27.12. Support Services.** There are various supportive measures available for those who have experienced sex discrimination. These support sources include:
- **Title IX Coordinator:** The Title IX Coordinator serves as the central reference person for information about reporting and the investigative procedure, as well as available support services
 - **Counseling:** Students who have experienced any form of sex discrimination, including sexual misconduct may receive free and confidential counseling at the University's Counseling Center (951.689.1120) and/or the Riverside Area Rape Crisis Center (951.686.7273). CBU employees may contact the Human Resources Office or the Title IX Coordinator, or reference the Employee Handbook for information regarding counseling options
 - **Reassignments:** When the complainant and the respondent participate in the same courses, reside in the same university residence or in proximity to one another, or participate in the same activities (i.e., sports teams) survivors may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the Dean of Students or a designee. The Dean of Students will consult with the appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent and/or the complainant who has experienced a sex offense and with the Director of Residence Life in making a determination regarding an alternative housing assignment. When a Student employee makes a report and the respondent work in the same department or area, alternative work assignments may be made by the appropriate administrator upon request by the Student employee filing the complaint
- 27.13. Retaliation.** CBU strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sex discrimination. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a Student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report.
- 27.14. Confidentiality.**
- 27.14.1. Those who have experienced sex discrimination should know that all University employees (Residence Directors, Safety Services Officers, staff members, etc.) excluding University Counseling Center staff, University Officials who are ordained ministers, and other University Officials bound by confidentiality standards, must report known felonies to the police, either directly or through Safety Services. University Counseling Center staff, University Officials who are ordained ministers, and other University Officials bound by confidentiality standards are not required to disclose knowledge of felonies reported to them except when necessary to prevent harm.
- 27.14.2. Persons who would like to report an incident or speak to someone about something that happened and desire that details of the incident be kept confidential, should speak with staff members of the Counseling Center, the Dean of Spiritual Life, or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help Students and employees free of charge, and can be seen on an emergency basis. In addition, off-campus clergy and chaplains may also keep reports made to them confidential.
- 27.14.3. All inquiries, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit. However, the identity of the complainant is usually revealed to the respondent(s) of such conduct and any witnesses with the consent of the complainant. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited and may be considered a violation of University policy.
- 27.14.4. The Title IX Coordinator shall maintain all information in secure files pertaining to a complaint or investigation.
- 27.14.4.1. Federal Statistical Reporting Obligations: Certain campus officials (campus security officials) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

27.14.4.2. Federal Timely Warning Reporting Obligations: Victims of sex discrimination should also be aware that University administrators must issue timely warnings for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community under Clery law. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

27.15. Intersection with the Student Conduct Process.

27.15.1. For reports of violations of this policy, wherein the complaint involves Students, the University may also address the issue through the judicial process, as outlined in the Student Handbook. This policy will be followed, in accordance with the judicial process as it relates to the Title IX policy.

27.15.2. Hearings:

Pursuant to the Clery Act, the complainant and the respondent have the opportunity to have someone present during a Hearing in cases involving alleged sexual offenses. If a Student chooses to be accompanied to a Hearing associated with alleged sexual offenses, the individual who accompanies the Student will not be permitted to speak on behalf of the Student and/or take an active role in the Hearing.

Legal counsel representing a Student, Student's family, or other individual or group is not permitted to attend Hearings.

27.15.2.1. The standard used to determine accountability will be whether it is more likely than not that the respondent has violated the Standard of Student Conduct. Complainants and respondents will be granted equitable treatment throughout the investigation and Hearing process. All members of the University community found to have violated this policy will be sanctioned, up to expulsion from the University.

27.15.2.2. The Complainant's Rights in a Hearing:

- An explanation of available options for redress
- Freedom from harassment by the respondent (or the supporters)
- Use of all available internal and external support services in dealing with the aftermath of the offense
- Ability to speak on their own behalf during the disciplinary proceedings, including making a "survivor impact" statement to a Hearing board or University disciplinary panel
- The presence of an advisor from the University community and/or a support person during the Hearing
- The opportunity to present witnesses who can speak about the charges, character witnesses excluded
- Testify on his/her own behalf
- Freedom from having irrelevant sexual history discussed during the Hearing
- Information about the outcome of the Hearing, and
- Opportunity to appeal the outcome of the Hearing.

27.15.2.3. The Respondent's Rights in a Hearing - The University will treat a respondent person with fairness throughout the disciplinary proceedings. Specifically, respondents are entitled to:

- An explanation of the charge(s)
- Freedom from harassment by the complainant (or supporters)
- An explanation of the University discipline system
- The presence of an advisor from the University community
- Testify on his/her own behalf
- Present witnesses who can speak about the charges, character witnesses excluded
- Freedom from having irrelevant sexual history discussed during the Hearing
- Information about the outcome of the Hearing, and
- Opportunity to Appeal the outcome of the Hearing

- 27.15.3. At the conclusion of the Hearing process, the University will provide written notification to the parties involved of the outcome and resolution of the Hearing within five (5) business days.
- 27.15.4. Once written notification of the resolution has been received, the parties involved will have the opportunity to appeal the findings. The desire to appeal should be submitted in writing to the conduct officer within five (5) business days.
- 27.15.5. Student appeals shall follow the appeal procedure outlined in the Student Handbook. The appellate body may not consist of the hearing officer or any member of the Conduct Board in the original Hearing.
- 27.15.6. There is no conflict between this Title IX policy and procedure and Student judicial process.
- 27.16. Consequences.**
- 27.16.1. The University reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect Students' rights and personal safety.
- 27.16.2. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a Hearing, and reporting to the local police.
- 27.16.3. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from a warning to expulsion, depending on the severity of the offense.
- 27.17. Special Provisions.**
- 27.17.1. Attempted Violations. In most circumstances, the University will treat attempts to commit any of the violations listed in this policy or in the Standard of Student Conduct as if those attempts had been completed.
- 27.17.2. The University as Complainant. As necessary, the University reserves the right to initiate a Student conduct complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the complainant.
- 27.17.3. False Reports. The University will not tolerate intentional false reporting of incidents. It is a violation of the Standard of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
- 27.17.4. Immunity for Victims. The University community encourages the reporting of sex discrimination and Code of Conduct violations. Sometimes, victims are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials. To encourage reporting, the University pursues a policy of offering victims of sex discrimination and sexual misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University will provide educational options rather than punishment, in such cases.
- 27.17.5. Good Samaritan. The welfare of Students in our community is of paramount importance. At times, Students on- and off-campus may need assistance. The University encourages Students to offer help and assistance to others in need. Sometimes, Students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, an underage Student who has been drinking might hesitate to help take a complainant of sexual misconduct to the Department of Safety Services). The University pursues a policy of limited immunity for Students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.
- 27.17.6. Parental Notification. The University reserves the right to notify parents/guardians of dependent Students regarding any health or safety emergency, change in Student status or conduct situation (particularly alcohol and other drug violations). The University may also notify parents/guardians of non-dependent Students who are under age 21 of alcohol and/or drug policy violations. Where a Student is not-dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to FERPA.

27.17.7. Notification of Outcomes.

27.17.7.1. The outcome of a Title IX investigation involving Students is part of the education record of the Student parties involved, and is protected from release under FERPA. However, the University observes the legal exceptions that allow for notification of the parties involved and others whom the University determines to inform based on the law and this policy.

27.17.7.2. Students who bring any sort of sex discrimination complaint against Faculty or staff may be informed of the outcome of the investigation and the resolution.

27.17.7.3. The University may release publicly the name, nature of the violation and the sanction for any Student who is found in violation of a University policy that is a violent crime including: arson, burglary, robbery, criminal homicide, sex offenses, assault, and kidnapping/abduction. The University will release this information to the complainant in any of these offenses regardless of the outcome.

27.17.8. Past Sexual History/Character in Hearings.

The past sexual history or sexual character of a party will not be admissible in Hearings unless such information is determined to be highly relevant by the Dean of Students. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the Hearing by the Dean of Students. While previous conduct violations by the respondent are not generally admissible as information about the present alleged violation, the Dean of Students may supply previous complaint information to the conduct board, or may consider it him/herself if s/he is hearing the complaint, only if:

- The respondent was previously found to be responsible in a Hearing;
- The previous incident was substantially similar to the present allegation;
- Information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

27.18. Sex Offense Educational Programming.

27.18.1. Because CBU recognizes sex discrimination as an important issue, the University offers educational programming to Faculty, staff, and Students.

27.18.2. Sex Discrimination educational programming may address matters such as: a definition of what constitutes sex discrimination, the causes of sex discrimination, myths involved with sex discrimination, the relationship between sex discrimination and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the University sex discrimination policy, how to file charges within the University, its conduct system, and/or with the local police department, men's issues and sexual assault, and campus community resources to assist both the complainant and the respondent.

27.19. Acts of Violence Defined by Violence Against Women Reauthorization Act 2013 (VAWA).

The Clery Act, as amended by VAWA, defines new crime categories of domestic violence, Dating violence, and Stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

27.19.1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"

27.19.2. "Dating violence" means "violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate sexual nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship"

- 27.19.3. **“Stalking”** means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.”

28. STUDENT RECORDS

FERPA affords Students certain rights with respect to their education records. They are:

28.1. **The right to inspect and review the Student’s education records.**

Students should submit to the University Registrar, a dean, head of the academic department, or other appropriate University Official, written requests that identify the record(s) they wish to inspect. Access will be provided within thirty (30) 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.

28.2. **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.

28.3. **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.

28.4. **Another exception is where FERPA permits the University to disclose certain information (“Directory Information”) without the Student’s consent.**

“Directory Information” is information which is publicly available and includes the following information: student’s name, addresses, telephone numbers, college, curriculum, and major field of study, class level, date of birth, dates of attendance and full- or part-time status, eligibility for membership in registered University honoraries, degrees, honors, and certificates received or anticipated; for students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percent time of the appointment; weight and height if the student is an athletic team member; participation in officially recognized activities and sports; and institutions previously attended. All other information, including grades, class schedules, tuition charges/fees, grade point average, etc. is confidential and the access is restricted to those persons or agencies defined in FERPA. 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.

In order to request release of information and/or records, Students must submit a completed Student Information Release Form. Release forms are available in the Office of the University Registrar.

If a Student does not wish to authorize the release of Directory Information, the Student must inform the Office of the University Registrar in writing. Restricting the release of Directory Information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify the Student's enrollment, or to verify the fact that the Student has earned a degree from California Baptist University, and California Baptist University cannot notify the Student's home town paper about awards and honors the Student received (e.g., Dean's list).

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 is accurate and complete.

29. TOBACCO POLICY

Possessing, using, or being under the influence of tobacco products or other substances that are smoked/inhaled to produce any effect is not permitted on 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).

30. 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 duly authorized University Officer.

Students may not under any circumstances use the name "California Baptist University" in any form or use any trademark, symbol, logo or graphic used in any form by or associated with California Baptist University alone or together with the name "California Baptist University" which in the University's sole and absolute discretion is likely to cause confusion with any of the University's name, trademarks, symbols, graphics and logos without first obtaining the prior written consent of the Vice President for Marketing and Communication or another duly authorized University Officer.

Unauthorized use of the name "California Baptist University" or any other trademark, symbol, logo, or graphic used in any form by or associated with the University is a violation of University Policy and violators are subject to Judicial Action in addition to possible legal action.

31. VEHICLE CODE, BICYCLE OPERATION, & PEDESTRIAN REGULATIONS

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

31.1. Statement of Policy.

31.1.1. 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:

- a. Obey applicable portions of the CVC;
- b. Obey University policy, rules, and regulations;
- c. Obtain, read, and abide by the CUBVC;
- d. Pay all fees and fines assessed for violations of the CUBVC;
- e. Resolve all related CUBVC appeals and disputes via the CUBVC Appeals Process as stated in "Section 8 – Appeals" of this code;
- f. 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;
- g. 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.

- 31.1.2. 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.
- 31.1.3. 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.
- 31.1.4. 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.
- 31.1.5. 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.
- 31.1.6. 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.

31.2. Vehicles and/or Persons Subject To This Code.

- 31.2.1. 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.
- 31.2.2. 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.
- 31.2.3. Persons walking upon or across any University owned or operated sidewalk, roadway, or parking lot.

31.3. Registration and Permits.

- 31.3.1. Vehicles operated on University roadways or other property must be registered with the Department within forty-eight (48) hours of first appearance on campus. Permits are available at no cost from the Department.
- 31.3.2. Permits will not be issued without a valid CBU Card and/or confirmation of enrollment.
- 31.3.3. 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.
- 31.3.4. Parking permits are non-transferable; permits may not be transferred from one vehicle to another.
- 31.3.5. Permits are of four (4) general 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. Resident permits may require that the permitted vehicle(s) be parked in a specific parking lot. Resident permits are also valid in any general use parking area unless restricted by sign;
 - c. Staff and Faculty – issued to members of the University staff and Faculty to permit parking in specified parking areas;
 - 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 the area for which they are issued.
- 31.3.6. Issuance of a parking Permit does not guarantee availability of a parking space.
- 31.3.7. Bicycles must be licensed within forty-eight (48) hours of first appearance on campus.
- 31.3.8. 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.

31.4. Rules of Operation.

Any person who operates any vehicle of any type whatsoever upon the property of California Baptist University shall:

- 31.4.1. Obey all applicable laws of the State of California, City of Riverside, and the regulations of the CBUVC at all times.
- 31.4.2. Maintain and display current registration for the vehicle's state of residence at all times.
- 31.4.3. Obtain and display the applicable permit/license for the vehicle from the Department.
- 31.4.4. Immediately apply for and obtain the applicable permit/license for the vehicle upon issuance of the first citation giving notice that such permit/license is required. This violation may be sanctioned in addition to the general requirement in paragraph 31.4.3.
- 31.4.5. Obey all posted signs and painted markings regulating movement and/or parking of vehicles at all times.
- 31.4.6. Operate the vehicle only on roadways designated for vehicular travel.
- 31.4.7. Abstain from operating a gas-powered motor vehicle or any gas-powered bicycle, skateboard, scooter, or other conveyance upon any sidewalk, pedestrian walkway or path, in any landscaped area, or within any building. This prohibition does not apply to a motorized wheelchair or mobility device manufactured by a commercial maker and intended solely to assist handicapped/disabled persons.
- 31.4.8. Travel at a speed safe for conditions but never faster than fifteen (15) miles per hour on any vehicle roadway or at a lower speed as posted within any University-owned parking area.
- 31.4.9. 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.
- 31.4.10. Enter or exit parking lots only at designated entry/exit roadways.
- 31.4.11. 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.
- 31.4.12. 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.
- 31.4.13. 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.
- 31.4.14. 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.

31.5. Stopping, Standing, and Parking.

- 31.5.1. 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.
- 31.5.2. Authorized markings: Parking spaces are designated by the University through a combination of signs and/or painted markings.
 - a. Red curbs designate areas where stopping, standing, or parking is prohibited.
 - b. Red curbs with accompanying print on curb or sign stating "Fire Lane" designate areas where, stopping, standing, or 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.

31.5.3. 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.

31.5.4. 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 space 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 (2) or three (3) 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, or time-limited space without regard to any time limit applicable thereto.

31.5.5. 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 park in any area designated by sign or red curb as "No Parking."
- c. No vehicle shall stop, stand, or 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 space designated for “Visitor Parking” unless the person operating and/or in control of that vehicle is conducting business with the University and is not a Student, Faculty member, staff member or contract employee.
- i. No vehicle shall stop, stand, or park in any space designated by signs and/or markings for the use of handicapped/disabled persons unless that vehicle displays a valid handicapped/disabled placard, license plate(s), and/or stickers issued by any state, province, or other recognized political jurisdiction authorizing the parking of such vehicle.
- j. No vehicle shall park in any parking lot where the parking of that vehicle or class of vehicles is restricted by type of permit or signage.
- k. 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.

31.5.6. 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 be 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 ten (10) nor more than thirty (30) calendar days.

31.6. Other Offenses.

- 31.6.1. 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 (5) 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 (5) 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 (3) or more alarm activations, regardless of duration of the individual activations, during any continuous twenty-four (24) hour period is deemed to be a nuisance and is subject to citation and/or towing at the vehicle owner’s expense.
- 31.6.2. Any vehicle not displaying evidence of current registration for the state, province, or political jurisdiction of residence, appearing to be abandoned, inoperable, undergoing repair, 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.
- 31.6.3. 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.
- 31.6.4. Any vehicle stopped, standing, or parked in such a manner as to obstruct entrance to or exit from, or the free flow of other vehicles within or upon any parking area, aisle way, or roadway is deemed a traffic hazard and is subject to citation and/or towing at the vehicle owner’s expense.
- 31.6.5. No person shall place, deposit, dump, or spill any refuse, garbage, debris, or hazardous or other material upon the grounds of the University, except in designated receptacles.

- 31.6.6. 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 Safety Services. Containers placed in violation of this section will be removed and the costs of removal billed to the person responsible for the placement.
 - 31.6.7. No person shall walk upon or across any roadway or parking lot where sign(s) and/or pavement marking(s) prohibit such act(s).
 - 31.6.8. No person shall walk on or across any roadway, whether or not pedestrian traffic is permitted in such area, unless it is safe to do so. As used in this subsection, "safe to do so" means there are no vehicles approaching within such close proximity to the pedestrian that emergency stopping measures or other evasive actions are necessary to avoid striking the pedestrian.
- 31.7. Citable Offenses.**
- 31.7.1. Citations may be issued to any vehicle or person who violates a rule, regulation, or policy of the CBUVC.
- 31.8. Fines, Fees, & Penalties.**
- 31.8.1. Fees, fines, and penalties are established by the University and are not governed in any way by the Department.
 - 31.8.2. The University may, at its sole discretion, increase by fifty percent (50%) the fine assessed against any Student who receives, or whose vehicle is the subject of, three (3) or more citations, whether repeat offenses or not, issued pursuant to the CBUVC within any period of six (6) consecutive months. Additionally, the University may, at its sole discretion, suspend the driving and/or parking privileges of such persons.
- 31.9. Appeals.**
- 31.9.1. 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 University Card Services Office, within five (5) business days of issuance of the citation.
 - 31.9.2. Appeal forms may be obtained from the University Card Services Office or the Department during regular business hours.
 - 31.9.3. 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.
 - 31.9.4. 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 will not withdraw, cancel, adjust, or otherwise interfere with the established processes.

SPIRITUAL LIFE

32. PHILOSOPHY AND GOALS

The purpose of the Office of Spiritual Life is "Investing in lives to develop followers of Jesus". Every Student, regardless of his or her level of commitment to Christ, is encouraged to participate in the various 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 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.

33. 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.

34. 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, or serving the local community in various ways gives Students the opportunity to make a difference in the lives of others for the sake of the gospel.

35. DISCIPLESHIP MINISTRIES

Discipleship Ministries creates opportunities for Students of California Baptist University to grow in their relationship with Christ by offering access to discipleship and mentoring through one-on-one discipleship, small groups, conferences, programs, and other events that encourage spiritual growth. The primary discipleship structure is Challenge, an intentional discipleship process based in small groups called "Tribes." Tribes meet weekly and focus on reading and applying scripture in community.

36. CHAPEL

The California Baptist University community gathers regularly for worship, fellowship, personal development, and spiritual formation. 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 a University Officer, members of the campus community are recognized for notable accomplishments during Chapel. 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 Community Life Office.

36.1. Purpose and Intent of Chapel. In respect to the purpose and intent of Chapel, Students are expected to:

- 36.1.1. participate in corporate singing and worship, listen to instruction and speaking from the stage, and abstain from sleeping;
- 36.1.2. abstain from the use of mobile phones, computers, tablets, and other electronic devices that are not directly related to the Chapel program (e.g. Bible software, note taking);
- 36.1.3. abstain from engaging in personal conversations and/or activities which may distract others;
- 36.1.4. abstain from consuming food at Chapel locations;
- 36.1.5. abstain from studying or reading class notes, magazines, and other literature not directly associated with the respective Chapel program.
- 36.1.6. 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.
- 36.1.7. Two (2) or more occurrences of disruptive behavior will result in an automatic failing grade in Chapel for the semester.
- 36.1.8. The consequences for Violation of the any of the above may result in the following:
 - First offense - warning and loss of credit for Chapel attendance;
 - Second offense - failing grade in Chapel for the respective semester.

36.2. Attendance. Varying Chapel programs are scheduled throughout each semester. Attendance is required of traditional undergraduate Students enrolled in seven (7) or more units. Students who receive a passing grade in the CBU Chapel program for eight (8) semesters may apply for a waiver from Chapel requirements. The day and time Students attend Chapel is dictated by class schedule. Special Chapel services are occasionally held at other times. Students must attend the Chapel section in which they are enrolled in order to receive credit.

- 36.2.1. Students are required to acquire a minimum of fifteen (15) credits to pass Chapel each semester. Because illnesses, emergencies, or work will occasionally interfere with a Student's ability to attend Chapel, the total number of Chapels scheduled each semester will exceed the minimum number required to allow Students to miss Chapel on occasion, when necessary.
- 36.2.2. Students are responsible to monitor personal attendance records throughout the semester.

- 36.2.3. The Office of Spiritual Life maintains official Chapel attendance records and posts attendance for viewing by Students on InsideCBU on the “Life@CBU” page.
- Attendance discrepancies must be reported within thirty (30) calendar days of the Chapel date in question or credit will not be issued.
 - Students should report discrepancies to the Office of Spiritual Life either in person or by emailing chapel@calbaptist.edu.
 - Reported discrepancies exceeding three (3) or more Chapel dates will be forwarded to the Chapel Committee for review.
- 36.2.4. Only one (1) Chapel credit is granted for any given Chapel program/date. Students who attend a regular Chapel program in person and also complete the required work for the same Chapel through the Alternative Chapel Program (see below) will receive only one (1) Chapel credit.
- 36.2.5. Chapel credit is available only for official Chapel programs. Official Chapel schedules are available through InsideCBU and Blackboard.
- 36.2.6. Students enrolled in regular Chapel must attend the Chapel section in which they are enrolled and will receive a maximum of one (1) Chapel credit per day regardless of the number of Chapels attended in a single day.
- 36.2.7. In order to receive Chapel credit, Students must present a valid CBU Card at the time of arrival.
- Students who are unable to present a CBU Card may sign in to receive credit a maximum of two (2) times per semester.
 - Students experiencing technical issues with their CBU Card may sign in to receive credit a maximum of two (2) times per semester.
- 36.2.8. Students who fail to meet Chapel attendance requirements are provided the opportunity to make up one (1) Chapel each semester.
- 36.2.9. 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).
- 36.2.10. Students who arrive at the designated Chapel location later than five (5) minutes after the official chapel start time will not receive credit for the respective Chapel.
- 36.2.11. Students who depart from a Chapel service prior to the official conclusion will not receive credit for the respective Chapel.
- 36.2.12. 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.
- 36.2.13. 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.
- 36.3. Alternative Chapel Program.** The Alternative Chapel Program (ACP) is an online Chapel program 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 (1) Chapel credit is granted for any given Chapel program. Students who attend a regular Chapel program in person and complete the required work for the same Chapel program through the Alternative Chapel Program will receive only one (1) 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 this Student Handbook. All applications are approved or denied by the Director of Chapel based on the criteria listed on the application form.
- 36.4. 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 or via email to the Chapel Mailbox (chapel@calbaptist.edu). Appeals dealing with credit denied for a specific Chapel must be submitted within five (5) business days of receipt of notification. Appeals dealing with course outcome (the semester grade issued for Chapel) must be submitted within ten (10) business days after semester grades have been posted by the University. Appeals are adjudicated by the Chapel Committee. With the exception of appeals related to judicial matters, decisions rendered by the Chapel Committee are final.

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

37. 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, attend weekly corporate worship, and participate in other ministry and fellowship activities so that they might grow in faith and manifest 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.

38. MOBILIZATION

Students are encouraged to seek opportunities to participate in the “Great Commission” (Matthew 28:19-20) so that they might gain a global vision for the cause of the gospel and gain cross-cultural experience through service learning. Participation in the programs listed below is open to California Baptist University Students who meet participation 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 Mobilization area of the Office of Spiritual Life and takes place during the fall semester.

38.1. 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 (3) 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 fifty (50) countries since 1997.

ISP sites have included the following countries/regions:

Argentina	2008, 2011	Mexico	2008-2009
Australia	1998-2003	Middle East	2004, 2008-2011
Austria	2007	Netherlands	2009
Belgium	2010	North Africa	2010-2012
Belize	1999-2003, 2007	Pacific Rim	2010-2012
Brazil	2005, 2010-2012	Panama	2008-2009
Canada	2008-2010	Philippines	2009-2013
Central Africa	2003-2005, 2010, 2013	Poland.....	2015
Central Asia	2001-2015	Romania	2008, 2010
Costa Rica	2011	Russia	1997-2002, 2008-2015
Czech Republic	2013	Rwanda	2006-2011
East Asia	1997-2015	Saint Vincent	2007
Ecuador	1997-1998	South Africa	2012-2013
Finland.....	2012-2014	South Asia....	2000-2001, 2004-2008, 2010-2015
France	2009-2014	Southeast Asia	2001-2015
Germany	2003-2009, 2015	South Korea	2008-2009
Greece	2004, 2011-2014	Spain	2002, 2010-2015
Honduras	2007-2008	Suriname	2004
Italy	2001-2002, 2013-2014	Switzerland	2008
Japan	1998, 2003-2015	Thailand	2007-2010, 2013-2015
Kenya	1998-2001	Uganda	2009-2012
Kosovo	2013-2015	Ukraine	2007-2009
Malawi	2005	United Kingdom	2005-2015
Mali	2002	Zimbabwe	2013

38.2. 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 ten (10) days during the 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 ten (10) states since being established in 2006. USP sites include the following:

Alaska	2009-2012	Maryland	2009-2015
California	2008	New York	2009-2015
Hawaii	2009	Utah	2007-2009
Illinois	2010-2013	Virginia	2015
Louisiana	2006-2007	Washington	2010

38.3. 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 (8) weeks during the summer months. Ministry focus varies depending on the outreach strategy of the selected area(s). SOS was established in 2010 and has included the following countries/regions:

Central Africa	2013	Japan	2010
East Asia	2010-2012, 2014-2015	South Asia.....	2013-2015
Middle East	2010	Southeast Asia.....	2015

INTERCOLLEGIATE ATHLETICS

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

California Baptist University became an active member of the National Collegiate Athletic Association (NCAA) Division II in July, 2013. Within the NCAA, the Lancers compete in the Pacific West Conference (PacWest), which is comprised of thirteen (13) colleges and universities. In order to be eligible to participate in the California Baptist University Intercollegiate Athletics program, Student athletes must meet all NCAA and/or PacWest eligibility requirements and rules for competition.

39. INTERCOLLEGIATE SPORTS

The intercollegiate sports programs sponsored by California Baptist University are as follows:

<u>Men's Programs</u>	<u>Women's Programs</u>
Baseball	Basketball
Basketball	Cheerleading
Cross Country/Distance Track	Cross Country/Distance Track
Golf	Golf
Soccer	Softball
Swimming & Diving	Soccer
Volleyball	Swimming & Diving
Water Polo	Volleyball
Wrestling	Water Polo

40. 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:

- 40.1. Harassing, heckling, or annoying players, officials, or others;
- 40.2. Making derogatory comments regarding or directed at player officials, or others;
- 40.3. Throwing or placing objects on a playing surface/field;
- 40.4. Interfering with the course of an athletic event;

40.5. Not adhering to event management instructions.

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 CBU Card. Otherwise, admission is \$7 for adults and \$5 for students who attend another school and possess a current student identification card. Alumni and senior citizen admission is \$3 with a valid Alumni Card. Children under twelve (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 Athletics website (cbulancers.com) or contact the Athletic Office at 951.343.4318.

41. UNIVERSITY COLORS

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

42. 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, an Assistant Dean of Students (or designee), and ASCBU president collaboratively conduct the process of selecting two (2) primary and two (2) alternate/assistant Students to serve as the Lancer Mascot.

42.1 Eligibility. Students who serve as the Lancer Mascot must:

- 42.1.1. Possess and maintain a cumulative GPA of 2.0 or above;
- 42.1.2. Be enrolled at California Baptist University;
- 42.1.3. Be in good standing with California Baptist University. Students who are on academic probation, upon whom Sanctions are imposed, and/or placed on judicial probation, are ineligible to serve as the Lancer 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

The following resources and facilities are provided for members of the campus community.

43. ACADEMIC ADVISING

The Office of Academic Advising assists Students with course registration, degree planning, graduation checks, program changes and various academic appeals. Academic Advising works in cooperation with both departments and other Student support offices to ensure the best possible assistance is provided to Students navigating their program of study. Advisors are available by appointment, walk-in, chat, email, or phone.

44. ACADEMIC COMPUTING

The University provides various computer labs to facilitate Student learning. There are two computer labs for general use along with various other computer classrooms. Regardless of the location, no files are to be saved on University-owned computers. The University is not responsible for missing files/data. Food and/or drink is not permitted in computer labs and computer classrooms.

The general use computer labs are located in the Annie Gabriel Library and Yeager Center B114. The following apply to lab use:

- 44.1. A valid CBU Card must be presented upon entrance.
- 44.2. Noise must be kept to a minimum and phone calls must be taken outside.
- 44.3. Computer classrooms are intended for instructional purposes only. The following apply to classroom use:
 - 44.3.1 Students are not permitted in computer classrooms without supervision of authorized CBU personnel.
 - 44.4.2 Computer equipment and/or furniture may not be moved without prior authorization by the ITS Help Desk.

45. ACADEMIC SERVICES

Academic Services is a Student's one-stop-shop for a variety of academic needs and resources. Academic Services includes CBU's Academic Success Center (ASC) and the Disability Services Office.

45.1. Academic Success Center. The Academic Success Center offers tutoring, testing, peer mentoring, workshops, and study support services to Students. The ASC also works in partnership with such programs as athletics, music, and international programs to assist Students in meeting academic goals while participating in such programs. ASC staff assists Students in developing an individual academic success plan, which may include the following: midterm progress checks, regular study time in the ASC, tutorial services, or participation in a peer mentoring program.

The Academic Success Center provides cost-free tutoring assistance for all Students requiring support in their academic programs. Peer tutors are available by appointment, during scheduled hours, and on a walk-in basis for all lower-division subjects, including math, science, social sciences, and writing. Services in the ASC are available to all CBU Students.

45.2. Disability Services. The Disability Services Office is committed to providing support services to achieve equal access to the education experience. Disability Services (DS) approves and coordinates accommodations and services for students with documented disabilities to help students acquire skills essential to achieve academic success. Services could include note taking, extended testing time, a quiet testing environment, academic support, and auxiliary aids, i.e., Interpreter, readers/scribes for exams, assistive technology, and textbooks in alternate format. Other resources offered by Academic Services include Academic Appeals, Study Abroad, and the Alpha Chi National Honor Society.

46. ANNIE GABRIEL LIBRARY

The staff, resources and services of the Annie Gabriel Library enhance the quality of the academic experience available at California Baptist University by meeting the research and information needs of its Students. In addition to the more than 300,000 books (including 190,000 eBooks) in its collection, the library currently subscribes to more than 250 print journals and 83 online databases that together provide access to several million journal records. Students can access books, journals, reference resources, DVDs, videos and music through the OneSearch discovery tool, which is available along with many other resources and services through the library web page (calbaptist.edu/library). The Annie Gabriel Library houses 40 computer work stations, a video viewing room, two (2) reservable group study rooms, and provides access to the campus wireless network. In addition to participating in local, regional and national information networks that increase resource-offerings to the CBU community through its interlibrary loan programs, the Annie Gabriel Library houses special collections and archives devoted to Southern Baptist History, Holocaust Studies, Hymnology and CBU History.

46.1. Research Assistance. Reference librarians are available to assist Students who need to find information resources for class assignments and research projects. Librarian contact information is available on the library web page, or ask for research help at the library front desk.

46.2. 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 collection. Students can submit interlibrary loan requests online (via the library website), using the CAMINO service located there.

46.3. IEALC Card. The IEALC (Inland Empire Academic Libraries Cooperative) Card is available to Students at the library's front Desk. This card provides Students the opportunity to visit a number of local universities and colleges and borrow books from their collections.

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

- Reference, Journals, and interlibrary loans for journal articles - Reference and Serials Librarian
- General research assistance – Instructional Services Librarian
- Help with electronic resources and related research - Digital Services Librarian
- Overdue, lost, or missing material and fines - Access Services Manager
- Reserves, renewing borrowed materials, and interlibrary loan for books – Library Services Assistant
- General questions and concerns – Director of the Library

47. AQUATICS CENTER

The Aquatics Center provides a recreational swimming area, diving area, and thirteen (13) lanes for competitive swimming. The Aquatics Center is equipped with separate men's and women's locker rooms and showers that are accessible during non-practice times. Swimming hours are posted at the beginning of each month.

The Aquatics Center also provides an age group swim team and swim lessons.

Use of the Aquatics Center pool is not permitted without a University-approved lifeguard on duty. Violators are subject to Judicial Action.

47.1. Eligibility. One (1) of the following eligibility requirements must be met in order to use the Aquatics Center:

47.1.1. A current Student, Faculty member, or staff member with a CBU Card.

47.1.2. An immediate family member (dependent, parent, sibling, or spouse) of a current Student, Faculty member, or staff member. Dependents under the age of sixteen (16) must be accompanied by an adult.

47.1.3. Alumnus with current Alumni Cards

47.1.4. An immediate family member (dependent, parent, sibling, or spouse) of an alumnus are charge a fee of \$3 per visit.

47.2. Guests. Guests of Students, Faculty, staff, or alumnus who do not meet Aquatics Center eligibility requirements are charged a fee of \$3 per visit. Swim day use fee information is available in the Aquatics Center Office.

47.3. Fees. The regular single day use fee for guests who do not meet Aquatics Center eligibility requirements are:

Adults (18+) - \$5

Teens (13-17) - \$4

Children (3-12) - \$3

47.4. Recreational Swimwear.

47.4.1. For females, swimwear must be a one-piece or tankini-style suit that covers the cleavage, bust, and midriff areas. Thong, g-string, and high French-cut styles are not acceptable.

47.4.2. For males, swimwear must be "boxer" style suits with at least a five (5) inch inseam and a nylon or mesh liner.

47.4.3. T-shirts worn over one-piece or tankini-style suits are permitted only in the shallow end of the pool.

47.4.4. As necessary, University personnel and/or the lifeguard staff will make decisions regarding compliance with the Swimwear Policy.

47.5. General Information.

47.5.1. A valid CBU Card must be presented upon entering the Aquatics Center.

47.5.2. In order to meet the needs of the campus community, the following Aquatics Center specialty hours have been established:

a. Open swimming (when no other events are scheduled);

b. Intercollegiate athletes only.

47.5.3. Only the designated individuals are permitted in the Aquatics Center during specialty hours.

47.5.4. Individuals must provide towels for personal use.

47.5.5. Aquatics Center Rules are posted at the Aquatics Center and printed copies are available in the Aquatics Center Office.

47.5.6. Failure to abide by Aquatics Center Policy or Aquatics Center Swimwear Policy will result in Judicial Action may include, but is not limited to, loss of Aquatics Center privileges.

48. CAMPUS DINING

California Baptist University is proud that Provider Contract Food Service (“Provider”), a local homegrown company with global appeal, provides 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.

48.1 General Information. Meals may be obtained at all campus dining locations using cash, Dining Dollars, LancerBucks, personal checks, American Express, Visa, MasterCard, Discover Card, and bank debit card. Information regarding meal plans is provided in the Meal Plan section of this publication.

48.2 Dining Options. Multiple meal plan options are available to residential and commuter Students. Five (5) on-campus dining locations provide a variety of food options ranging from cafeteria-style and cook-to-order to a just-in-time format. The hours of operation and menus for each dining location are available online at calbaptist.edu/dining. Individual meals may be purchased at all campus dining locations.

The Alumni Dining Commons (ADC) is the largest dining facility on campus and provides a variety of daily cuisines to choose from as well as an extended Brunch that is offered every Sunday. Visitors to the ADC can dine in an “all-you-care-to-eat format”. The highly trained culinary team artfully prepares “made-from-scratch” handcrafted authentic foods available at multiple stations. Choices range from a variety of themes and styles; from Comfort Classics to authentic Mexican, Indian, and other ethnic cuisines. Vegetarian options are also offered. Other foods provided include a variety of “made-to-order” fresh Sushi rolls as well as “grilled just for you” items like Cheddar Applewood Bacon Burgers. Daily offerings always include gourmet soups, fresh fruits, crisp salads, “made-to-order” waffles, delectable homemade baked-goods & desserts with plenty of sugar-free selections as well as 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.

All food and beverage must be consumed in the ADC and are not offered to go. However, Students may choose to finish one (1) of the following as departing from the ADC: an ice cream cone, a whole piece of fruit, or cookie. Removal of other food items and/or service items (plates, cups, bowls, silverware, etc.) from the ADC is not permitted.

Brisco’s Café is located in The Village @ CBU living area and 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 smoothies, and 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 addition to meals, Brisco’s Café offers snacks and sundries for purchase.

Campus Xpress is a campus convenience store located in the Evelyn Johnson Wing of the Billie and Eugene Yeager Center, with an external entrance that faces the Stamps Courtyard. Items available in the CX range from grab-and-go meals, healthy snacks, and cold beverages to energy bars, ice cream, and essential toiletries.

Chick-fil-A is located in the Yeager Center adjacent to Wanda’s Cafe. Featuring the Chick-fil-A menu of sandwiches, salads, wraps, shakes and sides. Modern indoor seating to hang out with your friends or plenty of patio dining for that outdoor experience.

El Monte Grill is located in Lancer Plaza and a nod to our roots in El Monte, California. Our food is deeply rooted in the history of California yet blended with modern flavors. Dine on handcrafted, built to order, burritos, tacos, salads and bowls. Plan to hang out with your friends in the ultra cool dining room or take your food to go.

Wanda’s is located in the Evelyn Johnson Wing of the Billie and Eugene Yeager Center. 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.

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. Requests for exceptions must be submitted to Vice President for Enrollment and Student Services, Dean of Students, or the Assistant Dean of Students – Student Services and approved by the director of food and beverage service.

49. MEAL PLANS

Meal plan participation is required of all Students residing in University-owned living areas designated for Traditional Students. Meal plan participation is optional for commuter Students and Students residing in other University-owned living areas. Meal plan requirements (minimums) for Students residing in University-owned living areas designated for Traditional Students are specified below.

Meal plans are purchased per semester and tracked electronically. Questions and concerns regarding the meal plan tracking program and requests for meal plan changes should be directed to the University Card Services Office.

49.1. General Information.

- 49.1.1. Meal plans consist of two (2) parts: Meal Swipes and Dining Dollars. Meal Swipes may be used to obtain a full meal. Dining Dollars may be used to obtain a full meal or individual menu items. Prior to obtaining food items, meal plan participants must designate the form of payment (Meal Swipe or Dining Dollars) to be used.
- 49.1.2. In order to obtain a meal, meal plan participants must present a valid CBU 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 CBU Cards.
- 49.1.3. Failure to present a valid CBU Card may result in denial of service.
- 49.1.4. Meals served at campus dining facilities are intended for Student and approved guest consumption only.
- 49.1.5. Students who remove service items, food, and/or conduct themselves in a disrespectful manner are subject to judicial action.
- 49.1.6. Health Department regulations prohibit bare feet and shirtless patrons in the Alumni Dining Commons, Campus Xpress, Chick-fil-A, Brisco's Café, El Monte Grill and Wanda's.
- 49.1.7. Meal Swipes may be used to obtain a meal at all campus dining locations except for Wanda's.
- 49.1.8. Meal Swipes may not be used for guests.
- 49.1.9. Meal plan participants may not exceed the number of Meal Swipes and/or Dining Dollars associated with their respective meal plan.

49.2. Meal Plan Availability. Meal plan participants may obtain meals when classes offered to Traditional Students are in session. Meal service is closed or has reduced hours during vacation periods. Specific dates of food service availability are indicated within the Student Planner section of this publication.

49.3. Meal Plan Options. Meal Plan participants may participate in the following plans, as determined by residential/commuter status:

- Plan A – 45 Meal Swipes & 50 Dining Dollars (*commuter students only)
- Plan B – 70 Meal Swipes & 50 Dining Dollars (*commuter students only)
- Plan C – 90 Meal Swipes & 100 Dining Dollars (*commuter students only)
- Plan D – 135 Meal Swipes & 150 Dining Dollars (*min. plan for residents)
- Plan E – 155 Meal Swipes & 200 Dining Dollars
- Plan F – 180 Meal Swipes & 200 Dining Dollars
- Plan G – 200 Meal Swipes & 250 Dining Dollars
- Plan H – 225 Meal Swipes & 250 Dining Dollars
- Plan I – 250 Meal Swipes & 250 Dining Dollars
- Plan J – 70 Meal Swipes & 50 Dining Dollars (*Summer Sessions Only)
- Plan M – 45 Meal Swipes & 50 Dining Dollars (*Summer Sessions Only)

Unused Meal Swipes and/or Dining Dollars do not “carry over” to the next semester and are not refundable.

The following are the minimum meal plans required of Students who reside in University-owned living areas designated for Traditional Students:

- Plan D (135 Meal Swipes & 150 Dining Dollars) – Fall and Spring Semesters
- Plan M (45 Meal Swipes & 50 Dining Dollars) – Summer Sessions

Commuter Students and Students who do not reside in University-owned living areas designated for Traditional Students may choose to participate in any meal plan offered.

Information regarding rates for meal plans is available in the University Catalog.

49.4. Dining Dollars is a convenient system that works on the similar principle as an ATM or debit card. Dining Dollars allows meal plan participants to use a valid CBU Card to purchase food and beverage items at campus dining locations.

49.4.1. In order to use Dining Dollars, a valid CBU Card must be presented and the person whose name and photo appear on the CBU Card must be present.

49.4.2. Dining Dollars balances do not rollover from semester to semester.

49.4.3. Dining Dollars are not transferable.

49.4.4. Cash withdrawals from Dining Dollars accounts are not permitted.

49.4.5. Dining Dollars may be used to purchase food items food and beverage items for guests.

49.5. 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.

49.6. Special Dietary Needs. The Provider culinary team is committed to offering nutritious, safe dining options as an integral part of daily menus. Most special dietary needs and food intolerances can be met upon request in our Campus Eateries.

Based on information made available by the U.S. Food and Drug Administration, the eight (8) most common allergens that cause 90% of allergic reactions are milk, eggs, fish, crustacea (shellfish), tree nuts, wheat, peanuts, and soybeans. Provider makes every attempt to identify the eight (8) most common allergens in food served at on-campus dining locations. While every effort is made to safely prepare and serve foods, there is always a risk of cross contamination of allergens or gluten since foods are prepared in large production kitchens at campus dining locations. Nutritional and ingredient information for items served is available upon request. The culinary team welcomes questions regarding any aspect of food preparation and/or use of dining facilities.

Students with food allergies or special dietary requirements should contact the University Card Services Office to request a Meal Plan Modification and/or Exemption Request form.

Prior to preparing individual meals that meet special dietary requirements, the Assistant Dean of Students – Student Services and Director of Food Services will review the information submitted and, if necessary, schedule a special diet consult and/or meet with the Student.

49.7. Sick Trays. In the event a meal plan participant experiences an illness that prevents a visit to any campus dining facility, the Student may make arrangements with a friend, roommate, or resident advisor to obtain a to-go meal. Individuals obtaining meals on behalf of an ill Student are required to sign in with a member of the food service staff, present his/her CBU Card, and present the ill student's CBU Card. In order to prevent the spread of illness, Students who experience flu-like symptoms should not visit any campus dining location.

49.8. 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, Chic-fil-A, El Monte Grill, and the Campus Xpress.

49.9. Travel Meals. The University provides meals for Students who are required to participate in University-sponsored trips (e.g. athletic away game, fine arts performance, etc.). In the event a to-go meal is provided to a Student at the time of departure from campus, the meal may be deducted from the respective Student's meal plan.

50. CAMPUS STORE

The Campus Store offers a wide range of merchandise and services. In addition to offering online Apple computer sales, books, and materials needed for courses, the Campus Store carries clothing and other items that bear the University insignia, stationery, greeting cards, and school/office supplies. Services available include gift wrapping and Bible imprinting. Merchandise may be purchased using cash, Lancer Bucks, personal checks, Visa, Master Card, Discover Card, bank debit card, or (if the Student qualifies) a Book Voucher issued by the Student Accounts Office. Book refunds are permitted as stated in the Campus Store 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 Campus Store each semester.

51. CAREER CENTER & STUDENT EMPLOYMENT

The Career Center serves as a connection between education and career by providing students opportunities and resources for professional development, networking, and experience. The goal of the Career Center staff is to provide opportunities for students to gain skills and experience necessary to excel in their respective professions and become effective servant-leaders for Christ upon graduation, both locally and globally.

The Career Center provides Students with varied opportunities for professional development, career exploration, as well as jobs and internships through programing that is both campus wide and major specific. Career Center staff conducts classroom presentations, workshops, seminars, and hold office drop-in hours to assist and instruct Students in their choice of academic major as well as their professional development. In addition, the Career Center assists Students with securing on-campus and off-campus employment.

The Career Center also provides the following resources:

- Individual career counseling and coaching, by appointment
- Internships Guidance and Readiness (presentations, consultations, and resources to attain internships available for credit and/or not for credit)
- Career and Internship Fairs and Networking Events
- LinkedIn Seminars
- CBU Career Connect – an Online Job Board that hosts:
 - On-campus job openings (see requirements below)
 - Internship openings
 - Off-campus part time job openings
 - Off-campus full time job openings, local and national (this service remains available to the student upon graduation)
 - Personalized résumé review service
 - Resource Library
 - Invitations and announcements for Career Fairs, workshops, and other events
- Focus 2 Career & Education Planning Solutions™ – An online career assessment tool which includes:
 - Interactive Career Analysis and Personal Career Toolbox
 - Detailed Occupational Analysis Reports
 - Workbook Portfolio Resource
 - Resume Tutorial
 - Summary Report of Career Assessment
- Optimal Résumé™ – an online program that provides:
 - Résumé/Cover Letter Builder
 - Mock Interview Video Prep
 - Website Builder
 - Video Résumé
- “What Can I do with this Major?” – an online tool that explores careers associated with academic majors
 - National labor statistics, job trends, and salaries

- Additional online resources (on the Career Center website) include Job and Internship databases

51.1. On-Campus Employment. Students must be registered for classes at California Baptist University in order to serve as an on-campus Student worker. Prior to employment, Students must complete and submit the following documentation to the Human Resources Office:

1. Student Application for Employment;
2. Payroll Authorization Form;
3. W4 Form;
4. I-9 (with supporting documentation);
5. Personal Data Sheet.

Each CBU department processes the Student-employee paperwork related to the staffing needs of the respective office/department. The Human Resources Office oversees employment compliance issues, and provides University-related employment information, while the Career Center serves as a resource to Students and departments to assist in the hiring process.

51.1.1. 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.

51.1.2. Students who work on campus during the fall and spring semesters must be enrolled during the respective semester.

51.1.3. While classes are in session during the fall semester, spring semester and summer sessions, domestic Students may not exceed a maximum of twenty-eight (28) hours of on-campus work during any given week without prior written approval.

51.1.4. In the event a domestic Student must exceed twenty-eight (28) hours of on-campus employment during any given week, the Student's supervisor is responsible for obtaining prior written approval from the respective vice president prior to scheduling the Student to work.

51.1.5. During vacation periods, Students may work on campus a maximum of twenty-eight (28) hours during any given week.

51.1.6. 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.

51.1.7. 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 (20) hours per week while school is in session;
- b. Student employment may be for part-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.

51.1.8. Students may work for more than one (1) department; however, the total number of hours worked may not exceed the limits indicated above (points 2, 5, 7a and 7b) limits. Students are responsible for monitoring their own work schedules and adhering to the prescribed hours-worked limits. Students who work more than the stated limits will be warned and risk termination, without the possibility of future employment at the University.

51.1.9. Student employment does not apply to individuals who are not registered for classes at California Baptist University, unless the individual has been accepted and intends to enroll in a graduate program during the next regular academic term. For those who are not registered or actively taking classes Student employment will not apply, unless the Student has been accepted and intends to enroll in a graduate program during the next regular academic term. Likewise, anyone on academic suspension does not qualify for Student work.

51.2. International Student Off-Campus Employment. International Students must receive an Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS) prior to beginning off-campus employment. Information regarding the EAD application and requirements can be obtained in the International Student Services Office.

52. CASHIER'S OFFICE / ATM MACHINE

Students may complete the following transactions in the Cashier's Office: payment of Student accounts, housing reservation fees, and fees related to classes and transcripts. Check cashing up to \$25 per day is also available. The Cashier's Office accepts 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.

53. 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 reserve equipment needed for classroom presentations and other events through the Conferences and Events Office with the approval of a staff or Faculty member. A Campus Facility Request form must be submitted and approved prior to use of facilities. In order to properly schedule events and equipment, Campus Facility Requests that include the use of equipment must be submitted a minimum of ten (10) business days in advance of the proposed date of use. Room-only requests must be submitted a minimum of three (3) days prior to the proposed date of use. Last-minute requests cannot be guaranteed.

Specific information regarding requests, equipment and room reservations, cost, and policies are available in the Conference and Events Office, on the CBU web page (calbaptist.edu/conferences), as well as through InsideCBU.

54. DINING DOLLARS

Dining Dollars is a convenient system that allows members of the campus community to use their CBU Card to purchase food and beverage items at campus dining locations. Dining Dollars, which work on the same principle as an ATM or debit card, can also be used at campus dining locations if a meal plan participant has used all of the meals associated with his/her respective meal plan during any given semester.

- 54.1. In order to use Dining Dollars, a valid CBU Card must be presented and the person whose name and photo appear on the CBU Card must be present.
- 54.2. Dining Dollars are not transferable.
- 54.3. Cash withdrawals from Dining Dollars accounts are not permitted.

55. DISABILITY SERVICES

Students who have qualified disabilities (including those related to on-campus housing) and wish to arrange the appropriate accommodations, in addition to the general academic support services coordinated by the Academic Success Center, must identify themselves to the Coordinator of Disabled Student 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 (3) 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 Disabled Student Services Office.

56. 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.

57. INFORMATION AND TECHNOLOGY SERVICES

Information Technology Services (ITS) provides and supports technology and services to the CBU community, collectively known as LancerNet. Support is available through the ITS HelpDesk and on the InsideCBU web portal for such issues as LancerMail (CBU email), anti-virus, login/passwords, wireless access, general troubleshooting, and internet use.

On student-owned equipment, ITS will assist with troubleshooting connectivity issues to the campus network (specific to the wireless network card/software and/or operating system configurations). Students are responsible for ensuring that the computer is in good working order and free from virus and other malware related software.

ITS HelpDesk can be reached at 951.343.4444 or ITHelpDesk@calbaptist.edu.

InsideCBU can be accessed at insidecbu.calbaptist.edu.

58. LANCERBUCKS

Is a flexible spending account that allows members of the campus community to use their CBU Card to make purchases from a variety of locations, including campus vending machines, the Campus Store, campus dining locations, and select local businesses.

Students and/or parents can deposit money into a Student's LancerBucks account. Deposits can be made with cash, check, online, or by credit card at the University Card Services Office.

- 57.1. In order to use LancerBucks, a valid CBU Card must be presented and the person whose name and photo appear on the CBU Card must be present.
- 57.2. Funds may be deposited to LancerBucks accounts in \$20 increments.
- 57.3. LancerBucks balances rollover from semester to semester, while a Student is enrolled at CBU.
- 57.4. LancerBucks are not transferable.
- 57.5. Cash withdrawals from LancerBucks accounts are not permitted.
- 57.6. Any LancerBucks balance remaining on account upon graduation, formal withdrawal, or expulsion from the University will be refunded after a LancerBucks Refund Request is received. LancerBucks Refund Request forms are available in the University Card Services Office.
- 57.7. Any requests for refund of balance will be first applied to any individual debts owed to the University.
- 57.8. In the absence of a Refund Request, accounts will be closed automatically three (3) years after a Student has left the University through graduation, formal withdrawal, or dismissal. Accounts closed in this manner will have funds forfeited to the state of California.

59. LANCERNET

California Baptist University owns and operates LancerNet. LancerNet, includes all computers, printers, network hardware, cabling, computer accounts, email accounts, Internet access, websites, software, video, telephone equipment, voice mail, cable/satellite television, and related technologies in support of education, research, and the academic development of members of the campus community

The LancerNet email system scans messages and documents transmitted through the network. Users should install anti-virus software on their local computer. California Baptist University is not responsible for any data loss, infection, or corruption of data through the use of LancerNet from a personal computer system.

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 apply to all University premises including, but not limited to, University-owned housing, offices, labs, the Annie Gabriel Library, classrooms, and remote access locations.

59.1. Acceptable Use.

- 59.1.1. LancerNet may be used only for University programs and legitimate activities:
 - a. The system may not be used by individuals for advertisement purposes, solicitation, or to sell or give away personal or University property.
 - b. LancerNet may not be used for commercial purposes or financial gain including, but not limited to, pyramid schemes or "multi-level or networking" opportunities.
 - c. All materials created using and/or stored upon LancerNet as part of University business become the property of the University. Gaining access to any such files without approval will result in Judicial Action.
 - 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 Associate Vice President of Technology.

- 59.1.2. 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.
- 59.1.3. 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 on the network in any way will result in Judicial Action.
- 59.1.4. 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 oneself from irresponsible or offensive behavior is a serious abuse and violation of University policy. Using identifiers of other individuals as one's own, constitutes both a violation of University policy and fraud.
- 59.1.5. When an account expires, any files or messages associated with the account may be deleted
- 59.1.6. Use of LancerNet to display antagonism toward groups, the Christian faith, University programs, the University, or University personnel is not permitted.
- 59.1.7. The use of network sniffers/monitors by individuals other than Information Technology Services personnel is prohibited.
- 59.1.8. The installation, configuration, and operation of servers or other services that place demand on LancerNet resources are the responsibility of the Information Technology Services. Such activity is not permitted without prior written approval from the Associate Vice President of Technology.
- 59.1.9. Use of domain names other than those defined by California Baptist University is not permitted.
- 59.1.10. LancerNet users are permitted to access internet resources with the understanding that some material may be inaccurate; additionally, some resources contain material that is deemed contrary to the prevailing standards of California Baptist University and is inappropriate. Access to inappropriate information is not permitted.
- 59.1.11. Threatening, sexist, racist, obscene, pornographic, or harassing material or messages may not be accessed, sent from, or stored on LancerNet.
- 59.1.12. The University reserves the right to delete information stored on LancerNet as deemed appropriate.
- 59.1.13. LancerNet users agree to refrain from acts that waste resources and prevent others from having broad access to LancerNet.
- 59.1.14. 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.
- 59.1.15. 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";
 - f. other transmissions designed to degrade, damage, disrupt, or access unauthorized information on LancerNet.
- 59.1.16. 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, change content, 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.
- 59.1.17. 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.
- 59.1.18. California Baptist University reserves the right to monitor all LancerNet activity which includes, but is not limited to, internet access and services.
- 59.1.19. All software residing on computers connected to LancerNet must be installed in compliance with the licensing agreement accompanying the software.
- 59.1.20. 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.
- 59.1.21. By using LancerNet, users agree to comply with the LancerNet Acceptable Use Policy in its entirety.
- 59.2. 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.
- 59.3. Illegal Downloading, Sharing, and/or Distribution of Electronic Material.** LancerNet may not be used to download, stream, share, and/or distribute any music, movies, images, and other digital, copyright-protected files without paying for them. Downloading, streaming, sharing, and/or distributing such materials constitutes 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 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 Association 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.
- 59.4. 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.

59.5. LancerMail. California Baptist University regularly uses email to correspond with Students and it is imperative to have accurate and reliable email addresses. When contacting Students via email, CBU will use only University-issued email addresses. Email accounts are provided automatically for all Students at the point of enrollment to the University. This will ensure email messages from University officials, staff, and Faculty are sent to Students via a valid address. Since official communication from the University is transmitted via LancerMail, Students are charged with knowledge of the information transmitted by the University to Students via LancerMail. Therefore, Students are encouraged to regularly logon to their LancerMail accounts to stay current and receive official correspondence.

59.6. 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 Twitter, Instagram, 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 privacy setting options that allow posted information to be accessed only 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 Student ID, 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 twenty (20) years from now.
 - d. Considering how “self-deprecating humor” looks to others.
6. Reporting harassing behaviors.
7. Periodically checking and deleting unwanted connections.

59.7. 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.

59.7.1. Subscription to voice mail services that are charged to University-owned phone numbers is not permitted.

59.7.2. 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 Safety Services Department.

59.7.3. 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.

60. LOST AND FOUND

Items that are lost or found should be reported to the Department of Safety Services. Generally, items lost or found within a University-owned housing facility may be reported to the respective Residence Hall Office.

61. SAFETY SERVICES

California Baptist University maintains a Department of Safety Services to enhance the safety and security of the campus community. In addition to staffing the Welcome Pavilion and patrolling school properties, the Department provides twenty-four (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 Safety Services Department at 951.343.4311. Other situations should be reported to the Safety Services Department immediately.

61.1. Community & Emergency Notification. The University has developed a multimedia system to immediately notify Students, Faculty, staff, and visitors of any emergency circumstance or serious situation 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 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. CBU Alert—a system capable of transmitting and delivering messages to all subscribed email and cellular telephone addresses on file with the University. All University-issued email 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. Parents and guardians of Students enrolled at CBU may be added through the Student's account.
3. LancerNet – information may be disseminated to all University-owned computers connected to LancerNet through "popup" warnings that appear on the screens and provide specific information on the circumstances.

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, email distribution is used to disseminate relevant facts and measures to be implemented or considered.

61.2. Missing Student Notifications. The University has established policies and procedures to assist in the reporting of any resident Student(s) believed to be missing, the on-campus investigation of such report(s), and the making of any necessary notifications to parents, law enforcement, or other entity as a result of such inquiry.

61.3. Information and Initial Notifications:

1. All resident Students have the option to designate a confidential contact to be notified if that Student is reported missing. The confidential contact may be a parent, guardian, or any other person that the student chooses to list.
2. In addition to the confidential contact described in this paragraph, in any case where a Student is believed to be missing and that Student is under the age of eighteen (18) years of age and not legally emancipated, the University will notify a custodial parent or guardian no later than twenty-four (24) hours after the time such student is determined to be missing.

61.4. Reporting Missing Persons. Any Student believed to be "missing" may be reported to a Residence Life official and/or the Department of Safety Services.

61.5. Investigation of Missing Persons.

1. Residence Life may conduct a limited inquiry to verify the information provided, however, will notify Safety Services as soon as practicable.
2. Safety Services will conduct a thorough review of all known information and pursue all relevant inquiry discovered during the investigation.
 - a. If the Student is located, the reporting person will be notified that the Student is accounted for and safe.
 - b. If the Student is not located, Safety Services will notify the Dean of Students who will make or cause to be made in a timely manner, all other necessary notifications including but not limited to, parent or guardian and the applicable law enforcement agency.

62. RECREATION CENTER

The Recreation Center is a state-of-the-art fitness and recreation facility. The Recreation Center offers members of the campus community a wide range of personal fitness and group exercise opportunities. This facility is equipped with a number of recreation features including a rock wall and bouldering area, a state-of-the-art cardio and weight room, racquetball courts, a gymnasium with basketball and volleyball courts, group exercise rooms, a rooftop track and soccer field, men's and women's locker rooms, and lounge spaces located throughout the facility.

62.1. Eligibility. In addition to having a current Recreation Center Liability Waiver on file, one (1) of the following eligibility requirements must be met in order to use the Recreation Center:

- 62.1.1. A current Student, Faculty member, or staff member.
- 62.1.2. A spouse of a current Student, Faculty, or staff member who has obtained a valid dependent ID card.

62.2. General Information.

- 62.2.1. A valid CBU Card must be presented upon entering the Recreation Center.
- 62.2.2. Equipment is available for single day use and is checked out on a first-come, first-serve basis. If equipment is damaged, lost, or stolen, the person who checked out the equipment will be assessed either a repair or replacement fee. A full list of available equipment and repair and replacement fees are available at the Recreation Center front desk.
- 62.2.3. Food, beverage, gum, and glass containers are not permitted in any Recreation Center activity area. Re-sealable, plastic, personal water bottles are permitted.
- 62.2.4. Photography and video recording including, but not limited to, the use of a camera, cell phone, and/or Google Glass™ or similar device, is not permitted in the Recreation Center. Exceptions must be approved by the Recreation Center Director.

62.3. Attire. As stated in the University Dress Code, members of the CBU community are expected to reflect modesty and appropriateness. The following items are prohibited in the Recreation Center:

- 62.3.1. Footwear with marking soles, open-toes or bare feet.
- 62.3.2. Metal cleats.
- 62.3.3. Jeans, cut-offs, clothes with rivets, or other clothing items that could potentially damage equipment.

The Rock Wall and Bouldering areas are strictly monitored and require a basic orientation and safety class prior to anyone using this feature. An individual who would like to use this feature must successfully complete a safety orientation program provided by Recreation Center staff. Harnesses, shoes, and chalk are also available to check out at the front desk.

The Recreation Center staff has authority in all decisions related to particular safety, potential facility or equipment damage, or noncompliance with facility guidelines or staff requests. This includes the authority to immediately modify, limit, or discontinue any activity. The Recreation Center staff reserves the right to refuse service to any participant who violates any policy or engages in verbal or physical abuse. An individual's failure to abide by the Recreation Center policies and directions of Recreation Center staff may result in a suspension of Recreation Center privileges as well as subject such individual to sanctions for violation of the Standard of Student Conduct as set forth in CBU's Student Handbook, and/or constitute grounds for discipline under the CBU Employee Manual, as the case may be.

63. REGISTRAR

The Office of the University Registrar maintains official academic records including course records, enrollment records, and transcripts.

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

64. 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 fees, 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 reservation fees, fines, and transcripts should be made in the Student Accounts Office or online through InsideCBU. California Baptist University accepts checks, travelers' checks, MasterCard, Visa, and Discover. Check cashing up to \$25 per day is also available.

Student charges are due and payable by the financial clearance deadline for all Students. Students choosing to remain enrolled past the last day to drop with refund are obligated to cover all tuition, fees, room and board charges incurred in accordance with the refund policy for 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 an approved payment option a hold will be placed on the Student account preventing release of diploma, transcripts, and future registration until the balance is paid with verified funds.

International, Special Admit, and Professional Development Students are required to pay their balance in full each semester by the financial clearance deadline; failure to do so may result in enrollment cancellation.

65. STUDENT FINANCIAL AID

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

Students who are selected for verification by the U.S. Department of Education must submit all requested documents to the Financial Aid Office a minimum of ten (10) business days prior to the end of the respective semester. Failure to complete the financial aid verification process may result in ineligibility to receive financial aid during the current and subsequent semesters.

65.1. Loss of Student Eligibility for Federal Aid due to Drug Conviction. Per the Higher Education Amendments of 1998, a Student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during a period of enrollment in which federal Student aid was received. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The Student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned.

Section 484^{*}, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows.

65.2. Suspension of Eligibility for Drug-Related Offenses. In general - A Student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:		
The possession of a controlled substance		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance		
Ineligibility period is:	First offense	2 years
	Second offense	Indefinite

65.2.1. Rehabilitation. A Student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

- a. the Student satisfactorily completes a drug rehabilitation program that
 - i. complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
 - ii. includes two (2) unannounced drug tests; or
- b. the conviction is reversed, set aside, or otherwise rendered nugatory.

65.2.2. Definitions. In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C.802(6)).

^{*}This subsection was added by section 483(f) of the Higher Education Amendments of 1998 (H.R. 6).

66. STUDENT HEALTH INSURANCE

California Baptist University contracts with UnitedHealthcare Student Resources to provide Student healthcare insurance. Requirements, eligibility, and cost related to Student health insurance are determined by Student enrollment status:

- 66.1. **International Students** (Graduate and Undergraduate) are required to enroll in the Student insurance plan.
- 66.2. **Traditional Students** enrolled for seven (7) or more units are automatically charged for medical insurance provided by the University, unless proof of medical insurance is submitted through the online waiver accessed at calbaptist.edu/healthinsurance. 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 of each academic year. Students who do not submit proof of medical insurance online by the deadline will be enrolled in the plan. Once a Student is enrolled, the charge is non-refundable. Students enrolled in less than seven (7) units are not eligible to enroll in the plan.
- 66.3. **Nursing Students** (Traditional, Graduate, and OPS) are required to have health insurance and are automatically enrolled in the student health insurance plan provided through the University. Nursing Students who have health insurance which is comparable to the plan offered through the University can choose to waive out of the plan offered through the University.
- 66.4. **Dependent Coverage** for spouse and children of Students enrolled on the plan is available for an additional cost. Contact Student Services Office or email ksmith@calbaptist.edu to enroll dependents.

Graduate Students, Students who are enrolled in the Online and Professional Studies Program, and part-time Students do not meet the eligibility and/or enrollment requirements specified by the health insurance plan through UnitedHealthcare Student Resources.

Information regarding Student health insurance may be accessed at calbaptist.edu/healthinsurance. Students who have questions regarding the Student health insurance plan after reviewing the information provided online, are encouraged to contact the Student Services Office for assistance.

67. STUDENT SERVICES OFFICE

The Student Services Division encompasses the offices of Academic Advising Career Services, Community Life, Dining Services, Enrollment Services, Intercollegiate Athletics, Leadership and Transitions, Safety Services, University Card Services, Recreational Programs, Residence Life, Spiritual Life, Student Government, and the Wellness Center. 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
- 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 (fliers, 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

68. THE POST

The Post serves as the campus mail center; specific hours of service are posted at the customer service window. In addition to sending U.S. mail, inter-office, and campus-resident mail, Students, Faculty, and staff may purchase postage stamps and services offered by Federal Express, and U.P.S. at The Post.

- 68.1. In order to obtain and maintain a campus box, Students must be enrolled, reside in University-owned housing, and possess a valid CBU Card.
- 68.2. Mail addressed to Students who reside in University-owned housing designated for traditional, undergrad Students is delivered to The Post.
- 68.3. Students who do not reside in on-campus housing are not eligible to be assigned a campus mailbox.

- 68.4. Two (2) Students are assigned to each post box. Post box assignment is done on a random basis.
- 68.5. United States Law prohibits tampering, destruction, or removal of the mail addressed to others.
- 68.6. 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

- 68.7. 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.
- 68.8. 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.
- 68.9. Official University correspondence addressed to Students is placed in assigned campus boxes.
- 68.10. 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).
- 68.11. 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 CBU Card.
- 68.12. Mass mailings (memos, fliers, etc.) consisting of five (5) 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.
- 68.13. Campus boxes must be completely closed and locked after each use.
- 68.14. 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 (1) year after a Student officially closes a campus box.
- 68.15. 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.
- 68.16. Fliers, 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 951.343.4203.

69. UNIVERSITY CARD SERVICES

The University Card Services Office Issues CBU Cards and manages ID Card-related access to campus-based services, resources, and other privileges granted to members of the Campus Community. The University Card Services Office manages meal plan programs (swipes and Dining Dollars), LancerBucks, and card access privileges. The Zipcar and U-Pass programs are also coordinated by the University Card Services Office.

69.1. CBU Cards.

Each California Baptist University Student is issued one (1) CBU Card at no charge. CBU Cards are not replaced each year and are non-transferable. CBU Cards are validated electronically each semester. In order for a CBU Card to be validated, a Student must be enrolled at California Baptist University. CBU Cards must be carried at all times and presented to University officials upon request.

In the event a Student temporarily misplaces a CBU Card, a temporary identification card may be obtained in the University Card Services Office. Temporary identification cards are valid for a maximum of three (3) days from the time of issuance. Students may obtain a maximum of two (2) temporary identification cards per academic year.

Campus events and locations requiring a CBU Card include, but are not limited to, the following:

- Alumni Dining Commons (for meal plan participants)
- Annie Gabriel Library
- Aquatic Center
- Athletic Events

- Brisco's Café (for meal plan participants)
- Campus Xpress (for meal plan participants)
- Chapel (for Students who desire Chapel credit)
- Chick-fil-A (for meal plan participants)
- Computer Labs
- Community Life Lounge (for equipment check out, etc.)
- El Monte Grill (for meal plan participants)
- Recreation Center
- Residence Halls (for equipment check out, etc.)
- University-owned Living Areas (for access purposes)

CBU Cards also may be presented at participating local businesses for Student discounts. Lost CBU Cards may be replaced for a \$10 fee.

69.2. Dependent Cards. California Baptist University may issue Dependent Cards to the dependents (spouse, son, or daughter) of Students, Faculty, and University Officials. In order to request a Dependent Card, members of the campus community must submit to the University Card Services a Dependent/Spouse Request.

69.2.1. Dependent Cards are not issued to individuals under 16 years of age.

69.2.2. Dependent Cards may be used to gain access to regular-season athletic events, the Aquatics Center, and the Annie Gabriel Library.

69.2.3. With the exception of spouses, Dependent Cards may not be used to gain access to the Recreation Center.

69.2.4. In order to gain access to University facilities, dependents under 16 years of age must be accompanied by a Student, Faculty, University Official, or a spouse who has been issued a Dependent Card.

69.3. Lost or Damaged Cards. Members of the Campus Community are encouraged to report issues (i.e. lost, damaged, malfunctioning, denial of approved access) related to CBU Card and/or Dependent Card use to the University Card Services Office.

70. U-PASS

Through funding jointly provided by the Associated Student Government and the University, CBU Students can ride buses operated by The Riverside Transit Agency (RTA) at no charge. Whether it is a local bus to class, work or the movies, or a CommuterLink express bus to the beach, CBU Students can present their CBU Card for unlimited bus rides - anytime RTA operates, anywhere RTA goes. For schedule and route information, visit the riversidetransit.com or contact RTA's Customer Information Center at 951.565.5002.

71. 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 California Baptist University Associated Student Government coordinates this effort.

72. WELLNESS CENTER

The California Baptist University Wellness Center is a Student-focused department that houses the CBU Health Center and the CBU Counseling Center. The goal of the Wellness Center staff is to provide effective health, wellness, and counseling services that promote academic and personal success.

72.1. Health Center. The Health Center is available to all members of the campus community. To help maintain a healthy campus environment, Students are encouraged to visit the Student Health Center at the onset of illness symptoms and other health-related concerns. Health Center staff can address most conditions that are treated in an urgent care facility.

The Health Center is operated in cooperation with Riverside Medical Clinic, who provides staffing and insurance billing services. In addition to accepting Student health insurance (UnitedHealthcare Student Resources) provided through California Baptist University, most PPO insurances and HMO insurances (that name Riverside Medical Clinic as their primary medical group) are accepted at the Health Center. Kaiser Permanente Health Plans are not accepted at the Student Health Center. The Health Center has reasonable walk-in rates for all CBU community members beginning at \$23. For Students, Faculty, and staff needing ongoing care and prescriptions for pre-existing conditions, it is recommended they visit their primary care physician.

The Health Center, located at 3510 Adams Street, is typically open while classes are in session, Monday – Friday from 8:30 am – 5:30 pm. Call 951.321.6520 to schedule an appointment. Appointments are required for all routine well- and/or preventative-services visits. Walk-ins are welcome.

- 72.2. Counseling Center.** The CBU Counseling Center offers a full range of counseling assistance as members of the campus community strive to become more effective, productive, and comfortable with University life. The primary mission of the Counseling Center is to provide professionally competent and personally compassionate care for Students, Faculty and staff. The goal of the Counseling Center is to provide services with a Christ-centered approach and biblically-focused world view.

Counseling is provided by well-trained Marriage Family Therapist interns and trainees. All counseling is provided under the professional supervision of fully licensed therapists. Issues that can be addressed with a counselor include, but are not limited to:

Addiction/Substance Abuse	Family Conflict
Anger	Grief
Anxiety	Identity/Self-Image
Depression	Life Transitions
Divorce	Relational

Counseling is completely confidential except where limited by law. These limitations include any plan to harm others or self along with issues of child and/or elder abuse.

The Counseling Center is available to Students, Faculty, staff, and immediate family members (dependents, parent, sibling, or spouse). Typically, appointments will be scheduled within one (1) week of initial contact. Walk-in appointments are available for urgent situations.

- 72.2.1 Contact Information.** Members of the campus community can contact the Counseling Center in-person, via phone, email, and/or the CBU website:

Call: 951.689.1120

Email: ccreceipt@calbaptist.edu

Website: calbaptist.edu/counseling

- 72.2.2 Online Screening.** Anonymous online screening for alcohol abuse, depression, bipolar disorder, eating concerns, anxiety, and Post-Traumatic Stress Disorder are available at calbaptist.edu/counseling/selfassessment.aspx. Online screening provides relatively immediate (within a few minutes) feedback/information regarding symptoms experienced and whether counseling might be beneficial. All screenings are completely confidential and free of charge.

73. ZIPCAR

California Baptist University partners with Zipcar, the world's leading car sharing network. Zipcar is a convenient car rental program that allows members to rent a car by the hour or by the day. Two Zipcars are assigned to the CBU campus and located in the Yeager Center visitor lot. Information regarding the Zipcar program is available in the University Card Services Office and at www.zipcar.com/universities/how.

COMMUNITY LIFE

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 Community Life Office plans and implements campus activities, recreational sports, educational programs, cultural programs, and seminars that reflect the Christian values of the institution.

The Community Life Office is supervised by the Assistant Dean of Students – Community Life who is assisted by various full-time professional staff, graduate assistants, and undergraduate Students who serve as interns.

Events sponsored by the Community Life Office are underwritten by fees paid by Traditional Students. Participation in activities sponsored by the Community Life 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 (2) tickets per event. Tickets may be purchased in the Community Life 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 Students enrolled for less than six [6] units, Online & Professional Studies Students, and Graduate Students) are eligible to purchase tickets at a discount rate during any semester during which the student has paid the optional \$62.50 activity fee.

74. 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, Residential, and Commuter Representatives), 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 (6) 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.

74.1. Executive Council. The ASCBU Executive Council consists of the executive president, executive vice president, vice president for finance, vice president for communication, and director for office affairs. 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.

74.2. Senate. The ASCBU Senate is comprised of undergraduate Students who serve as representatives for the following Student populations: Senior Class, Junior Class, Sophomore Class, Freshman Class, Residential Students, and Commuter Students. In addition to serving as representative for their respective constituency, senators meet as a body.

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

Classification # of Units

Freshman	0	–	29.9
Sophomore	30	–	59.9
Junior	60	–	89.9
Senior	90	+	

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/services and purchase a Senior Class Gift; funds may not be donated, given away, and/or used for activities that are not class-related.

- 74.3.1. Class representatives are responsible for seeking input from class members during the activity/event/services selection and planning process, addressing the diverse interests (i.e. athletics, fine arts, cultural) represented in each class, and encouraging class participation.
- 74.3.2. The per-person cost for each activity/event may not exceed the fee assessed to each Student during any given semester.
- 74.3.3. 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.
- 74.3.4. In the event a class partners with another campus organization (i.e. Community Life Office), the maximum amount the class may contribute to underwriting the event is one-half (1/2) of the amount of a Class Fee assessed to a Student during any given semester.
- 74.3.5. During the event planning process, class representatives must formulate a budget and verify availability of funding. Event budgets must include all related expenses (transportation, food, admission, etc.).
- 74.3.6. 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 ASCBU Executive Council, and the ASCBU advisor. Appropriateness and diversity of events is considered during the review and approval process.
- 74.3.7. Once an event has been approved by the ASCBU Executive Council and the ASCBU advisor, and the Community Life Office, class representatives must:
 - a. Provide adequate advertisement – announce events early (send email and/or direct mail; post fliers 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 twenty (20) business days for requisition processing (after receipt by the Accounts Payable Office).

The sum total of Class Fees that may be designated for giveaways for any given semester may not exceed \$375 (a maximum of \$750 per academic year), without prior written approval from the ASCBU Advisor. Giveaways must be associated with a class event/activity. Proposals to exceed this amount must be submitted in writing to the ASCBU Advisor.

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 (1) year after the respective class' graduation date are automatically returned to the University.

- 74.4. **Class Meetings.** Class representatives 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, class-specific topics should be discussed during meetings.

Class Representatives must create and submit an agenda, as well as a roster of meeting attendees, to the ASCBU Office within two (2) business days of each class meeting.

- 74.5. **Residential Councils** are Student-run residential organization 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.
- 74.6. **Commuter Council.** In addition to promoting unity among constituents, the Commuter Council is dedicated to encouraging campus involvement and addressing the needs of commuter Students.
- 74.7. **Elections.** Students seeking ASCBU Executive Council and/or Senate office must complete and submit to the Community 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 on InsideCBU and in the ASCBU Office.

Senate elections generally take place during the spring semester and senators serve during the following academic year, with the exception of the Freshman Class Representatives. Members of Senate are elected by members of the respective constituency. Freshman class elections take place by the third week of the fall semester. Freshman class representatives 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.

- 74.8. Operation Information.** In addition to being governed by the ASCBU Constitution, the Executive Council, Senate, and Judicial Board are required to 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.
- 74.9. Participation.** ASCBU Councils are encouraged to plan a minimum of two (2) approved activities each semester. Council members may fulfill this requirement by sponsoring class-wide or constituency-wide meetings and/or events that may or may not be open to other members of the campus community. Each ASCBU Council is required to participate in an annual review process conducted by the ASCBU Executive Council.

75. CAMPUS TRADITIONS

- 75.1. Campus Christmas Party** is the campus community's recognition of the onset of the Christmas season. This event features the Lighting of the Christmas Tree on the University's front lawn. This annual event is scheduled after Thanksgiving and is sponsored by ASCBU.
- 75.2. 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.
- 75.3. CBU Crazyies** is comprised of CBU Students committed to supporting Lancer athletics events. In addition to wearing matching t-shirts that display the Crazyies logo on game days, members support teams by attending athletic competitions and participating in cheers and chants.
- 75.4. Commencement Exercises** at California Baptist University take place during the fall and spring semesters. Parents and guests of degree candidates are invited to join the campus community in celebrating these occasions.
- Winter Commencement takes place during the final week of the fall semester. Spring Commencement takes place on the first Saturday of May. Commencement Ceremonies typically include a Student address, special music, commencement address presented by a guest speaker (who is selected by the University Administration), and conferring of degrees. Traditionally, a Senior Class Gift is presented during Spring Commencement.
- 75.5. Hooding Ceremonies.** Graduate Student commencement regalia includes a hood with a lining that reflects the official school colors of California Baptist University, blue and gold. In addition, the field of learning in which the Student's degree is awarded is shown by the color of the edging of the hood. Hooding Ceremonies are sponsored by Schools and Colleges prior to Commencement Exercises.
- 75.6. 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 (3) full-time Faculty Members for the honor of being named Faculty Member of the Year. The top ten (10) nominees are then placed on a single ballot and Students are provided with an opportunity to vote for one (1) 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 (5) 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.
- 75.7. 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.

- 75.8. Homecoming** at California Baptist University features Fortuna Bowl (men's and women's flag football championship games), class reunions, a variety of alumni-related events, and the introduction of a Homecoming Court, which consists of Mr. CBU, Ms. CBU, and Class Princes and Princesses. At times, a theme (e.g. specific era, historical event, etc.) is selected for Homecoming decor.
- 75.8.1. Mr. and Ms. CBU.** Two (2) graduating seniors (one [1] male and one [1] 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 (3) semesters
 - ◆ Exhibit campus involvement and school spirit
 - ◆ Demonstrate campus leadership and citizenship
 - ◆ Possess a minimum 2.5 cumulative GPA
- 75.8.2. Mr. and Ms. CBU Selection Process.** Each member of the Senior Class nominates (by casting ballots) a maximum of three (3) classmates for the honor of becoming Mr. and Ms. CBU. The top ten (10) nominees, five (5) males and five (5) females, are named as members of the Mr. and Ms. CBU Court. Prior to Homecoming, 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.
- 75.8.3. Prince and Princess Selection Process.** Freshman Class, Sophomore Class, and Junior Class members nominate (by casting ballots) a maximum of three (3) classmates for the honor of placement on the Homecoming Court as Class Prince and Princess.
- The top six (6) nominees, three (3) males and three (3) 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 be considered for nomination for Homecoming Court (King, Queen, Prince, and Princess candidates), Students must fulfill the following criteria:
- ◆ Exhibit campus involvement and school spirit
 - ◆ Demonstrate exemplary citizenship
 - ◆ Maintain Satisfactory Scholastic Standing (as defined in the University Catalog)
- In order to participate in Homecoming events, individuals selected as Homecoming Royalty (Mr. and Ms. CBU, Prince, and Princess candidates) must also agree to and abide by attire guidelines set forth by the Community Life 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 completed units completed will be selected.
- 75.9. Kugel Walk.** The Kugel is 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. It 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."
- During New Student Orientation, Traditional Students touch the Kugel as part of a Kugel Walk that signifies the beginning of their educational experience at CBU and their official recognition as Lancers. The Kugel plays a similar role for participants in other CBU activities such as International Service Projects. Most importantly, the tradition symbolizes each Student's commitment to live a life of purpose in accordance with his or her spiritual beliefs.
- 75.10. 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.
- 75.11. 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.

- 75.12. 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.
- 75.13. Recess** provides members of the Freshman Class and Sophomore Class with a diversion from homework. This event, which is held during the spring semester, includes food, games, and friendly competition between the classes.
- 75.14. 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 – Stamps Courtyard |
| 2010 | Outdoor Volleyball Court – located in front of Mission Hall |
| 2011 | University Place/The Village @ CBU Pedestrian Walkway |
| 2012 | Commuter Lounge – Located in The Cottages living area |
| 2013 | Rock Fountain – Recreation Center |
| 2014 | Stamps Courtyard Walkway & Seating Area |
| 2015 | Funding for food concept located in College of Allied Health |

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.

- 75.15. Senior Days** 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 event is held during the fall semester.
- 75.16. Staff Member of the Year.** Each spring, Students honor a full-time CBU staff member for exemplary service, dedication, and contribution to Student life. Each Student nominates (by casting a ballot) a maximum of three (3) full-time staff members for the honor of being named Staff Member of the Year. The top ten (10) nominees are then placed on a single ballot and Students are provided with an opportunity to vote for one (1) nominee. The Staff Member of the Year selection process is conducted simultaneously with the ASCBU Executive Council elections. Staff members are eligible to receive this honor once during any five (5) year (academic year) period. In the event of a tie, the staff member with the greatest number of years of service to the University will be selected.
- 75.17. 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.
- 75.18. Yule Festival** provides an opportunity for the student body to celebrate the Christmas season. This formal event features dinner and live entertainment.

76. 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.

- 76.1. Types of Clubs and Organizations.** CBU recognizes the following types of clubs and organizations:
- Academic:** those that are academic in nature, whose membership and eligibility requirements are governed by or associated with a CBU college or school and/or a local, state, or national body (e.g. Biology Club, Chemistry Club, School of Nursing Association, etc.).
 - Co-curricular:** those that are designed to address specific interests and/or are social in nature, whose membership and eligibility requirements are governed by the University (e.g. Ethnic Awareness Club, International Justice Mission, Investment Club, etc.).
- 76.2. Determination of Club and Organization Type.** Final determination of club and organization type is rendered by Community Life, based on the criteria indicated above.
- 76.3. General Information.**
- 76.3.1.** In order to obtain official University recognition, clubs must have an approved Club Application on file in the Community Life Office and be approved by the Student Services Office.
- Clubs that submit a Club Application before the "Last Day to Add a Class for Credit" are eligible for recognition during the respective semester/academic year, upon approval.
 - Review of Club Applications received after the "Last Day to Add a Class for Credit" of any given semester will be deferred until the following semester.
- 76.3.2.** Members of recognized Student organizations must be enrolled at California Baptist University.
- 76.3.3.** In order to be eligible to receive funding, existing clubs (those approved by the University) must submit an updated Club Application and Member Roster to the Community Life Office by the "Last Day to Add a Class for Credit" of the respective semester. Clubs that fail to submit an updated Club Application and Member Roster by the "Last Day to Add a Class for Credit" deadline will be not be recognized as an official University club and will not be eligible for funding.

- 76.3.4. Clubs that are Co-curricular in nature may request funds from the Community Life Office for events directly related to the club's purpose. In order to do so, an Event Proposal must be submitted to the Community Life Office a minimum of three (3) weeks prior to the proposed event.
- 76.3.5. The President and Advisor from each recognized club is required to attend an information meeting conducted by the Community Life Office each semester. Clubs that fail to have their President and Advisor attend such meetings may be subject to deactivation.
- 76.4. **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:
- 76.4.1. Attending a club advisor's meeting at the beginning of each semester;
- 76.4.2. Assist the club in identifying its goals;
- 76.4.3. Assist members and officers in clarifying areas of responsibility and related duties;
- 76.4.4. Become acquainted with University Policy as found in this publication;
- 76.4.5. Attend scheduled meetings regularly and/or maintaining regular communication with the respective club or organization officers;
- 76.4.6. Participate in major planning sessions, on-campus events, and activities;
- 76.4.7. 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.);
- 76.4.8. Review and approve club application, online event and fundraising requests, and other related documents;
- 76.4.9. Serve as a source of input and encouragement, and as a resource for problem-solving.
- 76.5. **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 Community Life Office.
- 76.5.1. Event Proposals must be submitted and approved a minimum of three (3) weeks prior to advertising or conducting an event.
- 76.5.2. Event Proposal forms are available online at InsideCBU. Event Proposals must be submitted by the club president and require the approval of the advisor and the Community Life Office.
- 76.5.3. Use of University facilities must be coordinated through the Office of Conference and Events. A CBU Facility/Equipment Request must be submitted and approved in order to secure facilities, after the event has been approved by the Community Life Office. Clubs will receive written notification from the Community Life Office regarding event approval and/or denial.
- 76.5.4. Posters may be produced electronically at the Copy Center and/or the ASCBU Office for a nominal fee. All posters and fliers must be approved and posted in accordance with the University posting Policy.
- 76.6. **Field Trips and Excursions.** Students participating in overnight events sponsored by clubs or organizations are required to complete and submit to the Community Life Office an External Activities Report, mileage report form, list of all participants, and a complete list of drivers and passengers. For events lasting more than one (1) day, an event itinerary must also be submitted. Emergency Information forms are available in the Community Life Office and online at InsideCBU. International travel is not permitted.
- 76.7. **Finances.** Club and organization funds are monitored by the Community Life Office and 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, an Event Request must be submitted.
- 76.7.1. Clubs and organizations that are academic in nature are encouraged to primarily seek funding from the school or college and/or a local, state, or national body with which they are associated. Additional funding may be requested from the Community Life Office.
- 76.7.2. Clubs and organizations that are Co-curricular in nature and meet all operational requirements defined by the University may be eligible to receive funding through the Community Life Office.

- 76.8. Expenditures.** A copy of documentation (meeting minutes, current member roster, event marketing, event proposal, 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 approve this documentation. Co-curricular Clubs may submit to the Community Life Office cash request for event expenditures less than \$50. For cash requests that are approved, a club representative must submit receipts for expenditures within two (2) days after the event takes place – the receipts submitted must be equal to the amount of cash requested. The sum total a club may designate for give-aways for any given semester may not exceed \$200 during any given academic year, without prior written approval of the Community Life Office.
- 76.9. Requisitions.** Requisition forms must be processed by the Community Life Office prior to submission to the Accounts Payable Office. In addition to being approved by the Community Life Office, requisitions submitted by clubs and organizations must be signed by the Vice President for Enrollment and Student Services or designee. The expenditure of personal funds must be pre-approved by the Director of Campus Activities. Typically, checks are issued by the Accounts Payable Office within thirty days (30) of receipt, pending approval and verification of funds.
- Incomplete Requisitions, which includes those signed by a Student(s), will not be processed. Requests for reimbursement of personal funds spent prior to receipt of approval from the Director of Campus Activities will not be processed. In the event that an advisor's signature cannot be obtained, the Assistant Dean of Students - Community Life is authorized to sign Requisitions on behalf of the advisor.
- 76.10. 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 Community Life 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, fire walking, and the use of firearms and/or live ammunition.
- The University reserves the right to deny Student requests to participate in high-risk events as deemed appropriate.
- 76.11. Operating Guidelines.** Clubs are required to promote a minimum of two (2) activities per semester that relate to the club's purpose.
- 76.11.1. Activities must be approved (see Event Planning) and meet the following criteria:
- open to all members of the campus community;
 - promoted as a University-wide event;
 - directly related to the club's purpose.
- 76.11.2. Club meetings do not fulfill the activity requirements indicated above.
- 76.11.3. Clubs are required to support and participate in the Club Fair each semester. Clubs are also encouraged to be involved in other campus-wide activities. Clubs that fail to have a representative attend the semester Club Fair are subject to immediate de-activation.
- 76.11.4. The Student organization, through its collective membership, is responsible and liable for all on- and off-campus behavior and activities.
- 76.11.5. 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.
- 76.11.6. Student organizations are required to complete an Advisor/Officer Update form and submit updates as changes occur. Advisor/Officer Update forms are available in the Community Life Office and online at InsideCBU. An up-to-date Club Application must also be on file with the Community Life Office.
- 76.12. Review Process.**
- 76.12.1. The Community Life Office investigates suspected cases of non-compliance with club and organization operating guidelines. Clubs will receive written notification, if any, of such findings.
- 76.12.2. The Community Life Office reviews club compliance and maintenance of the respective organizational standards, as indicated on the Club Application.

76.13. Sanctions. The following sanctions may be imposed for violating Operating Guidelines:

76.13.1. Warning – issuance of written notification of violation(s).

76.13.2. Probation - placement on probationary status and formal review of governing body.

76.13.3. Deactivation - for a fixed period of time, a club loses University endorsement and may not operate on campus.

76.14. 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 or other authorized University Official. University liability insurance does not cover personal vehicles used for transportation to and from events.

77. COMMUTER STUDENT PROGRAMS

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 Community Life Office.

A Commuter Lounge is located in The Cottages living area. In addition to providing a study room, study lounge, social lounge, computer lab, restrooms, day-use lockers, and vending machines, the Commuter Lounge has a kitchen that is equipped with a refrigerator, and microwave oven.

78. COMMUNITY LIFE LOUNGE

The Community Life Lounge, which is located adjacent to the Community Life Office area, provides an assortment of recreational options including: billiards, ping-pong, shuffleboard, table games, and a television viewing area. A variety of recreational sports programs and tournaments are scheduled in the Community Life Lounge throughout the academic year.

78.1. Eligibility. One (1) of the following eligibility requirements must be met in order to use the Community Life Lounge:

78.1.1. A current Student, Faculty member, staff member, or alumnus.

78.1.2. 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 twelve (12) years of age.

78.2. General Information.

78.2.1. A valid CBU Card must be presented in order to check out equipment.

78.2.2. 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.

78.2.3. Individuals will be held responsible for costs associated with the repair and/or replacement of lost or damaged equipment.

78.2.4. The Community Life Lounge staff will determine television channel selection. Television program rating is limited to PG, approved TV-14, TV-G, and TV-Y.

78.2.5. Community Life staff must approve all media (music, movies, etc.) played in the Community Life Lounge.

78.2.6. Placing food, drink, and/or personal items (i.e. backpacks, jackets) on Community Life Lounge equipment is not permitted.

78.2.7. Failure to abide by Community Life Lounge Policy will result in judicial sanctions which include, but are not limited to, loss of Community Life Lounge privileges.

78.3. Ticket Sales. The Community Life Office sells two (2) 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 Community Life Office. Special Event tickets are only available to Traditional Students who are members of ASCBU (those who have paid the undergraduate Student activities fee).

79. REC RENTALS

The Community Life Office offers Students, Faculty, and staff access to top-quality outdoor equipment on a rental basis.

79.1. Rental Policies.

- 79.1.1. **Eligibility.** Equipment items (as listed below) are available for rental only to CBU Students, Faculty, and staff with a valid CBU Card (each a “Renter”). A Renter is only permitted to rent one (1) of each item at a time. Rental equipment is not permitted for departmental use.
- 79.1.2. **Rental Payment.** The rent (“Rent”) and applicable deposit shall be due in its entirety upon equipment pick-up to the Community Life Office during normal business hours (see hours below).
- 79.1.3. **Deposits.** All Renters will be required to place a credit card security deposit for each item rented. The deposit will not be applied unless the non-Student Renter refuses to pay applicable late, damage, repair or replacement fees.
- 79.1.4. **Late Fees.** A late fee of twice the daily rate will be charged for each day an item is overdue. Late fees will not be waived. Items more than one (1) week overdue will be considered lost and the Renter will be charged for the replacement cost of such item.
- 79.1.5. **Responsibility.** The Renter is responsible for the equipment checked out and for its return in proper condition. Renters must return their own equipment and shall not trade equipment with others. Equipment must be returned clean, dry and in good rental condition or a cleaning / damage fee will be assessed.
- 79.1.6. **Rates.** One (1) day shall be defined as a twenty-four (24) hour period. For example, day-rate items picked up at 11 am are due back no later than 11 am the next day. Rental payment is due in its entirety at time of pick-up. The Community Life Office does not charge for days it is closed due to holidays.
- 79.1.7. **Reservations.** Make equipment reservations in the Community Life Office during normal business hours (see hours below) or online by midnight for next-day pick up (between 9 am – closing time) in the Community Life Office. Equipment not picked up by closing time will be re-stocked with no refund. All rentals require full payment at the time of equipment pick-up. Reservations are accepted in person or online at RecRentals.calbaptist.edu.
- 79.1.8. **Equipment Not Picked Up.** Equipment must be picked up on the date specified during normal Community Life Office operating hours. For all reserved rental equipment not picked up a daily rental rate will be charged.
- 79.1.9. **Cancellations.** Cancellations or changes less than twenty-four (24) hours before pick-up are not eligible for a refund or credit. Reservations changed or canceled more than twenty-four (24) hours before the pick-up day will not receive a refund but will receive a full credit to be used towards a future rental or trip.
- 79.1.10. **Refunds.** No refunds will be made due to weather or road conditions. Equipment not picked up, unused or returned early will not receive a refund or credit. Only cancellations made by the Community Life Office will result in a full refund.
- 79.1.11. **Damage/Replacement.** A full replacement fee will be due for any lost, stolen or un-repairable equipment (see fees below). The Community Life staff will determine the amount of damage charges. The maximum fee is the full retail value of such equipment.
- 79.1.12. **Subject to Change.** Rates and policies subject to change without notice.
- 79.1.13. **RecRental Equipment.** Equipment available for rental includes, but is not limited to, the following:
- | | |
|------------------------|----------------------|
| Backpacks | Sleeping Bag Pads |
| Backpacking Stoves | Snowboards |
| Body Boards | Sports Equipment |
| Camping Stoves | Surfboards |
| Ice Chests | Surfboard Roof Racks |
| Lanterns | Swim Fins |
| Pots & Pans | Tents |
| Sleeping Bags & Liners | Water Filters |

A complete list of rental equipment is available at the Community Life Office.

80. 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.

80.1. Programs. Recreational sports programs may include:

Basketball	Over-the-Line
Billiards	Ping Pong
Bowling	Shuffleboard
Broomball	Tennis
Dodgeball	Volleyball
Flag Football	Wiffleball
Foosball	Sand Volleyball
Frisbee Golf	3-on-3 Basketball

80.2. 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:

- 80.2.1. Only Students may participate in the recreational sports program. University Officials are ineligible to participate in the recreational sports program.
- 80.2.2. Students who participate on an athletic team at the collegiate level are ineligible to participate in recreational sports. This exclusion does not apply to Students who desire to serve as a coach for a recreational sport.
- 80.2.3. Students who formerly participated on an athletic team at the collegiate level are ineligible to participate in the respective sport (i.e. collegiate volleyball players cannot play recreational volleyball) at the recreational sports level, but are encouraged to participate in other recreational sports activities. Students who have undergone the NCAA eligibility process through the CBU Athletics Department and/or been named on a roster at another institution are considered a member of a collegiate team.
- 80.2.4. No more than one-third (1/3) of any given team may be comprised of Students who formerly participated on an athletic team at the collegiate level.
- 80.2.5. No more than one-third (1/3) of team members participating on a playing field/court/surface at one time may be comprised of Students who formerly participated on an athletic team at the collegiate level.
- 80.2.6. If special circumstances arise, the Director of Recreation Programs determines eligibility. Appeals must be submitted in writing.
- 80.2.7. Teams are traditionally selected by one (1) of the following methods:
 - a. Draft – Students who desire to participate may sign up in the Community Life Office; 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.
- 80.2.8. Any team playing with an ineligible player will forfeit all games in which the ineligible player has participated.
- 80.2.9. Players competing on a championship team must have participated in a minimum of forty (40) percent of the team's contests during the regular season in order to be eligible for play.

- 80.2.10. 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 an Assistant Dean of Students, or designee.
- 80.2.11. Degrading statements directed towards the opposition or officials are prohibited.
- 80.2.12. Equipment rules must be followed. Metal 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.
- 80.2.13. Fighting will result in immediate expulsion for the season. Students who engage in fighting are also subject to Judicial Action, as deemed appropriate by an Assistant Dean of Students or designee.
- 80.2.14. Players and spectators who are expelled from an event must leave the vicinity immediately. Failure to do so may result in game forfeiture and/or suspension from all recreational activity for stated period of time.
- 80.2.15. Grievances must be submitted in writing to the Director of Recreation Programs within three (3) days of occurrence.
- 80.2.16. A five (5) minute grace period is given from the scheduled beginning time of all games. Teams that are unable to field the minimum number of required players within the five (5) minute grace period will forfeit and the game will be recorded as a loss.
- 80.2.17. Teams that forfeit more than three (3) scheduled games during any given sport will lose the privilege to participate in the respective sport.
- 80.2.18. Community Life Office staff will not officiate forfeited events.
- 80.2.19. Teams are responsible for the conduct of players and respective spectators.
- 80.2.20. Decisions made by officials/referees and Community Life Office staff are final.
- 80.2.21. Teams are responsible for abiding by the rules of events; captains are given a set of rules at the beginning of each season.
- 80.2.22. Protests are only permitted when an ineligible player participates. Protests must be submitted in writing to the Community Life Office.
- 80.2.23. Individual player events are typically based on a single elimination format. Contestants are provided a schedule containing opponents, contact information, and game completion dates.
- 80.2.24. It is the responsibility of the individuals to complete contests by given dates and report outcomes to the Director of Recreation Programs. If results are not reported by due dates, both individuals forfeit the respective game/match.
- 80.2.25. Teams are ranked according to win-loss records. Typically, the top four (4) or eight (8) teams compete in play-offs, with the winners competing for the championship.

LEADERSHIP AND TRANSITIONS

The Office of Leadership and Transitions oversees the Student Leadership Program selection process, Student Leadership training and development, New Student Orientation programs, women's programs, and a variety of other campus-based programs and initiatives.

81. 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 (2) parts, New Student Orientation and a University Success course. New Student Orientation introduces Students to campus culture, provides an overview of campus resources, and conveys University academic and behavioral expectations. New Student Orientation also provides a complete program of social, spiritual, and informational sessions prior to the beginning of each semester.

The FOCUS course is required of all unmarried, full-time undergraduate Students who are first-semester freshmen and under twenty (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.

82. 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 Hosts	FOCUS Interns and Leaders
ASCBU Executive Council	International Center Interns
ASCBU Senate	Office of Spiritual Life Interns
Community Life Interns	Resident Advisors

Directors and/or advisors of these programs collaboratively plan and implement Student Leader training and other leadership development opportunities.

82.1. Eligibility Requirements. Student Leaders must be enrolled at California Baptist University throughout the respective term of service. At the time of application Student Leaders must:

- 82.1.1. possess a cumulative GPA of 2.5 or above at the time of application and maintain this average throughout service as a Student leader. This requirement is waived during the first semester of service for Freshman Officers who serve as members of the ASCBU Senate;
- 82.1.2. be enrolled at CBU as a full-time (minimum of 12 units per semester) Traditional Undergraduate Student;
- 82.1.3. be in good standing with the University;
- 82.1.4. complete a minimum of twenty-four (24) semester units prior to the first day of the first respective semester of service as a Student Leader. Eligibility requirements for some leadership positions may require the completion of a greater number of units.

Individual leadership programs may specify additional eligibility requirements. Student Leaders must be enrolled as a Traditional Student 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. Students who fail to abide by the terms and conditions of a Student Leader Expectations Agreement are not eligible to serve as a Student Leader. A Student Leadership Review Board comprised of staff appointed by the Assistant Dean of Students – Assessment and Student Conduct, reviews appeals regarding the Student Leader Expectations Agreement. Decisions rendered by the Student Leadership Review Board are final.

82.2. 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 through the Office of Leadership and Transitions.

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 Residence Life Office 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 (2) residence halls (Smith Hall and Simmons Hall), five (5) apartment-style living areas (Lancer Arms Apartments, The Colony @ CBU Apartments, The Village @ CBU, and University Place Apartments, and The Point), two (2) areas that provide dormitory-style suites (The Cottages and Tower Hall), and several University-owned houses. Residence Life Policy applies to all California Baptist University Students who reside in University-owned housing.

83. RESIDENCY REQUIREMENTS

California Baptist University generally requires Students who meet one (1) of the following criteria to live on campus during the fall and spring semesters:

1. Under twenty-one (21) years of age.
2. Receive institutional aid in excess of \$8,500 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.

84. ENROLLMENT REQUIREMENTS

Only California Baptist University Students or others authorized by the Dean of Students may reside in University housing. In order to be eligible to reside in University housing, Undergraduate Students must enroll for a minimum of twelve (12) units per semester.

Students who desire to enroll for less than the required number of units must submit a written request for exemption to the Director of Residence Life prior to the first day of classes as indicated in the applicable University Catalog. Exemption Request forms are available in the Office of Residence Life.

Students who are in pursuit of a first undergraduate degree are given priority during the housing assignment process.

85. 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.

1. Students are required to submit a housing Reservation Fee, defined below, prior to occupancy.
2. Housing Applications and Housing License Agreements are available in the Residence Life Office.
3. Upon submission of a completed Housing Application and Housing Reservation Fee, Students are assigned an apartment or, if an apartment is not available, placed on a waiting list. Ranking on the Waiting List is determined by the Housing Application receipt date, enrollment status, and/or need.

86. HOUSING RESERVATION FEE

In order to complete the housing application process, Students are required to submit a \$100 Housing Reservation Fee.

- 86.1. A Housing Reservation Fee must be paid prior to room/apartment assignment and check in.
- 86.2. A Housing Reservation Fee is required each time a Student enters a new Housing Agreement.
- 86.3. The Housing Reservation Fee is credited to the respective student's account upon occupancy of a University-owned housing area.
- 86.4. Housing Reservation Fees are non-refundable.

87. 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.

87.1. 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.

87.2. 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 thirty (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 (30) day period, the University will dispose of these items at its discretion.

87.3. 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.

87.4. 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/or radio antennas, satellite dish, windows, and toilet seats. A Residence Director must approve moving additional room furniture into living areas, prior to placement.

87.4.1. 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.

87.4.2. 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.
- j. hanging, attaching, or otherwise affixing lights (Christmas and/or other) to the interior or exterior of any living area.

87.5. Bicycle Use and Storage. Bicycles must be registered with the Safety Services 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 thirty (30) days from the date of removal, at its discretion.

87.6. Business Operation & Soliciting. Residents shall not use University-housing for commercial purposes. Commercial purposes include, but are not limited to, babysitting/childcare, door-to-door sales, personal business operations, flyer or coupon distribution, book sales and/or buyback, and multi-level marketing.

87.7. Cable Television. Basic cable service for cable-ready televisions is provided for all living areas designated for Traditional 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.

87.8. Conduct. Residents are to observe all University and campus housing policies 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.

87.9. 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).

87.10. Damaging, Destroying, or Defacing Property. Residents are individually liable for any loss of or damage to assigned rooms and furnishings, regardless of intentional or accidental damage. 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 Residence Life Office).

- 87.11. 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.
- 87.12. 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. Loft Kits are not available in all living areas.
- 87.13. Energy Conservation.** In an effort to reduce the consumption of energy and natural resources, the University has installed the following:
1. Energy-saving Compact Fluorescent Lamp (CFL) light bulbs in a majority of on-campus housing areas.
 2. Water-conserving shower heads in all on-campus living 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, missing, or damaged CFL bulbs and/or shower heads.
- 87.14. 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.
- 87.15. 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.
- 87.16. 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.
- 87.17. 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.
- 87.18. Freshman.** All Freshman Students are required to live in housing areas designated for Freshman.
- 87.19. Furniture.** Campus living areas designated for Traditional Students are furnished by the University, 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 required to notify a residence life staff member.

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.

87.20. Guests and Visitors. All guests of CBU Students must abide by the CBU Standard of Student of Conduct. Residents are held accountable for their guests' actions.

87.20.1. Overnight Guests

- a. 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 (3) nights (separate or consecutive) each semester during the academic year. 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.
- b. Overnight guests of the opposite sex are not permitted in campus living areas designated for Traditional Students and/or housing assigned to unmarried Students.
- c. Under no circumstances may guests of the opposite sex utilize floor or room/apartment showers, or be in any state of undress while visiting campus living areas designated for Traditional Students and/or housing assigned to unmarried Students.
- d. Overnight guests under sixteen (16) years of age must be an immediate family member (sibling or child).
- e. Parents are not permitted to stay overnight in living areas designated for Traditional Students.
- f. Under no circumstances may a guest reside in CBU Student housing unattended.
- g. 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.

87.20.2. General Visitor Information

- a. Each living area has visitation privileges for its residents that enable Students to interact with one another for academic or social purposes.
- b. Visitation privilege permits guests of the opposite sex in one's room or apartment during specified times.
- c. Visitation and guest privileges may be revoked at any time to any and all parts of a living area.
- d. Residence Directors reserve 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.
- e. 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:

87.20.3. Traditional Undergraduate Freshmen Living Areas

- a. During each semester (as defined in the University Catalog), open hall dates and hours for Freshman living areas are determined by the residence life staff.
- b. Visitors of the opposite sex are permitted in Freshman living areas only during open hall hours.
- c. Room doors must remain fully open and rooms must be well lit; a minimum of one (1) 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.

87.20.4. Upperclassmen/Unmarried Student Living Areas

- a. Throughout each semester (as defined in the University Catalog), unmarried 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 pm
 - 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.

88. 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 Office of Residence Life 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).

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

88.1.1. 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.

88.1.2. Housing fee payments are made to the Cashier, which is located in the Student Accounts Office.

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

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

88.3. 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 \$60 for housing 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 CBU Cards will serve as their key. There is a charge for a lost card-key. Students can purchase a replacement CBU Card from the University Card Services Office.

88.4. Laundry Facilities, equipped with card-operated or coin-operated washers and dryers, are located in each living area. Residents may purchase laundry cards at Wash 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.

88.5. 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 Office of Residence Life. If a residence life staff member cannot be located during non-business hours, residents should contact the Safety Services Department. Residents may be required to provide identification and will be assessed a lock-out fee.

- 88.6. 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 am to 5 pm. 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 Office of Residence Life.

- 88.7. 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 twenty-four (24) hours in advance of the meeting to request an exemption. Specific community meeting dates are indicated within the calendar section of this publication.

- 88.8. Movies.** 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.

- 88.9. Moving.** Due to safety issues and respect for other residents, moving (check-in and check-out) must be done between 8 am and 10 pm. 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.

- 88.9.1. 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 (1) 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 Office of Residence Life.

- 88.9.2. Check In.** University-owned housing opens at the beginning of each semester as scheduled by the Office of Residence Life.

- 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 (3) 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.

- 88.9.3. **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 Office of Residence Life.
- 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.
 - Damage, cleaning, and replacement charges may be assessed at check out and/or after further assessment by a residence life staff member, if appropriate.
 - Check outs are not completed until an inspection is conducted by a residence life staff member and all keys are returned to the appropriate Office.
- 88.10. **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.
- 88.11. **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 (1) or more nights should inform a residence life staff member. In an effort to maintain the safety and well-being of residents, the Office of Residence Life staff will address prolonged or inappropriate absence and, if necessary, refer such behavior to the Director of Student Conduct.
- 88.12. **Pets.** Residents are not permitted to keep pets of any kind on campus except Service Animals or fish kept in a clean, odor-free aquarium.
- 88.12.1. Protected species of fish and those illegal in the State of California are not permitted in on-campus housing.
- 88.12.2. Fish tanks with a capacity greater than ten (10) gallons are not permitted in the residence halls.
- 88.12.3. Fish tanks with a capacity greater than twenty (20) gallons are not permitted in apartments.
- 88.12.4. Failure to maintain fish tanks in an appropriate manner will result in loss of pet privileges.
- 88.12.5. Students who violate the pet Policy may be assessed a \$25 fine each day an unauthorized pet remains in on-campus housing. With the exception of Service Animals, 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.
- 88.13. **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.
- 88.14. **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.
- 88.15. **Office of Residence Life.** In addition to coordinating the housing application and assignment process, the Office of Residence Life maintains on-campus housing records and addresses the day-to-day concerns of residents. The Office of Residence Life also provides opportunities for Students to connect with members of the campus community through social and developmental programs.
- 88.16. **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 selected due to 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.

- 88.17. Room Assignments.** Upon submission of a completed Housing Application and Housing Reservation Fee, 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.
- 88.18. 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:
- 88.18.1. 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.
 - 88.18.2. If talking directly to the offending party does not alleviate the problem, contact the respective resident advisor. The RA will meet with the Students and assist in the conflict resolution process.
 - 88.18.3. 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.
 - 88.18.4. 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.
 - 88.18.5. Residents who desire an assignment change should contact the respective Residence Director.
 - 88.18.6. Residents are not permitted to change assignment without prior authorization.
 - 88.18.7. Requests for assignment changes are not automatic; approval is granted at the discretion of the respective Residence Director.
 - 88.18.8. Upon approval, assignment changes must be completed by the deadline established by the respective Residence Director.
- 88.19. 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.
- 88.20. 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 Office of Residence Life staff.
- 88.20.1. Students who fail to pass inspections are subject to Judicial Action.
 - 88.20.2. 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.
 - 88.20.3. The Office of 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.
- 88.21. 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 Office of Residence Life staff and follow all instructions and deadlines 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 twenty-four (24) hours from the time of notification. Housing charges may be prorated at the discretion of the University.

88.22. Safety and Emergencies.

88.22.1. 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.

88.22.2. 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 (2) electrical devices are plugged into a single outlet;
- b. Extension cords must have a three-prong plug and those having more than one (1) 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.

88.22.3. 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.

88.22.4. Medical. In the event of a medical emergency, call 911 and then the Safety Services 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.

88.23. 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.

- 88.24. 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.
- 88.25. Summer Housing.** Typically, on-campus housing is offered on a limited basis during the summer months (May through August).
Information regarding the summer housing application and approval process is available in the Office of Residence Life 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 Summer Housing Application has been completed and submitted to the Office of Residence Life.
 - Financial clearance has been granted by the Student Accounts Office.
 - Pre-registration for the subsequent fall semester has been completed.
- In addition to the eligibility requirements, Students must have a completed Housing Application and submitted a Housing Reservation Fee. 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 Office of Residence Life (usually one [1] day after the last day of the respective 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.
- 88.26. Sunbathing.** The Aquatic Center and the pool located in The Colony @ CBU living area are the designated on-campus locations for sunbathing. Sunbathing in other campus areas is not permitted.
- 88.27. 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 Department of Safety Services. The following precautions can lessen the possibility of theft:
- 88.27.1. 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;
 - 88.27.2. Room doors and windows should be locked when residents are asleep;
 - 88.27.3. Valuables should be kept out of sight in both Student rooms and vehicles;
 - 88.27.4. 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 staff member and Safety Services Department;
 - 88.27.5. A Student should never loan their keys to anyone;
 - 88.27.6. 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.
- 88.28. Transferring Apartments.** Non-Traditional Residents who desire to transfer from one apartment to another must submit a written request to the Office of Residence Life.
- 88.28.1. Residents must complete the check-out process.
 - 88.28.2. Transfers are approved or mandated by the Office of Residence Life based on the following criteria:
 - increase in family size, which warrants additional living space;
 - space which was needed, but unavailable at the time of original occupancy;
 - the need for maintenance, renovation, and/or change of social climate is of such nature as to warrant transfer.
 - 88.28.3. Transfers must be completed within the time period allotted by the Office of Residence Life; Students failing to do so are charged rent for both apartments.

- 88.28.4. Residents are subject to cleaning-related fees.
- 88.28.5. Residents who transfer without authorization from the Office of Residence Life are subject to Judicial Action.
- 88.28.6. Transfer approval is based on University-owned housing availability.
- 88.29. Trash.** Residents are responsible for emptying personal waste containers.
Trash collection is typically scheduled for Monday, Wednesday, and Friday of each week.
- 88.29.1. Dumpsters are located adjacent to each residential area.
- 88.29.2. Residents are required to dispose of garbage in the nearest dumpster.
- 88.29.3. Proper disposal of items too large for dumpsters is the responsibility of individual residents.
- 88.29.4. Placing items outside of dumpsters is not permitted.
- 88.29.5. Residents placing oversized items within dumpsters and/or within dumpster areas may be assessed a \$25 fine per item.
- 88.30. Utilities and Services.** The University covers utility charges for living areas designated for Traditional Student housing.
- 88.31. Wading pools** are not permitted on campus.
- 88.32. Wall Mounted Televisions.** Mounting of televisions on residence walls is prohibited.
- 88.33. 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.).
- 88.34. 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:
- | | |
|---|----------------------------------|
| Lancer Arms Apartments | fixit.lancerarms@calbaptist.edu |
| Lancer Palms Apartments | fixit.lancerpalms@calbaptist.edu |
| Tower Hall | fixit.towerhall@calbaptist.edu |
| Smith Hall | fixit.smith@calbaptist.edu |
| Simmons Hall | fixit.simmons@calbaptist.edu |
| The Point | fixit.point@calbaptist.edu |
| The Colony @ CBU (East Apts.) | fixit.colonyeast@calbaptist.edu |
| The Colony @ CBU (North Apts.) | fixit.colonymorth@calbaptist.edu |
| The Colony @ CBU (West Apts.) | fixit.colonywest@calbaptist.edu |
| The Cottages | fixit.cottages@calbaptist.edu |
| The Village @ CBU | fixit.village@calbaptist.edu |
| University Place Apartments – Men | fixit.upmen@calbaptist.edu |
| University Place Apartments – Women | fixit.upwomen@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.

89. RESIDENCE HALL INFORMATION

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

- 89.1. 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 [8] cup maximum) popcorn poppers, blenders, and thermostatically-controlled hot pots (one [1] quart maximum capacity).
- 89.2. 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 Card in order to obtain equipment.
- 89.3. Exterior Doors.**
- 89.3.1. 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.
- 89.3.2. Exterior doors located on each wing within the residence halls are to remain closed at all times.
- 89.4. Hallways.** Residents must keep hallways clear at all times. Placing and/or storing items in hallways is not permitted.
- 89.5. Halogen Lamps.** Due to the potential fire and safety hazard, halogen lamps are not permitted in any residential area.
- 89.6. 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.
- 89.7. 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 pm, throughout each semester.
- 89.8. Lobbies.** Each residence hall has three (3) common areas that can be used for studying, recreating, visiting, or relaxing. First-floor lobbies are coed and are closed from 2-6 am. 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:
- 89.8.1. 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.
- 89.8.2. 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.
- 89.8.3. Furniture must be used properly (standing upon and sitting on the arms or backs of chairs and couches is not permitted).
- 89.8.4. Shoes must be removed prior to placing feet on furniture.
- 89.8.5. 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.
- 89.8.6. Second-floor and third-floor lobbies may be reserved for special occasions. Contact the respective Residence Director for details.
- 89.9. 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.
- 89.10. Refrigerators.** Small refrigerators are permitted in residence hall rooms (max. 2.5 cubic ft. capacity; 2.5 amp. electrical).

90. APARTMENT INFORMATION

California Baptist University offers one- and two-bedroom apartment-style housing. Apartment assignment is typically based on Student degree program, classification, and availability of University-owned housing. The University reserves the right to assign roommates as deemed necessary. Apartments designated for Traditional Student housing are fully furnished. The following regulations apply to all University-owned apartments:

90.1. Maintenance and Cleaning. Residents are responsible for repair and replacement costs not associated with normal wear and tear.

90.1.1. 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.

90.1.2. Should unsanitary living conditions be determined, residents are responsible for charges associated with necessary action(s).

90.1.3. With the exception of outdoor furniture provided by the University, objects (furniture, personal items, etc.) may not be placed outside of apartments.

90.1.4. 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 prior 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.

90.1.5. In the event of an excessive liquid spilled 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.

90.1.6. 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.

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

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

90.2. 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 twenty-four (24) inches from the units.

90.3. 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.

90.4. Safety.

90.4.1. Climbing in and out of windows is not permitted, except in the case of an emergency.

90.4.2. Playing and running on stairs and balconies are not permitted.

90.4.3. Balconies, walkways, sidewalks, and stairwells must be kept clear at all times.

90.4.4. 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.

90.4.5. Portable electric heaters with heating coils are not permitted.

90.4.6. Residents are to report health and safety concerns to a residence life staff member or the Department of Safety Services.

90.4.7. Operating motorized vehicles, bicycling, skateboarding, roller skating, and rollerblading are not permitted on sidewalks adjacent to buildings or balconies.

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
- 1995 Enrollment reached 1,000+
- 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
- 1997 Enrollment reached 2,000+
- 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
- 2004 First "Spirit of Excellence" gala held
- 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 established
- 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
- 2005 Enrollment reached 3,000+
- 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 established
- 2007 Organic Chemistry Lab renovation completed
- 2007 Army ROTC program established
- 2008 Enrollment reached 4,000+
- 2008 Lambeth House (School of Nursing) renovation completed
- 2009 1,000 Students graduated in a single year for the first time in school's history
- 2009 Bourns Engineering Lab established
- 2010 Parkside Village Apartments purchased
- 2010 College View Apartments purchased
- 2010 60th Anniversary Celebrated
- 2010 Brisco's Café opened
- 2010 College of Allied Health established

- 2010 Division of Online and Professional Studies established
- 2010 CBU is named for the fifth straight year as a top-ranked university by U.S. News & World Report and is listed as a "Best Regional University"
- 2010 Approved for 1st Year Candidacy in NCAA Division II
- 2010 Accepted as a member of the Pacific West Conference
- 2010 Inaugural "Block Party" added to Homecoming
- 2011 Wellness Center opened
- 2011 Adams Plaza renamed "Lancer Plaza"
- 2011 First-ever 10-year accreditation affirmation received from Western Association of Schools and Colleges
- 2011 Parkside Village Apartments renamed "The Colony @ CBU"
- 2011 College View Apartments renamed "Lancer Palms Apartments"
- 2011 Enrollment reached 5,000+
- 2011 For the sixth straight year, CBU is named as a top-tier university by U.S. News & World Report and is listed as a "Best Regional University"
- 2011 First certificate program (Autism Spectrum Disorder) offered
- 2011 ISP celebrates 15th anniversary
- 2011 CBU became inaugural collegiate division of the CSBC disaster relief program
- 2011 Microbiology and general chemistry lab renovations completed
- 2011 New classrooms added to the Village, Mission Hall, and the School of Engineering
- 2011 Discovery U summer academic camp program introduced
- 2011 Campus expanded to 128 acres
- 2011 100 undergraduate majors and concentrations offered
- 2011 College of Architecture, Visual Art & Design established
- 2011 School of Engineering becomes College of Engineering
- 2011 Approved for 2nd Year Candidacy in NCAA Division II
- 2012 Enrollment reached 6,000+
- 2012 School of Business building completed
- 2012 CBU sends out 300th ISP team
- 2012 Approved for 3rd year candidacy in NCAA Division II
- 2012 School of Business building dedicated
- 2012 Campus expands to 131 acres
- 2013 Recreation Center completed
- 2013 CBU became a full member of the NCAA
- 2013 CBU receives gift of Tahquitz Pines Conference Center
- 2013 Enrollment reached 7,144
- 2013 FedEx donated Boeing 727 to aviation science program
- 2013 San Carlos Apartments purchased
- 2014 Lancer Plaza North renovations completed
- 2014 San Carlos Apartments renamed "The Point"
- 2014 CBU advances for the ninth straight year in U.S. News & World Report's 2015 "Best Regional Universities" Ranking
- 2014 School of Nursing Annex and Prayer Garden dedicated
- 2014 Enrollment reaches 7,957
- 2014 CBU honors Dr. Ronald L. Ellis' 20th year as president
- 2014 CBU listed on President's Higher Education Community Service Honor Roll
- 2015 CBU food ranks #3 among California universities
- 2015 CBUOnline advances among online bachelor programs in U.S. News & World Report rankings
- 2015 Doctor of nursing practice degree (CBU's first doctorate) launches in fall

LOCATION & TELEPHONE DIRECTORY

Office	Location	Phone
Academic Advising	YC B150	951.343.4567
Academic Affairs/Provost	YC C212	951.343.4213
Academic Success Center	Lancer Arms 39	951.343.4349
Accounts Payable	Airport B102	951.343.4221
Activities and Rec. Sports	YC D120	951.343.4425
Adams Business Park	2900 Adams Street	
Admissions (undergraduate)	YC B142	951.343.4212
Alumni Dining Commons/Food Service		951.343.4244
Alumni Relations	YC C219	951.343.4439
Angelos (Yearbook)	James 362	951.343.4401
Annie Gabriel Library		951.343.4228
Aquatic Center	KIN 100	951.343.4564
ASCBU	Lancer Plaza, Suite 112	951.343.4422
Athletic Department	Gym 114	951.343.4318
Athletic Trainer	KIN 102	951.343.4317
Aviation Flight	6857 Airport Drive	951.552.8800
Brisco's Café	The Village @ CBU	951.343.4602
Campus Ministries	Lancer Plaza, Suite 400	951.343.5015
Campus Store	Lancer Plaza, Suite 200	951.343.4259
Career Center	BUSB 120	951.343.5031
Carney Lab (Computer Lab)	YC B114	951.343.4653
Cashier	YC B123	951.343.4414
Chapel	Lancer Plaza, Suite 400	951.343.5015
Chick-fil-A	YC	951.552.8839
College of Allied Health	3532 Monroe Street	951.343.4619
College of Architecture Visual Arts & Design	James 446	951.343.8652
College of Arts and Sciences	James 250	951.343.4363
College of Engineering	3739 Adams Street	951.343.4972
Community Life	Lancer Plaza, Suite 300	951.343.4425
Compassion Ministries	Lancer Plaza, Suite 400	951.343.5015
Conferences and Events	James 180	951.343.4374
Copy Center	Lancer Plaza	951.343.4203
Counseling Center	Wellness Center/Lancer Plaza	951.689.1120
Credential Office	YC B228	951.343.4448
Disability Services	Lancer Arms 38C	951.343.4962
El Monte Grill	Lancer Plaza	951.552.8840
Facilities Management	Lancer Palms 100	951.343.4360
Finance and Administration	YC D238	951.343.4211
Financial Aid	YC B117	951.343.4236
Food Innovation Center	2900 Adams Street, Suite 21	
Graduate Admissions	YC B154	951.343.4249
Health Center	Wellness Center	951.552.8811
Help Desk (telephone)	James 160	951.343.4444
Human Resources	Lancer Palms 37	951.343.4593
Information Technology Services	James 160	951.343.4444
Intensive English Program (IEP)	Lancer Arms 42	951.343.4434
International Center	Lancer Arms 56	951.343.4690

Leadership and Transitions	Lancer Plaza, Suite 100.....	951.552.8100
Marketing and Communication.....	YC D233	951.343.4474
Mobilization.....	Lancer Plaza, Suite 400.....	951.343.5015
Modern Lang. & Lit. Dept.	James 254	951.343.4590
Natural/Math Sciences Dept.	James 246	951.343.4380
Online & Professional Studies (OPS).....	10370 Hemet (Tyler Plaza) Suite 200	951.343.3900
OPS Academic Advising.....	10370 Hemet (Tyler Plaza) Suite 200	951.343.3921
OPS Enrollment Services.....	10370 Hemet (Tyler Plaza) Suite 200	951.343.3927
Payroll.....	6867 Airport Drive, Suite 101	951.343.4916
President	YC D217	951.343.4210
Provider Contract Food Svcs - Catering.....	YC D123	951.343.5026
Safety Services Department.....	Lancer Arms 31	951.343.4311
Recreation Center	Lancer Plaza	951.552.8580
Residence Life.....	The Village @ CBU	951.552.8000
School of Behavioral Science.....	James 115.....	951.343.4487
School of Business.....	SBUS 210R.....	951.343.4574
School of Christian Ministries	YC 217	951.343.4248
School of Education.....	YC B228.....	951.343.4448
School of Music	Hawkins 118.....	951.343.4251
School of Nursing	3780 Adams Street	951.343.4700
Simmons Hall		951.343.4273
Smith Hall		951.343.4216
Spiritual Life.....	Lancer Plaza, Suite 400.....	951.343.5015
Student Accounts.....	Lancer Arms.....	951.343.4371
Student Services	YC D247	951.343.4217
The Banner.....	James 362	951.343.4787
The Colony @ CBU (East)		951.552.8542
The Colony @ CBU (North).....		951.552.8541
The Colony @ CBU (West).....		951.552.8540
The Cottages.....		951.343.8400
The Point		951.552.8841
The Post, (Mailroom)	Lancer Plaza	951.343.4203
The Village @ CBU		951.343.4900
Title IX Coordinator		951.343.4340
Tower Hall		951.552.8784
University Advancement.....	YC C229	951.343.4226
University Card Services	YC D115.....	951.552.8552
University Place Apts. - Men.....		951.343.8752
University Place Apts. - Women		951.343.3164
University Registrar	YC D118.....	951.343.4566
Wallace Theater.....		951.343.4319
Wanda's Café	YC	951.343.4202
Wellness Center	Lancer Plaza	

ADC – Alumni Dining Commons
BUSB – Business Building
CAHL – College of Allied Health
KIN – Kinesiology
LP – Lancer Plaza
MH – Mission Hall

OPS – Online & Professional Studies
REC – Recreational Center
SOE – School of Engineering
SON – School of Nursing
YC – Yeager Center

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 residential students 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

EMAIL 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 email 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 email 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 Post, the ASCBU Office, at a nominal per page-cost.



CBU We'll Love You

UNIVERSITY ALMA MATER

BY S.E. BOYD SMITH

C B U we'll love you, long as stars shine a - bove you.

The first system of music features a vocal line in the treble clef and a piano accompaniment in the bass clef. The key signature has two flats (B-flat and E-flat), and the time signature is 4/4. The vocal melody begins with a half note C, followed by quarter notes B and U, then a half note rest, and continues with a series of quarter and eighth notes.

Pledge our hearts for - e - ver, time shall ne - ver se - ver ne - ver se - ver.

The second system continues the vocal and piano parts. The vocal line has a half note rest followed by quarter notes for 'e - ver', then a half note rest, and continues with quarter notes for 'time shall ne - ver se - ver ne - ver se - ver'.

We will sing your prais - es, proud - ly down thru the a - ges.
We will al - ways proud - ly proud - ly

The third system includes the vocal line and piano accompaniment. The vocal line has a half note rest followed by quarter notes for 'We will sing your prais - es, proud - ly down thru the a - ges.' The piano accompaniment has a half note rest followed by quarter notes for 'We will al - ways proud - ly proud - ly'.

Hail Thee Al - ma Ma - ter, C B U!

The fourth system concludes the piece. The vocal line has a half note rest followed by quarter notes for 'Hail Thee Al - ma Ma - ter, C B U!'. The piano accompaniment has a half note rest followed by quarter notes for 'Hail Thee Al - ma Ma - ter, C B U!'.

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