CI Extended University
Student Services Guide

WELCOME TO CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CI). We are very pleased to have you as a student. This guide intends to answer frequently asked questions regarding services available to CI students enrolled through Extended University.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FREQUENTLY CALLED NUMBERS</td>
<td>3-4</td>
</tr>
<tr>
<td>EMERGENCY AND SAFETY INFORMATION</td>
<td>4-5</td>
</tr>
<tr>
<td>PARKING &amp; ALTERNATIVE TRANSPORATION</td>
<td>5</td>
</tr>
<tr>
<td>STUDENT SERVICES WEBPAGE PREVIEW</td>
<td>6</td>
</tr>
<tr>
<td>ADVISING</td>
<td>6</td>
</tr>
<tr>
<td>CLASS SCHEDULE</td>
<td>6</td>
</tr>
<tr>
<td>ENROLLING IN CLASSES</td>
<td>7, 21</td>
</tr>
<tr>
<td>UNIVERSITY HOLIDAY SCHEDULE</td>
<td>7</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>7</td>
</tr>
<tr>
<td>TUITION RECEIPTS</td>
<td>7</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>7</td>
</tr>
<tr>
<td>STUDENT ID CARDS</td>
<td>7</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY RESOURCES</td>
<td></td>
</tr>
<tr>
<td>BLACKBOARD SERVICES</td>
<td>8</td>
</tr>
<tr>
<td>EMAIL</td>
<td>8</td>
</tr>
<tr>
<td>WIRELESS (Wi-Fi) ACCESS</td>
<td>9</td>
</tr>
<tr>
<td>LIBRARY SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>DINING SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>CAREER DEVELOPMENT SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>DISABLED STUDENT RESOURCES PROGRAM SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>GRADES</td>
<td>10</td>
</tr>
<tr>
<td>CI “SPIRIT” APPAREL/ACCESSORIES</td>
<td>11</td>
</tr>
<tr>
<td>GRADUATE STUDIES CENTER</td>
<td>11</td>
</tr>
<tr>
<td>CI STUDENT CODE OF CONDUCT</td>
<td>11-16</td>
</tr>
<tr>
<td>CI Students at SBCC Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>SBCC Computer Lab and Network Policies</td>
<td></td>
</tr>
<tr>
<td>SBCC CAMPUS MAP</td>
<td>17</td>
</tr>
<tr>
<td>CI CAMPUS MAP</td>
<td>18</td>
</tr>
<tr>
<td>RECORDS GUIDE</td>
<td>19</td>
</tr>
<tr>
<td>HOW TO ENROLL GUIDE</td>
<td>20</td>
</tr>
<tr>
<td>PAYMENT PLAN INFO, EU-TIPP, E-CHECK, CASHNET PAYMENTS</td>
<td>21-24</td>
</tr>
</tbody>
</table>
**CI Mission Statement**

Placing students at the center of the educational experiences, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

**Extended University Mission Statement**

Extended University at CSU Channel Islands extends the mission of the University throughout the community by providing access to quality education for traditional and non-traditional students and local organizations.

**FREQUENTLY CALLED NUMBERS**

<table>
<thead>
<tr>
<th>CI Santa Barbara Area Programs Coordinator</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Melissa Whitacre</td>
<td>• Dr. Janet Egiziano</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:janet.egiziano@csuci.edu">janet.egiziano@csuci.edu</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 805-497-3791</td>
</tr>
<tr>
<td></td>
<td>Fax: 805-777-1656</td>
</tr>
<tr>
<td></td>
<td>Cell: 805-312-6367</td>
</tr>
<tr>
<td></td>
<td>eFax: 502-427-1262</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student &amp; Instructor Support Services</th>
<th>Registration Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBCC: Building – ECOC 1, Room 10</td>
<td>Donna Inglis</td>
</tr>
<tr>
<td>Goleta: 5383 Hollister Ave., Ste. 220</td>
<td><a href="mailto:donna.inglis@csuci.edu">donna.inglis@csuci.edu</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 805-437-3269</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MBA Program Directors</th>
<th>IT Assistance (CSU Channel Islands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dr. William Cordeiro, Director</td>
<td>• Bill Ochs</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:william.cordeiro@csuci.edu">william.cordeiro@csuci.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cell 805-377-6346</td>
</tr>
<tr>
<td></td>
<td>• Dr. Janet Egiziano, Associate Director</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:janet.egiziano@csuci.edu">janet.egiziano@csuci.edu</a></td>
</tr>
<tr>
<td></td>
<td>805-497-3791</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Advising and Records</th>
<th>Operations Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Brianne Keighley</td>
<td>• Nick Fuentes</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nicholas.fuentes@csuci.edu">nicholas.fuentes@csuci.edu</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 805-437-3269</td>
</tr>
<tr>
<td></td>
<td>805-437-3201</td>
</tr>
</tbody>
</table>
### FREQUENTLY CALLED NUMBERS CONTINUED

<table>
<thead>
<tr>
<th>Financial Aid for EU Programs</th>
<th>Student Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kristin Carpenter</strong></td>
<td><strong>Michele Morris</strong></td>
</tr>
<tr>
<td><a href="mailto:kristin.carpenter@csuci.edu">kristin.carpenter@csuci.edu</a></td>
<td><a href="mailto:michele.morris461@csuci.edu">michele.morris461@csuci.edu</a></td>
</tr>
<tr>
<td>805-437-2089</td>
<td>805-437-2736</td>
</tr>
<tr>
<td>• Financial aid questions and inquiries</td>
<td>• Payment processing, payment-plan questions, online payments, employer reimbursement, VA payments, third party billing</td>
</tr>
<tr>
<td>• Application status</td>
<td>• Account questions, tuition fee adjustments, fee waivers, account issues</td>
</tr>
<tr>
<td>• Loan disbursement status</td>
<td>• Receipts, invoices and refunds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SBCC Bookstore</th>
<th>Classroom Access &amp; Escorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>805-965-0581 x2248 or x4456</td>
<td>SBCC campus security x2400, 805/730-4200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cove Bookstore</th>
<th>Graduate Studies Center and Writing Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>805-482-5456</td>
<td>805-437-3579</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Affairs Provost &amp; Vice President’s Office</th>
<th>Academic Affairs Associate Vice President Extended University</th>
</tr>
</thead>
<tbody>
<tr>
<td>805-437-8441</td>
<td>Dr. Gary Berg</td>
</tr>
<tr>
<td></td>
<td>437-8580</td>
</tr>
</tbody>
</table>

### EMERGENCY AND SAFETY INFORMATION

We strongly encourage students to enter into your mobile phone: 805/730-4200 – Security and sign up for AlertU. SBCC campus map is located at [http://sbcc.edu/security/files/sbcc_campusmap.pdf](http://sbcc.edu/security/files/sbcc_campusmap.pdf)

### Escorts & Emergency on Campus (Evening & Weekend)

- **805/730-4200** (call will dial directly to Security hand-held devices)
- **Dial 2400** from campus call stations

#### Alternate contact info:

Medical or other emergency .................................................................Dial 911
Weekday Parking & Security ..............................................................965-0581 x2264

### Security Call Stations/Escort Requests

In the event of an emergency or escort request, call extension 2400 from one of the SBCC campus emergency phones. These phones are housed in easily identifiable call stations and located on the Campus Map. On the West Campus they are located at west end of the Campus Bridge and Parking structure (1st and 3rd levels).

### SBCC AlertU Emergency Messaging System (EMS)

To sign up without using the flash form above, please text "SBCC" to 253788, and reply Y to the text message, or sign up at [www.alertu.org/sbcc](http://www.alertu.org/sbcc).
To enhance the safety of students and visitors to Santa Barbara City College, the college has selected the AlertU platform to implement an emergency messaging system (EMS) to provide students and members of the community cell phone based text messaging in the case of an emergency.

The Santa Barbara City College - AlertU EMS is a web-based system intended for emergency text messaging only, using short message service (SMS) technology. The Santa Barbara City College - AlertU system allows for two-way communication with any subscriber who may be involved or observing an emergency situation, in real-time.

Use of the Santa Barbara City College - AlertU system is open to all students and individuals that attend classes or activities at any of the college's locations. The Santa Barbara City College - AlertU system is completely voluntary and the user is required to Opt-in to enable their personal cell phone to send and receive messages in the case of an emergency. Santa Barbara City College - AlertU Subscribers can Opt-out at any time to discontinue the emergency messaging service.

Test messages will be sent to each user four times per year to insure the integrity of the system and each user will be charged standard text messaging rates by their cell phone service provider. For additional information please visit the AlertU website www.alertu.org.

PARKING

Bicycle, Motor-scooter and Motorcycle Parking is free and readily available.

AUTOMOBILES:

| Evening-Only Permit | $18.25 per semester purchased via walk up to the Cashier and stating you are a non-SBCC student taking classes on campus. This permit allows students to park in any student parking lot between the hours of 3 p.m. and 10 p.m. Note: After 5:30 p.m. students are also able to park in Lot 1-B. |

Weekday & Evening: Parking permits are required on weekdays and weekday-evenings (except Friday after 5 pm). Citations will be issued for non-compliance. Permits are also available in the top three levels of the parking structure for $2 – 3 hours or $5 – Full day. Free limited-time parking is available in the Beach lots and Pershing Park.

Fridays (after 5) & Saturday (All-day): Parking is free at the SBCC campus in both TOP PARKING LOTS of East and West Campus. SBCC campus police may issue parking citations on Saturdays in the Lower parking lots.

Visit the campus website for more information at:

ALTERNATE TRANSPORTATION

Those wishing to use alternate transportation to reach our campuses please check the local bus schedules: Santa Barbara MTD: http://www.sbmtd.gov/.
Carpooling and commuting services: http://sbcc.edu/security/parking_traffic_info.php.
STUDENT SERVICES WEBPAGE PREVIEW
Our Extended University website offers a Student Services webpage to refer you to important pages that relate to your program and answer inquiries.

ADVISING
While you should always follow your program/course roadmap, Brianne Keighley, Advising Specialist, is available to answer your questions about the sequence of courses. Please note that the roadmap is provided as a guide. It is not an agreement with CI; courses listed are subject to change. Contact Brianne at brianne.keighley@csuci.edu or 805-437-3201.

CLASS SCHEDULE
Please visit the Extended University website for official class schedules:
http://ext.csuci.edu/spotlight/class-schedules.htm
ENROLLMENT / REGISTRATION
All degree programs enroll online through “MyCI self-service” using the “MyCI” link on the CI homepage www.csuci.edu. To learn more about self-service please see the “How to Enroll in Classes” document at the end of this handbook.

You may use MyCI to register, or enroll by completing an Enrollment Form (PDF, 58.5 KB) and faxing it to (805) 437-8859, or mailing it to Extended University at:
   CSU Channel Islands Extended University
   Sage Hall, 2109
   One University Drive
   Camarillo, CA 93012-8599

Contact Donna at donna.inglis@csuci.edu or 805-437-3269 for assistance.

UNIVERSITY HOLIDAY SCHEDULE
No class closures expected through June 2014. Classes will meet each week during the term.

FINANCIAL AID
Financial Aid is available to Extended University students enrolled in off-campus degree programs. Please contact Kristin Carpenter, kristin.carpenter@csuci.edu, 805/437-2089 for information or assistance. Financial Aid access is viewed online through MyCI.

TUITION RECEIPTS
If you need a copy of your tuition payment receipt for verification or employer reimbursement, contact Michele Morris, Michele.morris@csuci.edu, 805-437-2736 for assistance.

TEXTBOOKS
Before purchasing, please confirm the correct textbooks for your classes, including ISBN numbers, at:

Textbooks may be purchased through Amazon.com or other online suppliers. They are also available at the Cove Bookstore on the CI Campus. Check their website at http://www.csuci.bkstr.com for the most up to date hours of operation.

STUDENT ID CARDS
A student ID card is not required, but has certain benefits on campus (e.g., in-person library check out privileges) and in the community (e.g., certain retail discounts). Extended University is able to provide off-campus students with a limited benefits card for a one-time fee of $15 that is billed to the student’s account. Students may obtain their ID at orientation; other designated times will be arranged. Please note that all CSU students are required to pay additional fees for full student services (health center, athletics, etc.) signified by a campus-based student ID. Students enrolled in the campus-based State-supported degree programs pay up to $358 per semester.

Pictures are taken at Orientation and a fee is placed temporarily on your account. You will need to pay by the deadline or the fee will be reversed. Pick-up of your ID card will be during office hours in ECOC Bldg. 1, Room 10 and by appointment. Contact melissa.whitacre@csuci.edu for information.

You may also purchase the ID at the Enrollment Center cashier’s office (CI Main campus, Sage Hall, first floor).
INFORMATION TECHNOLOGY RESOURCES

Blackboard Services
Blackboard is a course management tool that allows students to review their class information online. Your instructor will inform you if you will be using this tool for the course. New students will receive a New User ID/Password letter via email from CI that gives your password and unique 9 digit user ID.

For assistance with BlackBoard, please contact:
Bill Ochs – william.ochs@csuci.edu, Cell 805-377-6346

E-Mail
All students receive a “CI Dolphin” email account. So that you don’t miss any important messages, we strongly recommend that you forward your Dolphin email to an account that you check frequently. To activate your account or for help with email, please visit IT’s email help website: http://www.csuci.edu/it/email/student_email_guide_complete_html_print.htm.

To activate your account or for help with email, please check out IT’s email help website: http://www.csuci.edu/it/email/index.htm (Continued on next page.)

User Name:
Your PeopleSoft User Name
Example: pat.jones999
Default Password:
Your PeopleSoft Student ID Number
(your 9 digit unique student identifier)

For further assistance with email, please contact:
Bill Oehs – william.ochs@csuci.edu, Cell 805-377-6346
**Wireless (Wi-Fi) Access**

Wireless access is available at SBCC. Coverage is limited on the West Campus for most devices due to lack of cell-sites. To set up your Wireless Connection:
LIBRARY SERVICES
SBCC’s Luria Library is open to the public. Any member of the public may join the Friends of Luria Library for as low as $10 per year. As a member, you may check out library materials. For information on SBCC library services go to [http://library.sbcc.edu/](http://library.sbcc.edu/).

Santa Barbara Public Library - [http://www.sbplibrary.org/hourslocations/central.html](http://www.sbplibrary.org/hourslocations/central.html) is open to the public and one copy of each textbook is kept on a shelf in their reference section during the term.

CI’s Broome Library is located virtually through your MyCI account and physically at the Main Campus in Camarillo. Please check the library website for the most current hours of operation and online services: [http://www.library.csuci.edu/](http://www.library.csuci.edu/) or call (805) 437-8561. Currently enrolled Extended University students with a CI ID have borrowing privileges. Please visit the CI circulation desk for a barcode sticker.

Search the library catalog, download journal and newspaper articles, ask a librarian, and more -- all through CI Library online services at [http://library.csuci.edu/research/](http://library.csuci.edu/research/). For complete information about services available through our library and to set up a library account, go to [http://www.sbcc.edu/library/](http://www.sbcc.edu/library/).

DINING SERVICES
SBCC has several options for evening students including cafeteria and formal dining.

Cafeteria is open Monday – Thursday until 8:00 p.m. The Campus Center Cafeteria offers a variety of inexpensive food choices, such as hot entrees and side dishes with daily specials. It also has an extensive salad bar, a selection of soups, bakery items, beverages, and snacks.

John Dunn Gourmet Dining Room – Thursday – Friday, 5:30-6:30 p.m. Reservations recommended: (805) 965-0581 x2773

CAREER DEVELOPMENT SERVICES
Career Development Services (CDS) is guided by the philosophy that career development is a lifelong process of exploration and decision-making. Career Development Services delivers programs and student services designed to enrich the whole development of CI students. In collaboration with our employers, community and campus partners, we apply our career expertise to identify students’ passions and full potential in their journey toward career fulfillment. Career Development Services fosters partnerships with employers, graduate schools and community organizations to contribute to the breadth and quality of our services. We aim to provide programs and services to help students integrate their academic experiences with lifelong learning and career opportunities through effective career exploration, planning, and preparation.

DISABLED STUDENT RESOURCE PROGRAM (DSRP)
CSU Channel Islands DSRP is dedicated to providing a broad range of quality support services to meet the needs of students with all types of physical, psychological, and learning disabilities. Services are available to any student who finds his/her disability to be a barrier to achieving educational goals. For additional information including available services, please call (805) 437-3331 or check out the website [http://www.csuci.edu/drp](http://www.csuci.edu/drp). The student is responsible for contacting the DSRP office each term that services are needed.

*NOTE: Programs offered through SBCC’s Learning Resource Center are not available to CI students.*

GRADES
Grades are due from instructors the Friday after the final day of classes. Grades are posted on MyCI soon after they are received. Transcripts must be requested through the CI Records office. Extended University cannot provide you with transcripts.
CI “SPIRIT” APPAREL/ACCESSORIES/COMMENCEMENT REGALIA
Purchase online at http://www.csuci.bkstr.com. Purchase commencement regalia by phone (credit card purchase) after you have been approved for graduation. They will ship to your home. Call 805/482-5456.

GRADUATE STUDIES CENTER
The Graduate Studies Center, located in El Dorado Hall, serves graduate and post-baccalaureate students who attend classes during non-traditional hours. The Center also provides writing support and serves as a clearinghouse for internships, mentorships, and academic workshops. It offers a student lounge, study space, snacks, and coffee. Currently open until 9 pm Monday-Thursday. Call 805/437-3579.

CI STUDENT CODE OF CONDUCT
CI students are expected to become aware of and abide by the University community’s standards of behavior as articulated in its Student Guidebook (http://www.csuci.edu/studentlife/judicial-affairs/student-code-of-conduct.htm), the University Catalog, and other publications of the University. Students accept the rights and responsibilities of membership in the California State University Channel Islands community when they are admitted to the University. These rules shall apply to all students and student organizations, and shall be deemed a part of the terms and conditions of admission and enrollment of all students.

Failure to comply with duly established laws or University regulations might subject the violator(s) to appropriate action by University authorities and/or appropriate civil authorities. Serious violations of University regulations shall be recorded in the individual(s) and/or organization(s) permanent record in the Dean of Students office. Generally, authority necessary to enforce regulations is vested in the vice president for Student Affairs. Select functions of this authority are shared with faculty, staff and students. Some functions of disciplinary administration are assisted through system review boards.

CI STUDENTS AT SBCC - STANDARDS OF STUDENT CONDUCT:
All CI students taking courses on the Santa Barbara City College campus are encouraged to familiarize themselves with, as well as to conform to, SBCC rules and regulations governing personal conduct on all campuses of the institution. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following . . .

A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or open and persistent defiance of the authority of, or persistent abuse of, college personnel.

B. Assault, battery, or any threat of force or violence upon a student or college personnel.

C. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the college.

D. The use, sale, offer to sell, possession or furnishing of, or presence under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code. The Governing Board may authorize students to serve alcoholic beverages at college-sponsored events.

E. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

F. Persistent disruptions or serious misconduct including inordinate demands for time and attention in the
classroom, from administrative staff or at campus activity, including, but not limited to, abuse of the
disciplinary process, where other means of correction have failed to bring about proper conduct.

G. Committing or attempting to commit robbery or extortion.

H. Causing or attempting to cause damage to district property or to private property on campus.

I. *Academic dishonesty, including, but not limited to cheating, plagiarism, or using other individuals to take
course or placement exams.

J. Dishonesty; forgery, alteration, or misuse of College documents, records, or identification, or knowingly
furnishing false information to the college.

K. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College
activities, including but not limited to, its community services functions or of other authorized activities on
College premises.

L. Verbal harassment, physical abuse or hazing or discriminatory behavior based on race, sex, (i.e., gender)
religion, age, national origin, disability, or any other status protected by law, on or off College premises, of the
person or property of any member of the College community or members of his or her family or the threat of
any such physical abuse at any College authorized or governed activity.

M. Stealing or attempting to steal district property or private property on campus, including, but not limited to
the theft or abuse of computer time or knowingly receiving stolen district property or private property on
campus.

N. Unauthorized entry upon or use of College facilities.

O. Violation of College policies or campus regulations, including, but not limited to, campus regulations
concerning student organizations, use of College facilities, gambling and hazing, or the time, place and
manner of public expression.

P. Computer-related crimes or unauthorized, abusive or inappropriate use of campus computers, computer
networks and computer software, including violations of software licensing agreements.

Q. Failure to comply with directions of College officials acting in the performance of their duties, or failure to
identify oneself for just cause when requested to do so by College officials acting in the performance of their
duties.

R. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or
supervised functions.

S. Unauthorized use of listening or recording devices on campus or at College-sponsored activities.

T. Attendance at any session of any class by a student or person who is not officially enrolled in that class,
except with the prior permission of the instructor of the class.

U. Possession, sale or otherwise furnishing any firearm, knife, explosive, dangerous chemical or other
dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of
possession of any object of this type, the student has obtained written permission to possess the item from a
district employee, which is concurred in by the college president or designee. Students may possess a
facsimile firearm if they are an authorized participant in an educational event related to college activity or
college attendance.
V. Sexual assault, acquaintance or date rape, sexual activity without mutual and expressed consent at any College authorized or governed event.

W. Engaging in speech or other expression intended to insult or use of "fighting" words or non-verbal symbols directed at an individual's age, sex, race, color, disability, religion, sexual orientation, or national/ethnic origin which is obscene, libelous or slanderous, or which by their very utterance or expression are likely to incite a violent reaction as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

X. Attempting, soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or other discipline pursuant to this policy.

Y. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Z. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for his or her safety or the safety of his or her immediate family.

* Violations of Standard "I" will be resolved according to the Board of Trustee adopted Academic Honesty Policy.

**SBCC COMPUTER LABS AND NETWORKS POLICIES:**

Use of college computers and labs by CI students and access by CI students to college computer networks and to the Internet are services made available to CI students to further the students’ educational mission and the partnership between SBCC and CI. In order to be granted these access privileges and to retain them, CI students must abide by the SBCC policies and guidelines described in this document.

Computers and networks access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

**Appropriate use**

SBCC provides CI students with access to computers and computer networks for educational purposes. Use of college computers or networks for other purposes is not permitted. This prohibition includes, but is not limited to, exchanging electronic mail and accessing materials or information on the network if not relevant to the instructional or related functions of the College.

CI students may use SBCC computer labs only as it pertains to their current classes. **Use of computer labs for any purpose outside of standard class times requires the express and advance written approval of an SBCC lab instructor.** CI faculty is responsible for obtaining approval from SBCC lab instructors for student lab use outside of class time. **AT NO TIME ARE STUDENTS PERMITTED TO INTERRUPT ANY CLASS/LAB SESSION.**

CI students are required to adhere to the posted usage policies of student labs or facilities they wish to use. These policies will be posted in or near the facility, and relate to such things as which students are allowed to use the facility, time limits, reserved hours of usage, restricted activities, etc.

Game playing using college computers is not allowed, with the exception of educational games that have been assigned
as part of a college course or certain games authorized for use in one or more student labs because they are considered to have an academic purpose. Note that some labs do not allow any game playing at all.

It is prohibited to use college computers for any activity that is commercial in nature, i.e. paid for by non-college funds. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale. Exceptions to this prohibition are certain internships and work experience programs when specifically approved in writing by the appropriate college authority.

Printing

CI students may not use SBCC classroom printers for any purpose. Students must print at home or at an on or off campus commercial facility.

Security and passwords

The security of computer systems is based to a great extent on passwords. Therefore it is important to take your password very seriously, and to keep it secret at all times. Do not select an obvious password, and change your password any time there is any chance that someone else may have learned it. Your password is for your protection. It ensures that no one can make unauthorized use of your computer account. Use of any other user's account or loaning the use of your account is prohibited. Do not attempt to capture or use any other person's password or account, even for fun or as a joke.

Note that educational networks intrinsically are not secure. Normally student files and electronic mail are private, but this cannot be guaranteed.

Software copying

With only a few exceptions, software on college computers and networks is licensed for use on college computers only. Copying software from a college computer or network is prohibited unless specifically authorized in writing by an appropriate college authority. Illegal copying of software is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

- Using a computer account that you are not authorized to use, attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.

- Obtaining a password for a computer account without the consent of the account owner. If you as an authorized user give out your account and password to another individual, you can still be held accountable for any actions that may arise that are associated with your account.

- Using the Campus Network to gain unauthorized access to any computer systems, or attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data. This also includes programs contained within an account, or under the ownership of an account that are designed or associated with security cracking.

- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.

- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting/overloading computing resources, or in any other way knowingly or carelessly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line, or that might impact significantly on other users printing resources.

- Using electronic mail to harass others, including sending electronic mail that the sender would reasonably anticipate to be unwelcome.

- Creating mail or electronic distribution lists larger than 10 addressees that send electronic communications to other accounts without prior permission of the receiving individual.

- Moving large files across networks during peak usage periods or prime hours such that it degrades resource performance. Prime hours will be considered to be Monday through Friday from 8:00 am to 5:00 pm.

- Masking the identity of an account or machine. This includes, but is not limited to, sending mail anonymously.

- Posting on electronic bulletin boards or any type of electronic forum information that may be slanderous or defamatory in nature or any materials that violate existing laws or the college Standards of Student Conduct.

- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

*Activities will not be considered misuse when authorized in writing by appropriate college authorities for security or performance testing.*

**Enforcement**

Penalties may be imposed under one or more of the following: CI Standards of Student Conduct, California law, and the laws of the United States. All existing laws (federal and state) and the regulations listed in the CI/SBCC Standards of Student Conduct document apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Minor infractions of this policy, when likely accidental in nature, such as poorly chosen passwords, overloading systems, excessive disk space consumption, and so on are typically handled in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures:

Infractions such as sharing accounts or passwords, harassment, or repeated minor infractions as described in, but not limited to, the above policies may result in the temporary or permanent loss or modification of computer access privileges, and notification of the CI Dean of Student Services. Warning! Loss of the privilege of using college computers, even if temporary, may prevent a student from completing course assignments and from making normal progress in the course. This is very likely to have a negative impact on the final course grade.

Offenses which are in violation of local, state or federal laws will result in the immediate loss of all computing privileges, and will be reported to the appropriate college and law enforcement authorities.

**Legal Context**

Student files are considered "educational records" as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of computer systems (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

Misuse can be prosecuted under applicable statutes. Students may be held accountable for their conduct under any applicable college policies. Complaints alleging misuse will be directed to those responsible for taking appropriate
disciplinary action as specified under "Enforcement."

Illegal copying of software protected by United States Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the Internet may have their own policies governing the use of those resources. When accessing remote resources, students are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

Disclaimer

College staff responsible for the computer technology will make every effort to ensure the integrity of the computer systems and of the information stored on them. However, students must understand that the College does not take responsibility for the safe storage of student files. Students must keep their own copies of any information that is important to them. Santa Barbara City College is not responsible for any loss of information from college computers or networks, regardless of the cause.

Information posted by students on computer bulletin boards, electronic forums, Web pages, or other publicly accessible sites administered by the College, is subject to review for conformity with legal requirements, including copyright provisions, and with the computer policies described in this document. Postings found to be unacceptable will be removed.

If you have suggestions for other information which you would like to see included in this Student Services Manual, please contact Melissa Whitacre, melissa.whitacre@csuci.edu

Best wishes for a successful term!
BC214 Conf. Room

Office ECOC 1, Rm 10

CC226
## Extended University Records Guide

The following should be completed and returned to Extended University:

<table>
<thead>
<tr>
<th>I’d like to:</th>
<th>I will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take term(s) off from taking classes</td>
<td>“Request for Academic Leave” form</td>
</tr>
<tr>
<td>(Maximum 4 consecutive terms, and 6 total)</td>
<td></td>
</tr>
<tr>
<td>Change my program (i.e. add emphasis, drop dual)</td>
<td>“Change of Objective” form</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>“Application for Degree &amp; Diploma” form + $45.00</td>
</tr>
<tr>
<td>Change my graduation term (once applied for graduation)</td>
<td>“Change of Graduation Term Request” form + $15.00</td>
</tr>
</tbody>
</table>

The following should be completed and returned directly to Records & Registration:

<table>
<thead>
<tr>
<th>I’d like to:</th>
<th>I will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Official Transcripts</td>
<td>“Transcript Request” form</td>
</tr>
<tr>
<td>Change my name</td>
<td>“Name change” form</td>
</tr>
<tr>
<td>Send Verification of my Enrollment (insurance/employer)</td>
<td>“Enrollment Verification” form</td>
</tr>
</tbody>
</table>

All important forms may be found online at:
http://www.csuci.edu/records-registration/rec_reg_library.htm

### Applying for Graduation Deadlines:

- Spring (Completing in March or May) – October 15th
- Summer (Completing in June or August) – December 15th
- Fall (Completing in September or December) – March 15th
PLACEHOLDER FOR “HOW TO ENROLL GUIDE”,
PAYMENT PLAN INFO, EU-TIPP, E-CHECK, CASHNET PAYMENTS
PAGES 20-24