



**Student Handbook
2008-2009 Edition**

**Whittier College
Whittier, California 90608**

**Dean of Student's Office
Campus Center Room #142
(562) 907-4233**

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COLLEGE VALUES, TRADITIONS & MISSION

College Values

Located in the hills overlooking metropolitan Los Angeles and coastal Southern California, Whittier College was founded in the city of Whittier by members of the Religious Society of Friends (Quakers) in 1887. The College was chartered by the state of California in 1901. Although long independent of sectarian control, the College takes pride in its Quaker heritage, which is expressed in the friendly tone of the campus and in a concern for the individual and for his or her personal growth within the community.

The College's heritage is also evidenced in its long-standing commitment to a diverse student body and faculty, and the tolerance of human difference which it thereby seeks to engender; in the integration of humanistic and pre-professional education, reflecting Whittier's desire that its members be socially responsible citizens; and in the attempt within the College community to settle issues amicably and to arrive at major decisions by achieving consensus rather than by majority vote.

College Traditions

A college with a long and distinguished past, Whittier has traditions that connect each new student with important aspects of community life. These traditions reflect both solemn rituals and the lighter side of college life. Some of Whittier's traditions can be dated to a century ago when the College was founded, and others have emerged as popular events repeated year after year.

The most important Whittier College traditions are those that mark both the initiation of new students into the College and, four years later, their successful completion of the course of study. The President's Convocation, held during new student Orientation, is our students' formal introduction to the faculty and administration. This impressive ceremony features faculty marching in full academic regalia, the singing of the school song and the lighting of candles signifying the kindling of the light of learning. Commencement exercises celebrate our students' graduation, complete with faculty, students and distinguished guests marching into Newman Stadium to the strains of Pomp and Circumstance.

Between these two most important rituals are a host of traditions that help give meaning to the Whittier College experience. These range from the painting of "The Rock," to Homecoming, Sportsfest, Spring Sing, Helping Hands Day and the "Battle for the Shoes" with Occidental College. Celebrations of our students' diverse cultures, represented by students and faculty, include the annual Tardeada and Asian Night. These events reflect the traditions that flow from our rich heritage and values.

College Mission

Faculty and students at Whittier College share a love of learning and delight in the life of the mind. They join in understanding the value of the intellectual quest, the use of reason, and a respect for values. They seek knowledge of their own culture and the informed appreciation of other traditions. They explore the inter-relatedness of knowledge and the connections among disciplines. An extraordinary community emerges from teachers and students representing a variety of academic pursuits - individuals who have come together at Whittier in the belief that study within the liberal arts forms the best foundation for rewarding endeavor throughout a lifetime.

Whittier College, an independent, nationally recognized liberal arts institution, provides an important option in American higher education: a distinctive, high quality academic program based upon the liberal arts which also integrates select professional and pre-professional programs into the core of the College through innovative interdisciplinary curricula.

The College's primary mission is to educate students in a small college atmosphere where they can learn, acquire skills, and form attitudes and values appropriate for leading and serving in a global society. It seeks to do this in the context of a diverse, friendly and caring community. Committed to excellence in undergraduate education, Whittier also offers select advanced degrees. The Whittier Law School is a significant part of the total institution.



ACADEMIC CALENDAR 2008 - 2009

FALL SEMESTER 2008	
Residence Halls Open for New First-Year and Transfer Students	August 31 at 8:00 a.m.
Residence Halls Open for Returning Students	September 2 at Noon
New Student Orientation	August 31- September 3
Fall Semester	September 4- December 12
Fall Semester classes being	September 4
<i>Las Day to Add a Course</i>	<i>September 11</i>
<i>Last Day to Drop a Course without Record</i>	<i>September 25</i>
<i>Last Day to File Credit/No Credit Grade Option</i>	<i>October 2</i>
Mid Semester Break	October 10
<i>Last Day to Drop without Record of Enrollment (w)</i>	<i>October 16</i>
Pre- registration for Spring & Jan Terms	November 3-13
Thanksgiving Break	November 27-30
Fall Semester classes end	December 5
Reading Day	December 8
Finals	December 9-12
<i>Fall Grades Due in the Registrar's Office</i>	<i>December 16</i>
Residence Halls Close	December 13 at Noon
JANUARY INTERIM 2008	
Residence Halls Open	January 4 at Noon
January Interim	January 5- 30
<i>Last Day to Add a Course</i>	<i>January 9</i>
<i>Last Day to Drop a Course without Record</i>	<i>January 16</i>
<i>Last Day to File Credit/No Credit Grade Option</i>	<i>January 16</i>
Martin Luther King Holiday	January 19
<i>Last Day to Drop w/o Record of Enrollment (w)</i>	<i>January 23</i>
SPRING SEMESTER 2009	
Residence Halls Open for New Students	February 2 at Noon
New Student Orientation	February 3-4
Spring Semester	February 5- May 22
Spring Semester classes begin	February 5
<i>Las Day to Add a Course</i>	<i>February 12</i>
<i>Last Day to Drop a Course without Record</i>	<i>February 26</i>
<i>Last Day to File Credit/No Credit Grade Option</i>	<i>March 5</i>
<i>Last Day to Drop w/o Record of Enrollment (w)</i>	<i>March 19</i>
Spring Break	March 30-April 3
<i>Residence Halls Close</i>	<i>March 28 at Noon</i>
<i>Residence Hall Open</i>	<i>April 5 at Noon</i>
Pre- registration for Fall & Summer Dorms	April 20-April 30
Spring Semester classes end	May 12
Reading Day	May 13
Finals	May 14-16,18
<i>Senior Grades Due in Registrar's Office</i>	<i>May 19</i>
<i>Spring Grades Due in Registrar's Office</i>	<i>May 27</i>
Residence Halls Close for Undergrads	May 19 at Noon
COMMENCEMENT 2009	
Residence Hall Close for Seniors	May 22
	May 23 at Noon
SUMMER TERM 2009	
Summer Term	May 26- August 21
Summer Session I (4 weeks)	May 26- June 19
Summer Session II (6 weeks)	June 22- July 31
Summer Session III (3 weeks)	August 3- August 21

ACADEMIC RESOURCES

Office of Academic Affairs - Mendenhall

Susan Gotsch, Ph.D., Vice President for Academic Affairs, Ext. 4204

Fritz Smith, Ph.D., Associate Dean of Faculty, Ext. 4903

Joyce Kaufman, Ph.D., Associate Dean & Director of Whittier Scholars Program, Ext 4804

Lisa Harris Bortman, Ph.D., Assistant Dean of First Year Programs and Assessment, Ext. 4279

Ralph Komai, Ph.D., Assistant to the Vice President & Dean of Faculty, Ext. 4913

Elizabeth Ibarra, Administrative Assistant to Academic Affairs, Ext. 4904

The Vice President for Academic Affairs and Dean of Faculty develops, recommends, and administers policies and programs pertaining to faculty, curriculum, and related academic endeavors. The Dean works closely with faculty and students on such matters and guides the implementation of the curriculum. As senior academic administrator reporting to the President, the Dean supervises the Associate Dean of Faculty and the Directors of the Whittier Scholars program, Registrar, Media Center, Library, Academic Computing, Graduate Education, Summer Program, International Study Program, Internships and Community-Based Learning, and the academic departments and programs.

Academic Advising and Mentoring

Whittier College is committed to liberal education and excellence in undergraduate teaching. Academic advising is an essential part of the educational experience at Whittier, since it is connected to teaching.

The primary purpose of the advising and mentoring program is to support students in the development of an academic career complementary to individual life goals. The College provides the students with all the necessary information and resources required in making meaningful educational plans. Students obtain academic and career advising from both faculty and staff who are pro-active in promoting excitement about the learning process. As students develop a habit of life long learning and continuing inquiry, they should ideally assume active roles in educational planning. They are expected to make satisfactory progress in their academic careers. In keeping with the small college environment, faculty mentors will serve as role models and provide primary advising for students.

Each new student is assigned to a faculty mentor who provides academic support and direction through the freshman and sophomore years. The administrative aspects of advising, such as changing advisors, declaring a major, or questions about graduation requirements are coordinated by the Registrar.

Faculty Mentors fill three roles for students. They serve as resource persons, providing information about Whittier College programs and institutional requirements in order to assist in developing the most coherent plan for their first year of college work. Secondly, they serve as a link between students and the College community, referring them to areas of assistance and familiarizing them with the resources provided by the institution to meet whatever needs and goals they might have. Finally, mentors assist students in understanding the nature and purpose of a liberal education and the mission of Whittier College and help them develop self-direction in the process of decision-making.

Faculty Masters

Jennifer Holmes, Ph.D. Garrett House, Ext. 4281

Trish Van Oosbree, Ph.D. Hartley House, Ext. 4280

Sean Morris, Ph.D., Johnson House, Ext. 4279

Whittier has established a "house" system with resident Faculty Masters and their families who live on campus next to student residences. The residential college, or house tradition, is designed to extend the classroom learning experience to all aspects of students' lives. Educational and social programs hosted by Faculty Masters include scholarly lectures, dinners, poetry readings, musical performances and off-campus excursions.

Liberal Education Program

Fritz Smith, Ph.D., Director, Liberal Education Program & Associate Dean of Faculty, Ext. 4903

Statement of Goals:

Two practices are central to the Liberal Education Program: critical thinking (the development of the skills and methods necessary for systematic investigation--i.e. the ability to define, analyze, and synthesize using a variety of methods and technologies) and the practical application of knowledge. These practices, together with the objectives underlying the

curricular framework, ensure students' awareness of their own intellectual, physical, moral, and cultural development. Learning goals are:

- I. Students should develop the ability to make connections across disciplines in order to understand the convergence and divergence of different fields of knowledge and to understand the nature of an academic community.
- II. Students should develop an understanding of, and competency in, the use of signs and symbols to construct, create, perceive, and communicate meaning.
- III. Students should develop the capacity to entertain multiple perspectives and interpretations.
- IV. Students should develop an understanding of culture and of the connections between themselves and others in relation to physical, historical, social, and global contexts.
- V. Students should develop breadth, defined as familiarity with essential concepts in major fields, and depth, defined as knowledge of at least one field (usually achieved in the major).

Library

Kathleen Gill, Ph. D., Librarian Director, Ext. 4247

Mary Ellen Vick, M.S.L.S., Assistant Librarian, Ext. 4247

Mary Auguliaro, M.S.L.S., Public Services Librarian, Ext. 4247

Joe Dmohowski, M.S.L.S., Serials Librarian, Ext. 4246

Shelley Urbizagastegui, M.L.S., Documents Librarian, Ext. 4843

The Bonnie Bell Wardman Library collections total 300,321 volumes, as well as over 665 periodicals and newspapers to which the library subscribes. The collection is closely tied to the curriculum and selected in cooperation with the faculty. The library also subscribes to more than 2,300 full-text, online journals in addition to a variety of databases, and is a selective depository for federal and state government documents. Copy machines, microfilm reader printers and computers connected to the on-line catalog system and the Internet are also available.

WALDO, the college's electronic catalog, is available in the library, on the College network, and on the Web. The library's homepage is located at web.whittier.edu/academic/library.

The Society of Friends Collection contains materials unrivaled in the western United States, including books, periodicals and pamphlets. The John Greenleaf Whittier Collection consists of editions of all the poet-abolitionist's works, a substantial number of his letters and many books about him. The Jessamyn West Collection contains all of her published works and the manuscripts of her books. The Richard M. Nixon Collection is a comprehensive collection of books published on the former President's life and administration, including campaign materials, memorabilia, gifts and portraits. The Jan de Hartog collection contains the Quaker author's plays and novels, manuscripts along with the contents of his former study. The College Archives houses materials related to the history of the College. Students may borrow materials from the Society of Friends Collection. Special permission is necessary to use materials in the archives or other special collections.

Students must present a College ID card to circulate materials.

Hours (subject to change during the summer):

8:00 a.m. - 12:00 a.m. Monday - Thursday

8:00 a.m. - 5:00 p.m. Friday

10:00 a.m. - 5:00 p.m. Saturday

12:00 p.m. - 12:00 a.m. Sunday

The library is closed on holidays, weekends between semesters, and Sundays of three-day weekends.

A late night study room is open until 1:00 a.m. Sunday - Thursday during the school year and until 2:00 a.m. during finals.

Office of International Programs – Platner 104

Sally Cardenas, M.S., Director, (562) 464-4533

Katie Hunter, Assistant Director, (562) 464-4582

Whittier College has sponsored international study programs for over 45 years. The opportunities to study abroad are a significant aspect of the College's educational mission, which recognizes the importance of global and multi-cultural awareness. Whittier offers international study in over 30 countries at more than 70 locations in Africa, Asia, Australia, Europe and Latin America through affiliations with a variety of academic institutions and programs. Students typically study abroad during the Junior year; therefore, all advising, planning and application processes take place during the prior semester. Contact the Assistant Director early for important dates and program information.

Office of Internships & Community-Based Learning - Campus Center, Room 230

Sally Cardenas, M.S., Director, (562) 464-4533

Chris Hankawa, B.A., Program Assistant, (562) 464-4530

The Office of Internships & Community-Based Learning assists students in all disciplines who are interested in seeking internships that will allow them to gain hands-on experience relevant to their major or professional and personal goals.

Internships are academically-related, experiential learning opportunities that allow students to test themselves and learn from professionals in the field. Internships are available in business and industry, government, and non-profit community organizations.

Internships can help first-year or sophomore level students explore professional options and those experiences can be very helpful in declaring or defining a major or educational plan. Students at the junior or senior levels will find that internships significantly help define the direction of one's professional life after graduation. Through internships, students:

- Learn how your present skills match those required in the profession that interests you
- Learn what type of work environment fits your needs and personality
- Learn what type of work allows you to use your liberal arts education
- Enhance what you are learning in your major
- Find people that can help you build your professional network and make future connections

The Office of Internships & Community-Based Learning will help you plan for, prepare for and navigate experience in the real world while you are completing your Whittier College degree. Check the Internship & Community-Based Learning website and then make an appointment to begin your journey to success (www.whittier.edu/internships).

Office of the Registrar - Mendenhall

William G. Gartrell B.A., Registrar Ext. 4241

Dianne Wilkinson B.A., Assistant Registrar, Ext. 4463

Marcia Vaden, Department Assistant, Ext. 4462

Carole Metzinger, B.A., Coordinator of Records/Registration Support, Ext. 4241

The Registrar is responsible for maintenance of students' academic records, counseling individual students regarding academic concerns, and maintaining and analyzing statistical and other information about the College.

Registration and Class Scheduling

The Office of the Registrar is the principal source of information concerning registration procedures. Details are found on the Registrar's web page and on my.whittier.edu. The Schedule of Classes is published every April and posted to the website. Updates and corrections are posted as they occur.

Students must register for courses during the assigned registration period for each term. Registration is not complete until payment of tuition and fees are accepted by the Business Office at which time the Business Office will confirm the student's registration. All students must confirm registration by the beginning of the term. Any continuing student who fails to confirm registration by one week prior to the beginning of the term will be dropped from all courses for that term. New and readmitted students will register with the Registrar's and Business Offices prior to the start of the term. Any new or transfer student who fails to confirm registration by the first day of the term will be dropped from all courses for that term. No credit will be given for a course for which the student has not officially registered with the Registrar's Office.

Flexibility for learning is built into daily and weekly class scheduling. 50-minute and 80-minute class periods are available throughout each week day. Frequency of weekly class meetings varies, depending upon the credit value and subject matter of the particular course.

Registration Changes

Once the student has registered for courses, either on-line or by filing the registration form with the Registrar, any necessary changes must be made on the appropriate form during the period stated in the Academic Calendar. Once classes have started, individual instructors must approve the addition or dropping of any student in their classes. No adds are accepted after the first week of classes. Students may drop with no record of attempting the course through the third week of the semester, and may withdraw from a course through the sixth week with a grade of "W" posted.

Transcripts

The Office of the Registrar sends official transcripts of students' academic records. Transcripts are sent only upon a student's written authorization and carry a fee of \$5.00 payable upon submission of the request. Transcripts will be withheld for any student who has outstanding financial obligations to the College.

Whittier Scholars Program – Wardman Hall

Joyce P. Kaufman, Ph.D., Director, Ext. 4808

Whittier Scholars Program and Associate Academic Dean, Ext. 4243

The Whittier Scholars Program is an individualized interdisciplinary program which allows students to design their own education. Students in the program work closely with faculty members and with their peers to design their own course of study, often including a self-designed major. Within the program, Whittier Scholars students take four interdisciplinary, seminar-type classes, which encourage them to question assumptions and to explore various ways of learning and knowing. In addition, students take a full range of courses drawn from across the curriculum for their major and electives. The capstone of this unique educational experience is the creation of a Senior Project, which the student completes under the direction of a faculty sponsor. Students share their projects with members of the Whittier College community as part of the Whittier Scholars Senior Symposium series.

While the Whittier Scholars Program is not appropriate for all students; it does serve as an alternative to the Liberal Education Program for many students who are motivated and independent thinkers, and who want to take responsibility for their own education. Students must apply for admission to the Whittier Scholars Program. Applications are reviewed by the Whittier Scholars Council, which is composed of faculty members and elected student representatives. The Whittier Scholars Program is built around the belief that faculty and students belong to a community of learners who benefit from the sharing and exchange of ideas.

STUDENT LIFE RESOURCES

Mission of Student Life

Grounded in Whittier College's Quaker traditions and values, and in partnership with the faculty, Student Life provides high quality co-curricular programs and services to students designed to cultivate learning, personal and professional development.

In conjunction with The College's Liberal Arts "4 Cs" curriculum (Community, Connections, Cultural Perspectives and Communication), the goals of Student Life are:

- To provide innovative programs and events that help develop a passionate and engaged campus community.
- To instill Quaker values, such as: respect, honesty, integrity, community, consensus, inclusivity and accountability.
- To foster the ability to serve a broader community and develop leadership abilities and strong character.
- To advocate for a balanced mind, body, and spirit.
- To empower students to engage in a diverse community.
- To promote student success through challenges, expectations, experiences, responsibility and support.

Dean of Students – Campus Center, Room 142

Jeanne Ortiz, Ph.D., Dean of Students, Ext. 4233

Andre Coleman, M.S., Associate Dean of Students, Ext. 4274

Frances Romo, Administrative Assistant, Ext. 4233

The Dean of Students, a senior officer of the College, recommends, develops and administers policies and programs pertaining to students. She is available to discuss personal and academic problems and to assist students in finding and making use of the resources of the College. In addition, the Dean is responsible for oversight of all areas of student life including orientation, student discipline, academic success services, leadership development, societies, residential life, student activities, career services, health services, counseling services disability services and the cultural center.

Student Facsimile Service (562) 907-4980

Students may send and receive facsimile messages through the Office of Student Life. Fees associated with sending and receiving faxes are:

Sending (Domestic) \$1.00 per page (first page free)

Sending (International) \$6.00 first page

\$3.00 additional pages

Receiving \$.20 per page

Career Services – Campus Center, Room 230

Linda Ross, M.A., Director, Ext. 4230

Aracely Torres, Employer Relations Coordinator, Ext. 4230

Career Services provides resources and services for all students to help facilitate career development. A first-year or sophomore student can receive assistance in choosing a major, obtaining internship experience, exploring career options or setting individual career goals. A junior or senior student can get assistance in how to obtain an appropriate internship, research graduate schools, design a personalized job search, construct a resume, improve interviewing skills, or explore post-graduation options.

Career Services include:

- Individual career counseling
- Career assessment inventories
- Career planning classes (INTD 13 for first-year students & sophomores & INTD 14 for juniors & seniors)
- Alumni career information nights
- Career resource library
- Workshops on writing a resume, interview skills writing a personal statement for graduate school and other professional development topics
- Annual Career Fair
- Employer information sessions and recruitment sessions

- Job search assistance
- Graduate school information
- Annual Graduate School Fair
- Web page: //www.whittier.edu/career
- On-line job listings through www.collegecentral.com/Whittier, including part-time, and full-time
- Work-study fair and assistance with locating a work-study job
- Close collaboration with the Office of Internships and Community-Based Learning

Employment Opportunities

Career Services works with students in obtaining part-time employment both on and off campus. On-campus positions are usually limited to students whose financial aid award includes Federal College Work-Study. Career Services has its own in-house job database called, Poet Paths, for listing local jobs. More on-line job opportunities as well as the work-study positions are available through partnership with Monstertrak. Students can view opportunities 24 hours a day by registering at www.collegecentral.com/whittier for Poet Paths and www.monstertrak.com for work-study jobs. A variety of positions are available with flexible work hours, ranging from childcare to banking, tutoring, general office support, sales and management training. Students can learn about internships at the Office of Internships and Service-Based Learning. Students are encouraged to seek positions that will help them develop and strengthen career-related skills, experience and networking contacts.

Center for Academic Success – Science 105

Kristina Alvarado-Gonzalez, Director Ext. 4816

Valery Martinez, Assistant Director Ext. 4816

Rosa Moore, Office Manager Ext. 4816

The mission of the Center for Academic Success (CAS) is to empower all Whittier College students to become successful, self-directed, and collaborative lifelong learners. CAS will provide a supportive and holistic learning environment for anyone who is willing to seek help and work towards achieving their educational and personal goals.

CAS services are free to Whittier College students and include:

- Academic Guidance
- Individual Tutoring
- Supplemental Instruction
- Academic Coaching
- INTD 70: Whittier Seminar
- Academic Enrichment Workshops
- A Computer Lab
- Comfortable Study Space

Please visit our website at <http://www.whittier.edu/Academics/CenterForAcademicSuccess> for more information.

Counseling Services - Haverhill A

Shikana Temille Porter, Ph.D., Director, Ext. 4239

Jeannie Wallace, Program Assistant, Ext. 4239

Do you want to talk with someone about...

- | | | |
|-------------------------|--|---------------------|
| • adjusting to college | • academic performance | • roommate problems |
| • dating and sexuality | • alcohol and other substance use or abuse | • family problems |
| • depression or anxiety | • stress | |

Counselors are available to help students with these and many other issues. They provide short-term, problem focused counseling and programs on many aspects of campus life. All services are free and confidential.

Members of the Counseling Services staff make presentations on a variety of issues which promote social and psychological well-being. Students interested in a speaker for a class, residence hall, society, club or organization, are encouraged to call the Counseling Services and arrange to discuss their needs with a counselor.

Cultural Center – Campus Center, Room 163*Joy Hoffman, M.Ed., Director, Ext. 4962**Luz M. Galbreath, M.A., Assistant Director/Director of Ortiz Programs, Ext. 4962*

The Cultural Center seeks to increase cultural interaction and dialogue on campus. The Center is proud to offer a variety of programs throughout the year, including those focused on peer mentorship and leadership development. All Cultural Center programs serve to educate the campus community and acknowledge, celebrate, and honor diverse identities and cultures on campus.

The Center supports student organizations, including but not limited to, Hispanic Student Association, Asian Student Association, Hawaiian Islanders Club, Black Student Union, BGLAD, Jewish Student Union, Newman Club, Whittier Christian Fellowship, and other clubs that promote diversity. The Cultural Center advocates for students who need assistance in transitioning to college life and connecting with individuals in the campus community who can serve as members of their support system. The Center collaborates with faculty to develop resources and programs that expand awareness, understanding, and appreciation of diversity in the curriculum.

The Ortiz Programs support Latino students in their academic pursuits and leadership development through workshops and programs offered in collaboration with other departments on campus. In addition, the Ortiz Programs sponsors annual events and co-curricular activities that expand knowledge and appreciation of the Latino culture and history while creating a close-knit community among students, parents, alumni, faculty, and local organizations.

Students are invited to stop by the Cultural Center to use the computers, grab a snack, hang out in the living room, and interact with students and professional staff.

Disability Services - Science 105*Rosalba B. Rios, M.S., Director, Ext. 4840**Crystal Huerta, Accommodations Coordinator, Ext. 4825*

The Office of Disability Services provides accommodations, academic counseling, and educational support for students with documented physical/health, learning, and/or psychological disabilities. We offer academic accommodations (Time extensions on exams, note-taking services, books and texts in alternate format, etc.), facilitate meetings with the Department of Vocational Rehabilitation, provide community resources and provide access to our Assistive Technology computers.

For students with psychological/emotional conditions (ADHD, Major Depression, Asperger's, Bipolar, etc.), we provide on going academic counseling support, facilitate clinical referrals, and provide case management pertinent to academic functioning, facilitate leave of absences, reduced course load considerations, and housing considerations.

Students who wish to receive services must provide documentation in accordance with the documentation guidelines and meet with the Director of Disability Services. Please visit our website at www.whittier.edu/Students/DisabilityServices/default.aspx for detailed information about requesting services and procedures for receiving services or call us.

Our services and program are in accordance with the Americans with Disabilities Act and Section 504 of the 1973 Vocational Rehabilitation Act.

Office of First Year Programs – Johnson Residence Hall*Lisa Bortman, Ed. D, Associate Dean and Director of First Year Programs, Academic Advising and Assessment (562) 464-4532*

The mission of the **FIRST YEAR PROGRAMS** at Whittier College is to help students successfully transition to college and develop the skills and dispositions needed for academic success. The First Year Experience is a series of programs and services. These include:

- **Associate Dean of First Year Programs:** Dr. Lisa Bortman serves as the College's Associate Dean of First Year Programs. The "First Year Dean" can help you maneuver through the college system, providing you with advice,

referring you to appropriate resources and serving as an advocate when needed. Her office is located in the lobby of Johnson Hall (Johnson 33).

- **First Year Faculty Mentor/Advisor:** A faculty mentor is a faculty member that teaches one of the classes in the first year academic links. Mentors serve as advisors in the first year and then continue on as advisors until first year students choose a major (and then you choose an advisor in your major). Students will see their mentor in class but will also meet with him/her to discuss succeeding academically, developing educational goals, investigating majors, planning for careers, graduate school, internships, and meeting graduation requirements. Advisors/Mentors also refer students to the many services available at Whittier College.
- **Living Learning Community:** All first year students live in Living Learning Communities. These consist of cohorts of approximately 16 students living in close proximity in the first year residence halls, Johnson Hall and Stauffer Hall. Students in a Learning Living Community enroll together in the Freshman Writing Seminar taught by an instructor who usually serves as their faculty mentor as well. The Freshman Writing Seminar is linked with another academic course that students also take together as a cohort. They are called Living Learning Communities because learning is extended from the classroom to the living environment!
- **Freshman Writing Seminar, Poet to Poet Seminar and Peer Mentor:** Peer Mentors at Whittier College are upper class students who work with the first-year students, helping them successfully transition to Whittier College. They begin the academic year working as **Orientation Week Leaders** and then continue assisting their mentees, providing writing and general academic support through the **College Writing Seminar** and **Poet-to-Poet Seminar** (A discussion-based seminar run by the peer mentors covering content that will help students' transition and succeed in College).

These programs attempt to provide a mechanism for a smooth transition to the first year of college. They foster the development of relationships with faculty, students and upper class peer mentors. They teach students how to be active, contributing members of the Whittier College community.

Health Services - Hamilton House

Colleen Leidy, RN, Director (562) 907-4200 Ext. 4400

Barbara Slinghoff RN, Staff Nurse (562) 907-4200 Ext. 4400

Melissa Nordyke, Office Manager, (562) 907-4200 Ext. 4400

Website: <http://www.whittier.edu/health/default.htm>

Located off Philadelphia St. across the parking lot from Campus Safety.

The Health Center provides primary health care services as well as health and wellness resources to Whittier College students. The phone number is (562) 907-4200 Ext. 4400

Services provided

- Medications for illness
- Emergency Contraception
- Birth Control
- Treatment of Sexually Transmitted Infections
- Immunizations
- Physicals
- Pap Tests
- Travel Physicals

A Nurse/Director is available on a full-time basis, Monday through Friday, throughout the academic year. Daily physician hours are provided during the week. **There is no charge for a visit. No insurance is necessary. There is a small charge for any medication prescribed.** After hours, emergency needs and certain illnesses are referred to nearby Presbyterian Intercommunity Hospital. *All students must complete and return "Health History Record" and "Health Examination" forms prior to enrollment.*

Office of Leadership, Experience and Programs (LEAP) - Campus Center, Room 163 Ext. 4986

TBD., Director, Ext. 4986

Sarah Morgan, M.S., Assistant Director, Ext. 4986

Eva Covarrubias, B.A., Office Manager & Program Coordinator, Ext. 4986

The Office of Leadership, Experience and Programs (LEAP) is dedicated to helping students develop practical skills in leadership and program development. LEAP works with students in the scheduling and planning of programs, budget management for clubs and organizations and a variety of other tasks. The ASWC Senate, student publications (KPOET Radio, Acropolis Yearbook, Video Production Club, Quaker Campus newspaper), Interclub Council, Program Board, clubs and organizations, event planning for Club 88 (the campus nightclub and student event venue) and many other opportunities are advised through the Office of Leadership, Experience and Programs.

Leadership Opportunities

The Office of Student Activities emphasizes the development of leadership skills in all Whittier students. It is our belief that every student holds the potential and promise for leadership, both at the College and in the community and that leadership does not necessarily equate to a title or position, but one's actions. There are several leadership development programs on campus, specifically:

Leadership Summits

The Leadership Summits are half-day training sessions for current or emerging student leaders. The summits present information about funding events on campus, planning events and making reservations, fund raising ideas, designing effective publicity, understanding various leadership models, participating in service opportunities, and identifying campus resources available for student organizations.

POET Leadership,

Providing Opportunities for Excellence Through (POET) Leadership is a series of workshops offering students the leadership training critical to their success at Whittier College and beyond. Sessions focus on broad leadership topics touching on ethics, leadership models, understanding one's own leadership potential, engaging in service as a form of leadership, and teambuilding skills. Additionally, participants are encouraged to form new networks with peers and the various professors, administrators, student leaders and alumni who facilitate the workshops. POET Leadership is offered in the spring and is designed for Sophomores, Juniors and Seniors.

First Class

This intensive four-week leadership seminar during the January Interim is offered to first-year students. The sessions are designed to offer new students a leadership experience, regardless of one's training, that will assist in their transition to Whittier College. Participants are encouraged to make connections with fellow students, student leaders, and the various professors and administrators who facilitate the sessions.

Volunteerism and Service

Community service and volunteer opportunities connects students to life-long learning and strong character development, while also affirming the Quaker mission upon which Whittier College was founded. The LEAP Office offers students, faculty, and staff opportunities for one-time and short-term volunteer opportunities, both on campus and within the local community. Examples include a voter registration drive, annual blood drives, the Snowman/Angel Tree Project, AIDS Walk LA, Helping Hands Day, and working with various local groups in need.

Associated Students of Whittier College (ASWC) Ext 4876

Every full-time undergraduate student of Whittier College is a member of the Associated Students of Whittier College (ASWC). The Student Body Fees that students pay each semester are administered by the ASWC Senate (the student governing council) and the Media Council. The ASWC Senate's primary purpose is to serve the needs of the ASWC by being both a voice and a means through which students may take action. The elected officers do so in many ways, such as sponsoring campus programming, seeking out student needs, pursuing campus improvement projects, allocating funds to recognized student clubs and organizations, and by serving as a liaison to voice student needs and concerns to the college administration.

Senate meetings are held at 7:00 p.m. on Mondays, all students are invited to attend, and any student may submit legislation to be discussed. Please contact the Senate office at ext. 4876 or visit their office on the first floor of the Campus Center for more information.

Residential Life – Campus Center, Room 142

Delaphine Hudson, M.A., Assistant Dean of Students & Director of Residential Life, Ext. 4223

Matthew Washington, Office Manager, Ext. 4223

David Christoff, M.S. Assistant Director/Area Coordinator - Stauffer & Johnson, Ext. 4878

Tiffany (TEA) Bogue, M.Ed., Area Coordinator - Harris, Wanberg & Campbell, Ext. 5385

Andel Fils-Aine, M. Ed. – Area Coordinator - Turner, Ball & Wardman, Ext. 4879

Whittier College is committed to providing a co-curricular environment, which enhances and enriches the academic program and provides students with opportunities for personal and social growth, self-discovery, and an appreciation of responsibility to self and others. To those ends, Whittier College sees residential living as an integral part of the student's education. Residential living fosters a sense of community, facilitates the integration of the individual into campus activities and organizations, exposes students in a very direct and personal way to a pluralist community, encourages an atmosphere of free and wide-ranging expression of ideas, and develops in each person capacities for self-direction and deep concern for others.

For these reasons, all Whittier College students are required to live on campus through their junior year unless they reside with their parents or legal guardians (when student is claimed as a dependent on parent or guardian's recent utility bill) within a twenty-five mile radius of the College, are twenty-two years of age or older, or are married. It is the goal of Residential Life to expose as many students as possible to the benefits of living and learning at Whittier College. Area Coordinators and Resident Advisors work directly with students living in the residence halls. They acquaint residents with the resources of the College, identify concerns and needs, and advise students on ways to make the living experience in the halls positive and more meaningful.

Residence Hall Association

The Residence Hall Association of Whittier College acts as a resource for organizations and individuals by providing additional programming, co-sponsoring events and serving as a liaison between residents and the Office of Residential Life. If you would like to get involved, please contact RHA advisor, Tea Bogue at ext. 5385 or president, Heath Mc Nerney at hmcnerne@poets.whittier.edu

Peer Review Board

The Peer Review Board (PRB) is comprised of a group of students dedicated to upholding community standards. PRB meets weekly and adjudicates cases of student misconduct and empowers Whittier College students to hold their peers accountable. For more information, please contact Delaphine Hudson at dHUDSON@whittier.edu.

ADDITIONAL SERVICES FOR STUDENTS

Office of Alumni Relations - College Hall 2nd floor, Ext. 4222

TBD, Director

Ana Gutierrez '96, B.A., Associate Director

Ann Gronewold, Administrative Assistant

The Office of Alumni Relations coordinates multiple events and activities for Whittier College alumni throughout the year. The most notable event is Whittier Weekend which is held in October. The Alumni Office provides a vital connection between alumni from all decades and their alma mater, Whittier College. Even before students graduate, opportunities for involvement through the Student Alumni Board provide unique access to alumni for networking and career development. Regularly programming in the December Alumni House provides opportunities for students to meet alumni leaders and learn about their professional achievements. Feel free to call or e-mail us at alumni@whittier.edu

Athletics - Donald E. Graham Athletics Center, Ext. 4271

Rob Coleman, Director of Athletics

Erin Bridges-Thorpe, Senior Women's Administrator

Darline McCracken, Administrative Assistant

More than 30% of the Whittier College student body participate on the 10 women's and 11 men's intercollegiate athletic teams. Whittier's expert staff of coaches is committed to making athletics a balanced and competitive learning experience. Whittier participates in the Southern California Intercollegiate Athletic Conference (SCIAC). Students interested in participating on an athletic team should communicate with the Athletics Department.

Athletic Facilities

Whittier offers a fine complex of athletic facilities including the 7000-seat Memorial Stadium, where football and track and field compete, and Memorial Field, where baseball is played. The new Charles and Marie Palmer Softball Stadium, new all-weather track and renovated football field provide state-of-the-art facilities. The Graham Soccer and Lacrosse Field is used by the men's and women's soccer and lacrosse teams. The Graham Athletics Center houses basketball and volleyball in the 2200-seat Wardman Pavilion, as well as the George Allen Fitness Center, training rooms, a dance studio and the Whittier College Athletic Hall of Fame. The tennis team competes at The Richard Ettinger Tennis Courts on six adjacent and lighted courts, while swimming, diving and water polo are featured in the Slade Aquatics Center.

Bookstore – Campus Center, Room. 182

J.T. Centonze, Manager

Hours: (hours subject to change during the summer)

8:30 a.m. - 6:00 p.m. Monday - Thursday

8:30 a.m. - 2:00 p.m. Friday

10:00 a.m. – 2:00 p.m. Saturday

The Whittier College Bookstore provides books and supplies necessary for courses. In addition to school supplies, many items are stocked, such as toiletries, discs, tapes, batteries, room accessories, snacks and the ever-popular Whittier College insignia t-shirts and sweatshirts. Gift items with the school insignia and greeting cards are also available. A "buyback" of used books is conducted every day of the year. The website for the bookstore is www.whittier.bkstr.com.

Business Office – Mendenhall, Ext. 4207

Hoang Hau, M.B.A., Executive Director, Business & Finance/Controller, Ext. 4244

Gloria Ruelas, Accounts Receivable Manager, Ext. 4858

The Business Office is among the most useful resources on campus. The Business Office is open from 8:00 a.m. to 5:00 p.m. daily (hours subject to change during the summer).

This office:

- Coordinates the Whittier College Tuition Payment Agreement.
- Maintains Student's Tuition Account and generates Monthly Student Billing Statements.
- Cashes personal checks up to the sum of \$20.
- Produces and distributes student payroll checks for students who work on campus. Checks may be picked up on alternate Fridays after 1:00pm.

- Originates promissory notes for Perkins and Whittier loans.
- Collects payments for Perkins and Whittier loans.
- Coordinates AMS monthly payments to student accounts at tuitionpay.salliemae.com/whittier
- Originates refunds for tuition and room and board (where applicable) after a student's official withdrawal from the College through the Dean of Students office. Checks may be picked up Wednesdays and Fridays after 1:00 p.m.
- Coordinates meal plan changes.
- Coordinates Student Health and Accident Insurance On-line Waivers at www.srstudentcenter.com

Credit Card payments are offered through our online payment provider Sallie Mae. Go to the Whittier College website (www.whittier.edu) Click on Offices and Services at the top of the page. Scroll down to Administration and click on Business Office. On the left side of the page click on Student Accounts. To make a credit card payment simply click on "One Time Payment" and follow the instructions. Print the confirmation number for your records. The Business Office does not directly accept credit card payments.

The Whittier College Tuition Cancellation Policy is available on the Whittier College Website (www.whittier.edu) in the Business Office link under "Business Office Policies."

Campus Safety - Haverhill B

Bernard C. Alex, MPA, Chief, Ext. 4211

John Lewis, B.A., Assistant Chief, Ext. 4211

Campus Safety is authorized by the College to protect the campus community and campus property and strives to make the campus safe for Whittier students and employees. Campus Safety patrols the campus 24 hours a day, seven days a week. Officers perform many police and safety functions on property owned and operated by the College, such as:

- Answering calls for service and emergencies
- Securing buildings
- Registering bicycles and vehicles
- Performing campus safety inspections
- Providing an escort service
- Instituting campus watch programs and operation identification
- Controlling crowds at major events
- Enforcing traffic and parking regulations
- Providing educational programs
- Issuing Whittier College Identification Cards
- Coordination of Electronic Door Access (card access)
- Coordination of Key access (key control)
- Monitoring station for fire and intrusion alarms
- Monitoring station for cctv

The Campus Safety Department is deeply concerned with the security and well-being of all students. Because unlawful activities are a possibility on the College's property, students who are stopped by a Campus Safety officer are required to present proper identification and follow any instructions given by the officer. Students who see anyone or anything that is even slightly suspicious are encouraged to call the dispatcher for assistance or information. Students' cooperation and assistance is essential to Campus Safety in maintaining a safe and secure campus community.

Dining Services – Campus Center,

The Campus Inn & The Spot

Bon Appétit Management Company

Fabio Soto, General Manager, Ext. 4957

Michelle Arguello, Catering Director, Ext. 4557

Whittier College provides an excellent dining service program for all students, employees and guests. Bon Appétit, Whittier's food service company, is an industry trendsetter and has won many awards for its non-traditional approach to food service. Bon Appétit tailors its menus to suit the tastes and needs of its guests and provides full service catering.

The Campus Inn features a variety of entrees at each meal, a full salad bar, made-to order delicacies, gourmet deli, full beverage bar, and desserts ranging from fresh pies to reduced fat soft serve ice cream. Once inside the Campus Inn, you are entitled to unlimited servings. Bon Appétit is committed to providing all of our guests an experience that fully meets their needs. If for some reason our meal program fails to meet your needs, please feel free to discuss the matter with the General Manager.

Campus Inn Meal Hours: (subject to change during Holidays and Breaks)

Monday - Friday

7:15 a.m. - 9:00 a.m. Hot Breakfast

9:00 a.m. - 10:00 a.m. Continental Breakfast

11:15 a.m. - 1:30 p.m. Lunch

4:45 p.m. - 7:00 p.m. Dinner

Saturday - Sunday

10:30 a.m. - 1:00 p.m. Brunch

4:30 p.m. - 6:00 p.m. Dinner

The Spot is the on-campus restaurant open from early morning to well past dusk. It features such goodies as charbroiled hamburgers, a gourmet deli, piping hot grilled selections and an assortment of power drinks. All selections are à la carte although combos and specials are available.

Spot Hours: (subject to change)

7:30 a.m. - 11:00 p.m. Monday - Friday

5:00 p.m. - 11:00 p.m. Saturday

5:00 p.m. - 11:00 p.m. Sunday

The Campus Inn and The Spot are closed during vacation periods. Service hours may vary.

Residential students are required to select one of the meal plans listed below:

Plan 1 - 19 flex \$4560 annually

Plan 2 - 15 flex \$4430 annually

Plan 3 - 10 flex \$4172 annually

Plan 4 - 19 meals \$4148 annually

Plan 5 - 15 meals \$4000 annually

Plan 6 - 10 meals \$3758 annually

The following plan is offered to off-campus students exclusively, and can only be used for breakfast, lunch or brunch meals:

Plan 7 - 5 meals \$1546 annually

Plan 8 - 5 flex \$1660 annually

Flex Plans stretch your dollar. A Flex Plan is a flexible meal plan, which provides an alternative to the café meal choice. Students have the convenience of using their student ID as a debit card to make purchases at The Spot. In addition to the convenience of not having to pay cash, students receive \$150 in value.

Campus Inn Cash Meal Prices - Cost to dine for guests, visitors, and non-meal plan holders:

Breakfast \$7.50

Lunch or Brunch \$8.50

Dinner \$10.00

Dining Options and Services

- Sack Pack Meals are available for students who cannot attend meals due to such commitments as work, meetings or classes. Orders may be placed in person. 24-hour advance notice is required.

- Sick Trays are available for students who cannot attend meals due to an illness. Students who are ill and would like a hot meal must send their ID card with another meal plan holder, with instructions to give the card to the checker along with a request for a sick tray.
- General Debit Dollars are available for purchase for those who have not purchased a flex meal plan or have run out of flex dollars for the semester. They can be purchased at the “fill” station located in Campus Safety.

Campus Inn Guidelines

The following guidelines are to ensure that the dining atmosphere in the Campus Inn is a pleasurable one for all students:

- All meal plan holders must present their current student identification card each and every time upon entry into the Campus Inn. Meal plan holders should report lost or stolen identification cards to Campus Safety. Replacement ID cards are \$20.00, and can be purchased at Campus Safety. Students without a meal card will **not** be allowed to enter, unless they pay the standard door rate for that particular meal.
- All guests, Meal plan Holders and Non-Meal Plan Holders must enter the Campus Inn through the main double doors.
- All diners must wear shoes and a shirt.
- All food and beverages must be consumed in the Campus Inn. To go containers are available. See signage by the cashier for “To Go” Policies and Guidelines.
- Only Bon Appétit authorized beverage containers will be allowed in the Campus Inn. All others are prohibited.
- Students must bus their own trays. Dish carousel is in the west side of the main dining room behind beverage station.
- Bon Appétit will not be responsible for theft or loss of articles left behind in the Campus Inn.
- Solicitations are permitted with written authorization from the Director of Student Activities and Bon Appétit management.
- Unauthorized entry, or facilitating the unauthorized entry of another is strictly prohibited. Violators will be asked for their ID’s, reported to the Dean of Students Office, and will serve Community Service.

The following is strictly prohibited:

- The throwing of any objects including food.
- Removing equipment from the Campus Inn, including salt and pepper shakers, napkin dispensers and trays.
- Defacing any Campus Inn or Spot equipment.
- The posting of signs, posters, or other materials on the windows, walls or doors of the Campus Inn without prior authorization from Bon Appétit management or the Director of Student Activities. Although Bon Appétit expects very few policy violations, students who fail to comply with the guidelines outlined here will be subject to referral to the Dean of Students for disciplinary action, Community Service, fines beginning at a minimum of \$25 and suspension of dining privileges.

“Straight Answers”

“The checker knows me. Why do I have to show my card each time I come to the cafe?”

Your meal card identifies you as an owner of a meal contract and must be shown to the checker every time you eat a meal. Because of the different meal plans and the fact that some students are not meal plan owners; our checker can only be sure of accurate accountability by seeing each card. This step provides you, a paying customer, with the lowest possible prices.

“Why can’t I let my friends use my meal card when I’m out of town? I paid for my meals, so someone might as well eat them if I can’t be there myself.”

The answer is simple. Resident dining rates are based on actual meals served, not on the number of outstanding meals. The system is based on average attendance. In other words, resident dining rates are based on the statistical fact that the average resident dining patron will eat only a certain percentage of meals available. If meals were transferable, the basic cost of your meal plan would have to be increased to cover the increased cost of attendance. Please work with us to keep the resident dining rates as low as possible.

Copy Center – Campus Center, Room 135

Ann Gipple, Assistant Manager, Mail and Copy Center, Ext. 4265

The Copy Center provides copying services for the entire College campus and is also available for student usage. Services include reductions and enlargements, copying on a variety of paper stocks, color copies, collating, stapling and binding. Except for large jobs, one or two-day service is usually provided for most requests. For students’ convenience, two copy machines are available in the main library. The Copy Center is located next to the Mail Room, with entry from Earlham Street. Service hours: Monday through Friday, 8:00 a.m. - 3:00 p.m.

Facilities Management – Maintenance Plant

Sodexo Campus Services

Thomas J. Marotta, Director of Facilities, Ext. 4261

Martin Romero, Associate Director; Yosako Osako, Grounds Director; Cindy Cortes, Custodial Manager

The Facilities staff provides housekeeping, maintenance and grounds-keeping services for the campus. Students living on campus are encouraged to place work requests for their respective residence halls through members of the Residential Life staff.

Financial Aid - Weingart Hall, 2nd Floor

Vernon D. Bridges, B.A., Director, Ext. 4285

Juan Gutierrez, Associate Director, Ext. 4285

Financing a college education is not an easy task! To ensure that financial concerns do not preclude students from taking advantage of the benefits of a Whittier education, the Office of Financial Aid offers several different types of programs to assist with meeting college expenses.

Federal, state and institutional aid programs are available to assist students and their families with ways to help cover the cost of an education. The amount of funds and types of programs vary depending on the qualifications and circumstances of each individual student. Oh

For more resources on the financial aid process, types of financial aid and other important information, please visit the Office of Financial Aid website at <http://www.whittier.edu/AdmissionAndAid/FinancialAid/default.aspx>, or call 562-907-4285.

Information Technology Services – Rose Hills Foundation for Library and Information Resources, Ground Floor

Troy Greenup, M.B.A., Director, Ext. 4287

Jeffrey Feng, M.S., Associate Director, Ext. 4287

James Bogdan, Network Manager, Ext. 4287

Ann Livits, B.S., Data Base Administrator, Ext. 4287

Ed Chaput, Systems Manager, Ext. 4287

Robert Olsabeck, B.A., User Support Manager, Ext. 4287

Steven Pei, M.S., Systems Analyst, Ext. 4287

Dedra Thames, B.S., Help Desk/Office Manager, Ext. 5000

Paul Hong, Help Desk Coordinator

IT Services offers a wide array of computing, networking, and telecommunications resources and services to members of the college community to facilitate teaching and learning, research, and administrative activities and to further the College’s mission. Among the services we provide are voice and data communications including telephone and network service to the

residence halls, administrative computing including self-service access to administrative services via the web, e-mail and calendaring, and web and web portal services.

IT Services supports over 200 networked computer stations located in departmental labs across campus available to students. In addition, IT Services operates three facilities on the ground floor of the Rose Hills Foundation for Library and Information Resources. The Instructional Lab is a 20 computer, 30-seat instructional facility used primarily for bibliographic instruction and information literacy education. The Student Commons features 50 computer workstations, both Windows-based and Macintosh, and offers both black & white and color printing. Finally, the Keck Multimedia Development Lab is equipped with the hardware and software tools that allow students and faculty to integrate technology into their scholarship and research.

Lab Hours: (*hours subject to change during the summer*)

8:00 a.m. - 11:00 p.m. Monday - Thursday

8:00 a.m. - 5:00 p.m. Friday

1:00 p.m. - 5:00 p.m. Saturday

12:00 p.m. - 11:00 p.m. Sunday

Technology Classrooms and Labs

In addition to the general-use computer labs in the library and IT Services facility, there are a number of technology-enhanced classrooms and labs throughout campus. Lectures and presentations can be delivered from a multimedia-equipped podium and projected onto a large screen during classes, and some rooms may be used as computer labs when not used for teaching. Academic departments manage their own computer labs and some are staffed with student workers.

Mail Room – Campus Center, Room 136

Sherrie Edwards, Mail Clerk, Ext. 4264

All incoming mail to the campus comes to the Mail Room, Monday through Friday. Mail is NOT delivered to any of the residence halls. To avoid a delay in receiving mail, students are asked to use their assigned mail box number in all correspondence. Fictitious or pet names are not permitted. The student mailboxes are locked with combination locks. Mail is received at 8:00 a.m., 9:20 a.m. and 11:20 a.m., and then placed in the individual boxes, which are accessible from 6:30 a.m. - 10:00 p.m. All mail should be addressed in this manner:

Name – P.M.B.
Whittier College
P.O. Box 634
Whittier, CA 90608-0634

For UPS, Fed-Ex, DHL and all other delivery services that require a physical address, please use the following:

Name – P.M.B.
7214 Painter Ave
Whittier, CA 90601

*P. M. B. = Personal Mail Box. Student must put the 4 digit box number after P. M. B.

Mailbox use is only for registered students. If a student has mail addressed to his or her mailbox for a temporary visitor or guest, it must be addressed in care of the student to prevent it from being returned to the sender.

The mailbox is not to be used for business enterprise. Outgoing letters and small packages may be placed in the letter slot for mailing. Postage stamps may be purchased (cash only), but the Mail Room will not issue money orders, mail parcels or handle registered mail. The nearest U.S. Post Office is located on the corner of Washington and Bailey in uptown Whittier. When graduating or leaving campus for the summer, students may have mail forwarded by filling in a card available in the Mail Room. Mail Room personnel will gladly answer questions or assist with combination or mailbox problems.

For information about student club or organization use of mailboxes for large mailings, please see the Mailbox Policy.

Service Hours: (*subject to change during the summer*):

Access to boxes: Monday - Friday, 6:30 a.m. - 10:00 p.m.

Window service (parcels) and stamps: Monday - Friday, 8:00 a.m. - 5:00 p.m.
(Closed for lunch Monday - Friday, 11:30 a.m. - 12:30 p.m.)

Media Center - Platner Hall, 2nd floor

Rich Cheatham, Ph.D., Director, Ext. 4267

Chuck Elliot, B.A., Media Coordinator, Ext. 4267

Along with furnishing media services to campus classrooms, the center features an extensive videotape/DVD collection and other media for supporting the academic program. It also houses a Final Cut Pro digital editing lab that doubles as an area for individualized video viewing. Students may reserve times for watching media programs by contacting the center's staff.

Purple & Gold Go Green!

Environmental sustainability is a challenge facing everyone. Already, there are a number of different organizations and efforts on campus dedicated to reversing climate change.

In June 2007, President Herzberger joined leaders of higher education throughout the nation in signing the American College & University President Climate Commitment (ACUPCC) in an effort to become climate neutral. This important initiative aims to "exercise leadership in [our] communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality."

Part of our Commitment is to participate in RecycleMania, "a friendly competition among college and university recycling programs...that provides the campus community with a fun, proactive activity in waste reduction." The competition is an extension of on-going work to minimize our waste output and to ensure that we recycle as much as we are capable of.

Poets are also encouraged to be mindful of their energy and water usage. Take simple steps such as: use only Energy Star certified appliances and switch off the lights; unplug computers, cell phone chargers, and other "energy hogs" when not in use; minimize car trips or carpool; utilize public transportation; turn the shower off while soaping up; and report leaky faucets to Facilities.

At Whittier College, we are determined to act responsibly as individuals and as an institution to minimize our negative impact on the environment. To learn more about Whittier's Climate Commitment, go to:
www.whittier.edu/climatecommitment.

Public Relations/Communications - Mendenhall

Dana Rakoczy, Director, Ext. 4974

Ana Lilia Barraza, Associate Director, Ext. 4912

Tatiana Shabelnik, Web Manager, Ext. 4276

The Office of Communications provides information about Whittier College people, programs, and events to the news media and to the general public. The staff writes and distributes press releases on newsworthy events and accomplishments, responds to questions from the media, and matches the expertise of faculty and staff members with journalists writing on a wide variety of topics. Communications staff produces and publishes *The Rock*, Whittier's alumni magazine, and has oversight of the College's website. In addition, the staff assists other offices with communication pieces, speeches, and presentations as needed.

ACADEMIC POLICIES

Academic Honesty

When we engage in scholarship, we seek answers to questions we care about; we learn from others' work, and we add our contributions to a growing body of knowledge. However, we cannot honestly value that knowledge unless we also value truth. Acts of academic dishonesty are lies. They degrade our shared search for understanding as a community of scholars, and they undermine the integrity of that community by injecting falsehood into our dialogue. As a historically Quaker college, Whittier honors the Friends' testimonies of truth, community, and equality, where equality reflects our conviction that we are all worthy of equal respect. Thus, when members of our community commit acts of academic dishonesty, they are not committing victimless crimes. By violating – even in secret – the respect which they owe their colleagues, they tear the fabric of our community. Further, by shrinking from the self-defining work of scholarship, they hurt themselves.

General Policy on Academic Honesty

Because the preservation of academic honesty is as fundamental to our shared enterprise as the transmission of knowledge, the faculty and administration of the College regard educating students in academic integrity to be as important as inspiring them to rise to the challenge of learning. Students are expected to produce independent work and to cite sources of information and concepts. When these principles are breached and a student misrepresents his or her level of knowledge, the basic framework of scholarship is broken. In these instances, students will be held accountable and will face sanctions that range from a warning to expulsion from the College. Ignorance of what constitutes plagiarism or cheating is not a valid defense. If students are uncertain of policies, they should consult the instructor for clarification. Adherence to the policies delineated below reflects the commitment of our community to a single standard of truth, a standard binding on students, faculty, and administrators alike.

Definitions

These definitions do not represent a complete list of possible infractions; rather, they are intended to generally reveal the range of conduct which violates academic honesty.

1. **Plagiarism** - Submitted work should be one's own work and it should properly acknowledge ideas and words from others: ideas from another source should be cited in both the body and the works cited section of the paper, and exact words from another source should be placed within quotes. Plagiarism is submitting work done by others as your own work, and it is the failure to properly and appropriately reference and acknowledge the ideas and words of others. This can include submitting an entire paper downloaded from a website or another source, copying and pasting parts of different papers to form your own paper, failure to put quotes around exact wording used from another source, and failure to appropriately reference ideas from another person. Citation guidelines can be found in any writing handbook. While incorrect citation format may not necessarily be defined as plagiarism, individual instructors may penalize students for using an incorrect citation format. Please be aware that different disciplines use different forms for citing work. While each department should make these citation styles available, one is ultimately responsible for finding out this information. Students will be instructed on when and how to appropriately cite other people's work in their own papers in the College Writing Seminar and in the Writing Intensive Courses. Departments are also strongly encouraged to instruct students on appropriate citation in their introductory courses;
2. **Cheating** – Honesty involves presenting one's own level of knowledge as accurately as possible. Misrepresentation of one's knowledge is considered cheating; examples include copying or sharing exam answers, presenting work done by others as one's own, changing in any way work which may be reviewed in response to a grade consideration request, having a falsely identified person take an exam, or using notes, books and the like in closed-book examinations;
3. **Misrepresentation of experience, ability, or effort** - One is expected to accurately and fairly present one's experience, ability, or effort for any purpose. Providing false information concerning academic achievement or background in an area of study is academically dishonest. Examples include falsely reporting the substance of an internship, falsely representing the content of prior coursework, or falsely representing effort on a group project;
4. **Unauthorized collaboration** - In many course activities, other than examinations, collaboration is permitted and encouraged. Course syllabi and in-class instructions will usually identify situations where collaboration is permitted, but the student shares responsibility for ascertaining whether collaboration is permitted. Collaboration on homework, take-

home exams, or other assignments which the instructor has designated as “independent work” will be considered academically dishonest;

5. Submission of same work in two courses without explicit permission to do so- Presenting all or part of work done for one course in another course requires permission of the instructors of the involved courses. Connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. Failure to gain permission from the instructors in submitting the same work will be considered academically dishonest;

6. Falsification of records – Records document a person’s past accomplishments and give one measure of assessing those accomplishments. Any attempt to change grades or written records pertaining to assessment of a student’s academic achievement will be considered academically dishonest;

7. Sabotage – Valuing community means that one should respect another person’s work and efforts. Destruction of or deliberate inhibition of progress of another person’s work related to a course is considered academically dishonest. This includes the destruction or hiding of shared resources such as library materials and computer software and hardware to tampering with another person’s laboratory experiments;

8. Complicity concerning any of the above – Valuing community also means that one is honest with respect to another person’s work as well as with one’s own work. Any act which facilitates or encourages academic dishonesty by another person is itself an act of academic dishonesty.

Sanctions

Various sanctions exist which may be applied in response to an act of academic dishonesty. The severity of sanctions will correlate to the severity of the offense. Judgment of the severity of an academic dishonesty offense is the responsibility of the faculty member. The faculty member is encouraged to seek counsel of faculty colleagues, the Associate Dean for Academic Affairs and/or the Dean of Students in gaining perspective concerning the severity of the offense.

All grade related sanctions shall be levied by the faculty member teaching the course within which the offense occurred. The Associate Dean of the Faculty and the Dean of Students are available to provide guidance concerning appropriate sanctions. In addition, the following are some recommended sanctions for various degrees of academically dishonest acts.

Violations: Examples may include plagiarizing anywhere from one sentence to one paragraph in a paper, submission of the same work in two classes without the instructor’s permission, and unauthorized collaboration on a minor assignment.

Recommended range of sanctions: Reduction in letter grade for the assignment up to a failing grade on the assignment. Repeated violations in the same course may result in a failing grade for the course.

Flagrant Violations: Examples may include plagiarizing an entire paper or most of a paper, cheating on a quiz or exam, and unauthorized collaboration on a major assignment.

Recommended range of sanctions: Failing grade on the assignment up to a failing grade in the course.

Faculty members who wish to apply sanctions other than the recommended range of sanctions listed above, must explicitly state this in their syllabus for a course.

The Process

Faculty members must provide the student with a written account of the offense and the sanction. Faculty members must also report cases of academic dishonesty to the Office of the Dean of Students, including a brief written account of the

offense and the sanction levied through an on-line form, and a copy of the plagiarized paper. The Dean of Students must take a student to the Hearing Board if the student has a minimum of two flagrant violations or three total violations. The Dean of Students has the discretion to take students to the Hearing Board for fewer violations if there are other outstanding circumstances. Also, the Dean of Students must communicate with involved faculty members if a student is scheduled to appear before the Hearing Board.

The Hearing Board considers whether any further action should be taken which may include suspension or expulsion from the College. The Hearing Board does not reconsider the grade sanction given by the faculty member earlier in the process, but rather considers whether additional sanctions are merited. The Board will consider the entire student record of misconduct when making its decision and it will not limit itself just to acts of academic dishonesty.

Academic Conduct

Students are expected to attend class regularly, arrive on time, come to class prepared, participate actively, demonstrate courtesy and respect to the instructor and other students, and to contribute to a classroom environment supportive of learning and intellectual development. Students who, in the opinion of the instructor, fail to abide by these expectations may face academic penalty.

Students involved in misconduct, disruptive, obstructive, negative or endangering behavior that interferes with the faculty member's obligation to set and meet academic and behavioral standards in each class, may be withdrawn from the course. Misconduct or disruption does not apply to the content of speech or written work protected by freedom of expression or academic freedom. Poor performance or failure to submit work does not constitute reason for withdrawing a student.

Instructors may withdraw a student from a class for cause at any time provided that, a reasonable time beforehand, he or she has given the student written warning and has, by copy, informed the Dean of Students, the Associate Dean of Faculty, and the Registrar. Re-admission may be allowed only after consideration by a committee composed of the professor, the Dean of Students and the Registrar or a member of the Academic Review Committee. Appeals to the committee's decision will be heard by the Associate Dean of Faculty. If a student is withdrawn for cause from a course, a grade of W or F is recorded on the permanent record, depending on whether the student is passing or failing the course at the time of the withdrawal.

Academic Review

A. Good Standing

Students are considered in Good Standing if their overall and last semester grade point averages are both 2.00 or above.

B. Academic Difficulty

Students who earn a semester grade point average of below 2.00 will be categorized as follows for the next semester:

1.50 - 1.99 into Partial Probation

1.00 - 1.49 into Full Probation

.00 - .99 into Suspension

C. Partial Probation

1. Students who are on Partial Probation status and earn a semester grade point average below 2.00 will be placed on Full Probation for the next semester.
2. Students on Partial Probation who received a semester grade point average above 2.00 will continue on Partial Probation if their overall grade point average is below 2.00; they will resume Good Standing if their overall grade point average is above 2.00.
3. Students on Partial Probation are not restricted from participating in any activities except that they may not join a society.

D. Full Probation

1. Students on Partial Probation who earn a semester grade point average below 2.00 will be placed on Full Probation. Students on Full Probation may not hold any office in student government, the residence halls, or a society, or participate in athletics, club sports, drama or music productions, the yearbook, or the Quaker Campus, unless required to do so for graduation. Other conditions may be attached to Full Probation by the Academic Review Committee on an individual basis.

2. Students on Full Probation who earn a semester grade point average of 2.00 will be moved to Partial Probation if their overall grade point average is below 2.00; they will resume Good Standing if their overall grade point average is above 2.00.

E. Suspension Students on Full Probation who earn a semester grade point average below 2.00 and any student who earns a semester grade point average below 1.00 will be suspended for at least one semester. Students who are suspended for a second time will serve a year's suspension, while those suspended a third time will be suspended permanently.

F. Academic Review Committee. Students placed on Partial Probation, Full Probation or Suspension will receive a letter of notification from the Office of Academic Affairs. Students who wish to appeal the conditions that pertain to their level of academic difficulty (Full Probation or Suspension) may request a meeting with the Academic Review Committee, though students who have been suspended for a second or third time are generally not allowed to appeal.

G. Suspension Appeal Policies. Students who are academically suspended as a result of their fall grades will not be allowed to enroll in January classes or live in the residence halls during January Interim. If a student's appeal to the Academic Review Committee for spring re-admission is granted, the student will only then be allowed to register for spring classes.

Residential students who are suspended due to fall semester grades will need to move their belongings out of their residence hall room prior to the start of the January Interim, unless they have scheduled an appeal with the Academic Review Committee.

H. Guidelines. The following guidelines may be applied by the Academic Review Committee, as it deems appropriate:

1. The above policies are designed primarily for full-time students.
2. In considering suspensions, some consideration may be given to the total number of units earned toward graduation.
3. Students may appeal Committee decisions to the Associate Dean of Faculty. In the case of successful appeal of a suspension, students will be reinstated on Full Probation and additional conditions may be attached to the probation.
4. Students finishing Incompletes successfully may have the severity of the sanction reduced.

Incompletes, IP's (In Progress), W's, CR's, and Evaluations will not be used in calculating grade point averages.

CODE OF STUDENTS' RIGHTS AND RESPONSIBILITIES

Preamble

Whittier College is a community of scholars committed to respect, tolerance, integrity, concern for the individual and social responsibility. Belonging to the Whittier community is both a privilege and a responsibility. It is a privilege to live and study in a community committed to the founding values of the Quakers and it is a responsibility to abide by the Student Code of Conduct. The effectiveness of this code depends on individual acceptance of personal responsibility and cooperation among all members of the campus community. Essentially, each member of the College community is expected to assume responsibility for his/her own conduct and to assume reasonable responsibility for the conduct of others. In operation, this results in mutual respect and commitment of uphold the values and mission of the College.

Students are expected to abide by these policies and local, state and federal laws both on campus and at college-sponsored functions off campus. To uphold these principles within the context of community, action must be taken if students do not accept this responsibility. The Student Code of Conduct is designed to be an educational process that holds students accountable to themselves and the community. It is accomplished through a process that stresses appropriate consequences designed to enhance self learning, to gain insight into how their behavior affects the community, and to foster better choices in the future.

Article I: Definitions

1. The term "College" refers to Whittier College.
2. The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students", as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in [e.g., a foreign country, another state or studying abroad].
3. The term "faculty member" refers to any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation, if ambiguous given the definitions contained in this Article, shall be determined by the Dean of Students or designee.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" refers to any number of persons who have complied with the formal requirements for College recognition and/or registration.
8. The term "Student Conduct Board" refers to any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a policy violation has been committed.
9. The term "Student Conduct Administrator" refers to a College official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. At Whittier College, the "Student Conduct Administrator" is the Associate Dean of Students. The Associate Dean of Students may designate members of the Residential Life professional staff to hear alleged violations of this code. The Dean of Students may authorize a Student Conduct Administrator or designee to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Dean of Students may authorize the same Student Conduct Administrator or designee to impose sanctions in all cases.
10. The term "Appellate Board" refers to any person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator or designee.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.

14. The term “policy” refers to the written regulations of the College as found in, but not limited to, the Student Code, Residential Life Handbook, Student Handbook, the College web page and computer use policy, and Graduate/Undergraduate Catalogs.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledged. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he or she has been a victim of another student’s misconduct, the student who believes he or she had been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
18. The term “Accused Student” means any student accused of violating this Student Code.

Article II: Student Code Authority

1. The Student Conduct Administrator or designee shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator or designee and Appellate Board shall be authorized to hear each matter.
2. The Associate Dean of Students, in consultation with the Dean of Students shall develop policies for the administration of the student conduct system and procedural ruled for the conduct of Student Conduct Board Hearings that are not inconsistent with the provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator or designee shall be final, pending the normal appeal process.

Article III: Proscribed Conduct

A. Jurisdiction of the College Student Code

The College Student Code shall apply to the conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, particularly if the behavior has or has to potential to impact the College negatively. This determination shall be made on a case by case basis, at the sole discretion of the Dean of Students.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document record or instrument of identification.

Please see the Academic Honesty policy for a complete description of acts of dishonesty.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

Please see the Harassment Policy for further explanation of expectations.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of federal, state, or local law.

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. The possession or use of marijuana for medical purposes is not permitted on College premises or at College-sponsored events on- or off-campus.

Please see the Drug Free Schools and Communities Act.

Please see the Alcohol and Drug Sanction Matrix for an outline of the range of sanctions for drug violations.

10. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

Please see the Alcohol Policy for a complete description of Federal and college regulations regarding the consumption, possession and distribution of alcohol. Please see Alcohol and Drug Sanction Matrix for an outline of the range of sanctions for drug violations.

11. Illegal or unauthorized possession of firearms, explosives, other weapons, toy guns or weapons, or dangerous chemicals on College premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

Please see the Firearm and Weapons policy for a complete definition of weapons and the regulations governing their presence on campus.

12. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building area.
13. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored functions.
14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in gym, locker room, or restroom.
15. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Computer Use Policy.

Please see the Responsible Use of Networks and Computing Facilities Policy for a complete listing of students' rights and responsibility.

16. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Filing charges of a student conduct code violation in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
17. Students are required to engage in responsible social conduct that reflects positively upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violated both the criminal law and this Student Code (that is, if both possible violation result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks.
2. The Student Conduct Administrator or designee may conduct an investigation to determine if the charges have merit and/or they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator or designee may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less 48 hours and not more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator or designee, but only in instances with just cause.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the guidelines listed below.

Please see the Student Conduct Board Procedures and Guidelines for a complete explanation of the Student Conduct Board process.

- a. Student Conduct Board Hearings shall normally be conducted in private,
- b. The Complainant, Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board is at the discretion of the Student Conduct Administrator.
- c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator or designee, in his or her discretion, may permit the Student Conduct Board Hearings, concerning each student to be conducted either separately or jointly.
- d. The Complainant and the Accused Student have the right to be advised by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or the Accused Student at least two business days prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information or evidence will be allowed shall be at the discretion of the chairperson of the Student Conduct Board.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
- g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if

the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

- i. The Student Conduct Board's determination shall be whether a student is more likely responsible than not for violating the Student Code based on a preponderance of the information available.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.
 6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation—A written reprimand for violation for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of privileges—Denial of specified privileges for a designated period of time.
 - d. Fines—previously established and published fines may be imposed.
 - e. Restitution—compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.
 - g. Residence Hall Suspension—separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students removed from the residence halls may not be eligible for a refund or proration of housing and or meal fees
 - h. Residence Hall Expulsion—Permanent separation of the student from the residence halls. Students expelled from the residence halls may not be eligible for a refund or proration of housing and or meal fees
 - i. Censure - Notice that violation of any institutional regulation within a stated period of time may result in a referral to the Student Conduct Board for disciplinary action and is likely to result in severe sanctions such as suspension or expulsion. Students on censure may not be able to hold any positions in student leadership, such as student Senate, Clubs, Organizations, Societies or Resident Advisor. Additional restrictions on involvement in campus activities may also be applied as part of the sanctioning process.
 - j. College Suspension—Separation of the student from which the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students suspended from the College are not eligible for a refund on tuition and/or fees.
 - k. College Expulsion—Permanent separation of the student from the College. Students expelled from the College are not eligible for a refund on any fees.
 - l. Revocation of Admission and/or degree—admission to or degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of the College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - m. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree upon application to the Student Conduct Administrator or designee. Cases involving the imposition of sanctions other than residence hall expulsion College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 5 years after final disposition of the case. (b) in situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B) (1) (a)-(e).
 - b. Loss of selected rights and privileged for a specified period of time.
 - c. Deactivation. Loss of all privileged, including College recognition, for a specified period of time.
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator or designee. In cases in which persons other than, or in addition to, the Student Conduct Administrator or designee have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator or designee in determining and imposing sanctions. The Student Conduct Administrator or designee is not limited to the sanctions recommended by members of the student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator or designee shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator or designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator or designee may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within three (3) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students' Office. In the case of appeals, all sanctions assigned as a result of the conduct meeting shall be suspended until the appeal determination has been made. Students have the right to be advised or supported by anyone they choose, at their own expense. Advisors or support people are not permitted to speak or participate directly in any Student Conduct Board Hearing.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented. Specifically, failure to follow prescribed procedures thereby not giving the complaining and/or accused parties a reasonable opportunity to prepare and to present information. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish the violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. The Appellate Board has the authority to reduce or increase sanctions based on the facts of the cases. Decisions made by the Appellate Board are final and binding upon all involved. No additional appeals will be heard, except when new evidence becomes available.

Article V. Interpretation and Revision

- A. Any question of interpretation of application of the Student Code shall be referred to the (title of administrator identified in Article I, number 13) or his or her designee for final determination.
- B. The Student Code shall be reviewed ever (2) years under the direction of the Student Conduct Administrator or designee, with the cooperation of the Associated Students of Whittier College Student Senate.

Mailbox Policy

The mailboxes at Whittier College are provided for the convenience of students, faculty and staff. The mailboxes may be used to receive letters, packages, or notices from individuals or groups both inside and outside of the College community. All information going into campus mailboxes must be placed in the boxes by Mailroom staff. Please allow two business days for Mailroom staff to facilitate mailing requests, especially those involving a large number of items.

Student mailboxes will be used for official communication from the College; it is expected that students will check their boxes on a regular basis.

Mail that is addressed to an individual and sealed is considered private mail and will not require approval or prior review before it is mailed.

Mass mailings - addressed

- All large, addressed mailings sent to more than 20 recipients should be organized in box number order.
- All addressed, mass mailings must have the name of the individual or group that is disseminating the item.
- Students who are running for campus-wide, elected office in student government are entitled to one directed mailing to all students or to their voting constituencies. The Office of Student Activities will provide the names and box numbers of students to the candidates in a label format for a small fee.
- Must come from a campus department or organization.

Mass mailings - not addressed

- Student organizations and campus departments may use the mailboxes to publicize upcoming programs or services on a limited basis, as long as the publication indicates the name of the sponsoring organization. These publicity items do not need to be addressed to each individual recipient. Such notices sent by student organizations to the entire student body must be previewed and approved by the Office of Student Activities staff before they may be mailed. These mailings must adhere to the guidelines on content set forth in the Publicity Policy.
- Individual students may not send large, unaddressed mailings to the campus community to disseminate information about personal business or opinions.
- Surveys conducted by students for courses or by student organizations interested in assessing student opinion must be approved by the Dean of Students before they may be mailed to campus mailboxes.
- Requests for the dissemination of publicity from businesses, community groups, or other non-Whittier College agencies must be reviewed and approved by the Office of Student Activities.

The failure of students or student organizations to adhere to these policies may result in the suspension of the privilege to publicize via campus mailboxes and/or disciplinary action.

Publicity Policy

The Publicity Policy was developed for the following purposes:

- To protect and help maintain campus facilities;
- To ensure that events sponsored by recognized Whittier College clubs and organizations do not promote an event in a manner that introduces undue risk or liability for the sponsoring group or the College;
- To protect freedom of expression while honoring the College Policy on Harassment;
- To help student leaders create publicity and promotion that presents a favorable impression of the club or organization to members of the College community;
- To provide priority to Whittier College students and organizations for fundraising;
- To limit solicitation of students by vendors.

The Office of Student Activities is available to assist with any questions about content, layout or posting of publicity.

Where publicity may be posted or distributed:

- A. Notices, signs and posters are permitted only on bulletin boards. Applying tape to glass, painted, or finished surfaces is prohibited. This includes exterior or interior doors to all campus buildings, including residence halls, the Student Union, classroom buildings, the Mailroom and administrative buildings.
- B. Literature or handbills may be posted in residence halls as long as a copy of the publicity is given to the Area Coordinator prior to its distribution. Residence hall staff will remove flyers in residence halls, which are posted inappropriately or without consent. Distribution of flyers or handbills door-to-door in residence halls is strictly prohibited. Residential Life staff reserve the right to distribute information for purposes of inventory, health, safety or community program endeavors.
- C. Literature may be placed on departmental bulletin boards only with the permission of departmental chairpersons.
- D. Personal announcements from students, staff and faculty may be posted only on bulletin boards and must be dated.
- E. Literature may not be placed on or in vehicles parked on the campus.
- F. Banners may be placed on the rails on the campus side of the Campus Inn and surrounding the Hoover Lecture Hall patio, but may only be affixed with string or ribbon. No adhesive materials may be used. Banners may not be placed on building roofs, over a campus roadway, or in such a manner that impedes the normal passage of foot or bicycle traffic. Banner materials (pens, markers, paints, and paper) are available from the Office of Student Activities for a small fee.
- G. Use of stakes, standards, sandwich boards, sidewalk chalk, and other means of publicity must be cleared by the Office of Student Activities prior to posting and must be down 24 hours after the event.

II. Content

Students and organizations are encouraged to create publicity that accurately depicts both the membership of the organization and the event being promoted. The content, graphics, and style of publicity should be agreed upon by the organization before it is utilized.

- A. Language and graphics contained in all publicity must uphold the policies and standards of community for Whittier College. The Whittier College Harassment Policy states that “Harassment may take many forms, including: visual conduct such as derogatory posters, cartoons, calendars, drawings in public places, staring at someone’s anatomy, leering, or gestures” (page 108-109 of the Student Handbook). Harassment is defined as “Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.”

For example, publicity may not contain derogatory images of human body parts or nudity, racial slurs, violent images or language against individuals or groups, or sexually explicit innuendoes that are commonly viewed to be in poor taste.
- B. Publicity may not directly or indirectly advertise the availability of alcohol or any illegal substances or acts.
- C. Publicity for all clubs, dances, or other large events must contain the following: “Please bring Whittier College ID.” Events at which alcohol will be available must contain the following: “Please bring Whittier College ID and driver’s license.”
- D. Publicity must accurately reflect and portray the actual program or activity that is to take place. Inaccurate or misleading publicity may expose the sponsoring organization and hosts of the event to undue risk and liability.
- E. All publicity must indicate the sponsoring organization or creator of the publicity piece.

III. Duration

- A. All publicity for an event with a specific date or duration must be removed within two (2) days after the date (or end date) of the program. This includes all flyers, posters, banners, or other publicly distributed or displayed items.
- B. Publicity and personal announcements that do not indicate a specific date or program may be posted for no more than fourteen (14) days. Such publicity must indicate the date on which it was posted.

IV. Who may post on campus?

- A. Recognized student organizations, students, faculty, and staff may all post publicity on the Whittier College campus.
- B. All non-Whittier College publicity must be approved and stamped by the Office of Student Activities prior to its posting. The College reserves the right to limit or refuse the posting of non-Whittier College publicity at any time. In addition, non-Whittier College entities are prohibited from canvassing or soliciting in the residence halls, academic, and administrative buildings without the expressed consent of the College.
- C. Materials concerning Whittier College shall have preference over non-College materials.
- D. Individuals and organizations failing to adhere to the Publicity Policy may be asked to remove some or all of the displayed material immediately, and/or face fines. Repeated failure to comply with the Publicity Policy may result in the loss of publicity privileges and/or the loss of programming privileges.

OTHER POLICIES

AIDS Policy

Acquired Immune Deficiency Syndrome (AIDS) has had a profound effect upon our entire society. It has caused great concern and alarm, and is an important public health issue.

Because, as yet, there is no cure for AIDS or HIV infection, the most important goals for colleges and universities are to increase awareness and to provide education to prevent further spread of the AIDS virus. Effective educational programs about HIV infection based on the most credible scientific and legal knowledge to date will be made available to students, faculty and staff at Whittier College on an ongoing basis. Whittier College adopts the following policies based on the most current information available and promulgated by authoritative health organizations. The outline and wording of these policies is adapted from the American College Health Association General Statement on Institutional Response to AIDS, prepared by Richard P. Keeling, M.D.

- A. General Policy: Whittier College will respond to each situation regarding a student who has AIDS or is HIV positive on an individual basis, taking into account the particular facts of each case.
- B. Institutional Committee: The Wellness Coalition, a collaboration of Counseling Services, Health Services, Residential Life, and Athletics, organizes and oversees an educational program for the campus and provides a mechanism for recommending policy decisions as they become necessary. The Coalition has representation from faculty and students.
- C. AIDS/HIV as a Disability: Students with AIDS, as well as those with other manifestations of HIV infection, are considered to have potentially disabling conditions. All existing campus support services are available to students disabled by AIDS or HIV infection.
- D. Admissions: Whittier College does not exclude persons with known HIV infection or AIDS from consideration for admission.

- E. Attendance: Students with known HIV infection, whether symptomatic or not, are allowed regular classroom attendance in an unrestricted manner, so long as they are physically and mentally able to attend classes.
- F. Access to Facilities: Students with known HIV infection are not restricted from any campus common areas, including the student union, dining facilities, theaters, swimming pool, and other recreational facilities.
- G. Residential Housing: Decisions about housing for students with known HIV infection are made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. In some circumstances, however, there may be reasonable concern for the health of students with immune deficiencies, of any origin, when those students might be exposed to certain contagious diseases in a close living situation. Therefore, under certain circumstances, private rooms may be provided to protect the health of immuno-compromised students-not to protect other students from them.
- H. Medical Care: Students with known HIV are encouraged, but not required, to reveal their health status to campus health care providers, to enable the College to provide them with proper medical care, support, counsel, education and referral. This information will be kept strictly confidential.
- I. HIV-Antibody Testing: Whittier College will not undertake mandatory testing of students. A list of community resources, which provide testing services, is available in the Student Health Services and the Counseling Services. Only services which follow current recommended testing guidelines will be listed or used.
- J. Confidentiality of Information: Student Health Services of Whittier College will adhere to the following standards:
1. Student Health Services will not provide specific or detailed information concerning complaints or diagnosis to faculty, administrators, or even parents, without the written consent of the patient in each case. (This position with respect to health record is supported by the Family Education Rights and Privacy Act of 1974.)
 2. Specific information about the existence of known HIV infection will not be documented in the ordinary medical record except when circumstances of medical necessity mandate it.
The inclusion of any information regarding HIV infection in the medical record will be discussed with the patient prior to its entry.
 3. Student Health Services will strictly observe public health reporting requirements in the State of California.
- Whittier College will not reveal the identity of students with HIV infection in residence halls or in any other setting. There is absolutely no medical or other reason for the College to reveal this information; sharing confidential information without consent may create liability and lead to harassment or discrimination. No lists or logs identifying students tested for the antibody to HIV or known to be infected with HIV will be kept by any office on campus.
- K. Safety Precautions: Information regarding “universal precautions” in the handling of the blood and body fluids of all persons will be widely disseminated on campus. While this policy does not have jurisdiction over other campus administrative areas, each area will be educated and encouraged to develop and follow policies which are consistent with the United States Public Health Service recommendations that apply to that area’s domain. Areas include Campus Safety, Physical Plant, Health Services, physical education/athletics, and teaching laboratories.
- L. Support Services: Students who are experiencing psychological distress due to actual or feared HIV infection of themselves or another person are encouraged to seek psychosocial support through the student counseling service. Students can also obtain off-campus referrals from the Counseling Services, Health Services, from the Residential Life staff, or the Office of the Dean of Students.
- M. Harassment: Whittier College will not condone any occurrence of discrimination or harassment stemming from knowledge or suspicion of a student’s HIV status.

Information Technology Policies

A. Access to Information Technology Resources

Eligibility

Information Technology Resources (computer hardware, software, telephone systems, networks, services, data, and other information) are made available at Whittier to support and facilitate the teaching, research and administrative functions of the College. Access to these resources is provided to employees of the College (faculty, administration, staff) and enrolled students consistent with their responsibilities. E-mail accounts are continued for Whittier alumni for three months after graduation, and may be extended by special request to the e-mail administrator. All Whittier alumni are offered a lifetime e-mail account through the Office of Alumni.

Under no circumstances may anyone use College IT resources in ways that are illegal (e.g. copyright violations), threaten the College's tax-exempt or other status, or interfere with reasonable use by other members of the College community.

Other individuals, upon submission of a request, may be granted access to some, or all, of Whittier's IT resources by the Director for Information Technology Services. Generally, such individuals will have some association with the college. The terms of access will be stated at the time access is granted.

Access in Residence Halls

Residence hall connections are intended to provide students with access to telephone services and the campus data network. One telephone and one cable television outlet is provided per room. One Ethernet data network connection is provided for each student per room. Network connections, wiring, equipment, or jacks may not be altered or extended beyond the location of their intended use. In addition to wired connectivity, wireless access is available in the residence halls as well as across campus. Students must provide their own telephones, computers, software, and Ethernet cards that meet minimum Whittier standards. Information on current minimum standards and recommended configurations is available on the Whittier ITS Web site. Network standards are updated annually. Any costs incurred to repair damages to a network or telephone jack in a residence hall room will be divided equally, and billed to the students residing in that room.

Management of Internet Bandwidth

The campus network, including our connection to the Internet, is a critical shared resource for supporting the academic program. Uses of our Internet connection that are central to the academic/administrative mission of the college (e.g. access to Whittier web, e-mail, and other online resources) will receive higher priority than recreational uses which are peripheral to our mission.

Whittier does not monitor the content of traffic on the network. It is the responsibility of each person using College resources, including the network, to do so in an ethical and legal manner. Particular attention should be given to observing copyright laws for digital materials.

Personal Computers on the Network

Internet addresses are provided dynamically through a Dynamic Host Configuration Protocol (DHCP) system. In order to obtain a static Internet (TCP/IP) computer address the owner of the system must register the computer with ITS network services.

The rules and regulations contained in this policy pertaining to electronic mail and Internet access are equally applicable to the use of personal machines for file sharing or as servers. If bandwidth or other problems occur, ITS reserves the right to discontinue access to the machine. Computers connected to the network may not be used as servers for private enterprises, commercial activity, or personal profit. Computers connected to the network may not be used to provide access to the Internet for anyone not formally affiliated with the College. If personal computers on the Whittier network are used as servers, the administrator has the additional responsibility to respond to any use of the server that is in violation of these policies and procedures. Server administrators must take steps to prevent recurrence of such violations and report these violations to the IT Services Director.

ITS reserves the rights to disconnect any network port whose activity causes an adverse effect on the network or on any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity on the network.

ITS reserves the right to restrict access to the network during expansion, or for diagnostic and maintenance services. Every effort will be made to provide advance notification and schedule such disruptions during times of minimum impact and traffic.

Virus Protection

Whittier College requires all students to install updated anti-virus software on their personal computers before connecting to the college network. Failure to do so can result in the loss of connectivity to the network until anti-virus software is installed.

B. Repair of Computer Equipment

Personally Owned Equipment

IT Services does not provide repair service for personally owned equipment, including repairing systems affected by viruses, spyware, and other malware. Commercial repair services are available within walking distance of campus.

C. Electronic Mail (E-Mail)

E-mail

Information Technology Services is responsible for administering Whittier College's electronic mail system. The College views the use of electronic mail as a privilege, not a right, and all users of the Whittier College e-mail system are governed by the following provisions. These provisions are to read in conjunction with other College policies regarding computer use, student life, and faculty/staff employment.

Official Communication

All students are assigned an individual email address. College information and official College communications are sent to this email address. MyWhittier's e-mail is an official means of communication through which you may contact the college and the college may contact you. MyWhittier can be found at <http://my.whittier.edu>.

Along with other forms of campus communications, such as campus mail, students are responsible for receiving, reading, complying with, and responding to official email communications from the college.

E-mail Privacy

Whittier College ITS operating policies generally treats e-mail as confidential communication between the parties involved, subject to protection similar to that afforded to traditional "paper" mail. All electronic mail users have the responsibility to use the system in an effective, efficient, ethical and lawful manner and are responsible for protecting their own passwords.

Department or Group Accounts

By special permission, college departments and student groups will be granted a single account to facilitate connections between the department or group and interested parties. The department or group must identify one person to be responsible for the account and to act as the contact person. If the contact person becomes no longer employed or enrolled with the college, a new contact person must be named or the account will be terminated. In addition, student organizations must be registered with the Office of Student Activities before an account will be granted.

D. Security

Security On Data Networks

Security for access to the data network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under the authorization of his or her ID and password, and for all network e-mail activity originating from that connection. Users are personally responsible for the security of the ID and password assigned to them. Viewing, copying, altering or destroying any file, or connecting to a computer on the network without explicit permission of the owner is prohibited. Users may not use the Whittier data network or telephone system to attempt to circumvent protection schemes or exercise security loopholes in any computer, network, or telephone system component.

User IDs and Passwords

Passwords should be known only to the person responsible for the account and user ID. Ways to ensure this include avoiding storing passwords or any other information that could be used to gain access to other computing resources on your workstation, never sharing passwords, and never taping passwords to a wall, under a keyboard, or in other easily discoverable areas. Access to user IDs may not be loaned or sold and any suspected breach of password security should be immediately reported to the ITS e-mail administrator. Passwords should be changed (at least) every six months.

Protecting Desktop Equipment and Files

Backups and protection of files stored on desktop equipment are the responsibility of the user of that equipment. Users must back up their work files on a regular basis.

Individual users are responsible for safeguarding the equipment entrusted to them by the college. This includes reasonable protection of equipment from damage and theft. Individual users are also responsible for safeguarding any equipment they own personally and bring to campus.

Confidentiality and Privacy

Whittier takes reasonable steps to protect users from unauthorized entry into their accounts or files, whether by other users or by system administrators, except in instances where a system-related problem requires such entry. A limited number of authorized Whittier personnel must occasionally monitor information on the network and/or computer systems to maintain the integrity of the systems. This access is required for reasons that include, but are not limited to, trouble-shooting hardware and software problems; preventing unauthorized access and system misuse; providing for the overall efficiency and integrity of the systems; protecting the rights and property of the College; ensuring compliance with software and copyright, distribution, and other College policies concerning the use of the computer network; and complying with legal and regulatory requests for information.

System monitoring is a mechanism for keeping track of computer system activities, rather than a method for accessing private information. ITS personnel also take reasonable steps to prevent the dissemination of information concerning individual user activities. It is the policy of ITS to disclose neither the contents of electronic mail and data files stored in or transmitted via the College Computer System nor the activities of individuals on the campus network to other individuals within or outside the College community in the absence of a court order, or other legal mandate, or permission of the owner.

Private communication via computer is treated with the same degree of protection as private communication in other media. However, due to limits of current technologies, which are inadequate to protect against unauthorized access, the confidentiality of e-mail and other system files can not be assured. All users should be aware of this and use reasonable caution when transmitting confidential materials.

E. Responsible Use of Networks and Computing Facilities

Whittier College is a private institution fully committed to the ideals of academic freedom, freedom of expression, and cultural diversity. At the same time, inappropriate behavior and malicious misuse of computing resources that in any way degrades the College equipment and services or violates the rights of others in the community is strictly prohibited. The College views the use of information technology as a privilege, not a right, and seeks to protect legitimate use by imposing sanctions on those who abuse the privilege.

Individual Responsibility

While ITS is responsible for monitoring the use of computer systems, it is also the responsibility of all individuals in the Whittier community to urge their peers and colleagues to use the network and systems appropriately. This is the only way that the integrity and availability of the network and systems can be ensured for everyone. Each member of the community is responsible for using only those accounts or computers for which he or she has authorization and is responsible for protecting all passwords. Individual responsibility includes respecting the rights of other users. Individuals are urged to report unauthorized use of computers, networks, or other ITS facilities on campus to ITS staff.

Institutional Privileges

Whittier College reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrators may suspend or terminate privileges of individuals without notice if malicious misuse or use inconsistent with this policy, any other College policy, or applicable law is discovered. Privileges may also be suspended, without notice, to meet time-dependent, critical operational needs. System administrators may also limit the number of messages or files that each user has in order to keep the system functioning.

Legal Compliance

All existing federal and state laws and College regulations and policies apply to the use of computing resources and all users of such resources are required to be in compliance with all laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct.

Noncompliance

Use of technology resources at Whittier College are subject to Statements of Conduct as published in the Student, Faculty, and Staff Handbooks, as well as all applicable federal and state laws. Harassment, intimidation, copyright infringement and other inappropriate or illegal behavior are not unique to technology. In addition to the College's Statements of Conduct, other activities that threaten the integrity of systems or harm individual users are not allowed. The list of violations includes, but is not limited to:

- Malicious misuse. Examples - using IDs or passwords assigned to others, disrupting the network, destroying information, removing software from public computers, spreading viruses, sending e-mail that threatens or harasses other people, invading the privacy of others, and subscribing others to mailing lists or providing the e-mail addresses of others to bulk mailers without their approval.
- Unacceptable use of software and hardware. Examples - knowingly or carelessly running or installing unlicensed software on any computer system or network; giving another user a program intended to damage the system; running or installing any program that places an excessive load on a computer system or network, or compromises the security of the systems or network; violating terms of applicable software licensing agreements, including copying or reproducing any licensed software; or violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, or other materials; using imaging equipment to duplicate, alter and subsequently reproduce official documents.
- Inappropriate access. Examples - unauthorized use of a computer account; providing misleading information in order to obtain access to computing facilities; using the campus network to gain unauthorized access to any computer system; connecting unauthorized equipment to the campus network; unauthorized attempts to circumvent data protection schemes to uncover security loopholes (including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data); knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; deliberately wasting or overloading computing resources, such as printing too many copies of a document; or other activities.
- Inappropriate use of electronic mail and Internet access. These include, but are not limited to initiating or propagating electronic chain letters; inappropriate mass mailing including multiple mailings to newsgroups, mailing lists, or individuals, forging the identity of a user or machine in an electronic communication or sending anonymous e-mail; using another person's e-mail account or identity to send e-mail messages; attempting to monitor or tamper with another user's electronic communications; reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner; using e-mail or personal web page advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain; or viewing obscene, pornographic, or similarly offensive materials in non-private college facilities.

Sanctions

Information Technology Services may temporarily suspend or terminate all computing privileges of any individuals without notice who engage in improper computing activities. Serious cases, as determined by the Director for Information Technology, will be referred to the VP for Finance and Administration, Dean of Students, the Dean of the Faculty, Human Resources, or the President for disciplinary action. Such disciplinary action may include the suspension, expulsion, or termination of the offending individual, as appropriate and as determined at the sole discretion of Whittier College. Where violation of state and federal law is involved, cases will be referred to the proper legal authorities for action.

F. Indemnification of Whittier College

Users agree, in consideration of access to the College's computing, networking and media services, to indemnify, defend, and hold harmless the College for any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to or use of the College's computing, networking, and telecommunication services and facilities.

Confidentiality & Disclosure of Educational Records

The following is a condensed version of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) which governs confidentiality and disclosure of educational records. The complete text of the Act is available through the Offices of the Registrar and the Dean of Students.

A. College Disclosure Policies

The College will not disclose “personally identifiable” information from the education records of a student without the prior written consent of the student, with the following exceptions:

1. Directory information has been designated to include: the student’s name, address (including name, mailing, billing, campus and e-mail addresses), telephone number, major field of study, photo, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The student has the right to prohibit the designation of any or all of the categories of Directory Information with respect to that student, provided that said student notifies the Office of the Registrar in writing that such personally identifiable information is not to be designated as directory information with respect to that student. Notification must be made to the Office of the Registrar within three days after the semester start date each semester.

2. Information provided to other school officials at the College, including faculty, who have been determined to have legitimate educational interests in seeking access to those records.
3. To a school in which a student intends to enroll.
4. To authorized representatives in connection with the audit and evaluation of federally supported educational programs or in connection with the enforcement of or compliance with federal legal requirements that relate to these programs, or when such information is specifically authorized by federal law.
5. In connection with financial aid for which a student has applied or which a student has received.
6. To state and local authorities to whom information is required to be reported pursuant to any state statute.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their functions.
9. To comply with a disciplinary order or subpoena.
10. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. In some circumstances, to parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954.

B. Student Rights

1. Access

Students in attendance at Whittier College, and parents of such a student with prior written consent of the student, have access to, including the right of obtaining copies by paying copy fees, any and all “education records” maintained by Whittier College.

“Education Records” are defined as those records which are:

- a) Directly related to a student, and
- b) Maintained by Whittier College or by a party acting for Whittier College.
- c) The term education records does not include:
 - 1) Records of instructional supervisory and administrative personnel and certain educational personnel (example, instructor’s grade book).
 - 2) Records of the Whittier College Department of Campus Safety which are maintained solely for law enforcement purposes and not disclosed to individuals other than Department of Campus Safety personnel of Whittier College.
 - 3) Records relating to an individual who is employed by Whittier College which are made and maintained in the normal course of business which relate exclusively to the individual in his or her capacity as an employee and which are not available for use for any other purpose. This exclusion does not apply to an individual in attendance at the College who is employed as a result of his or her status as a student.
 - 4) Records relating to a student which are: created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or professional person acting in a professional or para-professional capacity; and created, maintained, or used solely in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing such treatment, provided that the record can be personally reviewed by a physician or other appropriate professional person of the student’s choice.

Treatment in this context does not include remedial education activities or activities which are a part of the program of instruction at the College.

 - 5) Records of Whittier College which contain information relating only to a person after that person is no longer a student at Whittier College, e.g., information gathered on the accomplishment of alumni.

The following records may not be inspected or reviewed by students, former students, or their parents:

- a) Records which are not educational records as defined in Section B.
- b) Financial records and statements of the parents of students or any information contained in such records or statements.
- c) Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975; and those letters and recommendations placed in the education records of the student after January 1, 1975, to which the student has, in writing, waived right of access.

If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information, which pertains to that one student.

2. Fees for Obtaining Copies of Education Records

The right of access in some cases includes the right to obtain copies of the education records, when physical distance would prevent the actual viewing of the record. In those cases where distance would prevent actually viewing and inspecting the record, copies may be requested by the student, in writing, to the official in custody of the records.

The College will authorize copies to be made only in those cases where failure to provide copies would effectively prevent a dependent student's parents, or the student, from exercising the right to inspect and review the education records.

- a) The copying fee for each side of a page, or of each page if a record is maintained on only one side of the page, is 10¢ per side, subject to change upon appropriate notice.
- b) Copies are to be provided by the "responsible official" who is the custodian of record, upon receipt of a written request from the parent of a dependent student, or a student, and upon the payment of 10¢ per side of the document reproduced. Any and all money received for copies of education records furnished by responsible officials will be deposited to the account number which is charged by this official for copying done by his or her department or office.

3. Request to Amend Education Records

A student may request that Whittier College amend education records if there is a belief that information contained therein is inaccurate, misleading, or in violation of the privacy or other rights of the student. Following such a request for amendment, Whittier College will determine whether or not records will be amended within a reasonable period of time. Should the College decide to refuse to amend the record in accordance with the request, it shall inform the student of such refusal and inform the student of the right to a hearing.

4. Right to Hearing

A student may petition the Registrar for a hearing to challenge the contents of his/her own "education record."

5. General Provisions of Policy and Complaints

Complaints regarding violations of the rights accorded to students under this policy should be directed to the Office of the Registrar. Complaints failing resolution internally may be filed directly with the Department of Education, 330 Independence Avenue, Washington, D.C., 20201.

Crime Awareness and Security

The following policies are articulated in compliance with the Crime Awareness and Campus Security Act of 1990.

Whittier College students, staff, and faculty each play a significant role in combating campus crime. Sharing campus policies, trends and crime statistics is one important way to increase awareness and fight crime within our community.

A. Security Awareness & Crime Prevention Programs

Security awareness and crime prevention programs offered each academic year include date rape and sexual assault programs, a Campus Safety-sponsored theft prevention program, Operation Identification (engraving valuables) and personal safety discussions with Campus Safety. In addition, alcohol and drug education programs are offered throughout the year, including a Resident Advisor in-service presented by the Campus Safety Department. A summary of Campus Safety incidents are published monthly in the Quaker Campus.

Students are encouraged to lock their doors and invest in personal property insurance.

The College will make reasonable efforts to protect students' property. However, the College is not liable for loss, theft or damage of any property belonging to residents.

B. Residence Hall Safety & Security

Whittier College residence halls are considered private property. Detailed information regarding residence hall security and safety procedure is discussed at floor and hall-wide meetings held at the beginning of each academic semester and periodically throughout the year. Specifically, staff members are not permitted to unlock a door for anyone other than the resident of the room. Illegal entry into a student's room may result in loss of housing privileges. Propping open exterior residence hall doors is forbidden.

C. Health and Safety Inspection

Each residence hall is inspected thoroughly for health and safety reasons each semester by the Area Coordinator. Maintenance personnel follow up with safety concerns in and around residence halls on a daily basis. Lighting is inspected daily by campus patrols and whenever a Maintenance Department request for inspection and replacement is received. The College is also inspected annually by a safety team.

D. Campus Safety Department's Interagency Relationships

Campus Safety is authorized by the California Penal Code Section 837 and Whittier College to make private person arrests. The College's crime statistics are supplied to the Whittier Police Department each month. Campus Safety communicates regularly with the Whittier Police Department's patrol, investigation and crime prevention officers.

E. How to Report a Crime

Call Campus Safety at (562) 907-4211 or the Whittier Police Department at (562) 945-8250. Residential Life staff have been trained to report all crimes and other emergencies in and adjacent to the residence halls on a daily basis.

F. 2005, 2006 and 2007 Crime Statistics

DESCRIPTION

	2005	2006	2007
Part 1 (On Campus)			
Murder	0	0	0
Sex- Forcible	3	1	2
Sex- Non Forcible	0	0	0
Robbery	1	1	1
ADW	1	0	0
Burglary	24	41	28
GTA	2	1	1
Arson	2	4	1
Negligent Manslaughter	0	0	0
Larceny / Theft except GTA	47	48	38
	80	96	71
Judicial Referral			
Liquor	179	162	110
Drug	14	16	36
Weapons	7	5	8

2005 burglary= 62% non force

2006 burglary = 58% non-force

2007 burglary= 85% non-force

G. Information regarding local sex offenders

This information can be obtained on known sex offenders residing in the community by contacting the Whittier Police Department at (562) 945-8250. This information is kept on CD ROM and is available upon request.

Disabilities Policy

A. General Policy

Whittier College's policy and practice is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in services, programs and activities of the College.

It is the policy of the College that otherwise qualified students who have disabilities shall be given reasonable accommodation including academic adjustment and auxiliary aids where appropriate, necessary to ensure access to the College's overall educational program. Individual students shall receive reasonable and necessary accommodation including adjustments and aids based on specific information and assessment data provided by a qualified professional.

B. Definitions

1. A person with a disability is any person who:
 - (a) has a physical or mental impairment which substantially limits one or more major life activities;
 - (b) has a record of such impairments; or
 - (c) is regarded as having such impairment.

2. An otherwise qualified person with a disability is:

an individual with a disability who meets the academic and technical standards requisite to admission and participation in the College's educational program and activities.

C. Admissions Policy and Procedures

The College does not discriminate on the basis of disability. Information provided by an applicant, during the admissions process concerning his or her disability shall be provided on a voluntary basis and shall be kept in accordance with state and federal laws regarding confidentiality.

1. ACT and SAT Scores

An indication by the College Board or the American College Testing Program that an applicant took the SAT or ACT under accommodated conditions shall not be used as the basis of discrimination. The scores received on such tests shall be treated the same as any unaccommodated scores. The College policy is to view nonstandard testing conditions as necessary and reasonable accommodations which have been afforded only after proper evaluation by SAT or ACT and do not result in unfair advantage or inflated scores.

2. Documentation of the Disability

Applicants who wish to have their disability considered as a factor in the admissions process must identify the disability and provide an explanation of why it is a factor at the time of application. If the applicant wishes the disability to be considered as a factor, it may be necessary for the applicant to provide appropriate documentation of the disability.

It is the responsibility of applicants to inform those who write letters of reference on their behalf whether they wish to have the referees mention their disabilities in the letters of reference.

3. Reconsideration

It is not the College's practice to reconsider applications that have already been rejected unless there was information that was not available at the time of the application, through no fault of the applicant. For that reason applicants are advised to make the disability known at the time of application if they wish to have the disability taken into account in the application process. In some cases, it may be necessary for the applicant to provide documentation verifying the disability and its impact on academic performance.

4. Information on the Disability Retained in Applicant's File

Information regarding a disability that is disclosed, as part of the admission process will be used by the College for admission purposes only. Notification to the Office of Admission does not constitute notification to the College for the purpose of requesting accommodations. Information regarding a disability and letters of reference will be retained in the Office of Admission for one year.

D. Responsibilities of Students

1. Identifying the Need for Accommodations

Students with disabilities who require accommodations must make those needs known to the Director of Disability Services as soon as possible. Students are responsible for making these needs known in a timely fashion, and for providing documentation or evaluations in appropriate cases. The Academic Standing Committee will establish general

guidelines governing accommodations to be administered by the Director of Disability Services and will review accommodations granted to students annually.

Students who do not require accommodations need not make their disabilities known. The information on the student's disability and accommodations is treated as confidential information under applicable federal, state, and College laws and policies and is only provided to individuals who are privileged to receive such information on a need to know basis. Faculty members who are informed of a disability are advised that this information is confidential.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment); the student should feel free to simply make a request of the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request of the Director of Disability Services.

2. *Accommodations*

The College will provide reasonable accommodation in a timely manner, including academic adjustments and auxiliary aids, as necessary to ensure students with disabilities access to the College's services, programs and activities.

Accommodations will not be provided if they fundamentally alter the nature of the course or program, or if they would be unduly burdensome either financially or administratively. In general, the Director of Disability Services will verify the disability and identify reasonable accommodations and will inform a student's faculty members of the reasonable accommodations required by the students. The faculty member will review the accommodations recommended and will verify understanding and agreement, or will work with the Director of Disability Services to identify alternative accommodations. Students requesting accommodations should identify their needs as early as possible to the Director of Disability Services.

3. *Verification of Physical or Psychological Disability*

A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The assessment must provide data that support the request for the particular academic adjustment sought. The student shall provide the verification documentation to the Director of Disability Services. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the College shall have the discretion to require supplemental assessment of a physical disability. The cost of and responsibility for the supplemental assessment shall be borne by the student.

4. *Verification of Learning Disability*

A student with a learning disability must provide professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of and responsibility for obtaining the professional verification shall be borne by the student.

Documentation verifying the learning disability must:

- a) be prepared by a professional qualified to diagnose a learning disability, including but not limited to, a licensed physician, learning disability specialist, or psychologist;
- b) include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
- c) reflect the individual's present level of academic functioning; and
- d) reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the request for the particular academic adjustment sought. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If the College requires an additional assessment for purposes of obtaining a second professional opinion as opposed to supplemental assessment then the College shall bear any cost not covered by any third party payer.

5. *Verification of Temporary Disability*

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment of verification of disability must reflect the student's current level of disability, and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations the College shall have the discretion to require supplemental assessment of the temporary disability. The cost of the supplemental assessment shall be borne by the student.

E. Academic Dismissal and Re-admission

Students who are academically dismissed sometimes raise a disability as the basis for the academic difficulty. The burden is on the student to clarify why the disability was not brought to the attention of the administration if it had not been previously, to explain why accommodations were not requested, or to explain why accommodations that had been provided were not adequate.

Re-admission petitions should be discussed with an Associate Academic Dean or the Dean of Students. The Academic Review Committee will consider and decide such petitions.

F. Course Waivers or Substitutions

Students with documented disabilities may request waivers or substitutions to course requirements that they believe to be an insurmountable barrier to their disability. Documentation must be provided to Disability Services and will be reviewed to determine qualification. Students requesting course waivers/substitutions will need to justify that even with well tailored accommodations (i. e., extended-time, calculator use, and assignment adjustments), successful completion of the course/s requirement would not be possible.

If the student is asking for a course waiver/substitution of a Liberal Education requirement, the Liberal Education committee will determine whether the course waiver/substitution would fundamentally alter the nature of Whittier College's liberal arts degree. If the course in question is deemed fundamental to the degree, the request will be denied. If the course is deemed not fundamental to the degree, the request will be granted. Where a substitution is granted, the Liberal Education committee will choose what course(s) would adequately substitute.

If the student is asking for a course waiver/substitution of a major requirement, the Petitions Committee, comprised of at least two faculty members and the Registrar of the College, will review the student's request. If the course in question is deemed fundamental to Whittier College's requirements or the student's major, the request will be denied. If the course is deemed non-essential, the request will be granted. Where a substitution is granted, the Petitions Committee will choose what courses would adequately substitute.

G. Grievances

Students who request accommodations from faculty or staff members and who believe that such accommodations have been impermissibly denied or who believe that they have been discriminated against on the basis of their disability should bring this matter to the attention of the Director of Disability Services. If the Director of Disability Services is unable to resolve the matter informally, or if the student is dissatisfied with the resolution, the student may pursue a grievance with the Whittier College's ADA Compliance Officer, Vivian Caldera at (562) 907-4208. The student may also contact the U.S. Department of Education, Office of Civil Rights, California at (415) 556-4275 to file a disability grievance at any time in the process.

Drug-Free Schools and Communities Act

It is the policy of Whittier College to promote a safe, healthy, and productive environment for all students and employees, including faculty and staff.

The Drug Free Schools and Communities Act Amendments of 1989 require that as a condition of receiving funds or any other form of financial assistance under any federal program, Whittier College must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Whittier College presents the following information for students' knowledge and in promotion of healthy lifestyles:

A. Student and Employee Policies and Conduct

1. Students: Policies prohibiting the unlawful possession, use, and distribution of drugs and alcohol and penalties for violation of these policies by undergraduate students are outlined in the Code of Students' Rights and Responsibilities.
2. Employees: Policies preventing the unlawful possession, use, and distribution of drugs and alcohol by employees are outlined in the Staff Handbook and administered by the Director of Human Resources.

B. Drug or Alcohol Counseling and Treatment

The College offers numerous health education seminars, workshops, and events annually and students are encouraged to participate. Additionally, personal counseling is available through Counseling Services, located in Haverhill A. Medical services are available through Health Services. Students are strongly encouraged to seek resource help for drug and alcohol problems, through Counseling Services, Health Services, the Alhambra Behavioral Health Services, or by calling the Los Angeles County Alcohol and Drug Program Administrators numbers listed here.

Counseling Service, Ext. 4239

Health Services, Ext. 4400

Alhambra Behavioral Health Center, (626) 286-1191 Ext. 268

L.A. County Drug & Alcohol Program, (213) 626-6411

C. Controlled Substances - Uses & Effects

Narcotics Such as opium, morphine, codeine, heroin, and methadone

Possible effects Euphoria, drowsiness, respiratory depression, constricted pupils, nausea

Effects of overdose Slow and shallow breathing, clammy skin, convulsions, coma, possible death

Withdrawal syndrome Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating

Depressants Such as barbiturates, benzodiazepines, chloral hydrate, and Rohypnol

Possible effects Slurred speech, disorientation, drunken behavior without odor of alcohol

Effects of overdose Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death

Withdrawal syndrome Anxiety, insomnia, tremors, delirium, convulsions, possible death

Stimulants Such as amphetamines, cocaine, gamma hydroxybutyrate (GHB)

Possible effects Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite

Effects of overdose Agitation, increase in body temperature, hallucinations, convulsions, possible death

Withdrawal syndrome Apathy, long periods of sleep, irritability, depression, disorientation

Hallucinogens Such as amphetamine variants, LSD, mescaline and peyote, MDMA (Ecstasy), Katamine)

Possible effects Illusions and hallucinations, poor perception of time and distance

Effects of overdose Longer, more intense "trip" episodes, psychosis, possible death

Withdrawal syndrome Not reported

Cannabis Such as hashish and marijuana*Possible effects* Euphoria, relaxed inhibitions, increased appetite, disoriented behavior*Effects of overdose* Fatigue, paranoia, possible psychosis*Withdrawal syndrome* Insomnia, hyperactivity, and decreased appetite occasionally reported**D. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

1st conviction Up to 1-year imprisonment and fine of at least \$1000 but not more than \$100,000 or both.

After 1 drug At least 15 days in prison, not to exceed 3 conviction years conviction and fine of at least \$2500 but not more than \$250,000 or both.

After 2 drug At least 90 days in prison, not to exceed 3 years and fine of convictions at least \$5000 but not more than \$250,000 or both.

Special sentencing At least 5 years in prison, not to exceed 20 years and fine of provisions up to \$250,000 or both. for possession of crack cocaine.

Other penalties:

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment.
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to \$10,000.
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to 1 year for the first offense, and up to 5 years for second and subsequent offenses.
- Ineligibility to receive or purchase a firearm.
- Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual federal agencies.

E. State Laws, Regulations, and Sanctions

California state laws and regulations regarding alcoholic beverages are found in the California State Constitution, the California State Business and Professional Code, and the California State Penal Code. Violations of these laws and regulations are punishable by fines and imprisonment. Where vehicles are involved, violations may be additionally punishable by loss of driving privileges.

California state laws on drug abuse provide for stringent penalties for illegal possession, sale, transportation or administration of any narcotic drug, more stringent penalties for those convicted of previous narcotics offenses than for first-time offenders, and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution also if he or she illegally uses or is under the influence of narcotics, or if he or she knowingly visits a place where illegal narcotic use is occurring. Marijuana is covered by similar laws, and there is an additional prohibition against the cultivation or processing of this drug in the state.

Barbiturates and amphetamines-called “restricted dangerous drugs” in the California Narcotic Act - are similarly covered; penalties for those convicted of illegal possession, sale, transportation or administration of these drugs are severe. LSD and related hallucinogenic drugs are also on the list of dangerous restricted drugs, and their use for other than authorized research is prohibited by California law.

A criminal record as a drug user, or even an arrest record for narcotics law violation, may cause serious, long range harm to the user of drugs by barring employment or educational opportunities where both the criminal record and the label of “drug user” may preclude his or her consideration.

The same act or series of acts, under appropriate circumstances, can subject the offender to separate prosecutions under federal, state and local laws.

In addition to the penalties mentioned above, upon conviction the court may require payment of restitution, performance of community service work, participation in counseling or other treatment programs, and/or the imposition of appropriate restrictive conditions.

Conviction of a second or subsequent DUI, or for trafficking in controlled substances, may result in forfeiture of motor vehicle, aircraft or watercraft used in the commission of the offense.

Criminal conviction does not relieve the offender of any civil liability for damages, which resulted from the same act, or series of acts.

Firearms and Weapons Policy

Whittier College enforces a strict policy prohibiting weapons on college property, including legal and authorized weapons. The use of any firearm, explosive, weapon, dangerous chemicals, (excluding classroom chemicals), or biological agent on college property or at any college function is prohibited. Other prohibited items include, but are not limited to, swords, pellet or BB guns, knives, paintball guns, bows and arrows, or toy guns. (Students wishing to use any form of firearm or weapon for class purposes such as filming must first obtain permission from the instructor of the course and the Department of Campus Safety before use).

Students, faculty and staff are not allowed to carry and/or possess weapons at any time while in College buildings or property, whether or not licensed to do so. Non-employees include, but are not limited to, vendors, visitors, customers, conference attendees and potential customers of the College, excluding law enforcement officers. This includes parking and/or driving College vehicles or privately owned vehicles on campus or at College sponsored activities away from campus.

The College also prohibits visitors from carrying and/or possessing weapons on college property or attending college or college-related activities. Whittier College students, faculty and staff are responsible for the behavior of any visitor they have on campus or at off-campus, college-sponsored activities or events.

Reports of any suspected violation of this policy should be made to the Department of Campus Safety (562-907-4211 or the campus emergency telephone number 562-907-4911) immediately. Violation of this policy is unacceptable and shall be grounds for disciplinary action up to and including expulsion from Whittier College or termination of employment. The College will not tolerate retaliation against any student, faculty, or staff member who reports a suspected violation of this policy.

In cases of suspected possession of firearms or weapons of any kind, the College reserves the right to search personal belongings on College property, including but not limited to articles of clothing, purses, brief cases, residence hall rooms, bags and vehicles. All such searches must be approved in advance by the Vice President for Finance and Administration or Director of Human Resources for staff, the Vice President for Academic Affairs (or designee) for faculty, or the Dean of Students (or designee) for students. Reasonable attempt will be made to notify person with the suspected firearm or weapon prior to the search. Persons may be asked to leave campus or remain in the presence of Campus Safety until a search is conducted or the situation is resolved. The search will normally be conducted in private by Campus Safety, an appropriate supervisor (for faculty and staff) with a third person normally present. In the case of students, the search will be conducted in private by Campus Safety and the Dean of Students or designee.

Sanctions will be imposed in accordance with the procedures in the Student Rights and Responsibilities, the Employee Handbook, or Faculty Handbook, as appropriate. Visitors found in violation of this policy are subject to expulsion from campus by the Department of Campus Safety.

Grievance Policy

The following information is offered to guide any student who has a grievance with another member of the community. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the College community, which in any way adversely affects the status, rights, or privileges of any student. A student must seek redress within 90 days of the alleged grievance. The burden of proof rests with the person making the complaint.

Discussion between persons directly involved in a grievance is essential in the early stages of the dispute and should be encouraged at all stages. An equitable solution should be sought before the respective persons directly involved in the case have assumed official or public positions, which might tend to polarize the dispute and render a solution more difficult. If a problem still exists after discussion, the student should bring the complaint to the attention of the department chairperson, administrative officer, or staff supervisor. Where informal recourse fails, the student may file a petition in writing to the appropriate College official (listed below), accompanied by any documentary evidence.

Alleged violations on the basis of sex, race, sexual orientation, color, national origin, age, religion, handicap or Veteran's status:

Jeanne Ortiz, Dean of Students, Ext. 4233

Complaints related to student employment:

Jan Merideth, Director of Human Resources, Ext. 4208

Alleged misconduct by a member of the faculty:

Dr. Susan Gotsch, Vice President for
Academic Affairs and Dean of Faculty, Ext. 4204

Complaint towards any member of the support or administrative staff of the College:

Jan Merideth, Director of Human Resources, Ext. 4208

Each of these college officers and departments maintains its own procedures for resolution of conflicts and grievances. The Dean of Students will assist and advise any student who feels that he or she has been treated inappropriately by any member of the community.

All conversations and proceedings are strictly confidential.

Harassment Policy

Whittier College is a community of men and women from diverse racial, ethnic, and class backgrounds, national origins, religious beliefs, physical abilities, and sexual orientations. Our activities are enriched by our acceptance of one another and we must strive to learn from each other in an atmosphere of supportive engagement and mutual respect.

Harassment or discrimination of any kind is unacceptable at Whittier College and is in conflict with the mission, goals and policies of the institution. Harassment may take many forms, including:

Physically or verbally abusive, threatening, intimidating or coercive conduct that threatens the health or safety of any person (Please see the Policy on Abuse or Harassment).

Verbal conduct such as teasing, innuendoes, bantering, joking, epithets, derogatory comments, slurs, invitations, comments or inappropriate personal remarks.

Visual conduct such as derogatory posters, cartoons, calendars, drawings in public places, staring at someone's anatomy, leering or gestures.

Physical conduct such as brushing against the body, blocking normal movement, unwanted touching or kissing, or interference with educational, living or work activities as a consequence of one's sex, race, ethnicity, class, religious beliefs, physical abilities or sexual orientation.

Threats and demands to submit to sexual requests in order to keep one's academic status or job, or to avoid some other loss, or offers of academic opportunity or job benefits in return for sexual favors.

Retaliation for having reported the harassment.

All forms of harassment undermine the sense of community Whittier College strives to foster. We are all affected when someone leaves a class, terminates employment at the College, or is unable to function properly because of harassment. The College community is affected when the person doing the harassing is left unchallenged and free to harass others. Therefore, it is vitally important not to be silent in the face of harassment, but to TELL SOMEONE. Often harassing behavior stops because of informal education or intervention.

Students who are uncertain about whether an experience constitutes harassment under this policy are encouraged to consult with the Dean of Students or one of the other persons listed below. Students may also seek confidential consultation at the student Counseling Services.

Students who are subjected to, or are witness to harassment should promptly notify the offending person of the unwelcome behavior and/or immediately bring the matter to the attention of:

Jeanne Ortiz, Dean of Students
 Andre Coleman, Associate Dean of Students
 Campus Center, 1st Floor Ext. 4233

Other campus personnel who are trained to assist with matters of harassment are:

Jan Merideth, Director of Human Resources
 Mendenhall Lower Level, Ext. 4208

Any student found to have acted in violation of this policy shall be subject to the range of disciplinary actions outlined in this Handbook. Faculty, administrators and staff of Whittier College found to have acted in violation of the employee policy regarding harassment (Employee Handbook, policy ER-4) shall be subject to appropriate disciplinary action as outlined in that policy, including warnings, reprimands, suspensions and discharge.

Motor Vehicle Policies

Driving or parking any type of motor vehicle on the campus is a privilege granted by the College to members of the faculty, staff and student body. This privilege is subject to the condition that the operator must abide by the regulations set forth in the California Vehicle Code and the College Vehicle Code.

A. General provisions:

1. Every motor vehicle (including motorcycles and mopeds) driven or parked on the campus must be registered with Campus Safety and display a parking permit. There is no cost for registration or for the permit. Registration is available Monday-Friday, 8:00 a.m.-4:00 p.m. To register a vehicle, students must provide their vehicle registration and driver's license.
2. Visitors: Temporary permits are available to visitors at the Campus Safety Office 24 hours a day.
3. Enforcement: Reserved parking is enforced as dictated on signs at each space. All other regulations are enforced on a 24-hour basis.
4. Licenses and insurance: Vehicle operators and the vehicles operated must be legally licensed. Vehicles must have liability insurance, which protects persons and property other than the owner or operator.
5. The registered operator of a motor vehicle is responsible for its operation on campus at all times.
6. Bicycles should be registered with the State of California and the Campus Safety Office. They must be ridden safely so as not to endanger others.

7. Repairing or washing vehicles is restricted to areas approved by the Director of Facilities.

B. Removal of Vehicles

In accordance with laws of the State of California, the following vehicles may be towed away at the operator's expense:

1. Abandoned, inoperative or unregistered vehicles.
2. Vehicles parked:
 - a) in fire lanes
 - b) in red zones
 - c) blocking gates or driveways
 - d) anywhere on the "inner campus"

C. Vehicle Operation

1. The campus speed limit is 15 miles per hour.
2. Motor vehicles are restricted to use on streets and parking lots.
No motor vehicle operation is permitted on sidewalks, walkways, lawns or service roads of the "inner campus."
3. Any unsafe movement of a vehicle is prohibited (this includes driving the wrong way on a one-way street).

D. Responsibility

1. The student in whose name the vehicle is registered shall be responsible for any liability or damage claims (including parking penalties) arising in connection with the possession or operation of the motor vehicle.
2. Accidents involving personal injury or property damage shall be reported to Campus Safety immediately.
3. The College assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time it is in any parking area.

E. Penalties

1. Fines range from \$25 to \$75. Repeat offenders are subject to immobilization of their vehicle.
2. A suspension of vehicle use on campus or appearance before a hearing officer, the Peer Review Board or the College Hearing Board may also result from serious offenses.
3. Fines and penalties will be billed to the student's account in the Business Office.

F. Appeals

The rules and procedures for appeals are set forth in the College Vehicle Code, which is available in the offices of the Dean of Students and Campus Safety.

Property Damage and Loss Policy

The College is not liable for loss or damage to property caused by fire, rain, windstorm, earthquake, theft or vandalism or other acts of God or casualty or any other cause. The College is not an insurer and expects students to procure appropriate insurance to protect against such losses.

Sexual Offense Policy

Whittier College will not tolerate sexual offenses under any circumstances. Sexual offenses are defined as any sexual act directed against another person, forcibly or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, forcible oral copulation, forcible penetration with an object, and forcible fondling. Sexual offenses also include acts of unlawful, non-forcible sexual

intercourse such as incest and unlawful sex with a minor. Any act defined as a sexual offense by the California Penal Code is considered a sexual offense at Whittier College. The act of voyeurism, defined by the California State Penal Code in section 647 k, is also considered a sexual offense at Whittier College. Any Whittier College student, faculty member or staff member who commits a sexual offense will be subject to College disciplinary procedures, which, depending on the nature of the offense can result in suspension, expulsion, or termination of employment. Further, those who commit a sexual offense may additionally be subject to prosecution by external authorities.

Definitions (from California State Penal Code)

Rape is an act of sexual intercourse accomplished with a person under any of the following circumstances:

- Where a person is incapable, through unsoundness of mind, whether temporary or permanent, of giving legal consent.
- Against a person's will by means of force or fear of immediate and unlawful bodily injury on the person or another.
- Where a person is prevented from resisting by any intoxicating, narcotic, or anesthetic substance, administered by or with the privity of the accused.
- Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

Consent shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent.

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another. Any sexual penetration, however slight, is sufficient to complete the act of sodomy.

Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.

Penetration of Genital or Anal Openings by Foreign or Unknown Objects is penetration, however slight, of the genital or anal openings of another person, by any foreign object, substance, instrument or device when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person or when the victim is at the time incapable through unsoundness of mind, whether temporary or permanent, of giving legal consent and this is known or reasonably should be known to the person committing the act, for the purpose of sexual arousal, gratification, or abuse.

"Foreign object, substance, instrument, or device" shall include any part of the body except a sexual organ.

Voyeurism is looking through an opening, or otherwise viewing the interior of any area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside.

Procedures for Handling a Sexual Offense

Students who are victims of a sexual offense are encouraged to notify Campus Safety or a member of the Student Life staff. Students also have the option to notify the Whittier Police Department and the option to be assisted by campus authorities in notifying these authorities. Students should note that physical evidence collected soon after the offense may be necessary to the proof of criminal sexual assault.

By federal law, incidents of sexual assault that are known to any member of the staff or faculty of Whittier College (except counselors in Counseling Services) must be reported to Campus Safety. This report is for statistical purposes and contains only the nature of the incident and the location. No names are involved, unless the victim chooses to make such a report.

Students who are victims of a sexual offense are further encouraged to seek appropriate medical attention and to get help and support such as counseling.

Sources of assistance:

Whittier College Campus Safety (562) 907-4211
 Whittier Police Department* (562) 945-8250 or 911
 Counseling Services (562) 907-4239
 Health Services (562) 907-4400
 Dean of Students (562) 907-4233
 Presbyterian Hospital* (562) 698-0811

* Our local hospital now has the capability of performing a forensic sexual assault exam. The exam is performed by the S.A.R.T. (Sexual Assault Response Team) headed by a specially trained nurse. The only way to obtain this exam is to report the assault to the police. The police department contacts the S.A.R.T. nurse and pays for the exam. Project Sister sends a trained advocate to assist the victim through the exam process.

On our campus, the victim or anyone assisting the victim may complete an Anonymous Sexual Assault Report Form. This form asks the victim to share details about the assault in an anonymous manner; the information can assist campus officials in improving prevention efforts. This form should be completed with the consent of the victim. If the victim will not allow the Anonymous Sexual Assault Report Form to be filed, staff and faculty of Whittier College will still be required, under federal law, to report the following information to Campus Safety: nature of the sexual offense; date, time and location of the offense. This report is used for statistical purposes and contains only the nature of the incident and the location. No names are involved unless the victim chooses to make a report.

Procedures For On-Campus Disciplinary Action

Allegations of sexual offenses by students will be adjudicated through the Dean of Students Office following the procedures outlined in the Disciplinary section of this Handbook. Violators are subject to sanctions outlined in this Handbook, up to and including suspension and expulsion from the College.

In any on-campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed of the outcome of any formal proceedings. If the person claiming to have been offended requests a change in academic, living or work arrangements as a result of the alleged offense, reasonable efforts will be made to accommodate such requests.

Allegations of sexual offenses by faculty members will be adjudicated through the Vice President for Academic Affairs and Dean of Faculty. Allegations of sexual offenses by staff members will be adjudicated through the Director of Human Resources.

Allegations made against faculty members or staff members are subject to the applicable provisions and procedures of their contracts, which include, but may not be limited to, provisions related to disciplinary and discharge actions.

Campus and Community Counseling Resources*

On-Campus

Whittier College Counseling Services (562) 907-4239
 Whittier College Health Services (562) 907-4200 Ext. 4400

Off-Campus

PROJECT SISTER - Sexual Assault Crisis Services

24 hour hotline 909-626-HELP

24 hour hotline 626-966-4155

Business Office 909-623-1619

Web site: www.projectsister.org

Comprehensive services including 24-hour hotline, referrals, accompaniment and advocacy counseling and support groups.

Santa Monica Rape Treatment Center

24-hour hotline (310) 319-4000 (option 2)

Business Office (310) 319-4503

Provides free and confidential sexual assault counseling, legal and medical advocacy, accompaniment services and educational programs. Emergency medical care and forensic evidence collection available 24 hours, seven days per week.

Rape, Abuse & Incest National Network (RAINN)

24-hour hotline (800) 656-HOPE

VOICES (714) 832-9625

(Victims of Incest Can Emerge Survivors)

P.O. Box 1722, Tustin, CA 92681

Incest survivors' support groups, referrals, and therapy for adults.

LACAAW (LA Commission on Assault Against Women)

24-hour hotline (626) 793-3385

Business Office (626) 585-9166

464 E. Walnut, Suite 201, Pasadena, CA 91101

Offers 24 hour rape crisis and domestic violence hotline; in person crisis counseling; court and hospital accompaniment in West San Gabriel Valley and Metro-L.A.; self defense classes and sexual assault survivor support groups.

East L. A. Rape Hotline

24-hour hotline (800) 585-6231

** Community agencies do not provide statistics to the campus, so that crimes reported to those agencies but not to campus personnel are not included in campus crime statistics.*

Education of the Campus Community

Student Life, in conjunction with Campus Safety, offers educational programs for students that promote open discussion of rape, acquaintance rape and other sexual offenses, encourage reporting, and provide information regarding prevention. Programs on these and other related issues are available to all residential areas, any student club or organization or classroom. Educational material including brochures, videotapes and articles are available through these offices.

Whittier College also publishes two documents that inform victims of sexual assault on services and support available to them. "Whittier College Services and Programs to Assist Victims of Sexual Assault" and "Response Protocol for Victims of Sexual Assault" are available through Campus Safety, the Dean of Students Office, and Residential Life staff. All members of the College community are encouraged to read the documents and to become familiar with the different resources available on campus and in the local community. All Student Life personnel and Campus Safety personnel will receive annual training about appropriate responses to allegations of sexual offense for their professional development.

SCIAC Ethics and Conduct Statement

- A. Conduct before, during, and after competition of all those who represent the participating institutions personifies the highest standards of behavior.
- B. Competition is conducted in a manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators in support of their teams.
- C. Coaches and student-athletes abide by the letter and spirit of the playing rules and shall be responsible for conducting themselves in an honest and sportsman-like fashion at all times "so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports."
- D. Coaches are encouraged to foster sportsman-like behavior on the part of their student-athletes both in and out of season.

Solicitation Policy

In observance of its basic responsibility to maintain an educational atmosphere on campus, and in consideration of the privacy interests of its students, Whittier College discourages the solicitation of students by any person or entity for money, goods or services. Solicitation of students by other Whittier College students may be done only with the prior written approval of the Director of Student Activities.

All forms of advertising to be displayed on campus, by any business or person not affiliated with Whittier College, must be approved and stamped by the Office of Student Activities. The placing of any advertising on automobiles, motorcycles or bicycles on College property by any solicitor is strictly prohibited.

No materials may be distributed under, on, against or in front of doors to student rooms in the residence halls. Exceptions to this regulation may be made by the Area Coordinator or Faculty Master of the residence hall. Such exception is valid only if stated in writing by the appropriate Area Coordinator or Faculty Master.

Student Conduct Board Procedures and Guidelines

Purpose of Board

The Student Conduct Board is a faculty/staff and student board concerned with the misconduct of Whittier College students. The Student Conduct Board is empowered to hear all allegations, review all relevant facts, and render a decision relative to allegations. Reports of alleged misconduct are submitted to the Dean of Students. The Dean of Students shall then determine whether there is "probable cause" to proceed in dealing with the alleged violation. In most instances, a student may request to have their case heard by the Student Conduct Board or by the Dean of Students. The Dean, however, has the right to refer any case directly to the Student Conduct Board. It is recommended that cases involving possible expulsion are referred to the Conduct Board.

Structure of Board

Depending on the nature of the charges, Student Conduct Board will be composed of two-to-four regular voting members. In most situations, membership will be split evenly between student and faculty/staff representatives. In highly confidential and/or sensitive cases, student representatives may be replaced with additional faculty or staff representatives. The proceedings of a Student Conduct Board are confidential and closed to protect the interest of those charged as well as those who may bring charges.

Determination of Violation (Responsible or Not Responsible)

Student Conduct Boards are NOT intended to comply with the regulations of a trial or Conduct Board pursuant to criminal or civil law. Further, The Student Conduct Board holds the right to establish whatever rules and guidelines it deems appropriate for any given Conduct Board. The Board has a responsibility to review each case and alleged violation(s) to determine whether a student is responsible or not responsible on the basis of whether or not it is, "more likely than" not that the accused student violated the *Code of Conduct*.

Procedural Guidelines

The Dean of Students or designee must inform, in writing, the person(s) charged of the subject, time and place of the Conduct Board at least 48 hours in advance. The student or group charged with the violation is entitled to be told evidence against him/her and the identity of its sources, and to present evidence and summon relevant witnesses to the Conduct Board. Witnesses must be able to give testimony relevant to the specific charge. If the accused fails to appear without adequate prior notification in writing to the Dean of Students of the desire to change the time, the Conduct Board shall proceed as scheduled and judgment shall be rendered.

The person charged will respond to the charges, submitting a plea of responsible or not responsible. If the plea is responsible, the Board may decide to hear testimony of mitigating circumstances before determining sanctions. If the plea is not responsible, the chairperson will call on witnesses to substantiate the charges. Witnesses can be questioned by both the Board and the person charged. Then witnesses for the accused will be called and questioned. The person charged may make a final statement and then the chairperson will invite all non-Board members to leave. Deliberations will take place and a decision will be rendered.

Recording Proceedings

The entire proceedings except for deliberations may be recorded via tape recorder or hand written notes. The recorded material may be submitted to the Dean of Students and kept as official documentation of the Conduct Board. If necessary, materials are available for the Student Conduct Board members and the persons charged to examine in the Dean's office.

Participants in Conduct Board

The Conduct Board is an informal proceeding not comparable to a criminal trial. Because the Conduct Board is an administrative process and not a court proceeding, people in attendance may be limited to Whittier College community members. The typical Conduct Board includes the following individuals/parties:

1. The Conduct Board Committee
2. Complainant
3. Accused
4. Support person for complainant and/or accused (typically Whittier College faculty, staff or student)

*Note: A support person cannot speak to the Board; however, they may speak to the party they are supporting. Both parties must notify the Board chair 24 hours in advance that a support person will be present. Failure to do so may result in a denial of the request for a support person.

5. Relevant witnesses for either party

*Note: Relevant witnesses may be invited by either party, but may be limited to avoid redundancy. Each party must submit a witness list to the Board chairperson at least 24 hours in advance. Failure to do so may result in a denial of the request for a witness. Character witnesses are not usually appropriate. The Board chairperson will determine relevant witnesses. It is the responsibility of each party to notify witnesses of Conduct Board time and location.

*Note: If either party wishes to have a non-Whittier support person, that must be requested 24 hours in advance and will be admitted at the discretion of the Board chair.

Failure to Appear

Accused

After being notified of a Conduct Board meeting, a student is obligated to appear at the date, time and place specified. If a student fails to appear for the Conduct Board, the Conduct Board may be conducted in the student's absence and a decision may be rendered.

Witnesses

If witnesses fail to appear, the Conduct Board may be conducted in his/her absence. It is the responsibility of the respondent and the complaining parties to ensure witnesses attend the Conduct Board. Witnesses unable to attend may submit a written statement at the discretion of the chair.

Atmosphere

The Conduct Board is a more formal conversation between Board members and the student(s). All need to keep a friendly, informal manner whenever possible, despite the formality of the proceedings. Emotions may be high at times and everyone should treat one another with respect, patience and courtesy at all times.

Appeals

Appeals of the decision of the Conduct Board may be made in writing to Fritz Smith, Associate Dean of Faculty within three days of the receipt of the Conduct Board's decision. There are three bases for appeal: (1) the availability of new evidence not available at the original Conduct Board; (2) errors in procedure, which were prejudicial to the student's case; and (3) to determine whether the sanction(s) imposed were inappropriate for the violation of the Student Code, which the student was found to have committed. All decisions on appeals are final.

Student Immunization and Health History Policy

All new students enrolling at Whittier College must complete and turn in a Health History Record, a Health Examination & Immunization Record and a Meningitis Vaccination Form. The decision to require these forms is based on practices of good public health that are utilized by colleges and universities in the State of California.

Current and accurate information about students' health is essential to the proper care of students requiring routine or emergency care. Students and families who are informed of the need for immunizations are part of a system of public health that protects the health and wellness of all members of the college community.

Failure to recognize the importance of such records may expose students to unnecessary health threats and may also expose the College to liability associated with epidemic illnesses and failure to notify students and families of potential risks. Students and families who do not receive standard medical care or immunizations for religious or other reasons may sign a form indicating they are exempt from providing records of immunizations. They will still be required to complete portions of the Health History Record and the Meningitis Vaccination Form.

Students who do not complete the required forms in a timely manner may be subject to registration holds or other restrictions.

Student Life Parental Notification Policy

Whittier College considers its students as young adults capable of assuming primary responsibility for conducting their lives and making decisions. Central to the mission of the College is a commitment to respecting each individual in which the principles of human dignity and integrity are essential. Recognizing that students have varying levels of maturity and a range of experience with decision-making and self-advocacy, we view the college experience as an important opportunity for developing the skills that will help them become effective, responsible adults.

As a general rule, students attending any college, regardless of age, have a right under the Federal Education and Privacy Act (FERPA) to control disclosure of information from their educational record. FERPA permits colleges to make certain exceptions to this rule and allows disclosure of certain information. The right to access other information, such as medical or counseling records, is governed by California and federal law.

Whittier College staff must balance several concerns in establishing effective trusting relationships with students and avoiding inserting College personnel in the middle of parent-child relationships while at the same time desiring to speak openly and honestly about observations of their sons and daughters. In helping students take responsibility for their own lives, staff discuss the benefits and drawbacks of the student notifying parents and encourages the student to communicate directly with his/her parents about issues of mutual concern. The staff assists the student in talking to his/her parents.

In general, the Dean of Students and student life staff notify parents when they have knowledge of circumstances adversely affecting a student which include:

- Hospitalization for life-threatening or other serious illness, injury or alcohol poisoning, including hospitalizations that would require multiple-day stays, when the hospital does not notify parents;
- Illegal alcohol or drug use or alcohol or drug use, including use that results on city police action;
- Misconduct that is likely to result in loss of housing, suspension, expulsion, or loss of privilege in participation in commencement.

Designated "directory information" will be released to parents unless the student has specifically requested that directory information be kept confidential.

In some situations the College needs parents to travel to Whittier to assist in resolving challenges, especially medical and mental health issues. We expect that parents will respond positively, as such requests are not made without thorough consideration and compelling need.

The Dean of Students office aims to work in partnership with parents to support a student in need. The first step is for parents to have a conversation with their student to let him/her know when, how, and why they want to be informed of significant events-and by providing a definition of "significant." It helps to allow the student to explain the types of responses s/he would find most helpful.

It is our experience that students are most afraid of disappointing and/or worrying their parents or could be concerned about parental reaction or unwanted interventions. Students facing difficult situations are often surprised to discover that their parents want to be involved, and are relieved by the love and support expressed by most parents in a time of need.

Sources:

The Parental Notification Policy text utilized suggestions from “2007 Bringing UE to You: Between and Rock and a Hard Place,” and sample text from Denison University, Johns Hopkins University, Yale University, and Rutgers University.

Student Medical Leave of Absence

When a student experiences serious medical or psychological problems while enrolled as a student at Whittier College, the student may request to take a voluntary medical leave-of-absence. If approved by the Dean of Students, the student will leave campus (or other program) immediately, be granted grades of “W” in all enrolled courses (even if the normal deadline for withdrawal with academic penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below if the student desires to return to Whittier after the problem has been treated and resolved.

The College may require a student to take a medical leave-of-absence if, in the judgment of the Dean of Students the student:

- Poses a threat to the lives or safety of himself/herself or other members of the College community, or
- Has a medical or psychological problem which cannot be properly treated in the College setting, or
- Has evidenced a medical condition or behavior that seriously interferes with the student’s ability to function and /or seriously interferes with the educational pursuits of other members of the Whittier community.

In making the decision to require a student to take a medical leave, the Dean of Students must act out of concern for the student and his or her rights, concern for other students and concern for the College as a whole. The Dean of Students will have to consider whether the College is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others and/or to what extent the student seriously interferes with the rights of others in the community to carry out their educational pursuits. The Dean of Students will meet with the student to discuss the potential required medical leave-of-absence.

For both voluntary and required leaves, the policy on refunds contained in the College Catalogue, consistent with federal and state guidelines will apply.

The Dean of Students will communicate the decision in writing along with the requirements for return. During a Medical Leave, the student must not be present on campus or participate in college-sponsored activities.

Readmission Requirements after Medical Leave of Absence

Duration and Deadlines - If a student leaves Whittier for reasons of health, normally at least one full fall or spring semester (not counting the term in which the leave was granted) must pass before the student may be allowed to return to Whittier. Students must apply for readmission through the Dean of Students.

Required Treatment - During a medical leave-of-absence, the College expects that student to undergo professional health-care treatments as the primary method of resolving the initial problem. Failure to seek ongoing treatment will raise serious doubt as to the student’s readiness to return, and in such cases the College may withhold readmission until appropriate treatment can be received. Whittier expects that ill health which results in a medical leave must be treated satisfactorily in order for the student to return to the College.

Whittier requires that the student’s off-campus primary health care provider make contact with his/her counterpart at Whittier and discuss the nature of the problems that lead to the student’s taking a medical leave. To facilitate this conversation, the student must provide written releases to both parties to communicate freely with each other. This communication must occur prior to the beginning of the student’s treatment to ensure that there is clarity regarding the medical and/or psychological problems that need to be addressed in treatment.

Readmission Application - A student wishing to return from a medical leave must initiate a request for readmission by writing a letter to the Dean of Students detailing what has been accomplished during the absence. A complete application must include:

- The student’s letter,

- Readmission application,
- A supporting letter from an appropriate health-care professional (physician, psychologist, psychiatrist), and
- Required personal interviews with the appropriate College personnel, Director of the Counseling Center or Director of the Health Center.

The supporting letter from the health-care professional should be directed to the Dean of Students and should address at least the following questions:

- What were the reasons for the student seeing you?
- How often did you meet and what were the inclusive dates?
- What gains were made?
- Do you feel that the student is able to handle the intellectual, physical and personal demands of being a full-time commuter or resident student at Whittier?
- Are there any special conditions under which the student should be readmitted?

Readmission Decision - The Dean of Students make the final decision about whether the medical problems causing the student to leave have been adequately addressed and that there is a reasonable assurance that such a health crisis will not occur. The complete application is reviewed by the appropriate health-care professionals at Whittier who add their make their recommendation to the Dean of Students.

The Dean of Students communicates the decision to the student. The decision to readmit a student from a medical leave of absence is the provisional judgment that may be reversed if the health crisis has not satisfactorily been resolved. When permission to return is granted, special conditions or requirements will be outlined at the time. Upon return, the student may be expected to establish a professional relationship with a member of either the Counseling Center of the Health Center during the first semester back.

Use of Whittier College Name or Symbols

No individual, group or organization may use the Whittier College name, seal, symbols, logos, slogans, or songs without the written authorization of the Dean of Students.

Emergency Preparedness

In the event of an emergency you will receive direction from your RA, Area Coordinator, or Residential Life staff. If you are asked to leave the building, you should go to the designated meeting place as shown on the map. In the case of an emergency the campus is divided into four zones that will serve as meeting places. In the event you are in a different part of the campus you should return to your residence hall zone meeting place.

Once you arrive at the designated meeting area, please check in with your Building Captain. Some students will want to leave the campus and return to their homes and families. Please do not leave the campus until you have checked in with your Building Captain. Remember to leave contact information with the Building Captain.

Each student should have a “Go Kit” that contains a flashlight, emergency phone numbers, a copy of your driver’s license or identification, a 5-day supply of any prescription medications you take, a change of clothes, and personal care items.

The College has a Safety Committee that includes student representation. If you would like more information please contact Human Resources at extension (562) 907-4208.

Safety and Survival in an Earthquake

A. The Dangers

The actual movement of the ground is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures.

B. Injuries Are Commonly Caused By:

- Partial building collapses, such as toppling of chimneys, falling brick from wall facings and roof parapets, collapsing walls, falling ceiling plaster, light fixtures and pictures.
- Flying glass from broken windows.
- Overturned bookcases, fixtures and other furniture and appliances.
- Fires from broken gas lines, chimneys and other causes. This danger may be aggravated by the lack of water due to broken mains.
- Fallen power lines.
- Drastic human actions resulting in panic.

C. What Can We Do?

There are many actions, which you can take to reduce the dangers from earthquakes to yourself and others.

D. Before An Earthquake Occurs:

- Take a course in basic first aid instruction because medical aid facilities may be overloaded immediately after an earthquake. First Aid and CPR classes are offered by the Campus Safety Department.
- Keep a flashlight and a battery-powered transistor radio in your room for use in case electrical service is disrupted.
- Put together your personal earthquake preparedness kit, or “Go Kit.”

E. During An Earthquake:

- Remain calm. Think through the consequences of any action you take. Try to stay calm and reassure others.
- If indoors, watch for flying glass, falling plaster, bricks, light fixtures and other objects. Watch out for high bookcases, shelves and other furniture, which might slide or topple. Stay away from windows or mirrors.
- If you are in danger, get under a table, desk or bed, in a corner away from windows, or in a strong doorway. Encourage others to Check for injuries around you. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Check for fires or fire hazards.
- Wear shoes in all areas near debris or broken glass.
- Do not use matches, lighters or anything with a spark or flame until you are sure no gas leaks exist.
- Do not operate electrical switches or appliances. These create sparks, which could ignite gas from broken lines.
- Do not touch downed power lines or objects touched by the lines.
- Immediately clean up spilled medicines, drugs and other potentially harmful materials.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- Do not use your telephone except for genuine emergency calls. Turn on your radio for damage reports and information.
- Check closets and storage areas. Open closets and cabinet doors carefully and watch for objects falling from shelves.
- Do not spread rumors. They can cause great stress following disasters.

- Do not go sightseeing. Keep the streets clear for emergency vehicles.
- Be prepared for additional earthquake shocks called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- If those around you are all right, contact your Resident Advisor to see if you can be of help.
- Respond to requests for help from police, firefighters, civil defense workers and relief organizations. BUT do not go into damaged areas unless your help has been requested. Cooperate fully with public safety officials.
- Do not leave campus without checking in with your Building Captain, RA, AC or other staff member. follow your example. Usually, it is best not to run outside.
- If you are in a classroom area, get under a desk. Do not dash for an exit, since stairways may be damaged or jammed with people. Power for elevators may fail.

If you are outside, avoid high buildings, walls, power poles and other objects which could fall. If possible, move to an open area away from all hazards. If you’re in a car, stop in the safest place available-again, in an open area, and remain inside your car.

F After An Earthquake:

PREPARE for an earthquake by learning about them and by becoming familiar with emergency measures.

REMAIN CALM during and after a shock. Panic can only hurt, not help, a disaster situation.

G. Earthquake Kit Checklist (“Go Kit”)

The following are the recommended items to pack and have immediately available in case of an emergency.

- Water (2 gallons/day/person)
- Food (canned or dried)
- Toilet articles, toothbrush, etc.
- Driver’s license
- Birth certificate/passports
- Flashlight and extra batteries/bulbs
- Deed/title to property/vehicles
- Heavy-duty leather gloves
- Credit card information
- Comfortable clothing articles, underwear
- Telephone lists (family contact)
- Immunization records
- Prescriptions
- Portable radio & extra batteries
- Medication
- Glasses
- Legal papers - proof of ownership
- Cash (approximately \$100.00)
- Reusable plastic bags
- Thick soled shoes
- Matches
- Blanket
- Medical history
- Manual can opener
- First Aid Kit

Whittier College Educational Guidelines on Electronic Social Networking

Statement of Purpose:

The Whittier College statement on electronic social networking serves as a guide for the campus community to better inform students, faculty and staff of the opportunities and consequences associated with electronic social networking. These issues could include policy and law violations, student privacy rights, reputation of self/other/institution, peer harassment, safety concerns, and impact on professional development.

What is Social Networking?

Social networking generally refers to the use of online websites/applications such as MySpace®, Facebook®, and LiveJournal™ that help connect friends, groups, businesses, and others. These sites offer great opportunities to connect and communicate, but the hazards they present are often not clearly documented.

Whittier College urges all users of online social networking sites to be cautious about posting personal information and to be aware of the potential risks associated with making personal information public.

Managing your Online Presence and the Risks Associated with Belonging to Social Networking Sites

Most members of any campus community have an online presence through email, websites, blogging, or online social networking sites. All of these sites present certain common risks that are often not considered or sometimes ignored.

1. **Legal Liability:** Be aware of the potential for wide distribution of your information and comments. You may be held legally liable for any comments made about other people. You could subject yourself to defamation or libel suits if information or images you post about someone else is proven to be false or damaging. The college reserves the right to discipline students for acts of misconduct wherever they occur. While staff and faculty do not “police” online social networks for possible violations, staff are obligated to answer all complaints and reports of alleged misconduct whether on campus, off campus, or online.
2. **Privacy/Safety:** Some sites allow students to post phone numbers, class schedules, hometowns, and birth dates; information that could be used for stalking or identity theft. Read any site’s privacy policy before creating a profile. Again, remember that people you don’t know may be reading your information. Trust your instincts if contacted by someone you don’t know-ask a lot of probing questions before allowing anyone to see your profile.
3. **Future Employment Problems:** Potential employers often search for information on prospective employees using the Internet. Information posted on personal websites and social networking sites may be readily available and should be considered accessible. It is remarkably easy for people you don’t know to gain access to social networking sites and profiles you may consider private. In addition to checking the personal interests of potential employees, some employers check sites for poor grammar and writing skills. Also any images that you post of yourself that show you intoxicated, using controlled substances or in sexually suggestive poses will count against you, from a potential employer’s perspective. For more information on the power of social networking and the impact on employment opportunities, please contact Career Services (562-907-4230).
4. **Your Words Could Hurt You:** Several career experts say that people get their jobs through networking. Just as your positive reputation can be an asset in the job search process, negative statements you may have shared about a company, a particular person, or an issue could come back to haunt you in an increasingly global and networked world. If you’re not absolutely sure you want it read, don’t post it. Communication is very contextual. A pejorative word or phrase used in playful conversations with friends can easily be misconstrued.
5. **Use of Pseudonyms:** When some people are uncertain about how an online profile might affect their student experience or future career, they stay anonymous. Posting anonymous comments about other people which are incorrect, false or hurtful, or photos that are misleading or damaging, is not only unethical but also illegal.
6. **It Could be Hard to Unsubscribe:** Caching means that anything posted on a social networking site may remain accessible long after it has been deleted. Google has a policy process for removing information from their caching technology but this can take time and may require many steps. If you no longer want to be part of a social network site, ask to cancel your membership. This does not eliminate the cache, however. If a social networking site goes out of

business, content could be sold to others. Check the Terms of Service for any social networking site you decide to subscribe to. Some actually do offer ways to permanently delete your profile and personal information.

7. Time Management: Many students are unaware of how much time they spend on social networking sites and what impact this may have on academics and other student activities. If concerned about your use, contact Center for Academic Success (562-907-4816), The Counseling Center (562-907-4239).

[Information adapted with permission from Tracy Mitrano - Cornell University.]
*Special thanks to members of the Oberlin College Ad Hoc Committee on
Social Networking and Student Life 2006-2007 (Contact: L.Flood@oberlin.edu)*

Campus Resource Directory

- Absences from Class, Instructor, Dean of Students, Campus Center, 4233
- Academic Advising, Faculty Mentor or Advisor
- Academic Guidance, CAS Science Building, 4825
- Academic Honors, Registrar, Mendenhall, 4241
- Academic Review, Mendenhall, 4903
- Accidents, Health Services, Hamilton House, 4400 Campus Safety, Haverhill B, 4211
- Acropolis, Campus Center 4920
- Activities, Student Activities, Campus Center, 4986
- Adding/Dropping Courses, Registrar, Mendenhall, 4241
- Admission to Whittier College, Admissions, Weingart Hall, 4238
- Advncd Plcmt Credit, Registrar, Mendenhall, 4241
- AIDS, Information Health Services, Hamilton House, 4400
- Alcohol/Drug Info, Counseling Services, Haverhill A 4239
- Alumni Relations, Alumni Office, College Hall, 4222
- Ambulance, Campus Safety, Haverhill B, 4211
- Athletics Director, Athletics, Athletic Center, 4271
- Audio-Visual Equipment, Media Center, Platner, 4267
- Automobile Registration (on campus), Campus Safety, Haverhill B, 4211
- Bicycle Registration, Campus Safety, Haverhill B, 4211
- Billing of Accounts, Business Office, Mendenhall, 4207
- Books (New and Used), Bookstore, Campus Center, 4251
- Bus Schedules, Residential Life, Campus Center, 4223
- Calendar of Events, Student Activities, Campus Center, 4986
- Campus Inn, Bon Appétit, Campus Center, 4257
- Campus Safety, Haverhill B, 4211
- Career Counseling/Info, Career Services, Campus Center, 4230
- Catalogs, Registrar, Mendenhall, 4241
- Catering/Dining, Bon Appétit, Campus Center, 4257
- Change of Address, Registrar, Mendenhall, 4241
- Clubs/Organizations, Student Activities, Campus Center, 4986
- Club Sports, Director, Club Sprts, Athletic Center, 4271
- Commencement, Registrar, Mendenhall, 4241
- Computers, Info Tech Services, Library, 4287
- Copying Services, Copy Center, Guilford House, 4265
- Counseling (Personal), Counseling, Haverhill A, 4239
- Course Registration, Registrar, Mendenhall, 4241
- Crime Prevention, Campus Safety, Haverhill B, 4211
- Dental Care – Referrals, Health Srvs, Hamilton House, 4400
- Depression, Counseling Services, Haverhill A, 4239
- Disabilities, Disability Services, Science 4840
- Disciplinary Matters, Dean of Students, Campus Center, 4233
- Discrimination, Dean of Students, Campus Center, 4233
- Dropping Courses, Registrar, Mendenhall, 4241
- Drug /Alcohol Info, Counseling Services, Haverhill A, 4239
- Emergencies, Campus Safety, Haverhill B, 4211
- Emergency Prepared., Campus Safety, Haverhill B, 4211
- Employment, Part-Time, Career Services, Campus Center, 4230
- Events (College), Student Activities, Campus Center, 4986
- Exam Schedule, Registrar, Mendenhall, 4241
- Faxing, Dean of Students, Campus Center, 4233
- Fees, Business Office, Mendenhall, 4207
- FERPA, Registrar, Mendenhall, 4241
- Financial Aid, Student Financing, Weingart Hall, 4285

- Gay/Lesbian Student Concerns, Bi-sexual, Gay and Lesbian Alliance for Diversity (BGLAD),
Dean of Students, Campus Center, 4233; Counseling Services, Haverhill A, 4239
- Grade Appeal, Faculty member or department chair, Registrar, Mendenhall, 4241
- Grants, Student Financing, Weingart Hall, 4285
- Health Services, Hamilton House, 4400
- Hearing Board, Res Life, Campus Center, 4223
- Housing, Res Life, Campus Center, 4223
- ID Card, Business Office, Mendenhall, 4207
- International Students Weingart Hall, 4238
- Internship Information, Campus Center, 4530
- Intramural Sports, Athletics, Athletic Center, 4271
- January Interim, Registrar, Mendenhall, 4241
- Jobs, Career Services, Campus Center, 4230
- Laundry Rooms, Res Life, Campus Center, 4223
- Learning Resources, CAS Science, Bldg 4825
- Legal Assistance, College Legal Clinic, Fullerton, (714) 870-5757
- Library, Library 4247
- Lost and Found, Campus Safety, Haverhill B, 4211
- Lost Keys, Campus Safety, Haverhill B, 4211
- Mail, Mail Room, Guilford House, 4264
- Maintenance, Facilities, Facilities, 4261
- Meal Plan/Meal Card, Bon Appétit, Campus Center, 4257
- Mental Health, Counseling, Haverhill A, 4239
- Menu (Campus Inn), Bon Appetit, CI Hotline, 4257
- Mexican-American Concerns, Cultural Center, Campus Center 4962
- Minority Student Concerns, Cultural Center, Campus Center, 4962
- Motor Vehicle Info, Campus Safety, Haverhill B, 4211
- Music Department, Arnold Hall, 4237
- Newspaper, Student, Quaker Campus, Campus Center, 4254
- Nutrition Information, Health Services, Hamilton House, 4400
- Orientation, Dean of Students, Campus Center, 4233
- Parking Information, Campus Safety, Haverhill B, 4211
- Payment of College Fees, Business Office, Mendenhall, 4207
- Pool, Athletics Center, 4271
- Poster Paper, Student Activities, Campus Center, 4986
- Psychotherapy, Counseling Services, Haverhill A, 4239
- Public Relations, Director, Mendenhall, 4277
- Quaker Campus, Campus Center, 4254
- Radio Station, Campus Center, 4992
- Records, Student Registrar, Mendenhall, 4241
- Refund of Tuition, Business Office, Mendenhall, 4207
- Registration, Registrar, Mendenhall, 4241
- Residence Halls, Residential Life, Campus Center, 4223
- Resumé Writing, Career Services, Campus Center, 4230
- Room/Roommate Questions, Res Life, Campus Center, 4223
- Schedule of Classes, Registrar, Mendenhall, 4241
- Scholarships, Student Financing, Weingart Hall, 4285
- Sexual Assault Prevention, Dean of Students, Campus Center, 4233;
Counseling Services, Haverhill A 4239; Campus Safety, Haverhill B, 4211
- Sexual Harassment, Dean of Students, Campus Center, 4233, Counseling Services, Haverhill A, 4239
- Societies, Dean of Students, Campus Center, 4233
- Sports Information, Athletics Center, 4271
- Student Events, Student Activities, Campus Center, 4986
- Student Government, ASWC Senate, Campus Center, 4876
- Student Life, Dean of Students, Campus Center, 4233
- Study Abroad, Office of Intl Programs, Platner 103 or 104, 4582

- Study Skills, CAS, Science Bldg, 4825
- Summer Sessions, Registrar, Mendenhall, 4241
- Theft, Campus Safety, Haverhill B, 4211
- Telephone (Campus), IT Services, Info Tech Services, 5000
- Tickets (Parking), Campus Safety, Haverhill B, 4211
- Theater Box Office, Shannon Center, 4203
- Transcripts, Registrar, Mendenhall, 4241
- Transfer Credit, Registrar, Mendenhall, 4241
- Tutoring, CAS, Science Bldg, 4825
- Vending Machines, Res Life, Campus Center, 4223
- Verification of Enrollment, Registrar, Mendenhall, 4241
- Video Equipment, Media Center, Platner, 4267
- Volunteer Opportunities, Student Activities, Campus Center, 4986
- Weight Control, Health Services, Hamilton House, 4400
- Withdrawal from Classes, Registrar, Mendenhall, 4241
- Withdrawal from the College, Dean of Students, Campus Center, 4233
- Writing Concerns, CAS Science Building, 4825
- Yearbook, Acropolis, Campus Center, 4920

Community Resource Directory

Emergencies

Police, Fire or Medical 9-1-1

Whittier Police Department (non-emergencies) 945-8250

Project Sister, Sexual Assault Crisis Services (909) 626-4357

Regional Poison Control (800) 876-4766

Suicide Prevention (24-hours) (877) 727-4747

Community Services

Charter Communications (Cable TV) (800) 681-9997

L.A. County Fire Department (626) 444-2581

Citizenship & Immigration Services (CIS) (800) 375-5283

Whittier Dept. of Motor Vehicles (800) 777-0133

L.A. County Registrar of Voters (562) 462-2748

Social Security Administration (800) 772-1213

Whittier Information & Referral (562) 464-3368

Time (562) 693-0611

Whittier City Hall (562) 945-8200

13230 E. Penn St., Whittier

(Local) Churches, Mosques and Temples

Assemblies of God

First Family 8434 S. Greenleaf Ave. (562) 698-6737

Baptist

First Baptist 13106 E. Bailey St. (562) 698-0095

Brethren

Community Grace Brethren 11000 E. Washington Blvd. (562) 692-0588

Grace Brethren 6704 S. Milton Ave. (562) 698-0914

Calvary Chapel 12817 Hadley St. (562) 693-2500
First Love Calvary Chapel

Catholic
St. Gregory's Catholic 13935 E. Telegraph Rd. 941-0115
St. Mary's Catholic 7215 S. Newlin (562) 698-0107

Christian Science
Christian Science Church 8705 S. Catalina (562) 693-9116

Church of Christ
Whittier Church of Christ 8155 S. Painter Ave. (562) 698-2597

Disciples of Christ
First Christian Church 6355 S. Greenleaf Ave. (562) 698-0556

Episcopal
St. Matthias Episcopal 7056 S. Washington (562) 698-9741

Friends
First Friends 13205 E. Philadelphia St. (562) 698-9805

Hindu
Swaminaryan Hindu Temple 12401 E. Pellissier Rd. (562) 692-2277

Lutheran
Shepherd of the Hills Lutheran 15215 Janine Dr. (562) 696-1151
Trinity Lutheran 11716 E. Floral Dr. (562) 699-7431

Jewish
Temple Beth Ohr 15721 Rosecrans Ave. (714) 521-6765
La Mirada
Temple Beth Shalom 14564 E. Hawes St. (562) 941-8744

Muslim-Islamic
Islamic Center of 434 S. Vermont Ave., LA (213) 382 9200
Southern California

Methodist
First Methodist 13222 E. Bailey St. (562) 698-0022

Presbyterian
East Whittier Presbyterian 14061 E. Second St. (562) 698-9948
Whittier Presbyterian 6030 S. El Rancho Dr. (562) 692-3748

Cleaners

Beverly Cleaners 10722 Beverly Blvd. (562) 692-1669
Quad Cleaners 8330 S. Painter Ave. (562) 693-2928
Marketplace Cleaners 11847 Whittier Blvd. (562) 692-1718
Walt's 8000 S. Greenleaf Ave. (562) 698-7119

Financial Services

Banks

Bank of America 7255 S. Greenleaf Ave. (562) 868-1448
 U.S. Bank 13525 E. Whittier Blvd. (562) 698-2521
 Union Bank of California 8510 S. Painter Ave. (562) 693-9636
 Washington Mutual Bank 13103 Philadelphia St. (562) 945-1592
 Wells Fargo 7202 S. Greenleaf Ave. (562) 945-1511
 Credit Union of So. California 8028 S. Greenleaf Ave. (562) 698-8326

Credit Counseling

Consumer Credit Counseling Service of Los Angeles (800) 750-2227
 (A non-profit community service. Free budget-money management and debt counseling).

Grocery Stores

Albertsons 13003 E. Whittier Blvd. (562) 696-5025
 Herbie's (House of Health) 13310 E. Whittier Blvd. (562) 945-1322
 Stater Brothers 11750 E. Whittier Blvd. (562) 696-3212
 Ralphs 14919 E. Whittier Blvd. (562) 945-3779
 8510 Painter Ave. (562) 693-0493
 Trader Joe's 15025 E. Whittier Blvd. (562) 698-1642

Health Services

AIDS

Los Angeles County AIDS & HIV Program (213) 351-8000
 National AIDS & HIV Hotline English: (800) 342-2437
 Spanish: (800) 344-7432

Alcohol and Drugs

National Alcohol & Drug Abuse Hotline (800) 252-6465
 Alcoholics Anonymous (323) 936-4343

Hospitals

Presbyterian Intercommunity 12401 E. Washington Blvd. (562) 698-0811
 Whittier Hospital Medical Center
 9080 Colima Rd. (562) 945-3561

Urgent Care

Bright Medical 15725 E. Whittier Blvd. (562) 947-7754

Libraries-Research

Cal State Univ., Fullerton (714) 278-2633
 (Whittier College students may check out books from the CSUF Library with college ID)
 Rio Hondo College (562) 692-0921
 Univ. of California, Irvine (949) 824-6842
 Univ. of Southern California (213) 740-4039
 Univ. of California, Los Angeles (310) 825-8301

Pizza

Domino's 13205 Whittier Blvd. (562) 945-7691
 Little Caesar's 12726 E. Hadley (562) 945-5446

Post Offices

Bailey Station 6709 S. Washington Ave. (562) 698-4810
 Main Post Office 8520 S. Michigan Ave. (800) 275-8777

Printing & Photo Copy Services

Kinko's (24 hours) 16330 E. Whittier Blvd. (562) 902-1175
 Office Depot 15100 E. Whittier Blvd. (562) 693-2990
 PIP Printing 15031 Alondra Blvd., La Mirada (562) 921-5188
 Print Masters 7201 Greenleaf Ave. (562) 698-0283
 Reliable Printing 6743 Bright Ave. (562) 693-2743
 Sir Speedy 7240 Greenleaf Ave. (562) 698-7513
 Staples 13550 Whittier Blvd. (562) 698-2034

Shopping Malls

Brea Mall
 1065 Brea Mall (714) 990-2732
 Major stores include Robinsons-May, Nordstrom, Sears

Montebello Town Center
 2134 Montebello Town Center Dr. (323) 722-8454
 Major stores include Robinsons-May, Mervyns, JC Penney, Macy's

Puente Hills Mall
 1600 Azusa Ave., City of Industry (626) 965-8086
 Major stores include: Sears, Robinsons-May

Quad at Whittier No Main Phone Number
 Major stores include TJ Maxx, Burlington Coat Factory

Whittwood Town Center
 15608 E. Whittwood Lane (562) 947-2871
 Major stores include JC Penney, Sears and Mervyns

(Movie) Theaters

AMC Montebello 10 (323) 722-4583
 1475 N. Montebello Blvd., Montebello

AMC Norwalk 20 (562) 864-5678
 12300 Civic Center Drive, Norwalk

AMC Puente Hills 20 (626) 810-5566
 60 Freeway at Azusa Ave. in Puente Hills Mall

Whittier Village Cinemas (562) 907-3300
 7038 Greenleaf Ave.

Transportation

Airports

Long Beach (562) 570-2600
Los Angeles International (310) 646-5252
Ontario International (909) 937-2700
Orange County John Wayne (949) 252-5200

Airport Transportation

Super Shuttle (310) 782-6600

Airlines

Alaska Airlines (800) 252-7522
American Airlines (800) 433-7300
Continental Airlines (800) 523-3273
Delta Airlines Domestic (800) 221-1212
International (800) 241-4141
JetBlue (800) 538-2583
Northwest Airlines (800) 225-2525
Southwest Airlines (800) 435-9792
US Airways (800) 428-4322
United Airlines (800) 241-6522

Railway

Amtrak (800) 872-7245
Metrolink Customer Info (800) 371-5465

Bus Lines

Whittier Transit (562) 929-5550
Greyhound Bus Lines (800) 231-2222
Metropolitan Transportation Authority (MTA) (800) 266-6883