

California State University, Bakersfield opened in September 1970 as the 19th campus of the California State University system. Since its inception, CSU Bakersfield has grown two strong traditions: an extraordinary level of student-faculty interaction and a highly personalized learning atmosphere. This emphasis on student learning is enhanced by a commitment to scholarship, diversity, service, global awareness, and life-long learning.

The university is a comprehensive regional university and is committed to excellence in its four schools: Natural Science, Mathematics, and Engineering; Business and Public Administration; Social Sciences and Education; and Arts and Humanities. The university is fully accredited by the Western Association of Schools and Colleges, with six programs also accredited by national accrediting organizations.

Centrally located on a 375-acre site in the southern San Joaquin Valley, CSU Bakersfield serves more than 8,700 undergraduate and graduate students at either the main campus in Bakersfield or the off-campus CSUB – Antelope Valley center. More than 75% of CSUB’s tenured/tenure-track faculty has doctoral degrees in their respective fields.

The university operates on a semester system from August to May with winter and summer sessions. CSUB offers over 50 bachelor’s and master’s degree programs, post-graduate and credential programs. Additionally, a new doctor of education (Ed. D) program is being offered. CSUB’s Extended University serves the community by offering additional professional development, certificate, and degree programs. At CSUB, you will work closely with highly qualified and experienced Ph.D. professors in modern classroom and laboratory settings. CSUB’s faculty members are respected academic experts, published researchers, and engaged community leaders – as well as dedicated educators who genuinely care about their students’ success. The university continues to help shape the future of Kern County through student internships, research, campus institutions, and community events. Each year CSUB contributes more than 2,000 new alumni to the community’s educated and skilled workforce.

CSUB Athletics has been a source of continuing pride for the university and community. A NCAA Division I school, CSUB has competed successfully in the Western Athletic Conference (WAC) since 2012 and is but one important aspect of a growing and vibrant student-life experience.

Accreditation and Memberships

The university is committed to the goals of a liberal education-to promote the individual intellectual and personal growth of its students and to contribute to the community by developing in its students a sense of civic purpose and service.

California State University, Bakersfield is accredited by the

Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Ave., Suite 100, Alameda, CA. 94501, (510) 748-9001. The Teacher Preparation Program is accredited by the California Commission on Teacher Credentialing (CCTC) and the National Council for the Accreditation of Teacher Education (NCATE). The Nursing Program is approved by the California Board of Registered Nursing (BRN) and accredited by the Commission on Collegiate Nursing Education (CCNE). The undergraduate and graduate programs in Business Administration are accredited by the (AACSB) International, The Association to Advance Collegiate Schools of Business. The Master of Public Administration and the Master of Science in Administration, Health Care Management are accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The Chemistry Program is approved by the Committee of Professional Training of the American Chemical Society.

The university is a member of the American Association of Allied Health Professions, American Association of Colleges for Teacher Education, American Association of State Colleges and Universities, Assembly of Cooperative Assessment of Experiential Learning, Association for Supervision and Curriculum Development, California Campus Compact, California Collegiate Athletic Association, California Council on Education of Teachers, California Intersegmental Articulation Council, College Entrance Examination Board, College Placement Council, Council of Colleges of Arts and Sciences, Council of Graduate Schools, Greater Bakersfield Chamber of Commerce, Institute of International Education - West Coast Region, National Association of Schools of Public Affairs and Administration, National Collegiate Athletic Association, National Student Exchange Program, National University Extension Association, Teacher Education Council of State Colleges and Universities, Western Association of Art Museums, Western Association of Graduate Schools, and the Western Association of Summer Sessions.

The university is affiliated with many national academic honor societies. The university offers membership in a chapter of Alpha Chi, an honorary society recognizing academic achievement. The School of Arts and Humanities has established active chapters of Phi Alpha Theta, the international history honor society; Lambda Pi Eta, the national Communication honorary society; Omicron Delta Epsilon, the national Economic honorary society; Sigma Tau Delta, the national English honorary society; Pi Sigma Alpha, the national Political Science honorary society; Psi Chi, the national Psychology honorary society; and Sigma Delta Pi, the national Spanish honorary society. The School of Natural Sciences and Mathematics has established a chapter in the Society of Sigma Xi, the national honorary in the sciences. The Department of Nursing has a chapter of Sigma Theta Tau, International Nursing Honor Society. The School of Business and Public

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Administration has established chapters of Beta Gamma Sigma, the national honor society for professionally accredited schools of business administration; Sigma Iota Epsilon, the national management honorary society; and Pi Alpha Alpha, the national society for public affairs and administration.

President Mitchell is a signatory to the American College and University President's Climate Commitment (ACUPCC) and CSU Bakersfield is a member of the Association for the Advancement of Sustainability in Higher Education (AASHE).

Graduates of the university are eligible for membership in the American Association of University Women.

Availability of Institutional and Financial Assistance Information

The following information concerning student financial assistance may be obtained from the financial aid website at <http://www.csub.edu/finaid/> and/or from the Director of Financial Aid and Scholarships (SA 114, 661-654-3016):

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at California State University, Bakersfield;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out;
7. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
8. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
9. The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan Programs;
10. The exit counseling information the school provides and collects for student borrowers; and

11. Contact information for Ombudsman offices available for disputes concerning federal, institutional and private loans.

Federal Regulations (Part 668.41-Student Assistance General Provisions) mandate that a Notice of Required Disclosures be provided to all enrolled students on an annual basis and be made available to all prospective students. These disclosures may be reviewed online at <http://www.csub.edu/disclosures/>. Upon request, a person is entitled to a paper copy containing the required information. To request a paper copy, students may print the disclosures webpage or obtain a copy by contacting the Executive Assistant to the President, Ms. Evelyn Young, at eyoung3@csub.edu or by calling (661) 654-2241.

Additional resources for campus disclosures include:

Information concerning the cost of attending California State University, Bakersfield is also available from the financial aid website at <http://www.csub.edu/finaid/cost/budgets/index.html> and/or from the Director of Financial Aid and Scholarships (SA 114, 661-654-3016), and includes tuition and fees; the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of California State University, Bakersfield for the return of unearned tuition and fees or other refundable portions of institutional charges is available from the Assistance Vice President, Fiscal Services (ADM 103, 661-654-2251).

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from the financial aid website at <http://www.csub.edu/finaid/receiving/withdrawal/index.html> and/or from the Director of Financial Aid and Scholarships (SA 121, 661-654-3016).

Information regarding special facilities and services available to students with disabilities may be obtained from the Director, Disabled Services (SA 142, 661-654-3360).

Information concerning California State University, Bakersfield policies, procedures, and facilities for students and other to report criminal actions or other emergencies occurring on campus may be obtained from the Director, Public Safety/University Police (SSS 106, 661-654-2111).

Information concerning California State University, Bakersfield annual campus security report may be obtained from the Director, Public Safety/University Police (SSS 106, 661-654-2111).

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from the Director, Personnel Services (ADM 108, 661-654-2266).

Information regarding student retention and graduation rates at California State University, Bakersfield and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from the Special Assistant to the President, Institutional Research, Planning, and Assessment (IRPA) (BDC A147, 661-654-3145).

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that California State University, Bakersfield dedicates to its men's and women's teams may be obtained from the Director, Athletics (GYM 112, 661-654-2188).

Information concerning teacher preparation programs at California State University, Bakersfield, including the pass rate on teacher certification examinations, may be obtained from the Dean, School of Social Sciences and Education (EDUC Bldg, 661-654-6663).

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the Associate Vice President for Academic Programs (EDUC 242, 661-654-3420).

Information concerning student activities that California State University, Bakersfield provides, must be easily accessible on www.csub.edu.

Information concerning student body diversity at California State University, Bakersfield, including the percentage of enrolled, full-time students who are (1) male, (2) female, (3) Pell Grant recipients, and (4) self-identified members of a specific racial or ethnic group, must be obtained from, the Institutional Research, Planning, and Assessment (IRPA) (BDC A147, 661-654-3145).

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information

on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Institutes and Research Centers

CSUB is the center of learning in Kern County. And while the University's primary mission is educating undergraduate and graduate students, there is a great deal of learning that goes on outside the classroom — not just for CSUB students, but for the greater community as well. CSUB academic centers and institutes are an invaluable point of contact between the intellectual life of those on campus and the outside world.

- **The Business Research and Education Center** is a focal point and resource for faculty research projects, various student programs and projects, and the facilitation of interactive efforts and programs between/amongst the School of Business and Public Administration and a myriad of community, business and government interests throughout the regional Kern County area. Some of the ongoing programs include: (1) The Family Business Institute provides a comprehensive program promoting the success of family owned businesses in Kern County. The FBI is a specifically designed resource that addresses the myriad of issues pertaining to family businesses. The goal of the Institute is to develop a body of knowledge and problem solving techniques that are accessible to all members. The FBI is a public-private alliance among the School of Business and Administration at CSUB, Kern County family owned businesses, and service professionals. (2) The Kern County Technology Transfer Group provides support for the commercialization of technology and technology transfer for technology oriented firms throughout Kern County. (3) The Kern County Export Development Program provides interns for Kern County businesses interested in starting and expanding export trade. (4) The Strategic Management Plan Program offers senior and MBA students the opportunity to analyze and provide Strategic Management Plans, including a comprehensive strategic analysis, to businesses throughout Kern County. These projects will be conducted and completed by teams of senior or graduate students under the direction of CSUB professors. Following an extensive analysis of each business, a completed Final Report will be issued to the participating business.

- **California Well Sample Repository** organization is California's only facility for the permanent storage and public use of cores, sidewall samples, drill cuttings, outcrop samples, microfaunal slides, foundation borings, and mineral suites.

- **Center for Economic Education and Research** has the following purposes: (a) To enhance economic education by providing in-service workshops and curriculum consultation for teachers and school districts; offering enrichment programs for teachers and students; sponsoring lectures and symposia; and facilitating cooperation among the Economics Department, School of Social Sciences and

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Education, and K-12 educational community. (b) To raise and allocate funds to support the goals of the Economics Department, including applied regional research; scholarly activity; program development; instructional improvement; student recruitment, retention, and financial assistance; and sponsorship of public forums and social gatherings. (c) To facilitate externally funded research and contractual work in economics and economics education and utilize indirect grant funds to support the above mentioned goals of the Economics Department.

- **Center for Environmental Studies** was initiated in 1973 and facilitates research and understanding of environmental issues, serves as an advocate for university and community awareness of environmental issues, and manages the activities and operations of the on-campus Environmental Studies Area (ESA).
- **Center for Research Excellence in Science and Technology (CREST)** recruits CSUB students to conduct scientific research on topics important to the economy of the San Joaquin Valley throughout the 21st century including forecasting water resources and investigating the feasibility of subsurface carbon storage into maturing oil fields. CREST students participate in extensive academic research at CSUB, national labs and cooperating Ph.D.-granting institutions. CREST is an integral part of the new California Energy Research Center, a collaboration between faculty from several CSUB academic programs, local industry, and government agencies.
- **Institute for Religion, Education and Public Policy (IREPP)** sponsors panel discussions and lectures open to the public that we hope will help to bridge the gap between the university and the Kern County community so as to spread knowledge of diverse religious traditions and create a public conversation on many issues.
- **Kegley Institute of Ethics** purpose is to enhance the quality of our community by stimulating thought and involvement in ethical issues. It achieves this mission through a renowned lecture series, community-based panels on current ethical concerns, faculty research grants, and student scholarships.
- **Nursing Center for the Advancement of Research/Evaluation (NCARE)** encourages research, evaluation and the dissemination of information that will benefit the Greater Bakersfield area, the Southern San Joaquin Valley, and the State of California. NCARE will conduct research and evaluation for public and private agencies, institutions and corporations. NCARE will provide basic and applied nursing and health research, evaluation, consultation and related educational services.
- **Politics Research Center** supports research and consulting to enhance student training, faculty teaching, and professional competence. Its research focuses on matters in which power relations, institutions and decision-making processes, and discretion and choice in policy-making are important variables. Such research may be controversial and arouse concern among many persons, groups, and interests. The Center's purposes are non-partisan, however, and its goals are to assist all segments of both U.S. and foreign societies through its research into government policies and public support for policies.
- **Public Service Institute (PSI)** makes available university-based resources and expertise to public, nonprofit and health care agencies in the southern San Joaquin Valley so that these organizations might carry out more effectively the duties and responsibilities rendered them by the citizens of the region. PSI has a three-fold mission: (1) to provide state-of-the-art technical, supervisory, managerial, and leadership training and assistance to public and nonprofit agencies in the service area; (2) to provide policy analysis and program evaluation assistance and training to public and nonprofit agencies in the service area to improve their service delivery and policy effectiveness; (3) to build international linkages that will be of benefit to CSUB students and practitioners in our service region.
- **Southern San Joaquin Valley Information Center (Archaeological Info Center) (SSJVIC)** is one of nine Information Centers within the California Historical Resources Information System (CHRIS). CHRIS works under the direction of the California Office of Historic Preservation (OHP) and the State Historic Resources Commission (SHRC). The Information Centers are nonprofit organizations, each serving a specific geographic area within the State of California. The SSJVIC is the primary repository for resource records and study reports for the 5 counties of Southern San Joaquin Valley (Fresno, Kern, Kings, Madera, and Tulare). The purpose of the center is to manage historical resources records, reports, and maps; to supply historical resources information to the private and public sector; to provide educational support and information about historical resources in California to the general public. Located at California State University, Bakersfield (CSUB), the center currently houses approximately 33,000 cultural resource records documenting historical and archaeological sites and approximately 10,500 study reports. Utilizing this information, record searches conducted to meet the requirements of state and federal law play a critical role in the long-term protection of cultural resources across Southern-Central California. In addition, the SSJVIC serves as an integral part of the local and regional communities, maintaining student internship and public outreach programs, working with Native American tribes, and local city and county governments.

Food Service

The Runner Café, Rowdy's (in the Student Union), Peet's Café, and Walter's (in the Library) are operated by ARAMARK Higher Education. The Runner Café is open seven days a week for the entire campus community and general public, as well as for students living the Student Housing. Rowdy's is open Monday through Friday, and Peet's Café is open Monday through Friday as well. Togo's Sandwich Shop, located in Science III Building, is open Monday through Friday too. Days and hours for all locations vary and are subject to change.

Getting to Know the Campus

Orientation programs provide newcomers with an introduction to academic life and the campus community. University Outreach conducts the orientation experience three times a year. The program provides newcomers an opportunity to become better acquainted with the university. Students entering at the beginning of the academic year are given two options: An April orientation for transfer students and first-time freshman; and Summer orientations for any new students before the first day of class for the fall term. Sessions for first-time freshman family members are also offered.

Students entering at the Spring term have one orientation option: a program is offered during the preregistration period before the term begins. There is a fee for participation. For more information, contact New Student Orientation Program office at (661) 654-3388 or <http://www.csub.edu/orientation/>

Parking Information

The California State University Police, as a sworn law enforcement agency pursuant to California Penal Code Section 830.2, is responsible for the enforcement of parking and traffic regulations at California State University, Bakersfield. Parking regulations and ordinances are enforced 24 hours per day, 7 days per week. If not otherwise specified, all ordinances and laws contained in the California Vehicle Code are applicable to the operation of vehicles on this campus. All parking citations and fines are processed through Parking Management Bureau, 801 West Monte Vista Ave, Turlock, CA 95382. Failure to pay parking fines may result in the withholding of vehicle registration by the State Department of Motor Vehicles, Section 41103 C.V.C, and possible immobilization or towing per Section 22651(i)(1) and 22651.7 C.V.C.

University Parking Regulations require that the permission to park on campus is dependent upon the payment of an established parking fee and possession of a daily, quarterly, annual, or temporary activities permit (except in metered, loading, time limited zones or by issuance of a visitor's permit). These regulations apply to students, the general public, and state university employees.

Semesterly permits may be purchased online or at any time during normal business hours from the Accounting Office. Daily Parking Permits are available 24 hours a day from dispensers at each entrance to the University.

Paid parking is in effect 24 hours a day, seven days a week. Permits are valid as indicated with beginning and ending expiration dates on the permit. The permit or decal must be clearly visible at all times to be valid. The parking decal is not transferable and must not be altered. Visitor permits will be valid only when displayed as directed on the permit.

All areas on the campus where vehicles may be legally parked are designated. Motorcycles and other motorized two-wheeled vehicles shall be parked in designated areas. Parking areas marked with a green curb or a posted sign are time-limited areas. Parking spaces marked with a yellow curb or a posted sign are loading areas with a time limit. Areas marked in red or a posted sign are designated no parking zones. Metered spaces are provided for short-term parking. Parking permits are not valid in metered spaces.

Disabled parking spaces for persons with physical disabilities are designated in each major parking lot on campus. Disabled spaces may be used by vehicles displaying a valid DMV issued Disabled Placard and a valid CSUB parking permit. Persons with a temporary physical condition in need of disabled parking can apply for a one-week temporary parking permit. Students may contact the Student Health Center for further information at (661) 654-2394, staff may contact Human Resources, and faculty may contact the Office of the President, Assistant to the President for Equity, Inclusion and Compliance.

Revised CSUB Smoking Policy

(Effective September 6, 2011 and supersedes all previous CSUB smoking policies)

California State University, Bakersfield strives to provide a healthy, smoke free environment for its students, faculty, staff, visitors and the general public. CSUB's smoking policy has always prohibited smoking in most areas including buildings, courtyards, walkways, vehicles, and within 20 feet of entrances and exits to buildings. As the adverse health effects of second-hand smoke are better understood now than previously, CSUB's policy is hereby revised.

Smoking is permissible only where designated as a smoking area through signage

Designated smoking areas are located conveniently throughout campus. A map of designated smoking areas is available on the University's Home Page and at the following locations: Safety and Risk Management, University Police, Human Resources, Student Affairs, and the Student Union. Questions regarding the designated smoking locations may be addressed to Safety & Risk Management.

Smoking is prohibited:

- In all State owned, leased or rented vehicles. This includes vans, busses, mobile equipment, electrical carts, and heavy equipment.

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- In enclosed areas such as buildings, courtyards, and breezeways.
- Within 20 feet of entrances and exits to buildings.
- At the Children's Center, Student Health Center, Student Recreation Center, Student Union and Runner Café Patio areas, Science III Outdoor Patio (North West End), athletic fields, and bleachers.

Signs prohibiting smoking shall be prominently displayed throughout campus. Ash cans will be removed from all campus locations except for the designated smoking areas. Any member of the campus community may respectfully ask individuals to comply with this policy. There shall be no reprisal against anyone seeking assistance in enforcing this policy. New employees will be notified of the policy by the Human Resources Management Office upon employment.

Authorities Cited:

- Sections 42356 and 41301 of Title 5 of the California Code of Regulations,
- California Government Code Section 7597, Section 1994.31-19994.32
- CSU Coded Memoranda HR 2002-26, Secondhand Smoking Policy, <http://www.calstate.edu/HRAAdm/pdf2002/HR2002-26.pdf>
- AB 846, January, 2004.

Walter W. Stiern Library

The Walter W. Stiern Library, completed in 1994, is a research center and learning hub at CSUB. The 150,000 square foot, five-floor building is home to library collections and services, computer labs and classrooms, a media center, faculty and graduate student study carrels, group study rooms, as well as instructional television studios. Wireless internet access is available throughout the library. The library also hosts numerous public events throughout the year.

Stiern Library personnel provide a range of services and programs. To assist students and faculty, research assistance is provided by librarians at the reference desk and by appointment, as well as by phone, email or online chat. Library courses, tours and orientations are offered every quarter.

The library's Historical Research Center houses the library's archives and special collections, an exhibit room, and oral history projects. The Center gives students opportunities to learn about and gain hands-on experience in applied history.

Students at the CSUB Antelope Valley Campus can get research assistance in the library on the Lancaster campus. E-resources, article delivery, and book delivery are provided for Antelope Valley students. For students taking CSUB courses outside the Bakersfield area, the library's Distance Services program provides library access and assistance.

The library provides use of tens of thousands of electronic journals and half a million book volumes. It also offers laptop and portable device checkout to students. Other book collections housed in the library focus on California history, the first-year experience, and multicultural topics, among many others. Online access to the library's collections is available to students and faculty with a current CSUB ID. A course reserves collection includes electronic and print materials for course assignments. The interlibrary loan service provides access to materials not available at CSUB.

The library's web page is the portal to library resources including online periodical databases and reference sources, the online catalog, subject guides, and links to other services such as distance services, interlibrary loan, course reserves (online and print), and library courses.

For more information about the Library, please call 661-654-3172 or visit in person or via the library web site: <http://www.csub.edu/library/>.

USING EMAIL AS OFFICIAL STUDENT COMMUNICATION

Policy Statement

California State University, Bakersfield (CSUB) will send communications to *students* by email. CSUB provides students with an email account upon the student's *enrollment* to the institution. This account is free of charge and remains active one calendar year following the last enrolled term.

A university-assigned student email account is the official means of *university communication* with all students. Students are responsible for reading all information sent to them via their university email account. If a student chooses to forward his or her university email account, he or she is responsible for all information, including attachments, sent to any other email account.

Reason for Policy

Email is the primary method of communication between the university and students. Upon enrollment, students are informed about their university email account, and that students are responsible for the emailed information. It is imperative that students understand that information will be communicated to them via their university email account while they are enrolled.

Definitions (As related to this policy)

University Communication

Any communication from the university related to a student's enrollment, financial responsibilities, participation in athletics or student activities, and compliance with University policies and procedures, including the Student Standards of Conduct.

Student

Any student currently *enrolled* or *eligible to enroll* as an undergraduate and/or graduate student (Student status starts upon enrollment and is defined by unit load).

Enrolled

Any student that carries a unit load for an academic term.

Eligible to Enroll

Any student that meets the requirements to enroll in current and subsequent terms.

Student Responsibility

CSUB recommends that students check their email accounts daily. If a student chooses to forward his or her university email account, he or she is responsible for all information, including attachments, sent to any other email account. Students are responsible for reading, in a timely fashion, university communications sent to their university email account.

Failure to read university communications may result in missing payment deadlines, scholarship opportunities and deadlines, registration deadlines, course related information, immunization requirements, opportunities for financial aid, requirements and deadlines for graduation, etc.

Email shall not be the sole method for notification where another method of communication is required by law.

Effective Date

December 2014

Last Update

December 18, 2014

Responsible University Officer

Registrar

Policy Owner

Registrar, Office of Admissions and Records