

(98-T3) Tower Section, third floor, and can be contacted at (909) 869-3700, and includes fees and tuition (where applicable); 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 Cal Poly Pomona for the return of unearned tuition and fees or other refundable portions of institutional charges is available from the Office of Financial Aid & Scholarships, CLA Building (98-T3) Tower Section, third floor, and can be contacted at (909) 869-3700.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from Cal Poly Pomona's Office of Financial Aid & Scholarships, CLA Building (98-T3) Tower Section, third floor, and can be contacted at (909) 869-3700.

Information regarding special facilities and services available to students with disabilities may be obtained from the Disability Resource Center, Building 9 Room 103, and can be contacted at (909) 869-3333.

Information concerning Cal Poly Pomona's policies, procedures, and facilities for students and other to report criminal actions or other emergencies occurring on campus may be obtained from the University Police Department, Building 109, and can be contacted at 9-1-1 or (909) 869-3070.

Information concerning Cal Poly Pomona's annual campus security report may be obtained from the University Police Department, Building 109, and can be contacted at (909) 869-4139.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from Mark Ulrich, Co-Chair, Alcohol and Other Drugs Advisory Council and Director, Student Health Services; and Ty Ramsower, Co-Chair, Alcohol and Other Drugs Advisory Council and Coordinator of Health Promotion and Outreach, Student Health Services Wellness Center; Building 46, and can be contacted at (909) 869-4000.

Information regarding student retention and graduation rates at Cal Poly Pomona 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 Institutional Research and Academic Resources, Building 1 Room 110, and can be contacted at (909) 869-3405.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that [name of institution] dedicates to its men's and women's teams may be obtained from Tracee Passeggi, Associate Athletic Director, Building 43 Room 118, or can be contacted at (909) 869-3778, or for financial assistance, contact Diana Minor, Director of Office of Financial Aid and Scholarships, CLA Building (98-T3) Tower Section, third floor, and can be contacted at (909) 869-3704.

Information concerning teacher preparation programs at Cal Poly Pomona, including the pass rate on teacher certification examinations, may be obtained from the Department of Education, Building 5 Room 229, or can be contacted at (909) 869-2300.

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 Ombuds Office, Building 1 Room 106, or can be contacted at (909) 869-2286.

## STUDENT SERVICES

### International Student and Scholar Services: The International Center

With more than 1,200 students and scholars from abroad on visas and some 4,000 California students born abroad, there is a rich cultural milieu at Cal Poly Pomona that the International Center aims to foster. International students admitted to Cal Poly Pomona and visiting international scholars are required to report to the International Center at the beginning of their first quarter for document processing. A team of professional advisors, helpful administrative support staff and trained student assistants is available daily in the International Center, Building 1, Room 104.

International students coming to Cal Poly Pomona find support services and advocacy in the International Center. The Center is available to ease arrival, help students comply with federal immigration laws and registration requirements, provide a new student orientation geared to your special needs, identify worthwhile campus programs and activities, and offer extensive advising services (immigration, personal finance, academic issues, personal concerns). International Center staff may be able to assist you with admissions and registration and to understand U.S. higher education. In-coming freshmen from abroad are strongly encouraged to enroll in a 2-unit class that is geared to improve performance and ease the transition.

As the locus for expertise on matters relating to United States Immigration and Naturalization Services (INS) regulations, we keep international students informed through timely e-mail newsletters and announcements of the pertinent rules that affect you. While most students will enter on F1 visas, for government-sponsored students, the Center will initiate IAP-66 paperwork for initial entry into the U.S. The International Centers offers programs and assistance to all students in extending visas, if this becomes necessary. A main goal is to keep all students in proper immigration status and thereby facilitate the educational process.

At the same time, the International Center aspires to be a recognized leader among international student service units nationally and periodically asks you for ideas on programs and issues that will improve programming aimed at a full, cross-cultural immersion experiences for Cal Poly Pomona international students. Leadership training, special programs informing students about local and state government, education, medical care, arts, judicial matters, business and related topics are part of the orientation course. Special trips to places of interest are part of the program. In addition, students who complete one year at Cal Poly Pomona, may apply for merit scholarships and loan funds administered by the International Center.

A number of international scholars visit Cal Poly Pomona each year, some for a few days and some for extended stays. The International Center has personnel experienced with the immigration and taxation issues that affect all such scholars and their academic hosts. Visa category has a major influence on the kinds, if any, of remuneration a scholar may receive and on the IRS requirements for income tax withholding. Academic and service units are encouraged to seek advice from the International Center before entering into arrangements that involve payments, including in-kind.

The International Center is especially interested in making contact with visiting scholars on our campus for extended stays. We want to establish more accurate numerical, geographic and disciplinary information on visiting scholars and their host units. Often the presence of a visiting scholar in one program will be of wider campus interest and the International Center aims to broaden the impact of scholars whenever possible. The Faculty Associates of the International Center form the academic heart of the International Center, and can provide departmental contacts for visiting scholars.

For further information see [www.csupomona.edu/~international](http://www.csupomona.edu/~international), call 909-869-3335, or fax 909-869-3282.

### Police and Parking Services

Cal Poly Pomona places a high priority on the safety of the campus community. University Police and Parking Services is responsible for law enforcement, parking services and emergency response at Cal Poly Pomona. The department is staffed by trained professional police officers, civilian parking officers, and auxiliary personnel and is operative 24 hours a day, year-round.

California State University Police officers are vested with the same powers and responsibilities as other police officers within the state of California. Their authority is granted through legislative action defined in the California Education and Penal Codes. Their jurisdiction covers all property owned and operated by the University, including adjacent public streets and property. The officers meet the California Peace Officers' Standards and Training Commission requirements, which are mandated for all California law enforcement officers. All University police officers have full powers of arrest, and are trained in the use of weapons and carry them on campus.

The annual security report, Safety On Campus "Your right to know," includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings of property owned or controlled by Cal Poly Pomona and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the Interim Policy on Alcohol and Other Drugs, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a printed copy of the report by contacting Police and Parking Services or by accessing the following website: [www.csupomona.edu/~public\\_safety/security\\_report](http://www.csupomona.edu/~public_safety/security_report)

9-1-1 System: All telephones located throughout campus are connected to a 9-1-1 emergency system. The 24-hour Communications Center, which is staffed by trained dispatchers, provides telephone and two-way radio contact for emergency personnel and also serves as an after-hours contact for students, faculty, and staff. Fire and building alarms are monitored in this center.

Crime Reporting: Students, staff, and faculty are encouraged to report all crimes to the University Police Department. If you are the victim of a crime, observe a crime or suspicious activity, or see a security problem, notify University Police immediately. Many campus personnel are available to assist persons who may not wish to contact the police. Such personnel include Deans, Directors, Judicial Affairs, Housing administrators (including Resident Coordinators and Advisors), athletic team coaches, and faculty and/or student advisors. The aforementioned employees are required to report crimes to the University Police Department. University Police will accept voluntary, anonymous, and confidential reports from crime victims/survivors or university personnel. Crime reporting forms are available in University Police and Parking Services, Counseling and Psychological Services, Student Health Services, University Housing Services, the Village, and the CENTER. Every attempt to substantiate facts will be made. While reporting is strongly encouraged, professional and pastoral counselors are not required to report under the law.

Emergency Preparedness: The University has a well-defined disaster plan with several hundred trained faculty and staff members. There are 20 mini Emergency Operations Centers (EOC) spread across the campus. A list of the EOCs appears in the campus information access directory.

Escort Program and Services: During hours of darkness, Police and

Parking Services escorts are available to walk or drive you to your car, your class or your on-campus residence. Call extension 3070 from any campus phone to request an escort. The department also offers a wide range of programs and services to ensure the safety and security of the campus, including: crime prevention presentations; training and workshops on a variety of topics; self-defense workshops; alarm system and office safety and security evaluations; Ride-Alongs.

Police and Parking Services is located in Building 91 on Red Gum Lane at University Drive. For emergencies, dial 9-1-1; for non-emergencies or business calls (909) 869-3070, or extension 3070 from any campus phone. For information regarding student employment, internships or volunteer programs, contact (909) 869-3070.

### Student Health Services

Student Health Services (SHS), located at the top of University Drive in Bldg. 46, is a fully staffed ambulatory care facility, providing pre-paid basic services to students with illnesses, injuries or other health-related issues. Operating similarly to a family medical clinic, the emphasis is placed on preventive medical and health education programs to help students stay healthy and fully productive in school.

All Cal Poly Pomona students pay a mandatory, quarterly health fee at the time of registration, prepaying for unlimited visits with licensed medical doctors and nurse practitioners on an outpatient basis. Students may call (909) 869-4000 and make an appointment or they can come in and be seen on the same day for more urgent care. X-rays, basic lab work, confidential or anonymous HIV testing, well-patient physicals, minor surgery, health education, and family planning and birth control information are also available at no additional charge.

Low cost services include CPR and First Aid classes, travel and influenza immunizations, and cholesterol testing. The on-site pharmacy provides low-cost prescription medications and non-prescription pharmacy items. All prescriptions are sold at cost plus a small packaging fee. Prescriptions written by a private physician can be filled at the SHS pharmacy provided the medication is available in the Student Health Services.

Student Health Services is open Monday and Thursday from 8 a.m.-6 p.m., Tuesday and Wednesday from 8 a.m.-7 p.m., Friday and Quarter breaks 8 a.m.-5 p.m., closed holidays. Summer Quarter hours may vary. Limited patient parking is available in the SHS lot located next to the building, or in Lot J nearby. Patients are reminded to sign the parking log located in the SHS lobby when they come in for services.

Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and meets the national standards for providing the highest quality of medical care available.

Outside and after hours medical care, whether referred by Student Health Services or not, is at the student's expense. Students are strongly encouraged to have comprehensive medical insurance coverage. As a minimum, insurance available through the Associated Students, Inc. should be purchased.

The Student Health Advisory Committee (SHAC) is appointed annually and advises Student Health Services about services and fees. The committee is comprised of student representatives, as well as representatives from the Academic Senate, Staff Council, and Administration.

The Wellness Center, Student Health Services satellite facility, provides a broad range of information, health assessments, and programs about health related issues. It is located in the Bronco Student Center (Bldg. 35), Room 1341, across from Round Table Pizza.

All students pay a mandatory student health fee at the time of registration which is used to support medical services, public health efforts and health education and promotion. Contact Student Health Services for complete information on available services.

Additional information is available on the World Wide Web home page at: [dsa.csupomona.edu/shs/](http://dsa.csupomona.edu/shs/).

### **The Wellness Center**

Student Health Services satellite facility is located in the Bronco Student Center (Bldg. 35), Room 1341, across from Round Table Pizza. Hours of operation are Monday through Thursday, 10:00 a.m. to 5:00 p.m. and Friday, 10:00 a.m. to 3:00 p.m. Summer Quarter hours may vary. It is closed during quarter breaks. The Wellness Center offers free health education literature, body fat measurement, blood pressure screening, height and weight measurement, and a variety of health-enhancing assessments and workshops related to stress management, weight control, nutrition, alcohol, and other drug use. Students are encouraged to drop in or to make individual appointments with health educators at The Wellness Center by calling (909) 869-5272.

### **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) offers time-limited, confidential counseling to enrolled students. University life often involves personal changes and new life experiences which can impact a student's emotional well-being, stress level, interpersonal relationships, and academic performance. With support and guidance from the professional counselors at CAPS, students develop new skills, explore options, and find solutions for a wide variety of concerns: stress and time management, depression, anxiety, low self-esteem, loneliness, eating disorders, substance abuse, procrastination, and interpersonal issues. Services offered include initial screenings; crisis intervention; life skills development courses; interpersonal process groups; brief individual, couples, and family therapy; and referrals. CAPS is committed to advancing student success by promoting community wellness, removing psychological barriers, facilitating self-awareness and cultivating the personal strengths of Cal Poly Pomona students.

CAPS is open year-round, Monday through Friday from 8:00 a.m. to 5:00 p.m. For more information or to schedule an appointment, call (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-116).

### **The Testing Center**

The Testing Center is responsible for all university and state academic mandated testing such as the English Placement Test, Graduation Writing Test, Entry-Level Math Test, and Microcomputer Proficiency Test. The Office of Academic Testing also provides registration information for entrance tests such as SAT and ACT, CBEST, GMAT, and GRE.

### **Orientation Services (OS)**

Orientation programs for new first-year and transfer students are conducted prior to the start of each quarter, with an expanded series of programs during the summer for those students entering in the Fall quarter. Optional Parent/Family Orientations and Poly Nights (over-night stays for freshmen) programs are also conducted during the summer. Orientation programs are mandatory for all entering undergraduate students and provide an opportunity for priority registration. All of these programs offer students an introduction to the campus, student services, academic advising, student involvement opportunities, and programs related to their majors. Every effort is made to provide new students with information and advice in a welcoming atmosphere to facilitate a smooth and effective beginning at Cal Poly Pomona. Orientation Services is located in Building 26A adjacent to the University Plaza and across from the Bronco Student Center and the Bronco Bookstore. For further information call (909)869-3604 or visit [www.dsa.csupomona.edu/orientation](http://www.dsa.csupomona.edu/orientation).

### **Academic Advising**

Academic advising is a primary responsibility of faculty and is integrally related to the educational process. It is the responsibility of each student to know and meet graduation and other requirements and to make every reasonable effort to obtain adequate academic advising. Frequent advisor contact will help to ensure the student has current academic information and is making adequate progress toward educational goals.

The general functions of university student advising include: providing students with information on policies, procedures and programs of the university; assisting students in choosing educational and career objectives commensurate with their interests and abilities; assisting students in exploring the possible short- and long-range consequences of their choices; and making students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives at this university.

The specific type of advising program adopted by the academic units varies by college and by department. Students are advised to check with their major department office to familiarize themselves with the advising program adopted by their department.

Students may receive an "Advising Hold" on their registration for a given quarter. An "Advising Hold" indicates that the students must see their major department advisor to have the hold lifted prior to registering for classes. This is an opportunity for the student and advisor to discuss the student's academic progress, course selection, and to identify and resolve any difficulties the student may be experiencing. In order to achieve early intervention to assist students by providing an early warning system, all undergraduate students with a Cal Poly Pomona GPA of less than 2.2 will have an advising hold placed systematically on their record.

### **Student Support and Equity Programs**

Student Support and Equity Programs (SSEP) is a multifaceted department within the Division of Student Affairs. SSEP is comprised of the following subunits: Student Development and Undeclared Services (SDUS), Educational Opportunity Program (EOP) Admissions and Enrollment Services, EOP Tutorial Services, and Summer Bridge. SSEP serves EOP and Undeclared Major students.

SSEP is the academic home for all freshmen undeclared majors. SDUS provides comprehensive services to empower students and assist with their successful transition from high school to college. Students receive quality advising related to the General Education (GE) requirements and preparation for major course work, acquire study strategies, and work through academic difficulties which may arise. In addition, academic advisors guide students through major and career exploration activities so they make an appropriate decision when selecting a major.

EOP and Summer Bridge are two principal programs offered through SSEP. These programs are instrumental in the academic and personal success of EOP students. Please refer to the Special Programs section of this Catalog for more descriptive information on both EOP and Summer Bridge.

SSEP is located in Building 94-121 and 1-221. For further information, call (909) 869-3360 or visit us online at [www.dsa.csupomona.edu/ssep](http://www.dsa.csupomona.edu/ssep).

### **The CENTER - WoMen's Resources - ReEntry Services**

The CENTER, in the Division of Student Affairs and sponsored in part by IRA/ASI, has two main program areas: ReEntry Services and WoMen's Resources. The office is located in Building 95 across from the Commuter Cafeteria as part of the Multicultural Center's complex. Regular hours are Monday, Thursday, Friday 8:00 a.m. to 5:00 p.m. and Tuesday, Wednesday 8:00 a.m. to 7:00 p.m. during each academic

quarter. Academic internships are available to CENTER volunteers for experiences including mentoring, peer counseling, and mediation/conflict resolution. The CENTER offers a relaxing and comfortable atmosphere where students can stop by for information referrals, talk, study, or simply relax. Community guests interested in returning to school are also welcomed. For a full calendar of activities and assistance call (909) 869-3206, stop by, or refer to [www.csupomona.edu/~center](http://www.csupomona.edu/~center)

ReEntry Services includes a range of workshops, programs, and services focused on the needs of students who are 25 years or older or beginning or continuing college work after being away from school for several years. Liaisons/referrals are available for student services and support areas as well as OASIS (Older Academics, Support, Insight and Service) Peer Advocates and volunteers to meet with interested and incoming students. ReEntry Tuesdays are held the last Tuesday of every month.

The WoMen's Resource component celebrates over 25 years of providing workshops, advocacy, support groups, educational resources, materials, and a library to our visitors on a variety of topics and issues related to the changing roles of men and women in our diverse society.

Students TALK (Teaching, Awareness, Learning, and Knowledge) Peer Education program offers peer listening, support and referrals to CENTER guests on a variety of campus climate and personal issues.

Trained mediators are also available to assist in increasing understanding and reconciliation or settlement of disputes. Mediators serve as an impartial third party willing to help identify mutual needs and design an agreement while contributing to better relations in the future.

### Extended Hours

Evening administrative services are offered Monday through Thursday evenings from 5:00 p.m. to 6:00 p.m. during each academic quarter, through the week of final exams. Administrative services are offered for Admissions and Outreach, Cashiers Services, Financial Aid, and the Registrar's Office in each department's respective office.

### Preprofessional Advisor, Health Careers

Dr. John Chan, Health Professions Advisor, provides academic advising to students who are interested in veterinary medicine, medicine, dentistry, podiatry, and other health related areas. This service is available to all students, regardless of major.

The office is located in Building 4, Room 3-758. Call (909) 869-4086 for information.

### Center for Education and Equity in Mathematics, Science, and Technology (CEEMaST)

The Center's purpose is to contribute to the improvement of science and mathematics education in preschool, elementary and secondary schools. To this end, it conducts workshops and courses for K-12 teachers, consults with local schools and districts, and maintains an instructional materials library for K-12 teachers' use. In addition, CEEMaST coordinates the subject matter preparation programs in science and advises students who are interested in preparing to be science and mathematics teachers.

For information regarding secondary science teaching contact Dr. Jodye I. Selco in Building 3, Room 243, the CEEMaST office at (909) 869-4063, or visit [www.ceemast.csupomona.edu/](http://www.ceemast.csupomona.edu/).

### Veterans Affairs

The university is approved for the training of veterans of the military services and their dependents who qualify under educational assistance programs established by the state and federal governments.

Authorization for training under all federal laws must be obtained from the Veterans Administration through its regional office at 11000 Wilshire Boulevard, Los Angeles, CA 90024. Veterans with no prior training under the G.I. bills are urged to request their letters of eligibility at least two months before enrolling. Those who are transferring from another school should submit their transfer requests at least one month before entering. For assistance, please contact the Registrar's Office at (909) 869-2300.

Students receiving veteran's educational benefits should note the minimum scholarship requirements section under "Academic Regulations" in this catalog.

### Disability Resource Center (DRC)

The Disability Resource Center provides support services to students who have documented disabilities. DRC provides assistance to students with physical or functional limitations, including visual, hearing, mobility, motor and speech impairments. Students with serious medical conditions are also served, as well as those with learning or emotional disabilities.

The Disability Resource Center offers a comprehensive and well-coordinated system of educational support services. Some of the services offered include alternate media services, notetaker services, test proctoring services, interpreter and real-time captioner services for the hearing impaired, priority registration, use of specialized equipment, and disability-related counseling.

DRC also maintains an Assistive Technology Center, a computer laboratory specifically designed for students with disabilities. The Center provides both PC and Macintosh workstations that are equipped with a variety of software and hardware devices to allow universal access. Some examples of available equipment include screen magnifiers, screen readers, text-to-speech, optical character recognition (etext), closed-circuit television, braille printing, power-adjustable tables, and modified pointing devices and keyboards. Training in the usage of this equipment is provided, with all training materials available in alternative formats.

These services and others are available to students with disabilities who register with the office. The Disability Resource Center is also a resource for faculty and staff members who assist students with disabilities in meeting their educational objectives.

The Disability Resource Center is located through the Engineering breezeway, Building 9, Room 103. For further information, call (909) 869-3333 (Voice/TDD), or visit the DRC web site at [www.csupomona.edu/~dss](http://www.csupomona.edu/~dss)

Additional academic support services such as academic advising, tracking and monitoring of students' progress, disabilities management, study skills development, and tutoring are available to students with disabilities through the ARCHES TRIO Student Support Services program.

### ARCHES

Achievement Retention and Commitment to Higher Education Success for students with disabilities are the primary goals of ARCHES. Funded through the United States Department of Education, ARCHES provides enhanced academic services to 150 students with disabilities each year. As a student support program under the umbrella of the Disability Resource Center (DRC), ARCHES provides services including academic advising, tracking and monitoring of student progress, disabilities management, study skills development, and tutoring assistance.

Student participants with ARCHES must meet federal eligibility criteria in order to receive services. Students must 1) be a United States citizen or legal resident; and, 2) have a documented disability. In addition, 1/3



of the participants with ARCHES must also come from a low-income family background as defined by the U.S. Department of Education.

ARCHES applications are accepted throughout the academic year. Students are accepted for enrollment with the program on an on-going basis as space is available. ARCHES is located in Building 1, Room 214. For further information, call (909) 869-2386, fax (909) 869-4362 or email ARCHES@csupomona.edu.

Academic accommodations for students with disabilities such as alternate media services, test proctoring services, interpreter and real-time captioner services, assistive technology, etc., may be received from the Disability Resource Center.

## THE CAREER CENTER

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support materials is available for students and alumni. The Center offers workshops each quarter, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in Building 97, Room 100. For more information about services and hours of operation, call (909) 869-2344.

### Career Planning and Development

The Career Center has an extensive library of resources, both written and Internet-linked, to assist students with research in different career areas. Additionally, the Center offers interest testing and a user-friendly computer-based aid to career decision making called SIGI+ (System of Interactive Guidance and Information—Plus). SIGI+ provides an interactive approach to assessing work-related interest and values, locates occupations that match those interests/values, provides information about the occupations identified, and helps users chart a course of action. Students who are unsure of their major or career plans are encouraged to take the Career and Personal Exploration class. For a description of this course (CPU100), please see the catalog section "University Programs."

### Student Employment

The Student Employment Office of the Career Center (Bldg. 97) assists students in finding part-time, temporary, summer, vacation, cooperative education, and internship experiences. Work opportunities are located both on and off the campus. The University's Co-operative Education Director holds office hours in the Career Center and can explain these valuable job opportunities.

Student positions are also available throughout the year with Cal Poly Pomona Foundation in various operations and through Contract and Grants Projects. Positions are posted through the Career Center and in the Human Resource Department, Building 55.

### Career Employment

The Career Center assists students and alumni in obtaining career positions. A comprehensive program of workshops and a quarterly "Employee Perspective" workshop series provides career information and advice from company representatives. An extensive on-campus recruiting program is conducted, as industrial, business, and public-sector representatives visit the campus to interview graduating students for career positions and other students for internship positions. The career search library has a broad collection of directories, job listings, corporate information, and other materials for the job hunter. The Career Center's website provides links to information about career options, job search preparation, and job listings. The Alumni Career Advisor Network enables individuals to contact Cal Poly Pomona graduates from different majors for the purpose of networking, and acquiring information and

advice about career fields and job search strategies. An online search for those alumni begins at the Career Center's homepage [www.csupomona.edu/~career](http://www.csupomona.edu/~career) Twice a year, in the Fall and Spring, the Career Center hosts "Career Day on the Quad" where employers visit campus to share information and recruit students for employment. Additionally, an annual hi-tech career fair focuses on the careers of technical majors, and an Education Expo provides opportunities for teacher candidates. After graduation, most services are provided without charge to alumni for a specified grace period. At the end of the grace period, a nominal annual fee is charged.

### Career Placement

The Career Center may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

### IMMIGRATION REQUIREMENT FOR LICENSURE

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning these requirements are available from Cal Poly's International Center, Building 1, room 104.

### UNIVERSITY HOUSING SERVICES

The university on-campus residential program emphasizes educational programs as part of the total living experience. Concern for the student's personal, social, and intellectual development has resulted in a vigorous housing program based on student interests and involving live-in student and full-time staff. Community governments, social events, cultural and recreational efforts, and community living complement the academic schedule to create a living and learning environment in the residence halls at Cal Poly Pomona.

### Residence Halls and Residential Suites

Each of the six residence halls accommodates approximately 200 students in comfortable double and triple rooms. They are conveniently and centrally located on campus and are within easy walking distance to the academic buildings, library, computer labs, dining areas, Bronco Student Center, and parking lots. All buildings are air-conditioned, have a laundry room, study areas, recreation room/TV lounge, mailboxes and community kitchenettes. There are high-speed Internet connections for accessing campus technology, plus satellite television service in each room. All halls are co-ed and non-smoking.

The Residential Suites accommodates approximately 400 students in a community that highlights privacy, comfort, and convenience. Each of the three floor plans has one interior entrance leading into a living room and kitchenette area, with bedrooms offering additional privacy. Combined with other amenities that include air conditioning, private balconies, elevators to the upper levels, an on-site cafe/convenience store, large

study room areas, high-speed Internet access in all the rooms with wireless access points in study areas, satellite television service, and a convenient location on campus, this community guarantees a secure and comfortable living environment.

Theme interest floors are available including first-year involvement, computer interests, health and fitness, and academic enhancement. All of the Residence Halls and Residential Suites are "year round" for students who wish to stay on campus during academic break periods. Student rooms are fully furnished with beds, dressers, closets, bookcases, desks and chairs. Other benefits include a state-of-the-art fitness center, a swimming pool, volleyball and basketball courts, and reserved parking for students living in the halls or suites.

### Meal Options

An all-you-care-to-eat buffet at Los Olivos Dining Commons Residential Restaurant (Bldg. 70) serves fresh, restaurant-quality food designed to better meet the individual preferences and dietary needs of diners. Los Olivos Dining Commons provides the convenience of complete meal service. Breakfast, lunch and dinner are offered weekdays, with brunch and dinner on weekends. A variety of meal plans are available to students in the residence halls and the Residential Suites; students, faculty, or staff living off campus, or at the University Village apartments. Additional information on the variety of meal options offered is available at foundation.csupomona.edu/dining/losolivos/mealoptions.asp.

### To Apply

Interested undergraduate students may request a residence hall application at any time. Applications should be returned to the La Cienega office immediately. Students must be admitted to the university in order to receive a license (contract); therefore, early admission is of great importance. Contracts provide for both room and board. Payments may be made in periodic installments in accordance with the schedule available from the office. Costs and regulations are subject to change.

### To Receive More Information

Inquire about residence hall living with University Housing Services at (909) 869-3307 or on their website at [www.dsa.csupomona.edu/uhs](http://www.dsa.csupomona.edu/uhs).

The Cal Poly Pomona Foundation, Inc. offers assistance to faculty and staff members of Cal Poly Pomona in learning about housing options in the area. A website with Housing Assistance information is located at [www.foundation.csupomona.edu/HousingAssistance/](http://www.foundation.csupomona.edu/HousingAssistance/).

### UNIVERSITY VILLAGE APARTMENTS – Cal Poly Pomona Foundation, Inc.

The Village is a three-phase 328-unit, air-conditioned student apartment complex. Phase I apartments have two 2-person bedrooms while Phase II has four 1-person bedrooms, and Phase III consists of all four 1-person bedrooms. Each apartment is fully furnished with wall-to-wall carpeting, living room furniture, beds, dressers, closets, desks, chairs, bookcases, refrigerator, stove, kitchen table and chairs. All apartments are provided with free basic cable, internet access, trash, and utilities service. The Village also has twelve units that have been modified to accommodate persons with mobility disabilities. The complex has a large central laundry facility, Community Center, swimming pool, and basketball court. The Community Center has meeting and study space available.

The Village is located within walking distance from the heart of campus. A shuttle runs to and from various campus locations throughout the day. All residents must have a Cal Poly Pomona parking permit and are provided a Village gate card in order to park within the gated parking area. The staff includes 24-hour, live-in student advisors and professional staff who are able to assist students with their many needs.

### To Apply

Applicants may begin applying for summer or fall quarter housing the first week of spring quarter, for winter quarter housing the first day of fall quarter, and for spring quarter housing the first day of winter quarter. Assignments will be made depending on availability. Applicants must be admitted to Cal Poly Pomona and have completed at least thirty-six (36) quarter units (or equivalent) or be twenty-one (21) years of age or older. The license agreement period covers the academic year with an option for summer housing. Payments are made in installments according to the terms of the license agreement. Costs and regulations are subject to change.

### To Receive More Information

To inquire about living at the University Village Apartments, visit the office at 3400 Poly Vista, Building 300 (enter visitor parking lot on Temple Avenue), call us at (909) 869-4242, or check our website at [www.csupomona.edu/village](http://www.csupomona.edu/village)

### THE JOHN T. LYLE CENTER FOR REGENERATIVE STUDIES

Kyle D. Brown, Director

Graduate and undergraduate students from all disciplines have the opportunity to reside at the Center, in one of its two dormitory buildings: Sunspace and Riverfront. The Center is conveniently located within walking distance or a quick shuttle ride to other academic units on campus, the library, computer labs, dining areas, student center, and parking lots. These facilities house up to 20 students, are furnished, and have a laundry room, study areas, recreation room/TV lounge, mailboxes and community kitchenettes. Satellite television service is provided in each room. Both of the buildings are co-ed and non-smoking.

### To Apply

Interested undergraduate students may request a residence hall application at any time. Applications should be returned to the La Cienega office. Students must be admitted to the university in order to receive a license (contract); therefore, early admission is of great importance. Contracts provide for both room and board. Payments may be made in periodic installments in accordance with the schedule available from the office. Costs and regulations are subject to change.

### To Receive More Information

Inquire about residence hall living with University Housing Services at (909) 869-3307 or on their website at [www.csupomona.edu/~housing](http://www.csupomona.edu/~housing)

### CAMPUS DINING

Dining on campus offers an extensive variety of approximately 18 different venues—from quick to elegant, from morning to late at night. Following is a description of available choices.

Los Olivos Dining Commons, Building 70. An all-you-care-to-eat buffet at Los Olivos Dining Commons Residential Restaurant now serves fresh, restaurant-quality food in a marche-style food service, designed to better meet the individual preferences and dietary needs of today's customers. Los Olivos Dining Commons provides the convenience of complete meal service at a great value. Open to all campus guests. Los Olivos and the convenience store located at the entrance to the facility are open 7 days a week and many holidays. Visit our web site for hours and more information at [foundation.csupomona.edu/dining/losolivos/](http://foundation.csupomona.edu/dining/losolivos/)

Los Olivos Catering, Building 70. Los Olivos has been serving the campus as a full-service caterer for over 30 years. Their award winning team has the talent and experience to plan an intimate event for 10 or a major event for 3,000. A brochure may be viewed at [www.foundation.csupomona.edu/catering/](http://www.foundation.csupomona.edu/catering/)

csupomona.edu/dining/losolivos/documents/catering%20brochure.pdf  
Call 909-869-3000 for more information or to book your event.

**Vista Café - Building 60.** This a late night and weekend option and a favorite of many throughout the week as well. This small café tucked into the corner of the Residential Suites is a great place for a burger or deli sandwich. Convenience beverages and snacks are also available.

**Campus Center Marketplace – Building 97.** The dining options include Carl's Jr., Taco Bell, Panda Express, Fresh Escape-Salad and Soup bar, International Grounds serving Starbucks coffee, The Pony Express convenience store and the Faculty/Staff Café.

**Center Court Dining at Bronco Student Center.** The variety of options includes: Subway, Kikka Sushi, Etc., Strips & Chips, and the Pony Express. Just a few steps away is Round Table Pizza.

**Pony Express, CLA Building 98.** This convenience store, located on the upper patio at building 98, features a variety of packaged items from fresh sandwiches to frozen entrees and a full variety of Pepsi beverages along with pastries, chips, bagels and more.

**ENV Café, Building 7.** This small café located on the Patio at the College of Environmental design features a full line of Starbucks brewed and espresso drinks along with a variety of beverages, pastries, sandwiches and snacks.

### BOOKSTORE SERVICES

The mission of the Bookstore is to provide a complete range of products and services to support the University community in meeting their academic and individual needs.

### BRONCO BOOKSTORE

The Bronco Bookstore is located in Building 66 and maintains over 22,000 square feet of bookstore space to serve the University. Course textbooks for undergraduate classes are available, as well as study guides, general reading books, class lab and art supplies, Cal Poly Pomona clothing and gifts, sundries and snacks and the University catalog and quarterly schedule of classes. The Bookstore staff works closely with the faculty to ensure that the correct textbooks and supplies are available for Cal Poly Pomona students at the beginning of each academic quarter. Bronco Bookstore also provides many special services such as maintaining store charge accounts for scholarships, grants and parent prepaid accounts, and the sale of commencement regalia, personalized graduation announcements and class rings.

### Bronco Bookstore Computer Store

The Bronco Bookstore Computer Store, located on the second level of the Bookstore, offers a variety of personal computers and software for Cal Poly Pomona students at special academic discount prices. For information, please call the Computer Store at (909) 869-3280.

Call (909) 869-3274 for recorded information about hours and days of operation, or to obtain mail order information for the University catalog or quarterly class schedule. Visit the Bronco Bookstore web page at [www.broncobookstore.com](http://www.broncobookstore.com) for other information, or to place orders for textbooks and Cal Poly Pomona clothing and gifts.

### Bronco Bucks

Students can use the Bronco Access Card (campus ID) to make purchases at campus stores by opening a Bronco Buck\$ account. Fast, safe, cash-less purchases are possible with just a swipe of the campus ID card. Deposits to an account can be made with cash, check, or credit card. Bronco Buck\$ can be used to make purchases at the bookstore, convenience stores, or dining service locations on campus. Bronco Buck\$ account applications are available at any of these locations.

### STUDENT OUTREACH & VISITOR SERVICES

Student Outreach & Visitor Services provides centralized outreach and recruitment activities, services and programs. The primary function of Student Outreach & Visitor Services is to facilitate access and transition of prospective undergraduate and graduate students to the University. This is accomplished through recruitment, dissemination of information pertaining to admissions, academic programs, and general information about the University. In addition, staff members serve as liaisons with our academic Colleges and School, as well as high school and community college counselors and administrators.

Student Outreach & Visitor Services representatives engage in a wide variety of activities that include, but are not limited to college fairs, on-site admissions programs, informational/motivational presentations, transfer center visits, on-campus appointments, special events, and a variety of workshops. These activities help prospective students learn more about Cal Poly Pomona and the CSU system. Student Outreach & Visitor Services staff also respond to general inquiries received by phone, letters, electronic correspondence, and referrals. Professional staff members provide one-on-one advising by appointment and on a walk-in basis. To make an appointment, call (909) 869-5299 or request information at [dsa.csupomona.edu/admissions](http://dsa.csupomona.edu/admissions)

Consistent with the University's commitment to educational equity, programs and services are available to serve the needs of students from disadvantaged backgrounds. These programs include the Residential Intensive Summer Education (RISE), College Making It Happen, and targeted programs at high schools and community colleges.

### STUDENT LIFE AND ACTIVITIES

The quality of student life at Cal Poly Pomona is reflected in the breadth of out-of-class programs and informal activities developed by students. Co-curricular activities are an integral part of the educational program, and each student is urged to participate in the life of the academic community.

### Office of Student Life

The Office of Student Life, a department within the Student Affairs division, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities. The staff members of the Office of Student Life believe that people learn by doing. Through involvement in co-curricular activities, students have the opportunity to practice what they learn in the formal academic setting as well as develop effective communication and leadership skills. Venturing in activities beyond the classroom allows students to grow both personally and professionally, thus making their total educational experience complete.

The Office of Student Life offers the opportunity for such experiences to be gained through involvement in various co-curricular programs including institutional governance, clubs or organizations or special committees, recreational or cultural endeavors and the planning and production of programs of entertainment and enlightenment. The Office of Student Life is located in the University Plaza, Building 26. The phone number is (909) 869-2841.

### Student Government—ASI

Every Cal Poly Pomona student is a member of the Associated Student, Incorporated (ASI). ASI, the official voice of the students, is a recognized auxiliary of the University and is involved in representing student interests on campus as well as providing a variety of services.

ASI is directly funded and operated by the students of Cal Poly Pomona. Legislative authority is vested in the ASI Senate which is composed of elected executive officers and college representatives as well as

campus/alumni representatives. Executive authority is vested in the ASI Cabinet which is composed of appointed student representatives who are responsible for coordinating different aspects of student life on campus. The ASI Judiciary is responsible for the interpretation of ASI, council and club by-laws and handling of related violations.

ASI operates within the provisions of the California Revenue and Taxation Code Section 23701(d) and the Internal Revenue Code Section 501(c)(3). ASI is also subject to the regulations established by the Trustees of the California State University (CSU) system and the accounting procedures approved by the California Department of Finance, as required by Section 89900 of the California Education Code.

ASI Programming provides entertainment and special interest programs to the student body and the general public. Through concerts, speakers, and special events, the students in ASI Programming seek to provide a well-rounded and complete schedule of activities. ASI also operates a Children's Center, (which provides day care for children of Cal Poly Pomona students, faculty, and staff), the Intramural Sports Program, and an insurance program which offers health and dental benefits.

ASI student government offices are located in the University Plaza, Building 26, while the ASI Business Office is in the Bronco Student Center, Building 35. Advise ment of ASI is provided by the Office of Student Life, also located in the University Plaza, (909) 869-2841.

### Children's Center

The Associated Students Children's Center assists student parents to maintain their enrollment at Cal Poly Pomona by providing quality child care for their preschool children (2 1/2 to 5 years and toilet-trained) at a nominal cost. The Center also accommodates children of faculty and staff on a space available basis.

The Center's philosophy is learning through play. The curriculum is developmentally (age) appropriate. Socialization is stressed.

The Center is open during the academic year (Monday through Friday, 7:30 a.m. to 6 p.m.). Applications and additional information regarding fees and space availability may be obtained by calling the Children's Center at (909) 869-2284.

### Student Clubs and Organizations

Cal Poly Pomona's co-curricular program is strengthened by some 240 charter clubs and organizations, fraternities and sororities, multi-ethnic, religious, and international organizations, as well as departmental and sports clubs. New organizations are formed as student interests change and evolve. A current listing of clubs and organizations, including brief descriptions and current officers, is available from the Office of Student Life in the University Plaza, Building 26. Call (909) 869-2841 or e-mail OSL@cspumona.edu for more information.

### Multicultural Programs

A variety of multicultural programs provide the Cal Poly Pomona community with an opportunity to celebrate and learn more about the diversity that exists on campus and in society. Celebrate and learn more about this diversity by participating in multicultural programs.

Cross Cultural Retreat--This weekend get-away is held each year and is sponsored by the Office of Student Life. The goals of the retreat are to expand awareness of multiculturalism among Cal Poly Pomona students, faculty, staff, and administrators; provide a safe and non-threatening atmosphere for sharing and exploring one another's cultural experiences; promote self-knowledge and self-worth of others; and identify strategies that would help promote multiculturalism. You may get involved by registering as a participant or serving on the planning committee.

Diversity Programs--Each year, the campus has the opportunity to highlight various cultures through Culture Weeks, coordinated by the AS Cultural Affairs Commissioner. All students are invited to help plan one of the Culture Weeks: Arab Culture Week, Asian-Pacific Heritage Month; Black History Month, Gay, Lesbian, Bisexual, & Transgender Culture Month, Jewish Culture Week, and Xicano Latino Heritage Month.

Multicultural Council (MCC)--MCC is the umbrella organization for the 30 cultural clubs on campus. We invite you to join one of the multicultural organizations.

The diversity of the programs sponsored by MCC provides Cal Poly Pomona with information and experience about other cultures--cultures with which we may have little familiarity.

Reaffirming Ethnic Awareness and Community Harmony--REACH is sponsored by the Office of Student Life. Its goal is to promote a better understanding of diversity issues. Students in the REACH program are taught cultural history, facilitation skills, and group process skills. REACH consultants facilitate cultural awareness workshops and receive 2.0 units of credit each quarter for their participation in the class.

### Leadership Development Programs

Leadership Series--Each quarter the Office of Student Life sponsors free workshops addressing various aspects of leadership. The workshops present relevant information to enhance leadership effectiveness, provide an opportunity to network with peers and discuss pertinent issues, and to meet different faculty presenters outside of the usual classroom setting.

### Multicultural Leadership Class

This course is designed to prepare students to be effective in a multicultural world. The course covers theory and skill development for current and future multicultural leaders. Leadership and multicultural education principles will be taught through simulation activities, case studies and dialogue.

Resource Materials--The Office of Student Life is the place to find resource files and videos dealing with all areas of organizational effectiveness and leadership. Along with workshops and discussion groups that are available to your group, a leadership library with books for checkout is available.

The Leadership Community--Fall Student Convocation (TLC)--The Office of Student Life serves as the primary coordinators for the Fall Student Convocation. The Leadership Community (TLC) is a one day Fall Convocation event designed to educate, support, network, empower and prepare student leaders.

### Rose Float

Unlike any other project on this campus, (or for that matter at any other college or university), the Rose Float responsibility is jointly shared by

the two Cal Poly campuses of Pomona and San Luis Obispo. Working together, the two campus committees select the design, pay for their share of the expenses, build their assigned parts of the float, grow selected flowers and spend the last three weeks of December finishing the float at the Pomona and Pasadena sites. Each year 20 to 25 students are chosen for the Executive Committee positions at each Cal Poly campus. Each person works in a specific field such as electronics, decorations, flower procurement, flower growing, donations, public relations, transportation, finance, construction, and administration. The purpose of the committee is to design, finance, build and decorate the Cal Poly Pomona and San Luis Obispo entry in the Tournament of Roses Parade. The Rose Float office is in Building 26, Room 131, (909) 869-3620.



### **Greek Life**

The Greek community includes 12 national fraternities and four national sororities with five associate organizations. The men and women of these organizations have the opportunities for leadership, scholarship, campus and community participation, social and athletic programs. Greek life provides an active social environment and the governance structure gives members the opportunity to develop leadership skills which aids in preparation for a successful future. For more information on getting involved in a Greek-letter organization, contact the Coordinator of Greek Affairs in the Office of Student Life or the Greek Affairs Office in the University Plaza, Building 26, Room 130.

### **Music, Theatre, Dance**

Opportunities are provided for students to participate in theatrical or dance productions, and in music organizations which include band, orchestra vocal choirs, and smaller vocal and instrumental ensembles. Drama productions include quarterly one-act and three-act plays; musical events include Christmas and Easter programs and a road show tour of California communities. The annual Student-Faculty dance production is presented each spring quarter.

### **Intercollegiate Athletics**

The California State University is committed to providing equal opportunities to men and women students in all campus programs, including intercollegiate athletics.

Intercollegiate Athletics is an integral part of university life and encourages student-athletes to excel academically as well as athletically. Intercollegiate competition is conducted under the policies and procedures of the National Collegiate Athletic Association (NCAA) and the California Collegiate Athletic Association (CCAA), which includes admission levels for participation, with either a minimum SAT score of 820 or an ACT score of 17. A 2.0 GPA in a core curriculum is also required. The intercollegiate program is guided by an athletic board which is composed of Cal Poly Pomona faculty and students. A program of intercollegiate competition for men and women is offered in a variety of sports which include (m) baseball, (m/w) basketball, (m/w) cross-country, (m/w) soccer, (m/w) tennis, (m/w) track and field, (w) volleyball. Information about intramurals can be found in the ASI office, located in University Plaza.

The mission statement for the Department of Intercollegiate Athletics is an integral part of the educational environment of the total university which allows the student to develop mental, physical, social, and emotional discipline, develop the ability to work with others and enhance decision making and leadership skills. Intercollegiate Athletics can also serve as a University focal point for public relations and social interaction.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that Cal Poly Pomona dedicates to its men's and women's teams may be obtained from Tracee Passeggi, Associate Athletic Director, Building 43 Room 118, or can be contacted at (909) 869-3778, or for financial assistance, contact Diana Minor, Director of Office of Financial Aid and Scholarships, CLA Building (98-T3) Tower Section, third floor, and can be contacted at (909) 869-3704.

### **Club Sports and Intramurals**

A club sports program permits students to compete against similar teams from other colleges and universities in a variety of sports, but at a somewhat more informal level than is found in the varsity sports program. Information about the club sports program may be obtained from the Office of Student Life in University Plaza. An extensive

intramural program is an integral part of the university and includes team sports, individual sports and recreational activities. Information regarding intramural sports may be obtained in the ASI Office, Building 26.

### **Eligibility for Participation in Student Government**

University policy requires that students who undertake the responsibilities of major offices in student government or student organizations be in good standing and making reasonable progress toward an educational goal. The following specific eligibility requirements for officers of the associated students, either elected or appointed, and for officers of organizations, either elected or appointed, implement that policy:

- (1) Candidates and incumbents may not be on disciplinary probation.
- (2) Undergraduate candidates and incumbents must have an all-college and Cal Poly Pomona grade point average of at least 2.00 each quarter. Graduate candidates and incumbents must have a graduate grade point average of at least 3.0.
- (3) In order to perform the duties of a student body officer, the student must be enrolled in this university during each quarter in which he/she performs the duties of that office. Students may elect any one quarter during the academic year when they do not have to be enrolled and maintain eligibility.
- (4) Incumbents of all elected and appointed positions must successfully complete 27 units of academic credit per year. The minimum number of units to be successfully completed in any quarter is nine units.
- (5) These requirements are independent of any additional student government or student organization requirements.

Questions regarding eligibility for elective or appointive office should be addressed to the Senior Director of Student Development, or his designee in Building 15, Room 126.

### **Eligibility for Intercollegiate Athletics**

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NCAA), the California Collegiate Athletic Association (CCAA), and the University Policies and Procedures Statement for the Conduct of Intercollegiate Athletics. A student-athlete must maintain a GPA of 2.0 and complete 36 units of work towards a specified major prior to the beginning of the next competitive season. In particular, prior written authorization from the faculty athletic representative is required for all student athletes who wish to take courses for academic credit at any time at institutions other than this University if the credit is required to become or remain eligible for athletic competition. In absence of the faculty athletic representative, the Registrar's Office may provide the necessary authorization.

