



Vanguard University



Parent Handbook

2010/2011



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A NOTE FROM PARENT RELATIONS

Dear Parent,

Welcome to Vanguard! It is a privilege to serve you and your family as your student begins his or her college career.

Sending a student off to college is no easy task. As a parent, you have worked to provide your child with a safe and nurturing environment. Now you are being asked to entrust that privilege to another, and we understand how difficult that can be. You may wonder if your student is ready to navigate the challenges of independent living within their new environment. At the same time you are probably excited as your son or daughter embarks on this new adventure, and we want to thank you so much for entrusting your son or daughter to us. Vanguard accepts this responsibility realizing it is a tremendous privilege, and we pray that your emerging adult will experience all that God desires for him or her during their time here. Rest assured that Vanguard's faculty and staff are here to assist your son or daughter in their journey as college students.

The Office of Parent Relations is here to help you through every step of your student's college experience. Parent Relations seeks to offer you the resources you need to encourage and support your student as they continue to grow into adulthood. The Parent Handbook is one of these resources, providing you with the information you need at your fingertips. Take the time to familiarize yourself with this handbook. We trust it will be a valuable source of information for you.

Sincerely,

A handwritten signature in cursive script that reads "Shelley Youd".

Shelley Youd
Coordinator of New Student Orientation and Parent Relations

Vanguard reserves the right to make changes and periodic updates to this document at any time. Please consult the parent handbook online for current updates at <http://www.vanguard.edu/parents>.

WELCOME TO VANGUARD UNIVERSITY

The Mission and Role of Vanguard University

The purpose of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for a life of leadership and service.

To fulfill that purpose, Vanguard gathers a community of learners resolved to blend the pursuit of academic excellence with growth as authentic Christians. The educational experience at Vanguard, therefore, promotes the integration of faith, learning, and living. The university believes that scholarship in the arts, sciences, and professional studies illuminated by Christian truth fosters the intellectual development, moral maturity, and spiritual vitality of students. The university motto — Truth, Virtue, and Service — expresses our conviction that learning involves the whole person: head, heart, and hands.

A hallmark of a Vanguard education is the emphasis on the relational and collaborative nature of learning. The university cultivates a campus ethos that embraces a personal learning experience. Caring and supportive relationships among students, faculty, and staff provide opportunities for persons to share their faith journeys, to explore their hopes, and to nourish their souls. The community provides a safe place for free inquiry into the nature of truth, the acquisition of knowledge, the resolution of intellectual challenges, and the exploration of Christian faith for everyday living and for the enrichment of the life of the mind.

Under the auspices of the Assemblies of God in Southern California, the university embraces its Pentecostal heritage of Spirit-empowered life and thought. Faculty, staff, and students display considerable diversity in denominational affiliation, cultural expression, and academic pursuits. Together, they affirm the authority of Scripture; the Lordship of Jesus Christ; and belief that human nature, though marred by sin, enjoys nevertheless the potential of personal redemption through God's salvation in Jesus Christ. From this Evangelical and Pentecostal perspective and in service to the church and society, the Vanguard community commits itself to global Christian witness and to social transformation.

University Profile

Background and Accreditations

Founded in Los Angeles in 1920 as a Bible training institute, VU is owned by the Southern California District of the Assemblies of God.

Accredited by the Western Association of Schools and Colleges (WASC).

Teacher preparation and licensing for nine different credentials approved by the California Commission on Teacher Credentialing.

RN-to-BSN degree program accredited by the Commission on Collegiate Nursing Education (CCNE).

Member of the Association of Independent California Colleges and Universities, and the Council for Christian Colleges and Universities and Associate Member of Hispanic Association of Colleges and Universities.

Faith Confession

As a Christian comprehensive university of liberal arts and professional studies, informed by its evangelical persuasion and Pentecostal heritage, VU affirms the following confession of faith. We believe:

The Bible to be the inspired and only infallible and authoritative Word of God.

That there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

In the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal, future return to this earth in power and glory to rule over the nations.

That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

That regeneration by the Holy Spirit is absolutely essential for personal salvation.

That the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

That the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

THE PRESIDENT'S ADMINISTRATIVE COUNCIL

Dr. Jeff Hittenberger

Provost

Academic Schools & Departments
Academic Records
Athletics
Global Center for Women and Justice
Institutional Research
Library and Media
Faculty Development
Learning Assistance
Tutorial Center
Writing Center

Lettie Cowie

Vice President of Business and Finance

Business Services
Human Resources
Campus Public Safety
Facilities Planning and Construction
Event and Auxiliary Services
Facility Services
Information Technology

Dr. Ann Hamilton

Vice President for Student Affairs

Residence Life
Spiritual Formation
Student Leadership and Development
New Student Orientation
Parent Relations
Diversity Services
Disability Services
Counseling Services
Career Development
Student Retention and Success

Kim Johnson

Acting Vice President of Enrollment Management

Admissions
Financial Aid

Kelly Kannwischer

Interim Vice President for Advancement

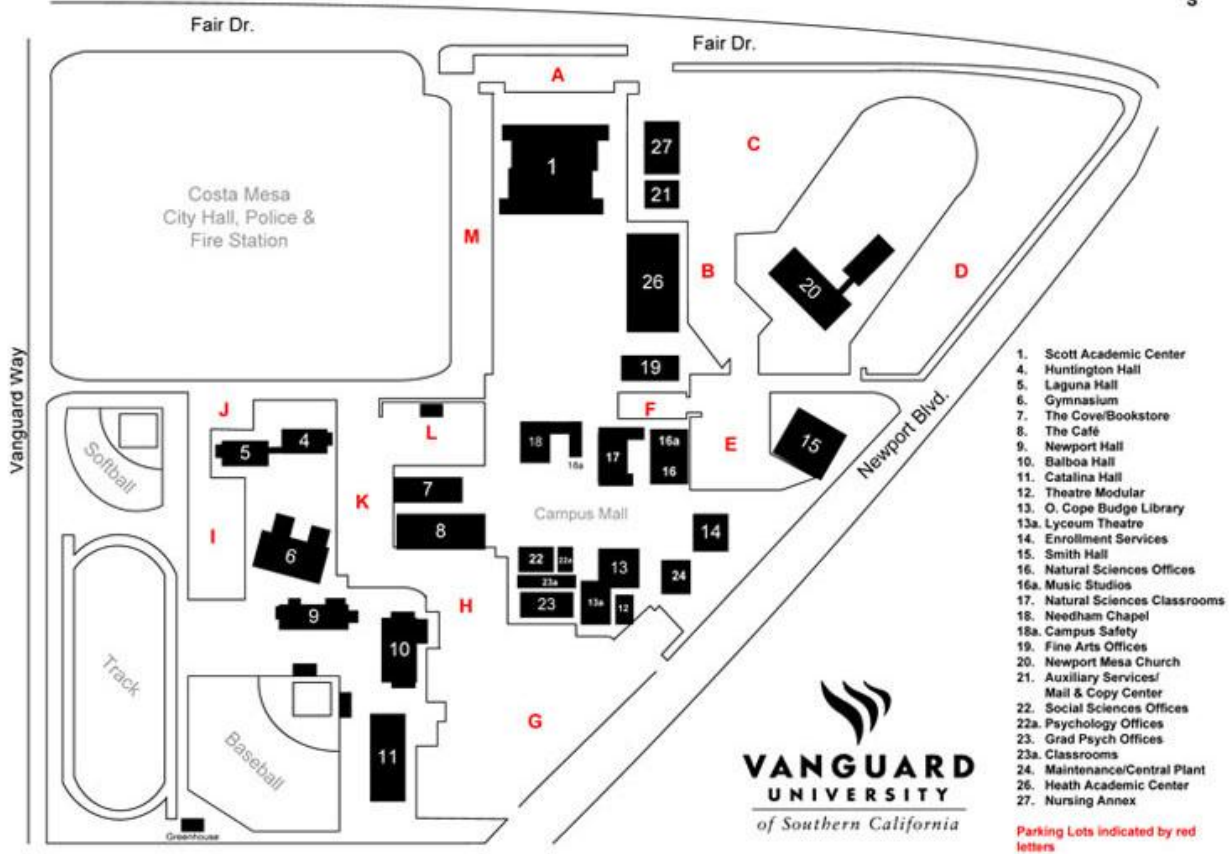
Alumni Relations
Major Gifts

MAP OF VANGUARD UNIVERSITY



Vanguard University of Southern California

55 Fair Drive, Costa Mesa, CA 92626 | 714.556.3610 | www.vanguard.edu



Vanguard University
 55 Fair Drive
 Costa Mesa, CA 92626-9601
 714.556.3610

VISITING VANGUARD UNIVERSITY

Please visit the Parent Relations website for up to date information regarding area hotels that have a Vanguard rate.

Accommodations

Primary Hotels: (Ask for the Vanguard rate)

Radisson Hotel Newport Beach (3.2 miles from VU)

4545 MacArthur Blvd. Newport Beach, CA 92660 (949)
833- 0570 RES: (800) 333-3333
www.radissonnewbeach.com

Ayres Hotel & Suites (1.6 miles from VU)

325 Bristol Street
Costa Mesa, CA 92626
(714) 549-0300 RES: (800) 322-9992

Best Western Newport Mesa Inn (Walking distance from VU)

2642 Newport Blvd
Costa Mesa, CA 92626
(949) 650-3020

Dining

Claim Jumper

3333 Bristol St # 2078
Costa Mesa, CA 92626-1822
(714) 434-8479

Red Robin

1307 W Sunflower Ave
Santa Ana, CA 92704-7432
(714) 432-1111

Wahoo's Fish Tacos

3000 Bristol St
Costa Mesa, CA 92626-3036
(714) 435-0130

Subway

2590 Newport Blvd
Costa Mesa, CA 92627-7452
(949) 515-6295

Gypsy Den

2930 Bristol St # B102
Costa Mesa, CA 92626-7927
(714) 549-7012

Alta Coffee

506 31st St
Newport Beach, CA 92663-3806
(949) 675-0233

Comfort Inn (Walking distance from VU)

2430 Newport Blvd.
Costa Mesa, CA 92627
(949) 631-7840

Holiday Inn (2.7 miles from VU)

3131 S. Bristol St. @ Paularino
Costa Mesa, CA 92626
(714) 557-3000
RES: (800) 362-1655

Holiday Inn Express (2 miles from VU)

2070 Newport Blvd. @ Bay St.
Costa Mesa, CA 92627
(949) 631-6000
RES: (800) 284-3229

Chipotle

2300 Harbor Blvd # 147
Costa Mesa, CA 92626-6250
(949) 646-1288

Olive Garden

3755 Alton Pkwy I-5
Irvine, CA 92606
(949) 263-8692

T.G.I. Friday's

601 Anton Blvd
Costa Mesa, CA 92626-1919
(714) 540-2227

Chili's

3745 Alton Pkwy
Irvine, CA 92606-8293
(949) 250-8636

Cheesecake Factory

17701 Mitchell N
Irvine, CA 92614-6029
(949) 261-2602

P.F. Changs

1145 Newport Center Dr # 2
Newport Beach, CA 92660-6950
(949) 759-9007

Acapulco

1565 Adams Ave
Costa Mesa, CA 92626-3814
(714) 241-0123

Mama D's Italian Kitchen

3012 Newport Blvd
Newport Beach, CA 92663
(949) 675-6262

Old Spaghetti Factory

2110 Newport Blvd
Newport Beach, CA 92663-4322
(949) 675-8654

Joe's Crab Shack

2607 W Coast Hwy
Newport Beach, CA 92663-4708
(949) 650-1818

Maggiano's

3333 Bristol St
Costa Mesa, CA 92626-1873
(714) 546-9550

Pat & Oscars

3811 S Bristol St
Santa Ana, CA 92704-7426
(714) 689-3181

Newport Rib Company

2196 Harbor Blvd
Costa Mesa, CA 92627
(949) 631-2110

Local Attractions

Major Shopping Centers

Fashion Island (15 min.)
South Coast Plaza/Metro Point (5 min.)
Spectrum (15 min.)
District (10 min.)
Westminster Mall (10 min.)
Orange County Marketplace (swap meet located across the street. 1 min.)

Beaches, Parks, Lakes & Zoos

Back Bay natural reserve (jogging, biking, walking) (2 min.)
Balboa Island (10 min.)
Beaches (7 min.)
Catalina Island (22 miles off-coast)
Surfing (10 min.)
SCUBA and Snorkeling (7 min.)

Orange County wilderness parks (10 min.)
Orange County historical parks (10 min.)
San Bernardino National Forest (90 min.)
Angeles National Forest (60 min.)

Big Bear Lake (skiing, hiking, camping, boating) (60 min.)
Lake Arrowhead (skiing, hiking, camping, boating) (60 min.)

Aquarium of the Pacific (20 min.)
Los Angeles Zoo (30 min.)

San Diego Zoo (75 min.)
San Diego Zoo's Wild Animal Park (70 min.)

Sports & Entertainment

Angels Baseball (20 min.)
Anaheim Ducks (20 min.)
Los Angeles Clippers (60 min.)
Los Angeles Dodgers (60 min.)
Los Angeles Galaxy (30 min.)
Los Angeles Kings (60 min.)
Los Angeles Lakers (60 min.)

Disneyland (20 min.)
Knott's Berry Farm (25 min.)
Wild Rivers water park (20 min.)
Sea World (90 min.)
Universal Studios Tours (60 min.)

Los Angeles Museum of Art (60 min.)
Los Angeles Museum of Natural History (60 min.)
California Science Center (60 min.)
J. Paul Getty Museum (60 min.)
Norton Simon Museum of Art (60 min.)
Los Angeles Museum of Contemporary Art (60 min.)
Orange County Performing Arts Center (5 min.)
Snow Skiing (90 min.)
South Coast Repertory (5 min.)
Orange County Fairgrounds (Directly across the street.
Weekend swap meet hosts a variety of vendors)

ABOUT YOUR STUDENT

Tips for Parents of New Students

A student's entrance into Vanguard begins a significant transitional period for both the student and their parent(s). Parents and students often experience a mix of emotions. Both may feel proud, excited, relieved and happy and may also experience the more difficult feelings of sadness and worry. Both parents and students face challenges as they navigate this new phase of life. As a parent, understanding the concerns that students typically have as they enter college can be helpful in supporting them through the process.

Students have a lot to figure out when they first leave the comfort of home. They must cope with the loss of their high school years, friends, family time, and hundreds of little and big changes. Students have to learn how to be a part of a whole new environment and figure out where things are, what the rules are, and how to behave. They confront all kinds of new opportunities to make friends, and most have at least some fear that they won't fit in or make connections with their peers. They have to figure out how to manage a lot of different elements: time, money, academics, freedom, and most importantly themselves! Further, they try to figure all this out without your constant presence and active guidance. Even the most together students find the developmental maturation process that happens in the early college years to be stressful. Many students become periodically overwhelmed, especially in the first couple semesters.

So how can you help? One of the greatest challenges parents face is how to appropriately support their son or daughter as they enter college. Here are some suggestions:

- Understand the first few weeks or months may be rough on you and your student. Your student is experiencing a lot of changes in their life. Expect a period of adjustment. Be supportive.
- Pray for your student daily.
- Consider the calendar your student is experiencing. The first week of school, midterms, and finals week can create a lot of stress. Your encouragement and caring can be especially important at these times.
- Listen to your student and provide supportive encouragement (this usually is accepted better than unsolicited advice). Students often call home to "vent" and need their parents to listen to their problems, not to solve them. Ask open-ended questions that help your student discover a solution on their own.
- Encourage self-reliance.
- Praise accomplishments and attempts enthusiastically. Show your support and encouragement and emphasize that you are confident that your student can make the right choices. Your student will develop more independence and maturity from making their own decisions, and their own mistakes.
- Keep them informed about life back home and family events.
- Encourage active involvement with on-campus activities and groups. Involvement will allow your student to grow academically and socially and help them identify with a smaller group on campus.
- Stay connected; facebook, text, or email may be a better way to connect with less verbal students than phone calls.
- Don't be surprised if your student expresses interest in changing majors. Your student will be exposed to a variety of academic areas and career possibilities, especially during their first year. As your student discovers new opportunities, their focus may change.
- Students love getting mail. Sending a care package is always appreciated.
- Don't make assumptions about breaks and where your student will spend them. Your student may wish to return home for breaks and vacation, or they may want to spend time with college friends.
- Discuss your expectations for your student before they start college and continue the conversation as they progress. These conversations should include budgeting and family expectations regarding holidays.
- Encourage your student to become independent and to grow in his or her ability to find mentors and friends to speak to on campus. Help your student connect to resources when needed. They may need urging and assistance locating and accessing counseling, advising, and special services.

- Visit your student, but please-no surprises. Homework, jobs and social activities tend to fill up a student's schedule. Allow your student time to plan ahead.
- Provide balance; students may not realize that while their transition may be uncomfortable, it is temporary and they will likely flourish in time.
- As a university student, your son or daughter will be accustomed to a certain amount of personal freedom and may expect the same degree of independence at home. Your student will feel more positive about spending time at home if you work together to make adjustments to family rules when they come home.

Remember that while your son or daughter is facing the challenges of a new phase of life, so are you. Expect that it might be a little rough for you to adjust to the changes too and give yourself permission to feel all the emotions that come when a student goes to college. Remember to find your own support. Re-connect with friends, interests, or hobbies.

For more information on what your student may grow through in their first year, see the PowerPoint entitled *College Transition: The W Curve* on our website at www.vanguard.edu/parents.

If Your Student Is Having A Difficult Time

- Try not to panic; it's common for students to go through highs and lows during their college years.
- Students are more likely to vent their lows with you as an outside party so you may hear more negatives than positives. Students don't always call back to say everything has been resolved.
- Encourage your student to seek the advice of a Resident Assistant (RA), Resident Coordinator (RC), Resident Director (RD), Academic Advisor, Professor, or Staff member they know.
- Encourage your student to take a break and get off campus for a few hours. Sometimes just a little bit of breathing room can put life back in perspective.
- It is common for students to feel like transferring after their first semester (see *College Transition: The W Curve* on our website). Encourage your student to stick it out, at least until the end of the semester but preferably the whole year. Remember that lack of sleep, anxiety about exams or papers, and even developing friendships can be seasonal and may improve with time.
- If you are really concerned about your student's mental well-being, encourage them to go the Counseling Center on campus which is a free service to students.
- If you suspect your student is in a serious crisis and may need intervention for their own safety, immediately contact the Resident Director On-Duty (714) 713-5089 or Campus Public Safety (714) 966-6799.

Student Stress Calendar

Fall Semester

August/September

- Welcome Week excitement. Lots of new friends and experiences.
- Homesickness or loneliness— especially for freshman. Some new students have the sense of isolation even when with others because “no one really knows them.”
- School can feel like camp or high school repeated. It can also feel like a foreign world.
- International students sense confusion, vulnerability, and lack of any advocate in power positions.
- Feelings of inadequacy and inferiority develop because of the discrepancy between high school and status and grades and initial college performance: harder work, longer hours/study skills need development/reading level heavy/ syllabi shock syndrome: getting all those syllabi on the first day of class.
- Social adjustments and testing new boundaries: dating, new friendships, roommate differences, new independence.

October

- Possible difficulties establishing priorities. Mid-terms and mounting assignments can be followed by feelings of failure and loss of self-esteem.
- The novelty is gone; some question God's leading to Vanguard. Temptation to quit.
- Temptation to return to old habits may be strong. Addictive behavior may surface.

- Roommate issues begin to arise.
- Desire to join a mission trip is high but the thought of raising the money is stressful and overwhelming.

November

- Pressure over plans for Thanksgiving; anxiety over being home for the first weekend of the academic year.
- Depression and anxiety may increase because of feelings that one should have adjusted to the college environment by now.
- Academic pressure is beginning to mount because of procrastination, difficulty of work, or lack of ability.
- Economic anxiety: funds from summer earnings and parents begin to run out; loans become due.
- Some students begin to question whether to come back second semester.
- Registration takes place – confusion over major or career goals, frustration over not getting the classes they want or need. Students are meeting with academic advisors to discuss strategies for their remaining college years; freshmen tend to feel lost in this process.

December

- Transition back home may be difficult as they have experienced “adult” life and have to now re-integrate into the home if they are in their first year away from home. May also have a rough re-entry period with their friends since they have grown during this semester and it makes them different than when they left.
- Anxiety, fear, and guilt increase as final exams approach mixed with end of semester burn out; students have trouble focusing.
- Extra-curricular time strain: seasonal parties, concerts, social service projects, etc.
- Excitement about the holidays and going home is rising.
- Students without a home to return to may feel left out or depressed.
- Financial strain because of Christmas gifts, traveling costs, etc.

Spring Semester

January

- Attention span, focus often diminished; don’t have the same energy for academics as they had in the fall; some students drop classes because they realize their fall load was too strenuous.
- Students begin consideration for leadership positions in the fall.
- Anxiety, stress over family issues that surfaced over vacation (parents’ impending divorce, illness, etc.)
- Satisfaction and/or disappointment with Fall semester grades.

February

- “Cabin fever”: students get stir crazy easily; feel uptight but don’t know why; weather isn’t always the greatest (a lot of cloudy days).
- Valentine’s Day brings out loneliness, isolation
- Couples begin to establish stronger ties (engagement) or experience weakening of established ones.

March

- “Senioritis” sets in – “Is there life after Vanguard?”
- Anxiety over finding a roommate for the next year.
- Excitement or disappointment regarding Spring Break plans.
- Pressure over getting everything done by the end of school builds.
- Depression over relationships.
- Decision and direction over summer jobs or ministry.
- Very busy social calendar.
- After spring break, it’s hard for students to get refocused; tend to “blow off” academic commitments.

April/May

- Students experience apprehension over leaving relationships established over the year.
- Pressure to fit in at home when one has changed over the course of the year makes settling in difficult.
- Summer jobs, housing, or internships create anxiety.
- Seniors panic over leaving the security of Vanguard.

- Apprehension over passing grades, etc.
- Some students end the year with a sense of accomplishment and new found self-confidence.

PARENT RELATIONS

Parent Association

Although you are probably thrilled at your student's decision to attend a university, that decision doesn't come without apprehension. Will those around your student value them and help bring out your student's best potential? Will they learn what they need to learn? Will they be safe? Will they make friends, and will those friends sharpen and strengthen your son or daughter? Will they grow in their faith?

We want you to know that the development and support of your student is of extreme value to us. Thank you for entrusting us with the well-being of your son or daughter. We strive to effectively partner with you to achieve the best possible results as we assist your student in achieving his or her educational goals.

The Office of Parent Relations is committed to strengthening relationships between the University and its parents. That is why we have a Vanguard Parent Association. All parents of Vanguard students are automatically members of the association, and as such, you can be ensured of receiving updates, pertinent information, and meaningful opportunities to connect to and serve the Vanguard Community.

Whether you are near or far, there is no shortage of opportunity to connect at Vanguard. Joining the Parent Council, volunteering at Family Weekend, and sharing about your Vanguard experience with prospective families are just a few of the ways in which you can connect and serve here at Vanguard.

Parent Council

The Vanguard Parent Council is designed to foster communication between the University and parents in order to improve the quality of the Vanguard experience for all students and their parents. The Council meets at least twice each year to act as liaisons to the Administration, provide hospitality at University events, and communicate with other parents. There are many ways you can be involved with the Parent Council. The council is led by the Coordinator of Parent Relations and consists of two committees. Please let us know if you are interested in serving on either of the committees. Involvement would include any level of service you desire from wherever you live. You do not need to live locally to serve.

Events Committee

The Events Committee assists with events involving parents both on and off campus. These include Welcome Week, Family Weekend, Admissions Events, High School Events, and Event Surveys.

Communication Committee

The Communication Committee coordinates the Parents in Prayer program and assists with communication strategies for parents.

Please contact the Office of Parent Relations for more information and an application for the Parent Council or see our website.

Parents in Prayer

Visit our website, to sign up to receive monthly emails from our Parents in Prayer Committee. You will have the opportunity to share your personal prayer requests with the Vanguard community.

Family Weekend

February 25-27, 2011

The Office of Parent Relations and the Office of Alumni Relations invite you to save the date, February 25-27, for Family Weekend and Homecoming 2011. Every year Vanguard hosts families and alums for a variety of events around campus. Plan to attend the Vanguard University Choir Concert, attend classes, enjoy chapel, participate in seminars to

assist you as you assist your student, and cheer on the home team! We encourage you to take advantage of this opportunity to see Vanguard through the eyes of your student. Parents, siblings, grandparents and any other family members are highly encouraged to come. It's a valuable time for both you and your student. Events run Friday night through Saturday night, reserving time for you and your student on Sunday. Contact the Office of Parent Relations with questions or for further information. We look forward to seeing you then! If you are interested in getting connected above and beyond attending the weekend, we would love your involvement as a greeter, with event set up and decor, and with various other hospitalities.

Parent To Parent Calling Campaign

Spring '11

Vanguard believes parent-to-parent contact is a great addition to the decision making process for families of prospective students. Beginning in February of 2011, we are seeking 50 current Vanguard parents to assist in calling 10 families each, of prospective students, in their local area. If interested in participating you will be provided with all of the information needed, including answers to FAQ's and a sample script.

Parent Website

The Parent Website seeks to provide parents with valuable information on a number of issues. Visit www.vanguard.edu/parents for:

Event Information and Registration

Listing of Campus Services and Phone Numbers

Contact Information for Parent Relations

Parent Council and Parent Committee Information

Housing Dates and Information

Financial Registration and Payment Information

Details for Visiting Vanguard

Hotel Listings and Rates

Contacting Parent Relations

Address: Office of Parent Relations
55 Fair Drive
Costa Mesa, CA 92626

E-mail: parentrelations@vanguard.edu

Telephone: 714-556-3610 x 4821

Fax: 714-662-5222

Website: www.vanguard.edu/parents

ACADEMIC INFORMATION

Academic Calendar

Fall 2010

August 21	New Students Arrive
August 21-24	New Student Orientation (Welcome Week)
August 23 (8:00 am-5:00 pm)	Returning Students move on campus
August 25	Classes begin/Convocation
September 6	Labor Day Holiday
September 10	Last day to add a new course
September 24	Last day to drop a course without appearing on transcript
October 22	Fall Holiday
October 22	Last day to drop a course without academic penalty
November 8-12	Academic Registration for continuing students
November 25-26	Thanksgiving Break
December 7-10	Final Exams Week
December 10 (7:00 pm)	Fall Housing Closed
December 24-January 2	Offices closed for Christmas and New Year Holiday

Spring 2011

January 6	New Students Arrive
January 6-9	New Student Orientation
January 8-9 (Noon-6:00 pm)	Returning Students return to campus
January 10	Classes begin
January 17	Martin Luther King, Jr. Holiday, No classes, Offices closed
January 21	Last day to add a new course
February 4	Last day to drop a course without appearing on transcript
February 21	President's Holiday, No classes, Offices closed
February 25-27	Family Weekend & Homecoming
March 4	Last day to drop a course without academic penalty
March 14-18	Spring Break
March 29-March 31	Housing Registration for continuing students (\$300 deposit)
April 11-15	Academic Registration for continuing students
April 22	Good Friday, No classes, Offices closed
May 1	Last day for fall housing deposit refund
May 2-5	Final Exams Week
May 5	Baccalaureate
May 6 (5:00 pm)	Spring Housing closed for non-graduating students
May 7	Commencement
May 8 (5:00 pm)	Spring Housing closed for graduating seniors

Academic Advising

Academic advising takes place each semester prior to academic registration. Your student must meet with their advisor to be eligible to register for classes. Academic advisors are assigned by the department of your student's major. Students who have not yet declared a major will be assigned an advisor and will be contacted well in advance of academic registration notifying them of who it will be. Students may set up an appointment to meet with their advisor at any time during the semester if they need guidance on academic issues.

Class Standing/Graduation Requirements

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of units applicable toward graduation at this college in keeping with the following chart:

Freshman 0-26
Sophomore 27-56
Junior 57-87

Senior 88 +

To graduate with a Bachelor's Degree, students must:

1. Complete all coursework in prescribed major.
2. Complete 124 semester hours accepted by Vanguard University.
 - a. At least one-half of the major units must be completed at Vanguard.
 - b. At least 40 units of coursework must be upper division.
3. Have a cumulative grade point average of 2.0 (4.0 system) or above for work taken at VU.
4. Complete the General Education/Core Curriculum Requirements (or transfer equivalents) as stated in the Official Evaluation provided by the Office of the Registrar.
5. Submit an application for graduation to the Office of the Registrar no later than the beginning of the term in which graduation is anticipated.

Course Load

A normal academic load is from twelve to eighteen units per semester. Students taking less than twelve units are considered part-time. Students who are employed for more than three hours of work daily may find that twelve units is a sufficient load. The following persons must maintain twelve or more units per semester: international students possessing a student visa (F-1 status), Social Security dependents, students receiving Cal Grants, students who participate in intercollegiate athletics, and students whose extra-curricular programs dictate.

Course Catalog

The current University Catalog can be found on our website. Visit www.vanguard.edu and search under Academics then Catalog.

Emergencies Affecting Coursework

Students in need of accommodation due to 1) medical disabilities; 2) psychological disabilities; 3) learning disabilities; or, 4) emergencies that affect coursework (such as injury, illness, family death, or accident) should contact the Disability Services office at ext. 5256.

Grade Reports

Grades will be posted on each student's private page of the online portal to the VU database. If a printed grade is required by the student, it will only be issued by the Office of the Registrar, printed on an official grade report or transcript, and will not be given over the telephone.

Grades

The following grades meet the satisfactory academic requirements for undergraduate students: A, B, C, D, CR, and P. Some majors require a minimum grade of a C to satisfy a graduation requirement. The University Catalog is the authority on these issues. The following grades do not meet the academic requirements for both graduate and undergraduate students: W, WP, WF, F, and I.

Major, Concentrations and Emphases

Major

The academic field of specialized study offered by an undergraduate academic department; a major has an evaluation check sheet, appears on the academic transcript and on the diploma (e.g., Communication).

A Bachelor of Arts Degree with a major in:

- Accounting
- Biological Sciences
- Business Administration
- Communication: concentrations in Communication Studies or Cinema and Digital Media
- Cultural Anthropology
- English: emphases in Literature and Textual Analysis, or Writing
- History/Political Science

- International Business
- Liberal Studies
- Marketing
- Music: emphases in Music Education, Music Ministry, or Performance
- Music and Worship Arts
- Psychology
- Religion: Concentrations in: Biblical Studies, Christian Formation and Discipleship Studies, Intercultural Studies, Pastoral Leadership Studies, or Youth Leadership Studies
- Sociology
- Theatre: concentrations in Performance/Directing, Technical/Design, or Musical Theatre

A Bachelor of Science Degree with a major in:

- Biochemistry
- Biology: emphases in Botany and Ecology, Education, Neuroscience or Pre-Medical Studies
- Chemistry
- Kinesiology: concentrations in Exercise and Sport Science, Pre-Health Sciences, or Sport Studies
- Mathematics

Concentration

A curriculum that concentrates on a particular recognized field of study within a major; a concentration has an evaluation check sheet, and appears on the academic transcript, but not on the diploma (e.g., Religion: Biblical Studies).

Emphasis

A curriculum that emphasizes a limited number of distinct courses within a major but which are not sufficient in depth or scope to qualify as a specialized concentration in an academic field of study; an emphasis may have no evaluation check sheet and does not appear on the academic transcript or on the diploma (e.g., Liberal Studies: Sociology).

Off-Campus Study Programs

Study Abroad Courses-Academic credit for college-sponsored study trips conforms to WASC guidelines. One unit hour is granted for each week of study, with an additional unit hour possible if academically warranted. All college-sponsored study trips and semester abroad programs must be approved by the Undergraduate Studies Committee.

Some academic departments restrict the number of unit hours earned from study trips which students may count toward their major. Students should consult with their academic advisor, department chair, and study abroad personnel for counsel on either Vanguard or off-campus study abroad programs. Please see the "Off-Campus Study Programs" section of this Catalog for more detailed information on study abroad programs offered through VU. Students wishing to study abroad through an institution other than Vanguard should contact the Office of the Registrar for appropriate paperwork and approval.

Registration

Registration dates are specified on the calendar at the beginning of the course catalog. A student may register for a course or courses after the cutoff date given, but for no more than the number of units equal to the number of full weeks remaining in the semester (including the week of final examinations), and with the permission of the instructor(s) involved and Dean of the College. Students will receive credit only for those courses in which they are formally registered. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the Business Services Office. Late fees may be charged to students who do not complete the registration process prior to the published deadlines. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Registrar. Further, the University reserves the right to cancel any scheduled course in which the enrollment is less than ten.

Student Records/Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Vanguard University has established guidelines regarding access to and release of educational records. In short, FERPA allows Vanguard to release "directory information" without consent or knowledge of the students unless the student has notified Vanguard in

advance that such information is not to be released. Directory information may include the following: photo, name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Parents need to be aware that their student's directory information is not available to them if the student has requested it not be disclosed by requesting "Privacy." Other information about the student, such as class schedules, grades, and student account balance is not available to parents unless the student has signed a written release. Secondary access release forms can be found on the registrar's page of our website under undergraduate forms.

Student Privacy Rights

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

1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

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

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

Other exceptions that permit disclosure without consent are:

A. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.

B. To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.

C. To a parent or a legal guardian in connection with a health or safety emergency.

D. To a parent or a legal guardian of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.

E. If a parent or eligible student initiates legal action against the University, the University may disclose to the court, without a court order or subpoena, the student's education records that are necessary for the University to defend itself.

F. The disclosure is in connection with a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of a crime of violence.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vanguard University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The University may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student specifying information which the student request not be released.

Grievance Rights and Procedure

Vanguard University subscribes to the principle of equal educational opportunity, regardless of sex (cf. Title I of EDUCATION AMENDMENTS OF 1972). Any member of the University community who has a grievance related to this principle should petition in writing to the Vice President for Student Affairs, who will work with the petitioner for a resolution of the problem. The Administrative Council of the University shall serve as ultimate board of appeal for such questions.

For further information please visit the U.S. Department of Education's website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Summer Sessions

Summer Sessions—The Summer term, which normally is scheduled from mid-May through early July, is divided into three sessions. Three units can be earned in each of the three week sessions (four in lab courses), or a total of ten units in all three sessions.

CAMPUS LIFE

Student Government Association (SGA)

The Student Government Association exists to provide a more spiritually, intellectually, and socially enriching environment for the Vanguard community. The representatives on SGA represent the voice of all undergraduate students to the administration as well as provide services that help foster a Christ-centered community. These services include social events on and off campus, tradition and school spirit events, and funding for student-run clubs. SGA is staffed by students and provides opportunities for students to connect and be a part of the team that makes SGA happen.

The Leadership Development and Activities (LD/A) and SGA offices known as "The Bridge" are located on the first floor of Huntington Hall.

Community Standards

The University has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Christ. These guidelines contribute to the moral ethos of the University aims and are required of community members. It is the responsibility of each student to become familiar with the contents of the Student Handbook, and to abide by the academic, social, and spiritual responsibilities of the members of the University community.

The responsibilities that membership at VUSC include are:

- To love God and all members of the VUSC community (Matt. 22:37-40).
- To practice righteousness and justice in dealing with one another, to help those in need and to seek reconciliation when personal differences arise. (Micah 6:8, Matt 18:12-17)
- To fulfill one's potential for spiritual growth by active, regular participation in worship opportunities within the community, including but not limited to chapel and soul care opportunities.
- To be willing to confront, in love, a fellow student whose lifestyle conflicts with that of the expectations of the community.
- To accept the responsibility of the Great Commission (Matt 28:19-20) by participating in and supporting the global and community integration ministries of the community.
- To develop conscientiously one's academic potential.
- To not associate with practices known to be morally wrong by Biblical standards, such as drunkenness, stealing, slanderous or profane language, all forms of dishonesty (including academic dishonesty, such as cheating and plagiarism), occult practices, and sexual sins (premarital sex, adultery, homosexuality).
- To guard against attitudes such as greed, jealousy, pride, bitterness, needless anger, an unforgiving spirit, harmful discrimination and prejudice such as that based on race, sex, or socioeconomic status.
- To refrain from gambling, the possession or use of alcoholic beverages, all forms of tobacco, non-medical narcotics or hallucinogenic drugs, and the possession of drug paraphernalia.
- To practice discretion and restraint in the choice of television programs, music, movies, theater, social dancing, printed matter, electronic media (including the Internet) and other public programs; as well as organizations with which one associates.
- To observe the Lord's Day in worship, rest, Christian fellowship, and service.

Additional details on these standards can be found in the Student Handbook, which is available for download online at www.vanguard.edu/studentlife.

Commuter Life

About one-fourth of the undergraduate students at Vanguard live off-campus. Many of these students participate in the community life on-campus, and we strive to make the process of connecting to the community as easy as possible.

One resource for connecting is through Vanguard's SGA, which has two Commuter Representative positions. The Commuter Representatives plan events specifically for off-campus students, and they are responsible for communicating important information, as well as serving as liaisons between off-campus students and the faculty, staff, and administration.

Additionally, SGA employs a Commuter Intern, who assists in developing and maintaining campus programs to meet the needs of off-campus students.

We would love to hear any concerns or answer any questions you may have, and we are available to direct students and parents of students to pertinent resources. To get in touch with us, please contact the Commuter Intern: interncl@vanguard.edu; or Lexy Gioielli, Director of Leadership Development and Activities: lexy.gioielli@vanguard.edu.

Diversity Programming

The Office of Diversity Programming at Vanguard University is a place where students are provided with opportunities to experience, appreciate and develop as they engage with others. We exist to create a Christ-centered community that empowers students to develop cultural competency as they engage with others to explore and value similarities and differences in abilities, socio-economic status, gender, generations, and ethnicity. Students are given opportunities to explore these areas on campus, and in our local and global communities through resources provided on campus. Diversity Programming also provides support for international and missionary students as they adjust to Vanguard and living in the states.

Affinity clubs provide students with opportunities to connect and develop with others: El Puente (Hispanic students), Jamii (International and Missionary students), Sama Sama (Pacific Island and Asian students), Mosaic (All students interested in diversity).

Get Involved with: cultural food and art festivals, international student events, global village, multi-cultural chapels, diversity workshops!

ID Card Issuance

Each student is issued an official identification card that must be carried at all times. This card is required for entry into the Café and Chapel services in order to receive credit for attendance. The identification card is designed to last the duration of the four academic school years. There is a \$25 fee for card replacement, charged to the students account. The Mail & Copy Center makes and replaces identification cards.

New Student Orientation

New Student Orientation (Frontline) exists to assist your student as they transition into their college experience. Frontline consists of a diverse group of volunteer students who have been trained to help your student navigate their way as they enter this new community. The purpose of Frontline is to provide tangible resources that help new students and their families connect to the Vanguard community and establish an understanding of Vanguard's social, spiritual, and academic opportunities. Visit www.vanguard.edu/welcomeweek for more information.

Residence Life

The Residence Life Office provides a variety of services for on- and off-campus students. In addition to convenience, living on campus offers the benefit of a community of peers, instant access to staff, a safe environment, and support for the challenges associated with being a busy college student.

When students do have problems or questions, student and professional staff are easily accessible. They can help with everything from how to get involved on campus, to tips for living with a roommate, to referrals for campus services. In the residence halls, there is a resident assistant (RA) who lives on each floor. RAs are trained students who are responsible for creating a floor community through hall activities, assisting students with personal and academic concerns, and helping in emergency situations. They should be the first person students seek if they need advice or assistance.

Managing each residence hall is a full-time professional resident director (RD) who has an advanced degree in college student development, higher education, counseling, or a related field. The RD lives in the building and is responsible for student staff supervision, facilities management, crisis intervention, student discipline, and creating an environment

supportive of education and self-discovery. Some buildings also have a resident coordinator (RC) who has at least a bachelor's degree and is present to assist the RD in their responsibilities.

The housing system is managed by a housing coordinator. The housing coordinator manages check-in and check-out procedures, roommate changes, room keys, initial room placement, board (meal plans), and health insurance.

Residence Life and Housing are located on the first floor of Laguna Hall.

Spiritual Formation

The Spiritual Formation department exists to love, equip & empower the members of the Vanguard University community to become authentic and holistic Christ followers who cultivate relationships with Jesus and the world.

We recognize that people are created uniquely and therefore experience God in a variety of ways. Therefore, we have created options intended for students to encounter God while worshiping in community. We offer traditional morning chapel gatherings Tuesday, Wednesday, and Thursday as well as focused evening chapel experiences Monday (verse by verse study), Tuesday (critical issues in culture) and Wednesday (student led worship). Other opportunities for spiritual growth include the prayer movement, dorm floor churches, small groups, support groups, worship nights, one-on-one counseling, spiritual coaches, local outreach opportunities, global outreach opportunities, and much more!

Because deepened faith is central to Vanguard's mission and desire for each student, spiritual formation credit is required. Attendance is recorded, and chapel probation will result for those who fail to meet the requirement. All full-time, traditional, undergraduate students (12+ units) are required to obtain 30 Spiritual Formation credits per semester. This includes both commuter and resident students. There are 90+ chapel opportunities offered each semester, 3 evening and 3 morning chapel gatherings scheduled each week, and special chapel events offered throughout the semester. In order to successfully accumulate 30 Spiritual Formation credits, a student must attend on average two opportunities per week.

Spiritual Formation credits can be earned by:

- Attending chapel gatherings
- Participating in Soul Care options

These policies as well as the chapel calendar can be found on the spiritual formation website:

<http://www.vanguard.edu/SpiritualFormation/tabid/2022/Default.aspx>.

The Spiritual Formation offices are located on the first floor of Huntington Hall.

Student Handbook

Our Student Handbook can be found on our website. Visit www.vanguard.edu/studentlife to download a copy.

University Recreation

Vanguard University wants to make sure it gives opportunities for the students and faculty members to be able to participate in fun, active activities. Vanguard offers intramural sports, open gym, a sand volleyball court, and a weight room on campus in order for students to maintain an active lifestyle.

Intramural sports are run through our athletic office who organizes leagues and tournaments for students. Each year flag football and basketball are large draws. There is also a softball tournament that happens around the end of the Spring Semester to provide some extra fun. The athletic department also hosts open gym a few times a week so students have the opportunity to play in the evening.

Every Monday, Wednesday, and Friday at noon students have a chance to play basketball with fellow classmates, alumni, and faculty. "Noon ball" is a long standing tradition. Encourage your son or daughter to participate if available.

If your son or daughter desires a gym membership, check out Vanguard's weight room. The cost of membership is low and it is conveniently located in the gym. Please note that the weight room has limited hours in order to accommodate team work-outs and classes.

CAMPUS RESOURCES

Bookstore

Vanguard University Bookstore is a local bookstore serving the students, faculty and staff of Vanguard University with pride. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support your academic career and school spirit.

Regular Store Hours:

Mon - Thurs 8:00 am - 6:30 pm

Fri 8:00 am - 4:00 pm

Closed for Chapel

Closed Sat & Sun

Business Services

The Business Services Office (BSO) is located on the first floor of the Scott Academic Center near the Fair Drive entrances to the University. The BSO provides customer service and counseling to students, families, and the

Vanguard community in order to help assist families and VU community members meet their financial responsibilities. Business Services managed for the community include: financial registration, which must be completed each semester, payments for tuition, room and board, and other charges, refunds on student accounts, questions regarding Bursar and billing statements can be answered by our Student Account Specialists, and

numerous other transactions are completed by our Cashier. For assistance, drop in, or contact us by phone or email. Office hours are from 8:00 am to 6:00 pm Monday-Thursday and 8:00 am to 5:00 pm on Friday.

Counseling Center

Student Services

- Provides free individual counseling that promotes personal growth and deals with emotional struggles and interpersonal conflicts by therapist that view personal concerns from behavioral, emotional and spiritual perspectives according to the needs of each client.
- Provides free group counseling.
- Sponsors events to educate students about wellness and emotional health.

Students can make an appointment to see a counselor at the Counseling Center either by:

1. Calling the Counseling Center at ext. 5256, **or**
2. Stopping by our offices on the 2nd floor of the Scott Academic Center, **or**
3. By filling out a *Counseling Request Form* and returning it to the Counseling Center

Ways to Maximize and Support Your Student's College Experience

Adapted from College of the Overwhelmed: The Campus Mental Health Crisis and What To Do About It by Richard Kadison and Theresa Foy DiGeronimo

- **Be aware of the stresses your student faces.** Many students identify health or emotional factors as issues that hinder academic success. However, it is important to talk to your student about his/her specific concerns.
- **Let your student know that they do not have to protect you from their problems.**
- **Model strong communication skills.** Model the communication skills that you want your student to learn. Show that it is okay to talk about sensitive and emotional subjects, and that it is fine to disagree and be upset.
- **Know the warning signs of specific mental issues.**
- **Be honest about mental health in your own lives.** Share your personal experiences and those of family and friends. Young adults today connect many psychological issues with shame and embarrassment; a simple word from you can produce dramatic results by normalizing mental health issues.

- **Listen (and listen well).** Learn to be an active listener. Don't finish your student's thoughts or interrupt with a quick solution, let him/her finish his/her own sentences. Use nonverbal techniques – lean in, maintain good eye contact, and smile as appropriate.
- **Talk, don't criticize.** Avoid controlling words like must and ought. Present your views in non-critical ways in order to help them discover his/her own answers to life's challenges.
- **Take time out.** The issues will discuss may be very tough at times. Acknowledge that you both might be too upset to talk at the moment, but then set up a specific time to revisit the issue and stick to it!
- **Encourage problem-solving skills.** Help your student think about how to approach a problem. Let him/her come up with options, and evaluate the consequences to decide which is best.
- **Be pro-active with your student's college resources.**
- **Know confidentiality rules.** The current rules of confidentiality in college counseling centers are quite stringent and clear. Unless students are in imminent danger of hurting themselves, doctors, psychologists and Marriage and Family Therapists cannot share clinical info with anyone – parents or college officials – without permission from the student.

The Counseling Center is located on the second floor of the Scott Academic Center.

Campus Public Safety

Emergency Number: 714-966-6799

Contact Information

You can contact Campus Public Safety: 24 hours a day, 7 days a week
 Phone: 714-966-6799
 Fax: 714-966-6765

Services Offered

Patrol of Campus

Campus Public Safety personnel patrol the University property on foot, and in both electric and motor vehicles. This provides a safe and secure environment for all campus students, staff, and visitors.

All Campus Public Safety Officers are trained and certified as Level Three Reserve Peace Officers of the State of California, and licensed as Security Officers of the California State Bureau of Consumer Affairs. Many of the officers have multiple years of experience in law enforcement and security operations.

Escort Service

Campus Public Safety personnel can provide students with an escort to anywhere on campus. This includes Vanguard Center.

Vehicle registration

The Campus Public Safety Department requires all staff, faculty, and student vehicles be registered with Vanguard University. All vehicles including cars, trucks, vans, motorcycles, scooters, and mopeds must display a valid parking permit. You can register your vehicle and obtain a free parking permit by filling out a parking permit request online at www.vanguard.edu/campussafety/reg.aspx. After submitting your request form, please come to the Campus Public Safety Office and bring your Driver's License and DMV Vehicle Registration with you.

Vehicle jump starts

The Campus Public Safety Department has a portable battery charger that can be used to assist students, staff, and visitors with jump-starting weak vehicle batteries.

Lost and found

The Campus Public Safety Department now oversees the Campus Lost and Found.

Valuable registration

Stop by the Campus Public Safety Office to register your valuable belongings; this includes iPods, MP3 players, laptops, and instruments. Registered valuables are more likely to be found when lost or stolen.

Bicycle registration

The City of Costa Mesa requires all persons to register their bicycle with the city. Bring your bicycle by the Campus Public Safety Office and one of our officers will assist you in the process.

Room openings

When students are locked out of their dorm rooms, Campus Public Safety personnel can assist students in unlocking their doors. Students should first ask for assistance from the RA on their floor. If the RA is not available, then they should contact Campus Public Safety at 714-966-6799. Students must have their Student ID Cards with them for identification purposes.

Crime and incident reports

Campus Public Safety personnel can take crime and incident reports regarding such things as stolen property, suspicious circumstances, and injuries that happen on University property. Information regarding crimes on campus is shared with the Costa Mesa Police Department and is compiled for reporting purposes for the Clery Act, which documents crimes on campuses around the country.

Crime prevention information

Campus Public Safety personnel are available to give presentations on crime prevention to any student group that requests one.

The Campus Public Safety Department is located in the Needham Chapel Complex.

Career Development Center

Career Development exists to empower and equip students to discover their interests, values, and abilities in order to transition into meaningful life work by providing relevant resources, avenues for exploration and experienced career coaching.

Student Employment

The Career center also offers resume writing assistance, books and handouts on job searching, and current publications on labor market and in-demand careers. The Career Center hosts employers on campus and a Spring job fairs each year:

Students are strongly encouraged to attend the fall Graduate School Fair, the winter Camp and Ministry Fair, and the spring Career Fair for part/full time and summer jobs and internships. International students need to consult with their foreign student advisor* for information on work regulations.

Student Services

- Career Exploration Counseling for all majors and all class levels
- Use of the free online career exploration tool www.myplan.vanguard.edu and
- Personality assessments (Myers-Briggs & Strengths Finder 2.0)
- Job search assistance
- Discover internship and job opportunities on www.vanguard.zumeo.com
- Encourage your student to attend the fall Graduate School Fair, the winter Camp and Ministry Fair, and the spring Career Fair
- Career Coaching for interviewing & networking skills, resume & cover letter writing
- Graduate school information
- Connections to the community of local business & opportunities
- Supportive & knowledgeable staff

Finding a Job

All part-time, full-time, on and off-campus jobs, are accessed by creating an account at www.vanguard.zumeo.com, using your Vanguard University email address. You will create a live resume and be matched with jobs that fit your experience and interests. You will also be able to search for jobs based on a variety of criteria such as location, field, and years of experience.

When asked for by the department, students may pick up an application in the Career Center, which they will then take to the appropriate department to apply for the position.

Cornerstone classes (First-year seminar)

Each new freshman student will have an opportunity to meet the coordinator of Career Development in their Cornerstone class. These career exploration sessions will include an opportunity to complete personality and career exploration assessments, as well as learn about up-to-date career exploration and job resources

Career Development Center Location

See our website at www.vanguard.edu/careercenter or call the Career Center at x 4770 for an appointment. Walk-ins welcome. Resume drop-in hours are provided for all Vanguard students Monday, Wednesday and Friday from 3-5pm.

Scott Center, 2nd floor, Student Services

Disability Services

Student Disability Services Mission Statement

Student Disability Services at Vanguard University exists to provide representation, access, service, reasonable accommodations, and community support to students with learning, physical and emotional disabilities through communication, advocacy and collaborative services.

Student Disability Services Goals

- To provide a safe, comfortable, and caring place of contact and support for student with disabilities.
- To understand the nature of the student's disability and to implement appropriate accommodations that addresses the student's limitations.
- To treat persons with disabilities with dignity and respect and to view disability issues as matters of diversity.
- To facilitate ongoing and reasonable improvements in areas of structural access, assistive technology, accommodation availability, community education, and administrative advocacy.

Services Provided

- Reasonable accommodations for students with documented physical, psychological or learning disabilities.
- Support, access and advocacy for students with documented physical, psychological or learning disabilities.
- Learning assistance, i.e., academic counseling, tutorial services, study skills training.
- Accommodations for medical and other emergencies (e.g. family death, accident or injury) that affect coursework.

Disability Services are located in Scott Academic Center 2nd Floor, Student Services

Beth Lorange, Psy.D, IMF
Coordinator of Disability Services
beth.lorange@vanguard.edu
x4489

Barbi Rouse
Director of Learning Skills
brouse@vanguard.edu
x2540

Financial Aid

The Vanguard University Financial Aid Office realizes that financing a college education is a significant concern for many students and their families. Your investment in a Vanguard education will require some informed financial decisions. The Financial Aid Office is committed to assisting students and parents with financing a Vanguard education. We have provided this information to help you understand your Financial Aid eligibility and financing options

for the 2010/2011 academic year. The Financial Aid Office is located in Student Financial Services in the Scott Academic Center. Financial Aid Office Counselors are available to help regarding matters of financial aid advisement. The best time to apply for financial aid is between January 1 and March 2 prior to the Fall semester to ensure that students are considered for the most financial aid possible. For additional information regarding financial aid, please refer to *Understanding Your Financial Aid Award* located on the Financial Aid Forms page for Undergraduate Students. Also, be sure to frequently check the myVU Portal to check the status of your Financial Aid and to review any missing documents. If you have questions regarding the Financial Aid process or your Financial Aid eligibility, you may contact the Financial Aid Office in person, by telephone at 714.966.5490, e-mail at financialaid@vanguard.edu, or by fax at 714.619.6655. We are available via telephone from 8:00 a.m. to 6:00 p.m. Monday through Friday. Financial Aid Counselors are available for appointments for afternoon daily. We look forward to working with you in the coming year! You may also obtain information from the Financial Aid Office, or online at www.vanguard.edu/financialaid.

Student Services

- Determines eligibility for federal, state, and institutional aid
- Ensures student meets all criteria following federal/state regulations and institutional policies
- Verifies financial information when necessary
- Makes Financial Aid offer to student via the myVU Portal
- Disburses aid to account when file is complete
- Advises students/parents throughout the Financial Aid process

Dates & Deadlines

March 2 Priority Deadline to file Free Application for Federal Student Aid (FAFSA)

The Financial Aid Process-

- Complete the FAFSA each year.
This is the starting point for determining all federal and need based Financial Aid. The FAFSA is available January 1st of each year, and should be filed by March 2nd, the priority deadline, to ensure the maximum Financial Aid package available for your student.
- Check your mail, campus box, and myVU Portal frequently for additional Financial Aid information throughout the year.
It is important to frequently check the correspondence tab through the myVU Portal to ensure there are no missing documents pending for the Financial Aid to be processed.
- Processing time for review of documents.
The Financial Aid Office has a two week processing time for all received documents to review and make necessary changes.

Food Services

The Cafe

Sharing time with friends on campus is an important way to build community. We encourage you to frequent the Cafe and the Cove to enjoy the full benefits of residential life at Vanguard. Resident students are required to take their meals in the Cafe unless they have received a medical exemption prior to the beginning of the semester and are living in an approved non-boarding room (see accommodations and exemptions).

The University has created a meal plan program that is designed to meet the diverse and demanding needs of today's college residential student. The meal plans consist of "flex dollars" that can be used at either the Cafe which serves 19 all-you-care-to-eat-meals weekly, or the Cove, which serves beverages and packaged food-to-go.

Bon Appétit at Vanguard is pleased to offer the following meal plans:

For Resident students:

10 Meals per week + \$200 Flex

15 Meals per week + \$150 Flex

19 Meals per week + \$100 Flex

Residents should direct all Meal Plan inquiries to Allison Hesse in the Housing Office at 714-556-3610 x. 4820 or allison.hesse@vanguard.edu.

For Commuter students:
50 Meal Block Plan

Commuter students should direct all Meal Plan inquiries to the Cashier in the Business Services Office at 714-556-3610 x.4327 or cashier@vanguard.edu.

Resident Dining Calendar for Fall 2010-Spring 2011

Saturday, August 14 th	Re-open from summer	Open brunch
Monday, September 6 th	Labor Day	Brunch/Dinner Schedule
Friday, October 15 th	Fall Holiday	Brunch/Dinner Schedule
Wednesday, November 24 th	Thanksgiving break	Close after dinner
Sunday, November 28 th	End Thanksgiving break	Open at brunch
Friday, December 10 th	Christmas Holiday	Close after dinner
Thursday, January 6 th	End Christmas Break	Open at breakfast
Monday, January 17 th	Martin Luther King, Jr. Holiday	Brunch/Dinner Schedule
Saturday, March 12 th	Spring Break	Close after lunch
Sunday, March 20 th	End Spring Break	Open at brunch
Friday, April 22 nd	Good Friday	Brunch/Dinner Schedule
Friday, May 6 th	End Academic Year	Close after dinner

Bon Appétit Café Hours

Monday – Friday

Breakfast: 7:00 am-9:30 am

Lunch: 11:00 am-1:30 pm

Dinner: 4:30 pm-7:00 pm

Saturday, Sunday and Holiday Hours

Brunch: 10:30-1:00 pm

Dinner: 4:30-7:00 pm

Outtakes Hours:

Monday –Thursday

7:00 am - 11:00 pm

Friday

7:00 am-9:00 pm

Saturday and Sunday

5:00 pm-11:00 pm

More detailed information can be found in the Students Handbooks under Food Services Policies. Additionally, Bon Appétit has a link on the Vanguard website (<http://www.cafebonappetit.com/vanguard/>) that detail information about Bon Appétit and daily menus offered.

Terri Buzzard

General Manager
terri.buzzard@vanguard.edu
ext. 4700

Efi Garcia

Executive Chef
efi.garcia@vanguard.edu
ext. 4700

Tonian Morbitt

Assistant General Manager
toni.morbitt@vanguard.edu
ext. 4700

Information Technology

Information Technology Responsibilities

- Datatel – Manage and maintain university database system.
- Student and Staff email – Google mail for students (vu2go.vanguard.edu)
- Provide and support Wireless Network to campus.
- Maintain campus network backbone connecting all buildings.
- Monitor Internet use and activity.

- Protect Vanguard network from external threats such a hacker and viruses.
- Maintain and repair university technology.
- User accounts creation and administration.
- Database Compliance of federal and state regulations.
- University telecommunications system.
- Classroom technology.
- Online learning system (elearning.vanguard.edu).

Learning Center

The Mission of Learning Assistance

At Vanguard University, the Office of Learning Assistance is all about offering help and encouragement to students at all achievement levels as they pursue their educational goals at Vanguard.

Whether a student needs academic advising in choosing a major course of study, or finding out how to reduce test taking anxiety, or receiving study support from a peer tutor, the Office of Learning Assistance is a place where students can come and find help – learning assistance services. Foremost is the goal to facilitate God’s calling upon the lives of students at Vanguard University as they face the challenges of academic life. As well, the Learning Assistance Office offers academic help and study support services in a comfortable, accepting, and nurturing environment.

Office Location and Making Appointments

The Learning Assistance and Tutorial Offices are located on the second floor of Scott Academic Center. Office hours for the Director of Learning Skills are 8:30am – 5:00pm on Mondays, Wednesdays and Fridays. Please phone x2540 for an appointment. The Tutorial Office hours are posted on site; phone x2541 for information.

Learning Assistance Services Provided

CORE 101

College Learning Concepts

Semester-long college success course emphasizing learning and life skills; a Cornerstone course.

Undeclared Majors

Academic and Registration advising for students deciding on a major.

Academic Counseling

For students choosing a major.

Academic Counseling Study Skills:

Learning Styles
Time Management
Reading
Note Taking
Test Taking

Office of Learning Assistance

Reducing Test Anxiety
Writing, Research
Tutorial Services
Peer Tutoring

Special Services

For Students with Learning Disabilities

Students with Learning Disabilities

Students enrolled at VUSC with learning disabilities are welcome to contact the Learning Assistance Office on a voluntary, self-identifying basis. To receive accommodations, students must register each semester with the Learning Assistance Office.

Students must be able to function independently with appropriate assistance from this Office.

Grade tracking is not a part of special services offered.

Special services are available for students who qualify as having a learning disability according to the Americans With Disabilities Act 1990, "individual with a disability" in reference to an impairment and applying to an individual who:

1. Has a physical or mental impairment that substantially limits one or more of the individual's major life activities
2. Has a record of such an impairment
3. Is regarded as having such an impairment

Students with learning disabilities may be eligible for special services after completing registration with the Office of Learning Assistance and providing:

1. Certified, appropriate, current (within past 3 years) documentation of testing from a qualified professional specialist;
2. The testing report that includes test scores, diagnosis, how the individual's learning is affected, and a narrative report discussing recommended accommodations. Accommodation requests are to be put in writing. Decisions are made by the Director of Learning Skills; all information and documents are confidential.

Contact Information

Barbi Rouse
Scott Academic Center Second Floor, Student Services, Office Eight
714-556-3610 x2540
barbi.rouse@vanguard.edu

Library

Library Mission Statement

"O. Cope Budge Library acquires, manages, and promotes the use of information resources in a user-centered environment. The library links students, faculty, and staff to an increasingly global body of knowledge. The librarians promote personal enrichment, foster multicultural appreciation, stimulate critical thinking, and encourage lifelong learning. Through its personnel, resources, and services, the library supports the learning targets, goals, and curriculum of Vanguard University."

Circulation Policies

In order to check out materials, all patrons need to be entered into our computer system and must show a valid picture ID, such as a current student ID or a current driver's license. There is no separate library card.

Due Dates

The normal checkout period is 21 days. Items placed on reserve by professors have varying checkout periods. You may renew books in person or by phone (714-966-5474), unless another patron has requested the materials you have checked out.

When you check out materials, you will receive a list of the items you are checking out, plus any you have previously checked out and still have. However, patrons with overdue fines over \$5.00 will not be able to check out any materials.

Mail and Copy Center

The Mail and Copy Center (MCC) assists with incoming and outgoing personal mail and packages functioning as the school's post office. The center has the facilities to send out mail on and off campus, black and white / color copiers, and fax machine. As a new service, we now send an e-mail when a package arrives so the student can come and pick it up here in the MCC. The MCC desires to serve the shipping needs of students in an efficient, economical and courteous manner.

Business Hours (Monday through Friday):

Fall/Spring semesters 8 am to 6pm, Monday to Thursday and Friday 8-5
Summer, Christmas, and Spring Holidays 8 am to 12 pm, Lunch 12 to 1, 1 pm to 5 pm

Contacts:

Supervisor 714-556-3610 x4747
Mail Services Specialist 714-556-3610 x4740
Copy Services Specialist 714-556-3610 x4729
General Inquiries x4736 on campus phones

Mail procedures

When addressing a letter or package to your Vanguard student please use this format:

[First name] [Last name] *Please don't use nicknames, or include legal name.*
Vanguard University
55 Fair Dr. [Box # *Number Here*]
Costa Mesa, CA 92626

Registrar

The Office of the Registrar, located in Building 14 next to the Library, is responsible for academic registration and schedule changes. The Office of the Registrar is responsible for the maintenance of student academic records and will assist with transcript requests and verification of enrollment. No transcripts and/or diplomas will be released for students with any balance owed on their educational loan (student account) or any past due balance on their Perkins Loan.

Questions regarding academic policies may be referred to the Office of the Registrar at 714-556-3610 ext. 2250 on weekdays between 8:00 am and 4:30pm. Most forms used in the Office of the Registrar are available online at

www.vanguard.edu/registrar.

Secondary Access Form

If your student is over 18 the University cannot legally give you grade, financial, or disciplinary information on your student without their permission (see FERPA section earlier in this handbook). If you would like access to your student's grades or other private information, your student will need to complete a Secondary Access Form and submit the form to the Office of the Registrar. Secondary Access Forms can be found at www.vanguard.edu/registrar under the forms section.

Enrollment Verification

If you need to provide proof of enrollment for insurance purposes follow these steps to complete the process. Note: this process usually takes 3 working days.

Go online to www.vanguard.edu/registrar

Click on forms (on the left)

Click on Enrollment Verification Letter

Fill out the form

Fax to (714) 966-5471 or mail the form to:

Office of the Registrar
Vanguard University
55 Fair Drive
Costa Mesa, CA 92626

Registration Procedures

In order to create a more seamless process for our students, we created a registration checklist that takes them step by step through their registration process. A sample registration checklist is inserted below. Students receive their checklist via campus mail prior to Academic Registration week.

Fall 2010 Registration Checklist

This checklist is designed to help you complete the registration process and contains deadlines that are very important. Please be sure to thoroughly read all registration related documents in order to be best prepared to complete this process. If you have any questions regarding registration for Fall 2010, please contact Amanda Cooper-Lebrecht in the Office of Student Success & Retention at StudentSuccess@vanguard.edu or at x4780.



Apply for Financial Aid

- Complete the FAFSA (Free Application for Federal Student Aid), if you haven't already, and sign with your PIN. The FAFSA is currently available. If you receive need based grants and scholarships you may lose aid if your FAFSA was not submitted by the March 2nd priority deadline.
- Provide documents to the Financial Aid Office if a request was sent to your campus mailbox.
- Accept your Financial Aid Awards online at myVU. Please click on the FAQ tab in the top right corner of your myVU home page for instructions on how to view your financial aid awards.
- Sign any loan Master Promissory Notes (MPN) necessary. More information will be sent to your campus mailbox with instructions.
- Complete entrance counseling for loans if necessary. More information will be sent to your campus mailbox with instructions.



Apply for Housing (On Campus or Off)

- On-Campus Registration: Students planning to live on-campus (Tuesday, March 30 – Thursday, April 1)
 - Complete your housing application and take it with you to your housing registration appointment
 - Make sure everyone in your roommate group has completed all necessary forms and paid their housing deposit in the Business Services Office prior to your housing registration appointments.
- Off-Campus Registration: Students planning to live off-campus
 - Download and complete your Off-Campus Petition at: www.vanguard.edu/residencelife
 - Complete a Parental Verification form and submit it with your Off-Campus Petition if you are living with your parents and not 21 years of age or in Junior class standing.



Register for Classes

- Check for academic, business and housing Holds on myVU after Tuesday, April 6 but prior to your designated registration day to ensure that you are cleared to complete academic registration.
- If you have a business Hold you must pay your outstanding balance in full before being cleared to register.
- Prepare a couple of course schedule plans to bring to your meeting with your academic advisor.
- Meet with your academic advisor prior to Monday, April 12.
- Log in to myVU on your designated day during the week of April 12-16 and register for your classes.



Financially Register

- Choose a Payment Plan for Fall 2010 and make your payment by Sunday, August 1.
 - Option 1: Pay In Full
 - Option 2: 70/30- 70% down payment & 30% divided into payments made every 3 months
 - Option 3: Annual Tuition Payment Plan- Fall & Spring in 10 monthly payments (only offered through Thursday, July 15)

Refer to your bursar statement which will be mailed out the first week of June for total amount due!! In addition to choosing your payment plan as outlined above you must have your Spring 2010 outstanding balance paid in full by Sunday, August 1, to complete financial registration.

- Complete the Financial Registration Inquiry form located at www.vanguard.edu/businessservices in order to ensure that the following documents are currently on file for you:
 - Business Services Master Promissory Note
 - Student Cash Distribution Management Statement
 - Third-Party Billing Request Form (optional)

Office of Student Success and Retention

The Office of Student Success and Retention exists to engage students and their families with their university experience in multiple and meaningful ways. From orientation through graduation, we are committed to supporting and celebrating Vanguard students as they achieve their academic goals. We recognize the unique characteristics of each student and seek to provide an atmosphere of inclusion and understanding in order to help them persist to graduation as well as flourish in our community. By listening to students and families, tracking data, providing programming, and facilitating connections across campus we will fulfill our university commitments to student success and retention. This office is located in the Scott Academic Building on the 2nd floor in the Student Services Center.

Writing Center

Writing Center consultants work with Vanguard students one-on-one at any stage in the writing process. Students should bring in writing projects they're creating, such as expository essays and researched writing. We help students organize notes, develop outlines, revise thesis statements, and work on various aspects of atomistic and holistic revision. Our Christ-centered, collaborative learning environment offers constructive feedback with the long-term goals of improved writing skills and critical thinking. We offer support to all writing-enriched courses across the Core Curriculum, undergraduate majors, graduate schools, and School of Professional Studies. Our friendly staff is available to answer questions Monday through Friday, 9 a.m. to 5 p.m.

GLOSSARY OF TERMS AND VANGUARD LINGO

All School Party:	Beginning of the year school party; all students are invited to a themed party held on campus.
Balboa:	A male and female residence hall for upper classmen and sister hall of Newport.
Balport:	Common name for the combination of Balboa and Newport Halls.
Broomball:	Ice hockey played with brooms and in regular shoes instead of skates.
Business Services:	Accounting for campus. Handles student accounts. Located on the first floor of Scott.
Café:	Cafeteria, also known as dining commons, DC, or Caf.
Campus Link:	RA's office when they are on night duty in Towers lobby.
Campus Mall:	The lawn between the Café and Admissions.
Campus Public Safety:	Security on campus.
Catalina:	Primarily sophomore and transfer female residence hall by the baseball field and behind Newport and Balboa Hall.
City Serve:	Campus local outreach event.
Cove:	Student lounge area across from the Café.
Deck the Halls:	Laguna Hall event that involves the females of Laguna who decorate their floor for a Christmas Competition.
Delta Kappa:	Honor society. Students are nominated by staff and faculty and then approximately 10 students are chosen from a Delta Kappa committee. Chosen students' names are displayed on the bricks in front of the library.
DTR:	Define the relationship. Several benches around campus are known to host many of these conversations.
FASFA:	Free Application for Federal Student Aid; must be completed in order to receive financial aid.
FERPA:	Family Educational Rights and Privacy Act: Law protecting the privacy of student education records.
Financial Aid:	Department on campus that takes care of grants, loans, and financial support on campus.
Forrest Room:	Located in Needham Chapel Courtyard. Named after Barbara Forrest.
FSB:	Freshmen/Sophomore bowling.
Frontline:	New incoming student orientation program, also known as, New Student Orientation (NSO).
Gold Pride Week:	Held during homecoming week, events are geared toward school pride.
Grad Psych:	Graduate Psychology program also referred as GRPS.
GYRAD:	"Get your roommate a date," floor event. Also known as Hook A Brother Up (HABU).
Harvest Party:	Harvest Party in the Fall.
HATB:	"Hands Across the Border," Spring break mission trip to Mexico.
Heath Lawn:	The Lawn outside of the Heath building.
Heath:	A building that hosts classes on the first floor and hosts the Business, Religion, English, Communications and Women's Center departments on the second floor. Named for the Heath family.
Homecoming:	The week reserved to welcome back alums with activities for them to reconnect to each other and campus.
Huntington:	Male residence hall that is the brother hall to Laguna.
IT:	Information Technology department that oversees the computer systems on campus.
JSB:	Junior/Senior banquet.
Just As You Are:	A Laguna hall event that helps bring out true beauty.

Kickin' it old school:	A Laguna hall event where the floors battle each other in elementary school type games (dodge ball, kick ball, etc.).
Kissing Fairies:	An annual tradition at least 15 years old. The 6 th floor Laguna females dress up as fairies during the Harvest Party.
Laguna:	Primarily freshmen female residence hall that is the sister hall to Huntington.
Lyceum Theatre:	The performing arts theatre on campus.
Midnight Breakfast:	A breakfast at midnight in the café during finals week.
Mr. VU:	A second semester school event to vote for the guy who best represents Vanguard.
Music Studios:	The Music Department.
N.P.M.:	Nursing Program Modular.
Natural Science:	Science, Math, Kinesiology Department.
Needham Chapel:	Chapel named after former President Harold K. Needham.
Newport:	A male and female hall for upper classmen and sister hall to Balboa.
NMC Dome:	Small dome building next to Newport Mesa Church that is used for their youth group.
NMC:	"Newport Mesa Church," the main place for chapel service on campus.
Open House:	Hours when members of the opposite gender can be on a floor/wing or room.
Outreach:	Common name for Local, Inner City, and Global mission programs.
Outtakes:	Coffee and snack shop located next to the Cove and Bookstore.
PECL:	Classrooms located on the second floor of the Gym.
Pre-VU:	A time when prospective students come to view the campus.
Price Room:	Named after Art and Betty "Bea" Price. Located in the Café.
PLUS Loan:	A low interest federal education loan parents can take out for their students.
RA:	Resident Assistant; student who oversees a floor in the residence halls.
RC:	Resident Coordinator; a part-time employee with a bachelor degree that assists in overseeing a residence hall. They live in the building they oversee.
RD:	Resident Director; professional staff with master's degrees that oversee an entire residence hall, manage the RA staff, and live in the building they oversee.
Science Buildings:	Classrooms located next to Natural Science Offices.
Scott:	A multi-purpose building used for classrooms, Admissions, Business Services, Financial Aid, Counseling Services, Disability Services, Career Development, Learning Center, Student Success and Retention, SPS, Communications Lab, and Liberal Studies/Grad Education.
SFO:	San Francisco Outreach mission trip during Spring Break.
SGA:	Student Government Association (formerly Associated Student Body government)
Smith:	Building where classrooms, Administration, Human Resources, Alumni, Marketing, and Kinesiology lab are housed.
SOCS:	Sociology building used for classes.
Spirit Flag:	A 10+ year tradition in Laguna Hall. The spirit flag is given at major hall events to the most spirited floor.
Synecdoche:	English journal of student works that is published at the end of every year.
The Basement:	Rooms below the Heath building used by mainly Music students to practice instruments.
The Bridge:	SGA offices and student lounge. Also home to the yearbook office.
The Lion:	A statue of the school's mascot located in front of Scott (we have nicknamed him Scotty). Given as a class gift in 2002.
The Pit:	The Gymnasium on campus.
The Towers:	A reference to Huntington and Laguna Halls.
The Voice:	The school newspaper.
The VUSC Letters:	A senior gift of big blue acronym Vanguard University of Southern California letters on the campus mall.
Towers Lawn:	The lawn on the backside of Laguna and Huntington Halls.
VC:	Vanguard Centre. Off-campus apartments that are owned and run by Vanguard.
VU Film Festival:	Film festival put on by communication students in the Spring Semester.
Week of Champions:	Huntington Hall's annual competition. A 10+ year tradition. Each floor competes against each other in different sports for the championship.
Whistledinger:	Annual chili cook-off and county fair.
Woo-fest:	Huntington Hall event put on to provide a show for ladies at VUSC.

CONTACTING YOUR STUDENT IN AN EMERGENCY

If an emergency were to occur we know that you want to get in contact with your student in a timely manner. Please use the form below to help gather the information necessary to contact your student. Update this sheet each semester in order to have the most up-to-date information at your disposal.



Contacting Your Student in an Emergency

If you have an emergency and need to contact your son or daughter when he or she is in class, you may call the Administrative Assistant to the Vice President for Academic Affairs at **714-556-3610 x4011**. This office will obtain a copy of your student's class schedule and will have a message delivered as soon as possible. If the Administrative Assistant is not available to take your call, you may call the Campus Safety office at **714-966-6799** and they will assist you. In the evenings or on weekends, if you are unable to reach your student in the residence hall and have a family emergency, you may call the Campus Safety office at **714-966-6799**, and request their assistance in locating your son or daughter.

Student Contact Information

Please record the personal information of your student(s) in the spaces below.

Residence Hall _____ Room Number _____

Mailing Address _____

Telephone Number _____

E-Mail Address _____

Resident Assistant _____

Resident Director _____

Roommate's Name _____

Roommate's Cellphone Number _____

OFFICE OF PARENT RELATIONS

55 Fair Drive, Costa Mesa, CA 92626

Shelley Youd, Coordinator x4821

Phone: 714-556-3610

Fax: 714-662-5222

www.vanguard.edu/parents

