



WILLIAM JESSUP
U N I V E R S I T Y

Student Handbook

2011-2012

The Student Handbook contains policies and guidelines for the purpose of aiding students in living within the campus community. This handbook is not considered a contractual agreement. William Jessup University reserves the right to amend this handbook at any time.

CAMPUS NUMBERS

Toll Free number.....	1-800-355-7522
Campus Safety	577-0776
Student Life Office.....	577-2321
Administration Office.....	577-2307
Registrar	577-2245
Book Store.....	577-2390
Library	577-2292
Rispoli Hall RD.....	577-7001
Beta Hall RD.....	577-7002
Gamma Hall RD.....	577-7003
WJU Apartments RD.....	577-7003
Resident Director On-Call	577-8020

ACADEMIC DEPARTMENTS

Bible & Theology	577-2265
Business Administration.....	577-2273
Christian Education.....	577-2278
Degree Completion Program.....	577-2332
Intercultural Studies.....	577-2267
Liberal Studies.....	577-2272
Music	577-2269
Pastoral Ministry.	577-2262
Psychology	577-2261
Public Policy.....	577-8034
Youth Ministry	577-2268

OFF CAMPUS EMERGENCY NUMBERS

Police, Fire, Paramedics.....	625-5428 or 911
Fire Dept. (non-emergency).....	625-5300
Police Dept. (non-emergency).....	625-5400
Kaiser Permanente	784-4000
Sutter Roseville	782-4989
Poison Control.....	800-876-4766

INTRODUCTION

This handbook provides WJU students with basic information about services, lifestyle expectations, and community standards for all students of William Jessup University. We hope this handbook will be a valuable resource for understanding what you can expect from the WJU community as well as what it expects of you.

Mission Statement

In partnership with the Church, the purpose of William Jessup University is to prepare Christians for leadership and service in church and society, through Christian higher education, spiritual formation, and directed experiences.

Doctrinal Statement

We *believe* in the one God: Father, Son and Holy Spirit, as revealed in the Holy Bible and made known in Jesus Christ our Lord,

We *believe* that Jesus the divine Son became human, was born of a virgin, ministered in word and miracle, died for our sin, was raised bodily from the dead, ascended to God's right hand and is coming again for his people,

We *believe* that the Holy Spirit is presently ministering through the Christian community, empowering lives of godliness and service,

We *believe* that the Holy Bible is completely God breathed, true in all its teaching, and the final authority for all matters of faith and practice,

We *believe* that Jesus Christ established his church on earth to carry out his saving mission among all ethnic groups and formed her to be one holy people,

We *believe* in God's saving grace that calls forth from all people: faith, repentance, confession, baptism, and new life and ministry through the Spirit,

We *commit* ourselves to the teaching, practice and defense of these truths until the coming of our Lord Jesus Christ.

William Jessup University was birthed in the heritage of the independent Christian Churches and identifies itself as non-denominationally Christian. The University is committed to teaching theology from an evangelical perspective and providing a distinctive Christian environment for its community of faith. The University welcomes students from all Christian backgrounds to help deepen and explore faith together.

University Community

WJU is more than an educational institution; we are also a Christian community. We desire our students grow in their relationship with Jesus, to learn how to love their brothers and sisters, and understand their purpose in His creation. You are encouraged to take the initiative to get to know your brothers and sisters at WJU. We believe that everyone has something to contribute to your life, even as you have something to contribute to theirs. God's love binds us together and makes us a family committed to valuing every member as we seek to carry out His work on earth.

Educational Philosophy

William Jessup University fulfills its mission with an emphasis on education that prepares Christians for servant leadership through the church, the one institution commissioned by God to fulfill His plan in the world. Such an emphasis mandates a curriculum which prepares people who are thoughtful, compassionate, culturally sensitive, and capable of integrating personal faith and vocation in all avenues of society.

Educational Goal

The primary goal of education at William Jessup University is the integration of faith and learning. In pursuing this goal, we accept the unity of all knowledge under God and perceive no contradiction between the truth of the Christian revelation and that of scholarly investigation. WJU offers both general education courses that provide the broad scope of human knowledge and a biblical studies core that establishes a perspective which gives coherence and purpose to that knowledge.

Educational Objectives

The integration of faith and learning is facilitated by a curriculum and learning environment which:

- Offer an appropriate balance between courses in Bible and theology, practical ministry, and general education, and erase any artificial barriers between these areas of study;
- Encourage a well-conceived system of values and beliefs;
- Celebrate and honor all cultural groups;
- Personalize the educational process by emphasizing the priority of relationship-building throughout the University experience.

Student Learning Outcomes

William Jessup University desires that its students will exemplify servant leadership in church and society through the integration of faith, learning, and critical thought in the arenas of Christian literacy, spiritual formation, communication, systematic inquiry, socio-cultural perspective, aesthetic responsiveness, and ethical leadership.

WJU graduates will:

- Exemplify Christian literacy through applied biblical knowledge, a theological foundation, and a Christian worldview.
- Engage in a life of Christian discipleship that integrates faith, character, and service.
- Demonstrate competence and effectiveness in written expression, oral communication, and multimedia literacy.
- Utilize systematic inquiry in the critical analysis of data and argument.
- Achieve an informed sensitivity to the variety of human experience through the study of human culture, society, history and behavior.
- Demonstrate an appreciation with discernment of various forms of artistic expression.
- Demonstrate ethical and professional competence in their chosen disciplines.

ACADEMIC POLICIES

The comprehensive source for academic information is the William Jessup University Catalog which is available on-line at www.jessup.edu. All William Jessup University students are responsible for knowing and abiding by the policies outlined in the catalog. You may find the following information in the University Catalog:

- Graduation
- Registration
- Late Registration Policy
- Adding or dropping a class
- Classroom Conduct
- Appealing Course Grades
- Readmission
- Right to Cancel Any Registration
- Leave of Absence
- Withdrawing from the University
- Procedure to Inspect Education Records
- Plagiarism
- Class Standing
- Probationary Student
- Academic Dismissal

STUDENT LIFE

Student Development

In order for students to be prepared as Christian leaders, they must continue to develop their integrity and Christian character. Intellectual growth without personal growth is of limited value for leadership and service. The right balance of hard work, academic study, spiritual discipline, relationship building, mentoring, and involvement in service is important to develop in one's university experience. The Student Life Department partners with faculty to help students round out and balance their university experience with growth opportunities beyond classroom and coursework.

The Student Life Department at WJU exists to fulfill the mission and goals of the university by:

- Fostering a community of learning where intellectual, emotional, spiritual, and physical dimensions of life can be developed;
- Providing opportunities which enable students to grow in their understanding of and ability to confront values, ideas, and cultures which may be new and different;
- Creating an atmosphere in which students can cultivate and refine their temperaments and abilities and are empowered with life skills;
- Encouraging students to pursue the goal of Christian servanthood on campus, in the church, in the community, and around the world.

ATHLETICS

The athletic program stimulates spiritual, physical, and mental development. WJU offers intercollegiate varsity sports programs in men's and women's basketball, soccer, cross country, track, women's volleyball, softball and men's golf. All students interested in participation in or assisting with athletics are encouraged to contact the athletic department 916-577-2361.

Athletic Insurance

All student athletes are required by the NAIA and William Jessup University to purchase secondary/catastrophic medical coverage prior to any WJU intercollegiate training, practice or games. *Students participating in Intercollegiate Athletics at WJU will be automatically charged this Insurance fee. This fee may NOT be waived under any circumstance.* The athletic medical insurance is always a secondary insurance plan to the student's primary health insurance plan. This means the student must submit their medical bills to their primary insurance first. Once the student's primary insurance plan has paid its portion of their medical bills and the student receives an Explanation of Benefits (EOB) Statement from the primary insurance company. Then the student then must contact the Athletic Director to fill out and receive the verification form. Then the student athlete must attach the EOB and the verification form and mail it to the athletic insurance company.

CAMPUS MINISTRIES

William Jessup University is committed to being Christ-centered in both our academics and co-curricular programs. With that, we emphasize three areas of spiritual formation within Student Life. These are *Chapel/Worship, Outreach, and Discipleship*. It is the goal of Campus Ministries to provide opportunities for our students in each of these arenas. Campus Ministries exists to fulfill the mission and educational objectives of WJU by providing a foundation for spiritual growth and leadership through worship, service/outreach and discipleship opportunities.

Chapel

Chapel is the heartbeat of community worship at William Jessup University. Twice a week we join together as students, faculty, staff and administration to worship God, study His Word, and hear from a broad diversity of speakers/artists from within our community and all over the world! Music worship is primarily student-led. WJU chapels are held every

Wednesday and Friday mornings from 9:30AM – 10:20AM during the fall and spring semesters, with a few exceptions including school breaks and major holidays. Evening Chapels are also offered every other Monday as an alternative worship opportunity (see chapel schedule).

Chapel Attendance Requirements

Regular chapel attendance is an enrollment requirement for full-time WJU students, as we believe it is integral for personal growth and community wholeness. Chapel is required for every semester a student is enrolled in the traditional undergraduate program full time (12 units or more). Some exemptions by petition include student teaching, study abroad semesters, etc. Students may petition chapel by using the Chapel Waiver Form available online and in the Student Life Office. Chapel credit is attained by attending a total of 23 chapels (morning and/or evening) within a given semester. Students who fail to get credit will be dismissed from the university and will be required to petition with the Dean of Students for possible reentry.

Spiritual Formation Groups

Spiritual Formation Groups (SFGs) are small groups of 5-10 students formed with the purpose of building relationships on a more intimate level. Participation in a SFG allows each student to become accountable to a small group, interact with others on tough issues, and support one another through prayer and friendship. Students may sign up for an SFG as they would any other class, with a choice of leaders and topics. Freshmen students are usually automatically placed in a class which fulfills the SFG requirement for their 1st semester. Students should check with the registrar or an advisor to be certain that this requirement is being met.

Spiritual Formation Group Requirements

Students must attain SFG credit for one half (1/2) of the time they are enrolled full time (12+ units) in WJU's traditional undergrad program. A "Credit" or "No Credit" grade will be given at the end of the semester solely based on group attendance. Below is a chart with the breakdown of SFG requirements by semesters attended:

SFG & Service Requirement Chart

<u>Semesters at WJU</u>	<u>Semesters Required</u>
1-2	1 each
3-4	2 each
5-6	3 each
7-8	4 each

Service

Service has been a long tradition at William Jessup University. This program allows students to put their faith into action by going out and serving in various areas of ministry. School sponsored service opportunities are available throughout the year at WJU. These include ministries for which a student does not receive pay or academic credit such as; homeless ministry, street evangelism, non-profit service, tutoring, mission trips, discipleship, and more. Students are also given the freedom to find an appropriate volunteer position within a church, mission organization, local community organization, or other ministry. For a list of ministry opportunities, please refer to the Campus Ministries Website.

Service Requirements

Thirty hours of Service are required for one half (1/2) of the semesters a student is enrolled full-time (12+ units) in the traditional undergraduate program. Service credits can also be attained over the summer. A student must submit a completed Service Report Form at the end of each semester (or summer term) and turn it in NO LATER than the Friday before finals week for eligibility. Summer forms can be submitted up until the Fall add/drop deadline. Only 15 of 30 hours in a given semester may be earned for on-campus service. Up to 2 semesters of an approved non-paid academic

internship can be credited. Up to 3 semesters of approved Teacher Education hours (i.e. student teaching) can be credited. Refer to the chart above for the breakdown of Service Requirements by semesters attended.

Missions

WJU offers domestic and foreign mission trips each year. These are a great way to earn service credit and we encourage every student to consider going on at least one mission trip during their time at Jessup. The application process for spring and summer mission trips generally begins in late spring for Fall/Winter trips and October for Spring/Summer trips. All Campus Ministries sponsored mission trips count for a semester of Christian Service credit. Students generally raise funds through support letters to cover trip costs.

Church Attendance

Participation in a local faith community is vitally important for spiritual development. It is an expectation of the university that students will choose a local church and attend services regularly. There are many churches in the area who will welcome you. Both you and the church will be stronger because you are serving with them.

Prayer Chapel

The WJU Prayer Chapel facility, a signature building on campus, provides a beautiful space set aside for prayer, reflection and renewal. WJU offers many informal prayer groups throughout the year – as well as prayer support upon request from our staff, faculty, and administration. Additionally, students may submit weekly prayer requests in chapel or on Discovery, which are then distributed for prayer by WJU staff, faculty and administration members. Prayer Chapel Hours: Monday – Friday from 7:00am to 12pm.

Campus Ministries Involvement

Campus Ministries intern positions, missions and outreach events, chapel production team (sound, media, etc), worship teams and volunteer crew are some of the ways to serve in Campus Ministries at WJU. Students may apply for available leadership positions each February for the following year. Student leadership positions currently include: *Chapel Coordinator, Evening Chapel Coordinator, Chapel Worship Coordinator, Outreach Coordinator and Missions Coordinator*. Chapel Worship Teams are selected through an application/audition process, starting in February for the following year. Those chosen to serve on one of our worship teams will attend valuable training events for both fall and spring semesters. Our chapel production and volunteer crews are recruited at the beginning of each semester.

STUDENT ACTIVITIES

Student Activities exists to fulfill the mission and educational objectives of William Jessup University by providing educational programs focused on community development and relationship building, the integration of faith, living and learning, and the promotion of a holistic perspective on health and wellness. Student Activities are responsible for Week of Welcome, Open Mic Night, Film Forums, Art Exhibits, Winter Banquet, Air Band, intramural sports, and various other student programs. If you are interested in getting involved with Student Activities or in participating on the Activities Coordination Team, contact the Director of Student Activities at 916-577-7004, or email bgreene@jessup.edu or pdanniells@jessup.edu.

STUDENT LEADERSHIP

The Student Leadership program exists to fulfill the mission and educational objectives of William Jessup University by encouraging students to enhance their personal leadership development, providing positive peer leadership to the student body, emphasizing community development, and promoting the importance of student involvement. There are five major areas of leadership opportunities available through Student Life: Student Government, Orientation

Assistants, Campus Ministries, Student Activities and Resident Assistants. If you have an interest in serving in one of these roles you may find more information in the Student Life office.

Student Government is composed of a President, Vice President, Business Manager and Representatives from each class. Officers are elected by the student body in spring of the preceding year, while class representatives are elected by each class in the fall quarter. The Student Government President appoints committee chairpersons to oversee social events, academic affairs, and social publications.

Orientation Assistants play a vital role in the integration and retention of new students. They assist new students with the transition to college life and the William Jessup University community.

Campus Ministries Coordinators assist the director of Campus Ministries in the implementation of Chapel services, Christian Service, short-term missions, spiritual formation groups and prayer groups.

Resident Assistants provide assistance for the general care and welfare of all students living on campus.

Activities Assistants organize and implement various social and educational programs throughout the school year.

CAMPUS SECURITY

Services and Programs

The following programs are intended to assist the William Jessup University community in providing a safe environment for all who make use of the campus. All members of the WJU community are encouraged to participate in keeping our community safe. Please call 916-521-0776 if you feel there might be a dangerous or suspicious situation on campus. In this way we can all work towards taking proactive measures intended to promote community involvement in the protection of facilities and the people who visit, reside, study, or work at William Jessup University.

Patrols

Campus Security officers are on call 24hrs/day. Faculty, Staff and Students may call 916-521-0776 for assistance or for an escort to, or from, their vehicle.

Lost and Found

The lost and found is located in the Administrative Office. Please provide a description of lost items to Myrna Smith in the Administrative Office, 916-577-2214, in order to retrieve a lost and found item or items. If a patrolman sees any items that could possibly be stolen, the patrolman may confiscate the item if circumstances warrant such action.

Campus Security Act

It is an unfortunate fact that criminal incidents of all types occur on college campuses. The Campus Security Act of 1990 requires colleges to make public the nature and the frequency of crimes. WJU follows this law and believes that reporting this information to the public increases community awareness of taking steps to prevent criminal activity. WJU encourages victims of crime to report incidents to the Department of Campus Safety regardless of how insignificant the crime may appear. To report incidents come to the Department of Campus Safety Office. All incidents should be reported to the Rocklin Police Department as well. You may find WJU's incident report on our website location: <http://www.jessup.edu/campus-security/campus-crimes>.

CAMPUS SERVICES

Academic Counseling

Upon enrollment at WJU, each student is assigned a faculty member who will act as that student's academic advisor. This faculty member will help the student plan a program of study, select classes, and register each semester. The student is usually assigned to a faculty member who teaches in the area of the student's academic interest, thus giving more opportunity to ask academic questions.

Success Center

In addition all students have access to the university [Success Center](#). Located on the 2nd floor of the library the Success Center houses three divisions:

Academic Support: The Success Center serves all students and encourages those who are struggling academically to proactively seek out this service. We are also here to help those students who simply may need some extra motivation or clarification. All students who are enrolled at WJU can take advantage of the following services:

- Study strategies and study skills
- Learning style assessment
- Academic counsel
- Tutoring
- Editing
- WPE Preparation

Disability Services: We are committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities. College policy provides for reasonable accommodations to be made for students with disabilities on an individual and flexible basis.

Services provided are:

- ADA compliance
- Advocate for student needing accommodations
- Evaluation for learning differences
- Life skills counseling

Career Counseling: Services include career advising, computer programs for career evaluation, assistance with resume writing and interviewing skills, and exploring options available in the work force.

Bookstore

The William Jessup University Bookstore provides a selection of classroom supplies, text and trade books for classes, Bibles, and general interest books. School apparel, including T-Shirts and sweatshirts, along with some cards and other gift items, are also available. The bookstore is located in the Village near the Student Union across from Student life.

- Cash, personal checks, MasterCard and Visa are accepted.
- Students may not charge items to their school account.

Bookstore Hours: (Bookstore hours may vary during holidays, winter, spring, and summer breaks.)

Monday - Friday 9:30 AM to 4:00 PM

Refund/Exchange Policy:

- If you should need to return an item, please note the following Refund/Exchange Policy. Our store manager will be happy to answer any questions you may have regarding our policies.
- Merchandise must be accompanied by a current receipt and student ID.
- Merchandise must be in mint condition. Shrink wrapped packages must be intact and unopened. Clothing apparel should have all tags from the time of purchase still intact.
- Textbook returns will be allowed within two weeks of the start of each traditional semester. All unsold textbooks are returned to the publishers during the month of October for fall and February for spring.
- Textbooks purchased after the first two weeks of the semester are subject to a 2 day return period.
- Refunds will be credited according to method of payment: Book voucher purchase to student account, credit card purchases back to credit card, etc. Cash refunds are allowed for checks but only after an 8 day waiting period from the receipt date of check.
- No refunds are permitted during the last week of classes or during finals week. The following purchases are non-refundable:
 - Special Orders
 - Sale Merchandise or Books
 - Worn or washed clothing
 - Merchandise or books without original packaging

Book Buyback Policy:

Used books are bought by the Bookstore and our used book company during buyback days during Finals Week. Students do not need their receipt to sell books back during buyback days.

- The book must be adopted to use during the following semester. If the store has ample inventory, it will not purchase the book.
- A new edition has not been announced by the publisher.
- The book must be in good condition, writing and highlighting is permissible. Books are accepted under the discretion of the manager.
- Textbooks that include CD disks will be purchased only if all disks are intact. The store does buy clean & complete workbooks only.

Campus Postings

- All flyers, posters, or other publications desired to be placed on campus need to have stamped approval from the Student Life Office. Any materials not approved will be removed.
- All postings must be hung with an approved adhesive (sticky tac). No tape of any kind is permitted.
- All approved adhesive (sticky tac) must be provided by the person or group posting. The Student Life Office is unable to provide adhesive for postings.
- All postings will be taken down one day after the event date or 1 month after the date of posting.
- All postings must be placed in the following designated areas (Maps can be found in Student Life)
 - Residence Halls: Front door and windows
 - Student Union: Front doors
 - Student Life Office: Front doors and windows
 - Commons: Double doors
 - Cafeteria: Windows
 - Classroom 103: Corner windows

Computer Lab

All students enrolled at WJU have the privilege of using the computer lab.

Computer Lab Hours: *Please check the intranet for holiday schedule.

Monday-Thursday	10:30AM-10:00 PM	Saturday	12:00 PM-4:00 PM
Friday	10:30AM-12:00 PM	Sunday	CLOSED

Counseling Services

The counseling services provided at WJU reflect the university's commitment to attending to the whole person. Personal life and growth is a very important part of the total university experience and of a students' life preparation which includes emotional, psychological, intellectual, and spiritual development. Students should feel free to seek out the faculty member of their choice, or request referral for counseling from the Office of Student Life. On Campus professional counseling services are \$10.00 per visit. Students needing to cancel their counseling appointment must give 24 hour notice; otherwise a \$20 fee will be placed on the student's account. Please call the counseling line to schedule an appointment at 916-577-8098 or see the Office of Student Life in the Womack S.L. Building. Students are responsible for any fees incurred as a result of personal counseling off-campus.

Financial Aid

The Financial Aid Office assists students and parents in obtaining financial aid to pay educational costs. The staff is available to help students fill out forms and answer the many questions that arise about financial aid. The office also

coordinates the Federal Work Study program which provides job opportunities on and off campus for eligible students. Financial aid deadlines and opportunities are announced throughout the school year.

Your education is an investment in your future and our goal is to assist you in any way possible with the cost of that investment. Therefore, William Jessup University participates in federal, state, and institutional programs designed to help you fill the gap between the cost of your education and your ability to pay. For information about Financial Aid procedures, please go to www.jessup.edu/financial-aid/procedure.

The Free Application for Federal Student Aid (FAFSA) must be completed *each year* to determine eligibility for federal and state grants and loans. If you choose not to complete a FAFSA, you will not be eligible for any financial aid from federal or state sources, but you are still eligible for institutional scholarships. Additional applications are required for certain institutional awards. To see what federal and state programs WJU participates in, please go to www.jessup.edu/financial-aid/federal-and-state-aid.

WJU offers scholarships, grants and awards to new and returning students. Application information can be requested from the Financial Aid Office or viewed on our website at www.jessup.edu/financial-aid/institutional-aid. Note that some grants require a specific application. Application for all institutional aid must be made by the priority deadline of May 1, unless otherwise specified. Please note that institutional aid may be coordinated to create a package of up to 50% of tuition for commuter students and up to 100% of tuition for students living on campus.

For any other information, please visit our website at www.jessup.edu/financial-aid or contact the Financial Aid Office at 916.577.2233 or finaid@jessup.edu.

Food Services

WJU Food Service is provided by Bon Appetit, and exists to provide excellent food service for its students. The café is located near the Commons. We offer meals that have that home-cooked flavor and meals that are lighter and healthier. You'll find a salad / deli bar, house-made soups and of course delicious desserts for the sweet tooth.

Cafeteria Regulations:

- Bon Appetit offers “all you care can eat” while in the café, you may not take another meal to go.
- No food, trays, dishes, or utensils are to be taken out of the Cafeteria.
- No student is to provide food for others.
- Breaks are not included in the meal plan.
- Shoes and shirts are required in order to meet health requirements.
- No throwing food or other items!
- Please throw away your trash and take your dishes to the dish return area.

Cafeteria Hours (Hours apply only when class is in session)

Monday - Friday

7:30 AM - 9:30 AM
11:00 AM - 1:00 PM
5:00 PM - 7:00 PM

Saturday - Sunday

11:00 AM - 1:00 PM
5:00 PM - 7:00 PM

Meal Plans

- Resident Meal Plans: Students who live in WJU residence halls and WJU apartments must contract for meal plans (see contractual responsibilities pg 27) and the price is included in the room and board fees for both the residence halls and apartments. All students living in the residence halls are required to participate in a “full” board plan and

all apartment residents are required to participate in a “partial” board plan but have the option to participate in the “full” board plan.

- Non-resident meal plan: all students, faculty and staff are eligible to purchase a meal plan in the university bookstore. All non-residents may choose a designated amount they would like to place on their university ID card. This plan provides the non-resident with a 10% bonus to their deposit and exempts them from the regular sales tax, essentially providing the user with an overall bonus of 18.25%.

Health Insurance

Students enrolled in six (6) units or more are *automatically* enrolled in the student medical plan and charged accordingly. The health insurance plan may be waived if the student already has medical insurance coverage. In order to waive out of the WJU plan students must complete the online insurance waiver at www.jessup.edu/insurance-hard-waiver. Waivers must be complete and meet the minimum requirements set by our WJU policy in order for the fee to be credited back to the student’s account. Questions may be directed to the Assistant to Student Development at 916-577-2326. More information about the policy can be found online at www.renstudent.com

Athletic Insurance

All student athletes are required to have secondary medical coverage during training, practice, and games. *Students participating in Intercollegiate Athletics at WJU will be automatically charged for this Insurance Fee. This fee may not be waived under any circumstance.* The athletic student medical insurance is always secondary to any health insurance the student has. This means the student should submit their medical bill to their primary insurance first. Once they receive an Explanation of Benefits (EOB) Statement from the primary insurance, they must contact the Athletic Director to receive and verify the claim form. The student athlete must then fill out a claim form, attach the EOB and mail it into the athletic insurance company.

ID Cards

Students will have their ID card photo taken during registration. These pictures may be used throughout the school year for the chapel bulletin, or various written materials. Do not run the ID card through the wash or punch a hole in it, as it will deactivate the magnetic sensor in the card. ID cards cost \$25 to replace and may be purchased in the Student Life Office. ID cards are required to enter the cafeteria, as well as to check out materials from the library. In addition, many local businesses give discounts for students who present their student ID cards.

Library

WJU’s Paul Nystrom Library supports student’s academic needs through stuff, services, and spaces.

- **Stuff:** The majority of the library’s stuff is electronic and available to all devices with an Internet browser. In total, the Library contains over 105,000 book volumes, 20,000 periodical titles, and hundreds of thousands of A/V materials to meet study needs. We also provide modern and ancient A/V equipment such as HD video cameras, LCD projectors, audio tape players, and VHS players for those technologies you don’t have (or don’t have anymore).
- **Services:** Library personnel are available to help you learn and you should feel free to ask for assistance. We are experts on finding and using the best information, be it on the WWW or library resources. We want to impart that expertise to you so we spend a lot of time teaching information literacy in classes and via our website, Discovery, and in-person.
- **Spaces:** The Library has 3 group study rooms, areas for quiet conversations, and areas for quiet study. Pick a comfy spot based on how collaborative you plan on being with other students.

Library Hours: (holiday and break hours listed on website)

Monday-Thursday	7:30 AM - 10:00 PM	Saturday	1:00 PM - 5:00 PM
Friday	7:30 AM – 6:00 PM	Sunday	5:00 PM – 10:00PM

Library Policies in Brief: (for a full list visit our website)

- Please consult the Library's website at www.jessup.edu/library for updated library policies, hours, announcements, services, resources, and research help.
- Use the Library quietly, with due respect for the study rights of others.
- Please do not re-shelve library materials.
- Books located in the reference room and periodicals are for in-library use and cannot be checked out.
- Books may be returned to the circulation desk or the book drop located outside by the main entrance.
- A/V materials should only be returned to the circulation desk and not placed in the outside book drop.
- The length of time an item may be checked out varies from two hours to three weeks.
- Names of students who lose books, fail to return books, or fail to pay fines will be reported to the Registrar and their grades will be held until satisfactory settlement is made.
- People using the Library are requested to wear regular classroom apparel at all times, shoes and shirts are required.
- It is best to eat or drink meals in the commons rather than in the library. The commons has tables, napkins, microwave, and trashcans for your convenience. Covered drinks and snacks are permitted in the library.
- Disruptive cell phone conversations are prohibited in the library. Please consider your fellow students and take your conversations outside or send a nice, quiet text message.

Mail Services

The mailroom is used for both U.S. and WJU mail. If you want to send mail out, please place stamped mail in the outgoing mail slot located in the lobby of the Womack Student Life Building. "Campus mail" (mail sent to another student's mailbox) should be placed in the appropriately marked box located next to the outgoing stamped mail slot in the lobby of the Womack Student Life Building. WJU is not responsible for lost or stolen mail due to the improper use of student mailboxes.

- Every student is issued a combination for an on-campus mailbox that can be used for campus mail as well as USPS mail service. Please be sure to check your mailbox regularly.
- Packages may be picked up in the mailroom M - F between 10:45- 11:45am and 3pm-4pm. Students unable to make it during these times may return their signed package notification slip with a friend giving them permission to pick up packages. All problems with mailboxes may be addressed during the aforementioned times.
- Please respect the privacy of fellow classmates by not tampering with another student's mail or mailbox. It is a federal offense to tamper with mail.

New Students

All new students moving on campus and registering their updated address with the post office are asked to include their box number along with their address. Please use the following format:

Joe Smith

333 Sunset Blvd. #777

Rocklin CA 95765

Graduating seniors and Non Returning Students

All grades will be mailed to home address but *all papers will be placed in mailboxes* and will not be mailed. Mail will be held in mailboxes for one month following graduation in spring. Mail will be held in mailboxes two weeks after fall semester. After that, it will be reassigned to another student with a new combination.

Mail during breaks

Students may not go to the post office and complete a "mail forwarding order" for personal mail. The US Postal Service has mail delivered to the university's address (as an institution) and does not differentiate between individuals. It is the responsibility of every student to notify each company or vendor that sends mail to 333 Sunset Blvd of any address change.

Student Employment

There are many on-campus jobs available for students. Students interested in on-campus jobs should contact the Financial Aid Office for work-study eligibility, and then contact the department of interest for openings. To inquire about off-campus jobs see the jobs.jessup.edu website. Those students who are employed while attending WJU are expected to choose employment that would honor God, allowing them to carry out tasks consistent with their Christian commitment.

CAMPUS POLICIES

Alcohol and Drug Free Campus Act

The Drug-Free Workplace Act of 1988 (public Law 10-690, Title V, Subtitle D) requires that employers receiving Federal grants take specific steps to ensure a drug-free workplace. The Drug-Free Schools and Communities Act also mandates that colleges maintain a drug and alcohol abuse program. It is our intent to maintain a drug-free campus where employees and students alike feel safe and secure and where access to support is made available.

It is expected that both employees and students of the university be in appropriate mental and physical condition to perform their employment and scholastic responsibilities in a manner which honors the Lord and compliments our campus community.

The University strives to maintain a campus that is free from the illegal use, possession, or distribution of: (1) controlled substances as defined in schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended; and, (2) illegal drugs, defined as any drug which is not legally obtainable or any prescribed drug being used other than for its prescribed purpose. The unlawful manufacture, distribution, possession, dispensation, sale, offer to sell, purchase, and/or use of drugs and/or alcohol on the WJU campus, at its offsite locations, or at any WJU-sponsored activity, is prohibited.

Alcohol and Drug Policy

WJU expects students to conduct themselves as role models in faith and practice in the church and world. As a result, alcohol, tobacco, or any other controlled substances are not to be possessed or used on campus. We view intoxication as the same as possession, therefore students who enter campus showing signs of intoxication or recent use of these products will be dealt with as if they had used them on campus. We also ask all students to additionally abstain from the use of any questionable legal substances as a mark of mature Christian leadership modeling. Students must comply with all state laws and federal laws. WJU reserves the right to address students whose life-style choices reflect negatively on themselves or the institution.

Appropriate Dress

The rule of life and conduct at WJU is simply to live in a way which would bring glory to Christ and would be in the best interest of others. Lewd clothing and clothing which displays alcohol, tobacco products, drugs, satanic symbols, or inappropriate language and/or symbols, is not permitted on campus or at university sponsored or supervised events and activities. Cleanliness, neatness, and modesty are expected. Students are expected to obey health regulations which require shoes to be worn in the cafeteria, offices, classrooms, gym, and library.

Campus Grounds

Modeling Christian stewardship of God's creation, WJU is in the process of balancing the need to grow with wanting to preserve some of God's creation for the instructional use and enjoyment of all. Undeveloped areas of WJU, especially University Pond, should be treated gently and left in their natural state until development occurs, if it does. Vernal pools and University Pond are legally protected as wetlands. The following activities are prohibited: dumping trash, swimming or boating, off road vehicle use, fires of any kind, and disturbing or collection of any plant or animal life. Please report the abuse of undeveloped areas to any member of the Maintenance staff. Group use or exceptions to any of the above prohibited activities should be made to the Director of Facilities.

Campus Housing

An important aspect of William Jessup University is a students' residence life experience. Holistic education seeks to develop well rounded individuals, and living in a WJU residence hall provides opportunities for growth and development outside the classroom. As a residential university WJU desires to have its students live in campus housing. All non-commuting students are required to reside in campus housing unless permission is granted by the Associate Dean of Students based upon adequate grounds for residence elsewhere.

Commuters

A commuting student is understood to be a married student, or an unmarried student living at home with his/her parents. All other exceptions require the approval of the student life office, and may be granted if:

- a student is 22 years of age;
- a students' parents request permission for her/him to live with a close relative who is married and has an established home in or near Rocklin;
- required by a physician for health reasons (Please contact the Associate Dean of Students for appropriate documentation);
- students with more than 90 units
- Off-campus program/internship/student teaching.

All students who will not be living in one of the residence halls must complete the form "Application for Commuter Classification" as part of the registration process. Registration will not be considered complete until this application is submitted to the student life office. It is the expectation of the university that all students paying room and board costs will live in residential housing. In the event campus housing exceeds capacity a selection process based on academic seniority will be initiated for off-campus housing.

Classroom Conduct

William Jessup University expects students to be responsible Christian adults and prefers to treat them as such. Developing and maintaining Christian character, specifically integrity, is as much a part of education at a Christian university as classroom learning. Integrity is jeopardized by participation in any kind of deceit. WJU regards acts such as willful plagiarism (using the ideas or writings of another as one's own), cheating, and misrepresentation as deceitful. A student who engages in this kind of behavior will lose the trust of the university and will be subject to discipline. Students will not receive credit for assignments willfully misrepresented by plagiarism or cheating, and will be subject to a personal interview by the Academic Committee to determine if the student may remain in class at WJU.

Community and Social Misconduct

Community & social misconduct are defined generally as any act which threatens the well-being of the community, its integrity and Christian values, or the well-being of any member of the community. WJU seeks to provide a safe, healthy and productive campus environment for all its members.

Directory Information

William Jessup University designates the following items as Directory Information: student's name, parent's name, address, telephone number, 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, most recent previous school attended, and photograph.

WJU may disclose any of those items without prior written consent, unless notified in writing to the contrary by the last day of registration for the semester in which the student enrolls.

Fire Alarm Regulations

There is a fire alarm system throughout the campus. When an alarm is heard, all people in classrooms, offices, cafe, residence halls and the library are expected to exit immediately and assemble on the soccer field. University personnel will notify the campus community when it is safe to return, or will provide instruction as to how to proceed.

Fighting and Violence

Violent behavior towards another person will result in disciplinary action and may result in loss of housing privileges or dismissal.

Guests

Guests are subject to all university standards of conduct and student hosts are responsible for their adherence to these rules. Students may be held financially responsible for the actions and conduct of their guests.

Graduation Rates

In compliance with the Student Right to Know and Campus Security Act (P1 101-542, amended by PL 102-26), William Jessup University discloses its graduation rates to current and prospective students upon request.

Harassment/Language

Offensive and profane language or action is considered inappropriate and a violation of the basic law of courtesy and respect for others. As such, continual use of profane speech, obscene actions, or threatening behavior, will result in disciplinary action.

Legal Sanctions

Students are citizens of several communities: university, city, country, state and nation. Certain types of misconduct may subject students to the concurrent jurisdiction and imposition of sanctions by both the university and civil authorities.

Limitation on Right of Access

William Jessup University reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend William Jessup University or a component of William Jessup University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Nondiscriminatory Policy

WJU admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally afforded or made available to students at the university. WJU does not discriminate on the basis of race, color, gender, sex, national and ethnic origin, age, disability and perceived disability or status as a veteran in the administration of its educational policies, employment practices, admissions requirements, or scholarship and loan programs.

University policy prohibits unlawful discrimination based on race, color, gender, sex, national and ethnic origin, age, disability and perceived disability, or any basis prohibited by law in the administration of its policies, practices or procedures.

Occult Activity

Witchcraft or occult practice is prohibited on the WJU campus since this is an affront to God, and a danger to the individual and community.

Off-campus Standards of Conduct

The following guidelines apply to all students and guests participating in William Jessup University sponsored activities, events, academic programs, athletic programs, or trips.

- Participants are expected to refrain from the use of alcoholic beverages (regardless of legal age), tobacco, illegal drugs, or the abuse of either prescription or non-prescription drugs.
- Participants on any WJU trip or activity must also adhere to all WJU community standards of conduct as though on campus.
- Guests are also subject to all university standards of conduct and the student host is responsible for their adherence to these rules. Students may be held financially responsible for the actions and conduct of their guests.
- Participants not adhering to WJU community standards of conduct in any off-campus event, or trip, will be subject to disciplinary action which may include, but not limited to, immediate dismissal from participation in the off-campus event or trip, and requirement to return home at their own expense.

Parental Notification Policy

If involved in a disciplinary proceeding, students will be expected to contact their parents to discuss the issue. The university reserves the right to notify parents regarding disciplinary action when it is deemed necessary. This policy applies to all students dependent upon parents for Federal Financial Aid and assumes that a student under 23 years of age is dependent unless he or she notifies the Student Development Office in writing.

Parking

Students are required to register all vehicles in the Student Life office each year. Parking permits are \$45.00 per year. Parking permits should be located on the rear driver's side windshield, or on the back bumper. Cars that do not display a Parking Permit will be fined. Student's who change vehicles, or move from off campus housing to the residence halls, are required to notify Student Life of this change. All vehicles without the appropriate parking permit will be subject to [fines](#). Student choosing to appeal a ticket may submit an appeals form. Appeals will be reviewed by our Student Government and the student will receive the decision regarding the appeal in their WJU mail box. [Appeal forms](#) are available in the Student Life Office or on the website located in the [student life resources](#) page.

Pornography

It is understood that pornographic material of any kind (including Internet usage) is not a part of healthy Christian behavior. Pornography is harmful and destructive for one's relationship with God, to the moral development of an individual, and represents a form of usury and disdain for the inherent value of God's creation. Therefore students making use of pornography will be subject to disciplinary action.

Public Display of Affection

Conduct by dating/engaged couples is expected to reflect the nature and glory of God. Excessive physical expression by dating/engaged couples is always discouraged. Excessive physical expression includes but is not limited to prolonged kissing, sitting on laps, excessive hugging, inappropriate placing of hands, etc. Both public and private affection should be well within the bounds of modesty as well as maintain a high standard of integrity and purity. WJU affirms the view that sexual expressions within marriage are a beautiful fulfillment of life as God intended. Students who engage in unmarried heterosexual cohabitation or any homosexual/bisexual activity will be subject to judicial action.

Psychiatric Notification Policy

If a WJU student is admitted to a psychiatric facility for either observation or extended hospital treatment, the university reserves the right to reevaluate the appropriateness of classroom experience or residence on campus. In order to make this evaluation, the university will require appropriate releases to confer with the attending medical or psychological professionals. During this conference, the designated administrator of the university will:

- Discuss the student's diagnosis and be advised of the results of any testing done;
- Be informed of medications/dosages prescribed;
- Discuss the student's psychiatric history, including the number of and recent acute exacerbations of the student's illness and any hospitalizations;
- Discuss the type of setting the medical/psychological professional deems most appropriate for the student's aftercare well-being;
- Receive an evaluation from the medical/psychological professional regarding the student's history of treatment compliance and their evaluation of the student's present ability to comply with treatment;
- Discuss prognosis. After gathering information, the university will make a decision about re-admittance to the classroom/on-campus residence. The goal will be to seek the best interest of the student, considering the student's influence on the university community as a whole.

Rights and Freedoms

William Jessup University is required by FERPA (Family Education Rights and Privacy Act) regulations to notify students of their FERPA rights annually by publication in the Student Handbook.

Sexual Assault Policy

Sexual assault, as defined by the California Education Code section 94385, includes but is not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery or threat of sexual assault.

In the event of a sexual assault between students, faculty, or staff, WJU is prepared to exercise the following procedure as necessary:

- A student, faculty, or staff member who is the victim of sexual assault on the university campus or at the hands of anyone affiliated with the university should report the incident immediately to the Associate Dean of Students or Director of Campus Safety.
- The university representative will see first of all, to the transportation of the victim to the hospital, if necessary.
- The university representative, with the consent of the victim, will contact the proper enforcement agencies to secure an official report of the assault.
- The university representative will also work to support the victim during the course of the investigation and subsequent legal action.
- The university representative will be responsible for notifying the President of the incident for proper record keeping of the incident according to all state and federal mandates. The name of the victim, however, will not be released to anyone without his or her consent.
- Students who have been victimized in this fashion will, upon their request to the Vice President for Academic Affairs, receive extra supportive measures in terms of their studies-including but not limited to extra time to complete assignments.
- If the perpetrator of the assault is a student or university employee, the university representative will also work to keep the victim apprised of any disciplinary action taken against the perpetrator.
- Any proven incident of sexual assault will result in the immediate dismissal of the perpetrator, whether he or she is a student, staff, or faculty member.

Sexual Misconduct

WJU seeks to support an environment of sexual purity based upon biblical standards that define appropriate sexual relationships as occurring within the context of a monogamous heterosexual marriage relationship. WJU affirms the view that sexual expressions within marriage are a beautiful fulfillment of life as God intended. Students who engage in unmarried heterosexual cohabitation or any homosexual/bisexual activity will be subject to judicial action. Sexual misconduct is defined as any sexual contact that occurs outside the context of a marriage relationship.

Social Networking

Internet sites such as Facebook.com, MySpace.com, Xanga.com, Friendster.com, twitter, and others enable individuals to interact with an expansive universe of new people and to connect with friends and family. Postings by students on personal profiles, groups and chat rooms are in the public domain and easily accessible by anyone including reporters, parents, coaches, recruits, fans, groupies, predators, potential employers, and graduate school admissions officials. Even after it has been deleted, information once posted on a web site can sometimes be retrieved by persons with sufficient technical computer skills.

Attendance to William Jessup University is a privilege that imposes certain obligations on all students, including the responsibility of being a positive representative of the University to the public. Students therefore are expected to conduct themselves at all times with honesty, dignity and respect with regard to all postings on the internet. The University does not intend to monitor student internet sites on a systematic basis, but university administrators may periodically conduct random checks of student-internet sites. Students are expected to monitor their own internet sites and post only information and images that appropriately represent themselves and the University to the public. Students should regularly check tagged photos and monitor electronic photo albums to avoid posted photos that would be considered inappropriate.

The university reserves the right to investigate and take action against any student whose posting of material on an internet site violates, or appears to violate, University student code of conduct. Internet postings that may violate these guiding principles are: postings of information, images or language that inappropriately represent the University to the public, including but not limited to, partial or total nudity, sexual misconduct, underage alcohol consumption, use of illegal drugs or controlled substances, hazing activities, indecent or obscene behavior/ language, and obscene gestures.

Recommended Actions:

It is recommended that students immediately review and then regularly monitor any internet sites they may have posted to ensure that the postings are consistent with the University and that they present the student in the way s/he wants to be portrayed. For reasons of safety and privacy, it is recommended that all students promptly remove any personally identifiable information such as telephone number, address, class schedule, and places frequented.

Student Legal Responsibilities

- All notification of withdrawal from classes must be in writing. It is the student's responsibility to contact the professor(s) of the class and obtain their signature and last date of attendance in class.
- If a student has received loans, and if a student withdraws from school or drops to less than half time, the student must notify their lender immediately.
- Students must update their address with WJU (and the student lender, if the student has received a loan).
- Students must repay any money owed to WJU. Academic transcripts will not be sent until the student's account is paid in full.
- If a student has received loans, he or she must contact the Financial Aid Office to obtain an Exit Interview Form to be completed and returned to the Financial Aid Office as soon as possible.

- Students should request an Official Leave of Absence if they plan to withdraw for a period of more than one semester.

Student Standards of Conduct

William Jessup University students have chosen, freely and willingly, to abide by the following “Life Together” standards. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the William Jessup University community and to accept, uphold, and live by its standards. The University reserves the right to refuse admittance to, or dismiss, any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies, and expectations of the University. The University also reserves the right to take action against an individual for violating the Life together Standards regardless of how much time has passed since the violation. The New Testament gives clear guidelines on appropriate and inappropriate behavior. Galatians 5:13-26, Ephesians 4:20-5:21, and Colossians 3:1-17 are three passages of Scripture which provide a clear standard of conduct for WJU students. Participation in the WJU community requires of the student a behavior consistent with these ethical standards.

When do these standards of conduct apply?

- The William Jessup University community standards apply to all undergraduate students:
- While enrolled in classes for the Fall Semester (including Summer break, Mid-term break, and Thanksgiving), Spring Semester (including Christmas Break and Spring Break), and Summer Term;
- Who are representing the William Jessup University Community in any off-campus events, all ministry of leadership events, mission trips, internships, study abroad or academic courses and trips, athletic activities, and any other student activity;
- Who are not enrolled in classes but are living on campus, and not checked out of their room.

Theft

Taking, using, and/or appropriating another person’s property without specific authorization by the owner is typically referred to as theft. When theft occurs, the person doing the stealing is subject to, but not limited to, one of four consequences:

1. Disciplinary Action
2. Legal action by the person whose property was taken
3. Eviction and possible dismissal from WJU residence housing
4. Suspension or dismissal from the University.

DISCIPLINE

Philosophy

In dealing with behavior contrary to the guidelines and purpose of WJU, every effort is made to maintain a redemptive concern for all students and a commitment to the preservation of the quality of community life. The guidance and discipline process at WJU is based on developmental principles designed to provide students with opportunities for behavioral changes, as well as to assure them of due process.

Discipline Process

Step One: Identifying and Reporting the Problem

Any Member of the WJU community is encouraged to discuss concerns regarding a perceived behavior problem with a university staff or member of the Student Life Committee. Our Christian responsibility is to be concerned for one another’s spiritual welfare. Special care must be taken that we act out of the highest concern for the good of others and

with spiritual restoration of one another in our weaknesses and failings. We are likewise called to refuse to be hearers or reporters of gossip and to resist the temptation to be unhealthily interested in the lives of others. A curious and judgmental spirit never serves the cause of community nor encourages the lives of fellow believers.

Step Two: Confirmation of the Problem

Confirmation of the problem is the responsibility of the Associate Dean of Students or of an appropriate staff member.

Step Three: Confrontation and Conversation

The student is confronted with the unacceptable behavior by the appropriate staff member.

Step Four: Behavior Modification or Disciplinary Action

Any disciplinary action will be taken by the appropriate staff member upon approval by the Associate Dean or Dean of Students. By request of the Student or the decision of the Dean of Students, the matter may be presented to the Student Life Committee for review.

- A. **Behavior Modification Confirm, Agree, Resolve.** At this step, an offer of agreement will be extended. A contract is written for a specific period of time and signed by the student and university official. It is understood that the student will be supported by an appropriate mentor during the agreement period. The mentor's primary role is to assist the student in developing effective behavior patterns. It is the student's responsibility to consult with and regularly report to the mentor.
- B. **Disciplinary Action.** In the event that an agreement is not considered appropriate or if terms of the agreement are not fulfilled, further disciplinary action (fine, disciplinary probation, suspension, dismissal or eviction) may ensue. The student will have the opportunity to clarify his/her own situation. If the disciplinary action is taken, the student will receive a written summary of the specific standard of conduct violated and the action recommended to the Associate Dean of Students. It will be the responsibility of the Associate Dean of Students to carry out disciplinary action. In case of dismissal all action will be referred to the Dean of Students. The following personnel may be notified in writing of any disciplinary action: staff involved in the discipline process; the student's academic advisor; the Registrar (in cases of suspension, eviction, and probation); and the Finance Office (with regard to financial matters).

Appeals Process

Students wishing to appeal a disciplinary decision may submit a written request within 24 Hours of the time he or she was notified of the decision. The following process must be followed to appeal disciplinary action served a student:

- The appeal is made in writing to the Dean of Students for presentation of any extenuating circumstances or evidence the student believes applicable.
- The Dean of Students then sets up a hearing with the student to review the appeal.
- The Dean of Students will make a decision based upon the evidence presented and the interview with the student making the appeal.
- The student making the appeal shall be served a written notice concerning the Dean of Students' decision.

In the event the student still feels they have not received satisfaction, the student may then submit an appeal to the Student Life Committee within 24 hours of receiving the Dean of Students decision. The appeals process to the Student Life Committee follows the same process and requirements as the appeal to the Dean of Students.

In the event the student still feels they have not received satisfaction, the student may then submit a final appeal to the President within 24 hours of receiving the decision of the Student Life Committee. The appeals process to the President follows the same process and requirements as the appeal to the Dean of Students.

Re-Admission

The following is the process of readmission for a student who has been suspended and desires to be readmitted following an absence from the university:

- Petition to re-enter the university is made to the Dean of Students or the Student Life Committee.
- Attend an interview, which will be granted at the discretion of the Dean of Students or Student Life Committee.

- The Student Life Committee will make recommendation to the Dean of Students, who will notify the student in writing concerning re-admittance.

Student Life Committee

All matters related to student regulations, conduct, and welfare for students are under the supervision and direction of the Vice President of Student Development (Dean of Students) and may be taken either by his discretion to the Student Life Committee, or by request of the student. The Student Life Committee is comprised of Dean of Students, Associate Dean of Students, faculty, staff, and student members, and seeks to resolve disciplinary proceedings and make recommendations for behavior modifications or disciplinary actions.

Student Grievance Procedure

Every student has access to a formal grievance process. In the event a student has a specific concern regarding a policy of the university, the student is encouraged to communicate the concern in writing to the Dean of Students. The Dean of Students will act to bring formal resolution to the stated grievance either by dealing with the issue directly, or, if necessary, using the Associate Dean of Students in the decision making process. If satisfactory action is not achieved, a student may appeal in writing to the President.

RESIDENCE LIFE

Living on campus at William Jessup University carries with it a distinctive set of privileges and responsibilities. Students, who reside on campus, live in a community with their peers and are entrusted with the responsibility to care for each other in a cooperative and communicative fashion. The environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships. This handbook will supply a basic understanding of the expectations of residence life.

Residence Life Mission

The Residence Life department of William Jessup University exists to provide a safe, on-campus, living environment where the holistic development of students is fostered within an inclusive and intentional Christ-centered community. Residential Students will be given opportunities to express their faith, gain awareness and appreciation for people of diverse backgrounds, engage in service to the community. WJU Residents will be given opportunity to:

- Creatively articulate and demonstrate their Christian faith.
- Participate in intentional and unintentional conversations about various aspects faith.
- Engage in Christian discipleship alongside staff and student leaders.
- Develop and understand habits of spiritual formation.
- Develop insight into, respect for, and appreciation of Christian Community.
- Develop appreciation for cultures alternate to their own and individuals different from themselves.
- Challenge notions of gender, race, class, ability, nationality and backgrounds.
- Develop an attitude and lifestyle of willingness to participate in acts of Christ-like service.
- Understand and express the purpose and significance of charity.
- Contribute in and reflect upon service projects and activities that broaden students' perspectives and worldview

Residence Life Policies

The New Testament gives clear guidelines on appropriate and inappropriate behavior. Several lists written by the Apostle Paul teach the Christian which behaviors do not reflect Christ and spiritual life. The Apostle Paul also describes positive Christian attitudes and behavior. Galatians 5:13-26, Ephesians 4:20-5:21, and Colossians 3:1-17 are three passages of Scripture which provide a standard of conduct for WJU students. Participation in the WJU community requires of the student a behavior consistent with these ethical standards.

Appliances

Electrical appliances

Due to the limitations of electrical circuits and for a variety of safety reasons, and compliance with fire code, electrical appliance usage must be limited.

Acceptable Electric Appliances

With proper care and usage within student housing the following electrical appliances are acceptable: rice cookers, hot-air popcorn poppers, thermostatic hot pot, sewing machines, clocks, lighted make-up mirror, small hair dryer, heating pads, curling irons/curlers, televisions, computers, fans, VCRs and DVD players. (Each of these electrical appliances must be U/L approved and not left unattended when in use.) In addition to the acceptable appliances previously listed the following appliances will be approved for Apartment housing only: Microwave ovens, toasters. (Each of these electrical appliances must be U/L approved and not left unattended when in use, and be located in the designated kitchen area.)

Prohibited Electric Appliances

Certain appliances have not been approved for use in the residence halls due to the potential fire hazard to property. If found, the following items will be confiscated: air conditioners, broiler ovens, electric sauce pans, electric skillets, light weight multi-plug extension cords, microwaves, four-way or "cheater blocks", hot plates, oil popcorn poppers, space heaters, electric blankets, toasters. Any appliance not clearly marked as U/L approved and any appliance not included in these lists must be approved by the Resident Director before usage. Any use of an electric appliance requires that the owner monitor the placement of the electric cords (i.e., do not allow multiple cords to be bunched together as this may inadvertently cause fire due to increased heat and failure of protective insulation).

Bicycles

Bicycles should be locked when stored or parked on campus. A bike rack is located next to the Campus Safety office. Bicycles parked in stairwells, entry-ways, or fire exits are subject to removal by the residential life staff or campus safety. Bicycles may not be stored in residents' rooms or community space, nor may they be stored on balconies or along walkways in the apartments. In some cases bicycles may be stored under the stairwells but may be removed if they represent a potential hazard. The university accepts no responsibility for the safekeeping of bicycles.

Building exteriors

We all want to maintain a pleasing environment on the campus and this includes the dorms. Please keep the campus housing perimeter free of debris and belongings, including car washing items, unwanted property, garbage, bikes, etc. Apartment residents must take care to keep the walkway and entrance to their apartment free of debris or any potential trip hazards.

Bulletin boards

A bulletin board will be maintained in each residence hall by the RA, and in each laundry room in the Apartments. It will contain any important announcements/ information which the staff needs to communicate to all residents. You are responsible to check the bulletin board frequently and will be held accountable for any information posted. If you have an item you wish to post, it must be cleared by the RA.

Check-in Procedure

Residents may not move into campus housing before their posted date and must vacate their rooms on the date posted by the Office of Residence Life. Any exceptions must be cleared with the Student Life Office. Failure to abide by check-in or check-out dates may result in a fine or loss of housing privileges. If students arrive earlier than their scheduled time of check-in they will be asked to make housing arrangements elsewhere.

Check-in procedure is as follows:

- Sign Residence Hall Contract.
- Verify Check-In Sheet with Resident Assistant and sign.
- Obtain key from RD or RA.
- Move into room.

Check-out Procedure

The resident is responsible for informing the Residence Staff of the time they will be checking out by making an appointment at least 48 hours in advance of the check out date. Residence Staff will conduct a review of your room at that time in which your room needs to be thoroughly cleaned and free of damage. Apartment residents will also be required to make sure all common areas are cleaned and free of damage as well. The Resident Assistant will use your check-in form for check-out. Upon your check out, the RD will turn in the check-out form to the Student Life Office. Any damage to the articles in the room or to the room, or apartment will be charged to the students' account. Failure to check out properly by the given date at the end of a semester, or immediately upon withdrawal from the university will result in a fine and possible forfeit of housing privileges as well as the enrollment deposit. It is the students' responsibility to place a change of address notification with the Post Office.

Check-out procedure is as follows:

- Make appointment with residence hall staff at least 48 hours prior to check out.
- Remove all belongings from room and residence hall.
- Clean room.
- Perform check-out procedure with RA.
- Submit all keys to RA.
- Sign check-out form

Cleanliness

Individual rooms and community areas are to be kept clear at all times. Residents are responsible for room, community, and apartment space upkeep, including removal of all trash. All trash is to be taken to the dumpster behind the maintenance area, and not deposited in the living room areas, bathrooms, balconies, or walkways. Personal belongings and dishes are not to be left unattended in the residence halls. Residents are expected to remove belongings from community areas in the resident halls (including dishes, glasses, food, mail, etc.) or it/they may be discarded. *Please be respectful to the community. Apartment residents should be respectful of their roommates keeping community areas clean and must take care to clean up after food preparation to avoid possible infestations.*

Courtesy

Quality residence living requires positive effort and cooperation by each resident. Consider carefully how your individual actions and attitudes affect the lives of others. Courtesy is a basic law of residential life. Living in close proximity within our community can be a challenging, stimulating, and enjoyable experience. However, in order for this to happen, we must be respectful to each other as this is vital for the health of our community.

Cooking

Basic kitchen facilities are available to all residents and each person must be certain the kitchen is clean and orderly. It is not the universities responsibility to provide kitchen cleaning supplies, such as soap, sponges, etc. Residents must clean up after themselves.

- Do not leave kitchen appliances on, without being present to watch over it.

- Food that is stored in the kitchen refrigerators must have your name on it. If it is too difficult to put your name on the product container, then place the product in a paper bag with your name on it. This is to ensure cleanliness and removal of “outdated” foods. If there are items with no name the RA or RD may remove them.
- Meals may be prepared in the community living room areas only. Students may eat snacks in the rooms, but this privilege may be taken away by the RD if proper neatness and cleanliness are not observed.
- Snacks must be properly stored in sealed containers to avoid possible infestations (plastics, boxes, etc.).

Contractual Responsibilities

Residents are required to be familiar with and abide by the policies of the Student Handbook and Housing/Apartment Contract. Students who live in WJU residence halls and Apartments must contract for a meal plan. Student ID cards will be issued to all students and must be shown at each meal. Takeout meals may be requested. Requests should be made one day in advance to Bon Appetit. Students with special health concerns may submit a petition to the Student Life Department. These forms are found in the Student Life Office and on the [website](#) and must be completed by a Physician.

Damage

Campus residents are fully responsible and liable for any damage that they, or their guests, may cause to the property of WJU, or Staybridge Suites. Rooms will be inspected prior to occupancy and will be required to be left in the same condition after occupancy. Fines will be levied for any damage incurred to facility. If no one person or persons claim responsibility for damage incurred, a fine will be levied against all occupants of that room/bathroom, hall, or apartment.

Disruptive Behavior

Students who technically conform to campus housing rules and regulations, but who are a disruptive influence because of their attitude and spirit, may have their campus housing privilege revoked. A student may be evicted from campus housing for rule violations and may be simultaneously suspended from the University should the infraction warrant it.

Emergencies

In case of emergencies, please inform the RD or RA immediately. If they are not available, dial campus safety 916-577-0776 or **911** for assistance. It is recommended that residents have their own flashlights in their rooms.

Fire Alarms

In the event a fire alarm sounds please make your way immediately to the soccer field and wait for further instructions. Do not attempt to re-enter any buildings until the “all clear” is given by either the fire marshal, or one of the Residence Life Staff. Students who do not exit the building, or who re-enter any buildings where an alarm has been triggered may be subject to fines or other disciplinary measures. Students triggering false alarms may be subject to both university and state fines.

Firearms and Knives

Firearms and other projectile weapons are not permitted in any campus housing or on campus at anytime. Knives over 2 inches in length are not permitted. Students may not possess weapons or firearms on campus. Examples of weapons include ammunition, hunting knives, explosives, toxic or dangerous chemicals, or any other weapon or material or instrument which poses a risk of damage or injury. A fire arm is defined in section 12001 of the California Penal Code. California Penal Code Section 626.9(i) states that “any person who brings or possess a firearm upon the grounds of a campus at, or buildings owned or operated for students housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president, his or her, designee, or equivalent university or college authority, shall

be punished by imprisonment in the state prison for one, two or three years. For the purposes of this section, the VP for Finance & Administration shall be the President's designee.

Flammable Materials

Flammable materials, e.g. candles, incense, gasoline, solvents, spray paint, etc., are not permitted in campus housing. Safety concerns prohibit live Christmas trees and boughs as well as the large decorative Christmas lights in any campus housing. Open flames of any sort are not permitted. No fireworks shall be used or stored on campus. Smoking is not permitted anywhere on campus.

Guests and Visitors

WJU residence halls, apartments and Staybridge Suites are single gender living accommodations. Privacy and modesty must be respected in all situations. It is understood that guests are subject to all residence life rules and the resident is responsible for their adherence to these rules. Residents are financially responsible for the actions and conduct of their guests. Members of the opposite sex are not allowed in a resident's room at anytime except under the following three exceptions:

1. University employees and Staybridge employees have a legitimate right to be in the halls, rooms, or apartments for maintenance and repairs.
2. Open Hours (all bedroom doors must remain wide open at all times with the lights on.)
3. Family or friends of the opposite gender may be allowed in a resident's room to assist in moving with the permission of the RA or RD only. In this case, the resident's room door must be left open, and must be with notification of all hall and apartment residents.

Open Hours:

Open Hall Hours occur six times weekly in the residence halls and are determined by Residence Hall Staff (Current open residence hall hours are Mon-Sat 6-10PM). Open Hall hours may be cancelled at the discretion of residence hall staff. Open hours for the WJU Apartments and Staybridge are 12pm to 12am on weekdays and 12pm to 1am on weekends.

Overnight stays:

Guests are required to register with Resident Directors upon arrival. Residents of the resident halls and WJU apartments will be allowed to host a guest of the same gender in their room at no cost for three nights per semester; afterwards the resident will be subject to a \$12.00 per night fee for each guest. Residents are responsible for communications with their roommate before guests arrive. Guest fees may be paid in student life. It will be understood that this fee does not entitle guests to meal services, any and all meals should be purchased from the food service provider at an additional cost. Guests may not stay for longer than five days without approval by the Resident Director or Dean of Students. All guests must complete a visitor waiver and emergency form in student life prior to staying overnight on campus. No guest may stay without the student host present. . There are no overnight guests allowed in the Staybridge Suites.

Staybridge Suites:

Open hours for the Staybridge Suites are 12pm to 12am on weekdays and 12pm to 1am on weekends. Guests of Residents may not make use of the pool, hot tub, laundry facilities, work-out room, or meal services at any time. There are no overnight guests allowed in the Staybridge Suites. All guests and visitors are expected to park in the same spaces as the residents (parking lot closest to the Freeway or in the adjacent parking lot behind Sportsman's warehouse). Residents are financially responsible for the actions and conduct of their guests.

Hall meetings

All residents are required to attend the hall/apartment orientation meetings held prior to the beginning of the semester. Residents are also required to attend hall/apartment meetings as called by either RA or RD. Hall/apartment meetings are called for the purpose for providing important information or addressing community concerns.

Housekeeping

Janitorial staff is responsible for cleaning the residence halls (WJU apartments will not be cleaned), lounges, and other duties as assigned by the Maintenance Department. Staybridge apartments will be cleaned once per week. Residents of Staybridge are expected to have their floors, surfaces, and bathrooms clear of personal items. Though this staff is paid for their work, *they deserve consideration* as members of the community. Please make every effort not to be burdensome to them.

Keys

The student is responsible for all keys issued at check-in. If keys are lost, a report must be made to the RA or RD within 24 hours. In the event keys are lost a replacement key will be provided and charges assessed. Upon leaving, the resident must return all keys and complete checkout procedures. Residents may not make copies of their keys. **If copies are made the student will be required to pay a fine in addition to the replacement cost.** In case of a lockout, please contact the RA, before contacting the Resident Director or Campus Safety.

Laundry

Washers and dryers are located on the ground floor of each residence hall and Staybridge, and on every floor of the apartments.

- Laundry should never be left in, or on, the machines or counters overnight. (Laundry should never be left unattended at staybridge.)
- Remove all laundry from washers, dryers, drying rack, and counter as soon as possible in order to give room to others.
- Another resident has the right to remove clothes only when the cycle is completed. Residents removing clothes need to leave it in the laundry area on a nearby counter.
- Please do not leave your soap, dryer sheets, etc. in the laundry area after you have taken your clothes back to your room.
- Clothes and items left out over 24 hours may be confiscated and student may be fined.
- Powdered detergent is not allowed. Please use only ¼ cup of liquid detergent.
- Use color-safe bleach only.
- Use name magnets to label machines. (Residence Halls and WJU Apartments)

Maintenance

The Residence Life Staff is available to assist students in the event that any equipment needs to be repaired or replaced. See the following people for assistance:

- RA for burned out light bulbs, bathroom paper products, clogged toilets.
- RA or RD for any major mechanical problem or broken windows, problems with heating or locks.
- Front Desk Personnel at Staybridge

Movies and Entertainment

The WJU community seeks to glorify Jesus Christ and edifying one another. Rated “R” movies will generally not be permitted for public viewing. Public viewing includes all lobbies and open areas. Movies that earn an “R” rating do so through their use of violence, profanity, or sexual content. Please use discernment in selecting movies and bring them

to the RD for approval. The volume of music in the rooms or shared living areas should be consistent with common courtesy--if it is distracting to your neighbor, adjoining room or apartment, it is too loud. The same discretion should be used when listening to music as when watching movies and television. Music and lyrics containing the use of profanity, violence, and sexual and/or other explicit content are not allowed.

Personal Property Insurance

WJU is not responsible for the loss of personal property in case of damage (i.e. fire, flooding, etc) or theft. Insurance coverage is the student's responsibility. Students should take precaution against theft by locking room/car doors, not keeping valuables in automobiles, locking bikes, etc. If theft does occur, students should report it immediately to their Resident Director and the Department of Campus Safety.

Pets

No pets other than fish will be permitted in campus housing. The privilege to have a fish tank may be revoked in the event that regular cleaning of the tank does not occur. All tanks are required to be clean and odor-free, and no more than 15 gallons. No pets are allowed at Staybridge Suites.

Quiet Hours

The "basic law" of residential life necessitates that community members be sensitive to the needs of others. Televisions, radios, stereos, and musical instruments can be used during quiet hours only if they cannot be heard outside of the student's room. If an activity unreasonably disturbs others, it must be discontinued. Window-knocking during quiet hours is prohibited. Abuse of the quiet hour's policy may result in fines and/or disciplinary procedures. Please refrain from loud activities in or near all campus residence buildings from 10:00pm to 8:00am seven days a week (including and especially at Staybridge Suites)

Resident Assistants (RA) and the Resident Directors (RD)

Our staff is committed to serving residents, by assisting in planning activities, and governing the community. Cooperation and consideration of all university staff is wholeheartedly requested. These people have the highest respect for your needs and desires and, as members of the WJU staff, they should receive mutual consideration.

Room Assignments

Room assignments are made by the RD. Changing of rooms and/or roommates must be made only with the approval of the RD prior to the change. Room changes may be made at the discretion of the RD.

Room Checks

In order to maintain a standard of cleanliness and perform maintenance and safety inspections in the campus residences, the RA's will conduct regular room checks for these purposes. Repeated failed inspections in any one semester will result in the problem being referred to the RD. Work hours/fines and/or eviction can be levied against the resident.

Room Furniture

Each room in campus housing is furnished to meet the basic needs of the students. University-owned furniture may not be moved in or out of rooms. This includes exchanging furniture with another room or residence, etc. In addition, residents with lobby/lounge area furnishings or other university furnishings in their possession will also be subject to a fine and possible judicial action. Shelves built from boards and bricks or blocks are not allowed due to possible earthquake hazard. The RD must approve any desired room furniture not provided by the university.

Room Personalization

Normal painting needs will be taken care of by the maintenance staff. The furniture and fixtures are not to be removed or tampered with unless permission is granted by the RD. Residents may only use poster putty (white) for wall

decorations. No stickers are to be placed on the halls, walls, windows, or doors. No nails are to be used anywhere in the room or furniture. Pictures and posters are permitted, but discretion should be used in the selection. Ask your RD or roommate about questionable items. The RD reserves the right to have students change their room decor. The display of pictures of people or products which are inconsistent with the values and standards of WJU is strongly discouraged and students will be asked to remove questionable items immediately.

Room Entry

All residential units are the property of William Jessup University under the control of the Board of Trustees. Responsibility for immediate supervision lies with the university administration. It is the policy of the university to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational functions and conduct its day-to-day operations. The entry and search policy is intended to protect both the integrity of the student and the university. The responsibilities of the university require a right to enter into students' rooms for the following reasons:

- To ensure maintenance and general repair within the room (campus maintenance staff is allowed in the halls/apartments for repairs after 8:00 am. Maintenance will always announce their presence and will make reasonable effort to notify students of their presence.
- To address an emergency or health risk;
- To ensure the room is vacant during fire drills/alarms;
- To provide for the health and safety inspections of all residents;
- To turn off stereos, radios, or alarm clocks which are bothersome to others;
- To investigate, when reasonable cause exists, possible violations of university regulations.

Search

Rooms may be searched upon reasonable suspicion of contract violation or concern for health and welfare. The occupant or occupants may be informed of the reasons for any room search. All room searches by Student Life personnel must be approved by the Dean of Students, or the Associate Dean of Students, or their designate, except in the case of an immediate and clear emergency involving danger to safety and health.

There are two basic situations which precipitate an immediate room search:

1. A clear indication that the established code of student conduct or health and safety regulations are being violated;
2. Emergency situations requiring staff to search a room for a particular item, such as a discarded prescription bottle or a telephone number or address.

When it is necessary for authorized university personnel or their agents to search a students' room without the occupants present, two staff members must be present. A student who believes this policy has been violated may appeal directly to the Dean of Students. The appeal should be in writing and presented to the Dean of Students within 3 days of the occurrence.

Security Violations

It is a serious infraction of security to tamper with any door so as to cause the door not to shut or lock. Fines will be levied for tampering with the locking devices for all doors or for "propping" them open. All exterior and wing doors are to remain shut and locked at all times (except by permission of the RD). It is in violation of basic rules of residence life to jeopardize the security of any resident. No resident has the right to enter an unoccupied room (other than their own) unless accompanied by a residence hall staff member, with proof of permission for such an entry. Tampering with any door alarms will result in fines.

Seizure

If a staff member should enter a room and notice, in plain sight, evidence of a violation of university policy, federal, state, or local law, he/she may take that evidence and refer the incident to the university and/or civil authorities.

Smoke Alarms

Smoke alarms are not to be tampered with in any way. Any resident found doing so will be referred to the Associate Dean of Students. These are inspected periodically for your safety. If there is any problem with an alarm, please notify the RA or RD.

Storage

No storage space is available.

Throwing Objects

At no time may any object be thrown from a living area window/door. Objects thrown from a window/door pose a threat to life and safety and will result in disciplinary action up to and including dismissal from the university.

Trash

The custodial staff takes out all the common trash in the residence halls (living areas, bathrooms). Do not dump your room and personal trash in any common area trash can or you will be fined. You are responsible for taking your own trash out to the dumpster located behind the maintenance area. No trash is permitted in the hallways. When using the trash cans in the bathrooms, kitchens, or lounges, please make sure all of your trash makes it completely into the trash can!

Vacation and Breaks

The Residence halls are closed during Christmas and summer break and will reopen the day prior to the first day classes resume. Staybridge Apartments and WJU Apartments are open from the Start of classes in Fall till the close of the academic year in May. Students may apply for summer housing in the WJU apartments. Residents planning to be away from a campus residence overnight, over the weekend, or for an extended vacation should inform the RA or RD of their plans.

Violation of Policies

Violation of rules may result in warning(s), fine(s), work hours, loss of privileges, mandated move, eviction, or dismissal for WJU students. Discipline is generally handled first with the Resident Assistant and second with the Resident director. In some cases the Director of Residence Life may be called upon. All issues that could result in dismissal will be referred to the Associate Dean of Students.

Work hours

Penalty work hours can be given, but are not limited to, the following: (as examples)

- Violation of quiet hour's policy
- Rooms that fail "room check" inspection
- Borrowing without permission
- Harmful practical jokes
- Entering another room without permission (** Issuing work hours will be at the discretion of the Resident Directors.*)

VEHICLE CODE

This vehicle code applies to all vehicles operated on the William Jessup University campus and properties under its control for educational or residential purposes. The operation of a motorized vehicle, bicycle, roller blades, or skateboard on the WJU campus is a privilege granted by the university administration to facilitate vehicular movement, maximize parking, and enhance safety. It is the expectation of the university that employees, students, and visitors will comply with this vehicle code for the sake of safety and consideration of others.

Article 1: Statement of Policy

Section 1

The following regulations apply to all students, employees, guests and visitors of the university.

Section 2

All individuals who operate a vehicle on the WJU campus agree to:

- A. Obtain, read, and abide by the vehicle code of WJU.
- B. Be currently registered, licensed and insured in accordance with California law.
- C. Will hold the university and its employees exempt from all claims of injuries to persons or damage to property.
- D. Obtain a WJU issued parking permit by the add/drop date of any semester of enrollment.
- E. Will update WJU as to any changes to vehicle information or residency status.

Section 3

WJU neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on university property.

Section 4 Exemptions

Campus Safety vehicles are exempt from rules and regulations in performance of office duties.

Section 5

All provisions of the California vehicle code (per CVC21111.3) are applicable on the university campus except as modified by the WJU vehicle code.

Article 2: Parking on Campus

Section 1

Handicap parking is reserved for disabled persons at all times. Only vehicles properly displaying a special handicap state license plate or state issued placard as pursuant to Section 22511.5 of the California State Vehicle Code are able to park in such designated spaces. *Vehicles illegally parked in a handicap space will receive a ticket/fine of \$250.*

Section 2

Illegal parking: No person shall stop, park, or leave running any vehicle, attended or unattended, in any of the following places:

- A. On a sidewalk, lawn, or landscaped area
- B. In a passageway, walkway, or doorway of any building
- C. Blocking or obstructing handicap ramp or access
- D. Posted fire lane
- E. Red Zone
- F. Parked or blocking driving lanes
- G. Double parked or blocking other vehicles
- H. Within 15 feet of a fire hydrant
- I. Anywhere outside the "ring-road" (Atherton Way)

Section 3

Residential Parking: Resident parking is located behind the activities building or beneath the apartment complex.

- A. Apartment parking spaces are reserved for apartment residents only, and are assigned to individuals living in the apartments.
- B. No resident may park in any front lot.
- C. Overnight guests of residents are required to submit their parking information to student life.
- D. All Staybridge Residents and their guests are required to park in the Parking Lots closest to the Freeway or those located behind Sportsman's Warehouse.

NOTE: Any vehicle in violation of parking regulations is subject to towing at the owner's expense if vehicle is not removed in a timely manner. Please refer to Campus Map for further clarification about residential parking.

Article 3: Driving on Campus

Section 1

Failure to obey: No driver shall disobey any traffic control sign, or roadway marking while on campus.

Section 2

Excessive speed: No person shall operate a vehicle exceeding 25 MPH.

Section 3

Unsafe passing: Vehicles stopped for pedestrians; passing without sufficient clearance; when view is obstructed.

Section 4

Permitted person(s) to ride where unlawful:

- A. No driver shall allow any person(s) to ride on any vehicle or upon any portions thereof not designed or intended for the use of passengers.
- B. No person(s) shall ride on top of any vehicle or upon any portions

Section 5

Hitching rides: No driver of a motor vehicle shall allow any person on a motorcycle, motorized bicycle, bicycle, roller skates, in-line skates, skateboard, or toy vehicle to be attached to a vehicle in any way.

Section 6

No driving on sidewalks, landscaped areas, off-road, Federally Protected wetlands, or Cross-country course of the university is permitted. Maintenance and Campus Safety staff is exempt in the performance of their duties.

Section 7

Helmets are required: The driver and any passenger on a motorcycle, scooter, moped, or motorized bicycle must wear a properly fitting safety helmet [per CVC27802 (A)]

Section 8

Sound amplification devices: No driver shall operate or permit the operation of a radio system on campus that can be heard 50ft or more outside the vehicle.

Section 9

Headsets or Earplugs: No person operating any motor vehicle or bicycle shall wear any headset or earplugs in both ears while on campus. Hearing devices are exempt.

Section 10

Reckless Driving: No person shall drive any vehicle on university property in a manner demonstrating a willful or wanton disregard for the safety of any persons or property.

Section 11

Exhibition Speed: No driver(s) will race or break traction with the roadway surface while on university property.

Section 12

Failure to Obey Directions: No driver shall fail to obey any order, sign, or direction of any Maintenance or Campus Safety Personnel.

Section 13

Failure to Stop/evading: No driver shall fail to stop, evade, flee, or otherwise attempt to elude university personnel.

Section 14

Vehicle Alarms: Any vehicle that has sounded for more than 15 minutes, or has produced a complaint directed to the Department of Campus Safety, will be in violation of excessive noise.

- A. First offense will constitute a written warning.
- B. Second offense could result in a warning and fine.
- C. Third offense will constitute a fine with an order that the system must be adjusted with proof of repair or adjustment.
- D. Fourth offense will constitute loss of parking privileges on campus until proper proof of repair or adjustment can be shown and the problem has been resolved.

Note: *Failure to comply with Article 3, Sections 1, 10, 11, 12 may result in loss of driving and parking privileges, a \$20 fine or both.*

Article 4: Loss of parking privileges:

Section 1

Habitual Traffic Offender:

- A. Any person(s) who has received three or more warnings from the university during the academic year (July 1- June 30).
- B. Any person(s), students or employee that is in violation of, and does not comply in a timely manner with (Article 1, Section 2b), regarding current registration, license and insurance in accordance with California Law [California vehicle code, (per CVC 21111.3)].

Note: *Any person(s) in violation of the above listed policy may face loss of all driving and parking privileges on the WJU campus and/or may be subject to a \$20 penalty.*

Article 5: Fines

Section 1

Fines listed are for the offense of that violation.

5.1.1 No valid parking permit displayed	\$20.00
5.1.2 Unauthorized use of disabled parking	\$250.00
5.1.3 Parked in no parking space/area	\$20.00
5.1.4 Parked in reserved space/ visitor parking / restricted lot	\$20.00
5.1.5 Parked in two spaces	\$20.00
5.1.6 Blocking driveway or access	\$20.00
5.1.7 Blocking fire lane access	\$50.00
5.1.8 Driving on sidewalk, off-road, or landscaped area	\$50.00
5.1.9 Exhibition of speed, unsafe passing, or excessive speed	\$50.00
5.1.10 Reckless driving, failure to obey directions, failure to stop	\$50.00
5.1.11 Failure to register vehicle information with WJU	\$100.00
5.1.12 Failure to keep vehicle registered according to state law	\$20.00

5.1.13	Habitual traffic offender	\$20.00
5.1.14	Vehicle alarm nuisance	\$20.00

Section 2

Payment of fines: Fines will be added to the student account. Offenders will have 10 days from the issue date to submit a parking citation appeal to the Campus Security office located in Student Life.

Article 6: Stored, Abandoned, or Disabled Vehicles

Section 1:

No faculty, staff or student may leave a vehicle unattended or parked for longer than ten days.

- A. Vehicles that remain parked or unattended (not being used regularly) will be considered a “stored” vehicle. This vehicle will be issued a written notice and will have seven (7) days to remove the vehicle from campus.
- B. Inoperable or abandoned vehicles may be towed away at owner’s expense. [Per CVC 22658 (A)].

Section 2

No student shall initiate major repairs of a vehicle on the campus without securing written permission from the Director of Campus Safety in advance of the work to be completed.

- If you change your engine oil, it must be disposed of according to city regulations, which means under no circumstances is waste oil to be poured on the ground, placed in a school dumpster, or flushed down a toilet. Waste oil must be delivered to a recycling center.
- Dead auto batteries must also be disposed of legally; they may not be placed in or near the campus dumpsters. Batteries must be delivered to an appropriate recycling center.

Article 7: Parking Appeals

Section 1: Administrative Review

An administrative review of all citations will be granted if the appeal is made within 10 calendar days of the issuance of the citation. A parking citation appeal form should be prepared (please see <http://www.jessup.edu/files/student-life/docs/parkingAppealForm.pdf>) and submitted to the campus security office located in student life. After a decision for the appeal has been rendered by the appeals committee, you will be notified in writing.

Section 2: Appeals committee

The appeals committee is comprised of members of the student body as appointed by the Associated Student Body of William Jessup University.

Section 3: Appeals hearing

Appeals hearings will be performed to review all citation appeals at least three times per semester. Students may specifically request an in-person hearing. Students requesting an in-person hearing must also submit a written appeal with their request for an in-person hearing.