

SCHEDULE OF CLASSES

REGISTRATION INFORMATION

S O N O M A S T A T E U N I V E R S I T Y

2019 Fall

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DISCLAIMER: The Sonoma State University Schedule of Classes is updated only prior to registration for the following academic term. While every effort has been made to insure that the information is as accurate as possible, changes may occur at any time. For the most current information, please consult the website and/or call the office of the specific University department.



ACADEMIC CALENDAR

Check the Academic Calendar online for the most current dates and deadlines:
<http://www.sonoma.edu/academics/calendar/>

FALL 2019

April 29-May 31	Spring 2019 Registration (appointment only)	Sept. 15	Final deadline to submit Graduate Applications for Spring and Summer 2019
July 5	Fall 2019 fee payment deadline* (for those registering April 29-May 31.)	Sept. 16	Last day to change grade mode or CR/NC
July 22- Aug. 9	Fall 2019 Registration Resumes (no appointment required)	Sept. 17-Nov. 8	Petition to Withdraw from an individual class with \$20 administrative fee (<i>dropping classes permitted because of serious and compelling reasons only. Documentation must be attached.</i>)
Aug. 9	Fall 2019 Fee payment deadline (for students participating in registration from June 1- Aug. 9)**	Oct. 27	Last day for full-term withdraw and receive pro-rated cancellation of fees
Aug. 14-Sept. 3	Late Registration and Add/Drop (no appointment required and a late fee will be charged.)	Nov. 1	ERD Deadline for New Spring 2019 students
Aug. 19	Last day to cancel registration with full refund of fees	Nov. 11	Veterans Day Holiday
Aug. 20	Instruction begins	Nov. 18-22	Registration for Fall 2019) (by appointment only. Dates subject to change)
Sept. 2	Labor Day Holiday	Dec. 1	Thesis deadline for May 2020 graduates
Sept. 3	<ul style="list-style-type: none"> • Last day to Add • Last day to Drop (with adjusted fees, done online) • Last day to change from full-time to part-time status • Priority day to submit Contract Courses (special studies, internships, community involvement, etc.) • Final Fee Payment deadline (for students participating in registration from Aug 14- Sept. 3)*** 	Nov. 27-29	Thanksgiving Break
Sept. 4-16	<ul style="list-style-type: none"> • Drop with a "W" (done online) • Petition to add class with \$20 administrative fee (adding classes permitted because of serious and compelling reasons only.) 	Dec. 6	<ul style="list-style-type: none"> • Last day of Instruction • Last day for full-term withdraw (with documentation of serious illness or injury; no refund)
		Dec. 7	Any withdraws starting this date are considered retroactive and need to follow the University's withdraw policy.
		Dec. 9-13	Final exams

* Students dropped for non-payment of fees will have to re-enroll during July/August registration

** Students dropped for non-payment of fees may not be eligible to attend for Fall 2019

*** Final Fee Payment deadline. Students must file withdraw paperwork with Admissions and Records in order to be dropped from all classes; pro-rated cancellation charges will apply. Non-attendance does not constitute withdrawal.

DEADLINES FOR DEGREE CANDIDATES

BACCALAUREATE DEGREES

Graduation Date

Fall 2019
Spring and Summer 2020

Preferred Filing Date

February 1, 2019
September 15, 2019

Final Filing Date

September 15, 2019
February 1, 2020

GRADUATE DEGREES

For All Students

You must apply to graduate by submitting **the Master's Degree Graduation Application** form to Admissions and Records, Salazar 2030

- For December 2019 graduation, apply by September 15, 2019

*Note: If you already applied for an earlier graduation date but did not complete, **you must reapply or submit a Graduation Changes Form.***

For Those Completing a Thesis or Project

Submit your signed **Completion of Requirements** form (GSO-2) along with the review copy of your thesis or project to the Graduate Studies office (Stevenson 1041). Your thesis or project must have been publicly defended and approved by your committee prior to submission to the Graduate Studies office.

- For December 2019 graduation, submit by December 6, 2019

For Those Completing with Other Culminating Experiences (Comprehensive Exam, Professional Papers, Cognate, Internships, etc.)

Submit your signed **Completion of Requirements** form (GSO-2) to the Graduate Studies Office, Stevenson 1041.

- For December 2019 graduation, submit by January 3, 2020

Forms can be downloaded from the Graduate Studies Website--

<http://www.sonoma.edu/aa/gs/forms.html>

Questions? Call the Graduate Studies Office at 664-2237 or email graduate-studies@sonoma.edu.
or email manville@sonoma.edu

ADMISSIONS AND RECORDS HOURS

Monday - Friday
8 a.m. - 5 p.m.

SEAWOLF SERVICE CENTER HOURS

Extended Hours - August 19-30

Monday-Thursday, 8 a.m. - 7 p.m.
Friday, 9 a.m. - 5 p.m.

Regular Hours

Monday-Thursday 8 a.m. - 5 p.m.
Friday 9 a.m. - 5 p.m.

The Seawolf Service Center is located in Salazar Hall, Room 1000. For your convenience, payments may be made by using the drop box both during and after business hours.

ID CARDS & ADDRESS CHANGES

ID Cards

All students are required to have an ID card. The ID also serves as the campus library card and is required by various campus offices for services. ID cards are available in Salazar 1000 from 8 a.m.-5 p.m., Monday - Thursday and Fridays from 9 a.m.-5 p.m. There is no fee for the initial card, although a replacement will cost \$5, which must be paid to the Seawolf Service Center. An additional charge applies if the card carried electronic key access.

Address Updates

Up-to-date and accurate address information is essential for the communication of important information from the University to you. To change your address, log into your Seawolf Account and navigate as follows: Self Service>Student Center>Personal Information>Addresses. **Note:** your username@sonoma.edu email is used as a primary means of communication and it is the student's responsibility to check their e-mail regularly.

UNIVERSITY STORE

(707) 664-2329

Order your books online at
www.sonoma.bncollege.com

The University Store in the Student Center has rental, digital, used, and new textbooks, all with a Low Price Guarantee! See store for details.

Fall 2019 "Rush" Operating Hours

Move in Weekend August 17-18 9 a.m.-6 p.m.

First week of classes

Monday	8 a.m.-5 p.m.
Tuesday-Thursday	7:30 a.m.-7 p.m.
Friday	7:30 a.m.-6 p.m.
Saturday	9 a.m.-4 p.m.

Second week of classes

Monday-Thursday	7:30 a.m.-7 p.m.
Friday	7:30 a.m.-5 p.m.
Saturday	9 a.m.-3 p.m.

Fall 2019 Regular Operating Hours

Monday - Thursday	7:30 a.m. - 6:30 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday	10 a.m. - 3 p.m.
Sundays and campus holidays	Closed

REFUND POLICY

Textbooks

****No textbook refunds without a receipt****

Textbooks are eligible for a full refund in original form of payment with the register receipt, if returned within the first week of class. With proof of schedule change, where a class has been dropped, and the textbook is in the original condition purchased, a full refund will be given with a receipt in original form of payment during the first 30 days of class.

All Other Merchandise

A full refund will be given in your original form of payment with a receipt.

With a receipt, unopened software, CDs, cassettes, and DVDs may be exchanged or refunded. (Opened software, CDs, cassettes, and DVDs may be exchanged for identical items only.)

No refunds on gift cards, prepaid cards, phone cards or magazines.

All merchandise must be in the original condition purchased.

CULINARY SERVICES

STUDENT CENTER VENUES

The Kitchens

Sunday - Thursday	7 a.m. - 9 p.m.
Friday	9 a.m. - 8 p.m.

Lobo's

Monday - Thursday	11 a.m. - 11 p.m.
Friday	11 a.m. - 10 p.m.
Saturday - Sunday	11:30 a.m. - 8 p.m.

Weyden & Brewster

Monday - Friday	11 a.m. - 2 p.m.
Saturday - Sunday	Closed

Overlook

Monday - Friday	11 a.m. - 2 p.m.
Saturday - Sunday	Closed

Sip

Monday - Thursday	7 a.m. - 8 p.m.
Friday	7 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	Closed

CAMPUS VENUES

Charlie Brown's Cafe

Monday - Thursday	7 a.m. - 7 p.m.
Friday	7 a.m. - 5 p.m.
Saturday - Sunday	Closed

Toast

Monday - Friday	7:30 a.m. - 3 p.m.
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UNIVERSITY LIBRARY HOURS

Telephone (707) 664-2595

<http://library.sonoma.edu/about/hoursphp>

FALL 2019

Regular Building Hours (Aug. 20-Dec. 1)

Monday - Thursday	7:30 a.m. - midnight
Friday	7:30 a.m. - 5 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	Noon - 9 p.m.

EXCEPTIONS

Sept. 3 Closed

Labor Day

Nov. 12 Closed

Veterans Day

24-Hour Study Hall

Begins Sunday, Dec. 1 at noon and ends on Friday, Dec. 13 at 5 p.m.

Registration

Students will receive e-mail notification in November directing them to the registration website (www.sonoma.edu/registration/regannounce.html), as well as other information about preparing for Spring 2019 registration. The website lists registration dates, how to obtain your user ID, how to register (add/drop classes), the minimum hardware and software requirements needed to register on the Web and much more.

Registration Eligibility

You must be either a continuing student or an admitted applicant in order to be eligible for registration.

You are a continuing student if you registered for one or both of the previous two semesters (summer excluded). Continuing student registration eligibility will be lost if you earned your bachelor's degree, or were academically disqualified.

You are an admitted applicant if you applied for admission and received an admissions letter from Admissions and Records and paid your ERD by the posted deadline. If you have any questions about your admissions status, contact Admissions and Records at 664-2778.

Registration Priority

Registration appointments are assigned on a priority basis. Appointments are assigned by class level in descending order of units earned at the time of appointment setting. The order is as follows:

- Special populations as approved by the Academic Senate
- Graduate and Credential Students
- Seniors (90+)
- Juniors (60-89)
- Sophomores (30-59)
- Freshmen (0-29)

Holds

Be sure to clear any holds before registration. Depending on the nature of your hold, your access to registration may be blocked, and you may miss your registration appointment. If you need additional information about a financial hold, contact the Seawolf Service Center. For nonfinancial holds, contact the office that placed the hold.

Password

Access to registration requires UserID and password. To obtain your UserID and password go to www.reg.sonoma.edu.

Enrollment Limits

Undergraduate students may add up to 16 units, graduate students and credential students 18 units.

Additional units beyond the limits above require an approved petition and may be restricted to seniors only.

Restricted Classes

There are several levels of restriction that are monitored by the registration system. The footnotes in the Schedule of Classes indicate these restrictions. The following restrictions will be monitored by the system as appropriate:

- Major
- Class Level
- Placement Test (ELM and EPT)
- Instructor Approval
- Corequisites
- Prerequisites

Special Studies, Internships, and Community Involvement Program (CIP)

Submission of contract courses (i.e., Special Studies, CIP, Internship) is permitted anytime during registration. These classes may be added by completing and submitting a contract form. Contract forms are available in the department offering the course. Ensure that associated registration fees are paid in accordance with registration deadlines. Do not wait for a "bill."

Master's Thesis Enrollment

Enrollment in Master's Thesis is restricted and must be authorized by your graduate coordinator. In order to register for thesis units, you must be advanced to candidacy by filing a form (GSO1) confirming writing proficiency and describing your culminating project. This form is available through your program department or from the Graduate Studies Office, Stevenson 1041.

Student Charges/Fees Payment

Students who participate in Fall registration from April 29-May 31 and fail to pay student charges/fees by **July 5, 2019**, may be dropped from classes. It will then be necessary to begin the registration process again. Students registering from June 1-Aug. 9 must pay student charges/fees by **Aug. 9, 2019** to avoid disenrollment. Students disenrolled after August 9 may not be eligible to attend for Fall 2019. All registration started during the Late Registration and Add/Drop period (Aug. 14-Sept. 3) will be subjected to a \$25 late registration fee and student charges/fees are due in full by **Sept. 3, 2019**. See the section on Student Charges/Fees for additional information.

Disability Services for Students

The DSS office is committed to ensuring that all students with disabilities have equal access to the educational environment at Sonoma State University. Academic accommodations may be provided to qualified individuals based on the functional limitations associated with one's disability. Students are provided with the opportunity to have an interactive working relationship with DSS staff members in order to implement appropriate academic accommodations and services.

Students are encouraged to register with DSS well in advance of course registration and the start of the semester to ensure timely and adequate support. DSS is located in Salazar 1049 and can be reached at 664-2677 (voice) or dial 711 for Relay, 664-3330 (fax), and www.sonoma.edu/dss.

Late Registration

Late registration begins Aug. 14, 2019 and ends Sept. 3, 2019. Students may register late in any class as long as it is open and they are eligible. All students who begin the registration process Aug. 14, 2019, will be subject to a \$25 late registration fee and payment of student charges/fees are due no later than Sept. 3, 2019.

Add/Drop

You may add or drop a class during registration, Add/Drop and late registration.

Once you decide to drop a class, do so immediately so that other students can add your vacated seat.

You may only add a class if space is available on the computer system. Sitting in on a class is not equivalent to enrollment in a class and you will not receive credit for the class. You are only added when you complete the Web transaction.

Late Adds

Petitions to add **after** the deadline will be accepted until Sept. 16, 2019. Submission of a petition and paying the Administrative fee does not guarantee approval. Forms for late adds are available online at www.sonoma.edu/ar/records/forms. Procedures:

- Obtain the required signatures
- Pay your fee(s) at the Seawolf Service Center
- File the petition with Admissions and Records by the posted deadline.

Dropping Classes

You may drop classes during registration and the Add/Drop period. Add/Drops are done online. In Online Services, go to: "Add a Class" or "Drop a Class," select the appropriate term, then select the appropriate class. After the add/drop period, you may still drop classes, however, you will be assigned a grade of "W" for the course(s) dropped. See the academic calendar for deadline dates and procedures.

Students cannot drop their only class or their last class online once the semester begins on Aug. 20, 2019. If you need to drop your only class (or last class), you must fill out a Term Withdrawal form and submit it to Admissions and Records by the posted calendar deadlines. Withdraw forms are available online.

Total Withdrawal from the University

Should you require a total withdrawal from the University, you need to file a Total Withdrawal form with Admissions and Records. You can pick up the form at the Office of the Registrar, located in Salazar Hall, Room 2030, or download the form at www.sonoma.edu/ar/records/forms. The date you drop your last class or the date Admissions and Records receives your "Total Withdrawal" request is the effective date of your withdrawal, and will affect any refund or cancellation of fees.

If you fail to withdraw, you will be assigned a grade of F, WU (unauthorized withdrawal), or NC in accordance with University regulations. Failure to attend a class, or stopping payment on a check, does not constitute official withdrawal.

Leave of Absence

A Leave of Absence allows for leaves of up to two semesters in length. Continuing students should file a Leave of Absence form with Admissions and Records indicating the duration of leave (one or two semesters) within the first two weeks of school. Students who are enrolled in the University as of the end of the fourth week of instruction will automatically receive registration information for the next term. Continuing students who withdraw from the University prior to the second week of instruction may file a "Leave of Absence" form to be eligible for enrollment in the subsequent semester. New students may not request a Leave of Absence for the first semester of enrollment at the University.

Mandatory Registration Charges

In order to complete the registration process, students must pay their charges online or to the Seawolf Service Center. It is recommended that student charges be paid immediately upon registering to ensure completion of the process. If student charges are not paid by July 5, 2019, or Aug. 9, 2019, depending on the time period registered, the disenrollment process will occur. **This process is automatic, so we advise students to pay their student charges early.**

Students registering **during Late Registration / Add / Drop (Aug.14-Sept. 3)** must make payment by **Sept. 3, 2019**.

Students with an outstanding debt owed to the University will be denied registration access. All debts must be cleared prior to registration.

Nonresidents and foreign visa students are required to pay nonresident tuition fees in addition to the mandatory registration charges charged to all students. If a student fails to pay nonresident tuition in full Sept. 3, 2019, it will be assumed that a payment plan is requested and the 15 percent service charge will be automatically added to the students account.

STUDENT CHARGES/FEES

Fall 2019 Schedule of Student Charges/Fees*

See the Fee Schedule online for the most current mandatory registration charges and information,

<http://web.sonoma.edu/registration/fees.html>

Mandatory registration charges required of all students for one semester:

Undergraduate Students

<i>Units per semester</i>	<i>1 - 6</i>	<i>7+</i>
Tuition Fee	\$1,665*	\$2,871*
Campus-based Fees**	\$1,069	\$1,069
Undergraduate Total	\$2,734	\$3,940

Postbaccalaureate Students

<i>Units per semester</i>	<i>1 - 6</i>	<i>7+</i>
Tuition Fee	\$2,082*	\$3,588*
Campus-based Fees**	\$1,069	\$1,069
Postbaccalaureate Total	\$3,151	\$4,657

Credential Students***

<i>Units per semester</i>	<i>1 - 6</i>	<i>7+</i>
Tuition Fee	\$1,932*	\$3,330*
Campus-based Fees**	\$1,069	\$1,069
Credential Total	\$3,001	\$4,399

WESTERN Undergraduate Exchange (WUE) Students (WUE students must enroll in a minimum of 12 units per semester)***

<i>Units per semester</i>	<i>12+</i>
Tuition Fee	\$4,307*
Campus-based Fees**	\$1,069
WUE Undergraduate Total	\$5,376

Additional Registration Charges

Graduate Business Professional Fee (M.B.A.)

Per Unit \$270* in addition to mandatory registration charges

Optional Student Involvement and Representation Fee (SIRF) \$2

The optional SIRF is a voluntary CSU system wide fee adopted by the Board of Trustees for the purpose of establishing a stable funding model for the California State Student Association (CSSA). It consists of a \$2 per-term fee assessed to each CSU student on a voluntary basis — allowing the choice to opt out.

Nonresident Students (U.S. and Foreign)

Nonresidents and foreign visa students are required to pay non-resident tuition in addition to mandatory registration charges charged to all students.

Tuition for Nonresident students in addition to mandatory registration charges:

- Charge Per Unit \$396*

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory tuition fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus-based fees in addition to tuition fees. Information on campus-based fees can be found online at www.sonoma.edu/registration/fees.html or by contacting the Seawolf Service Center.

Nonresident students are eligible for an installment payment plan. There is a 15% service fee on the plan. Contact the Seawolf Service Center for details.

FOOTNOTES

*

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory system wide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory system wide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

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Campus-based Fees

Units per semester	1 - 6	7+
Associated Students Fee	\$129	\$129
Consolidated Service Fee	\$20	\$20
Counseling and Psychological Services Fee	\$61	\$61
Health Facilities Fee	\$20	\$20
Instructionally Related Activities Fee	\$260	\$260
Student Health Fee	\$154	\$154
Student Union Fee	\$425	\$425
Total Campus-based Fees	\$1,069	\$1,069

Campus-based fees increase based on CPI for greater Bay Area from the prior calendar year. Annual increase approved by student referendum in April 2001.

Students seeking an Initial Multiple Subject, Single Subject, or Special Education teaching credential (preliminary, clear, Level I, or Level II) admitted to a credential program with classified or conditionally classified status.

Payment Methods for Student Charges/Fees*

Pay online (E-check or credit card:) Log onto SSU's Online services and click on "Payments." Electronic check payments (E-check) are free. Online payments on student accounts by credit/or debit card will be charged a 2.75% non-refundable service fee by our third party provider, CASHNet®

Pay by mail (check, cashier's check, or money order): make check, cashier's check or money order payable to SSU, include your student ID number and full name on the payment.

Payments may be mailed, dropped off in person or dropped in the Seawolf Service Center drop box after business hours.

Pay in person (check, cashier's check, money order or cash): Seawolf Service Center, Salazar Hall 1000, during normal business hours.

*Effective January 1, 2018, the Seawolf Service Center will no longer accept credit or debit cards for payment.

International student payments: Sonoma State has partnered with Flywire to offer an innovative and streamlined way to make payment from your home country. For more information, including instructions on how to make a payment, please visit <http://web.sonoma.edu/seawolfservices/international-student-payments.html>.

Financial Aid Students

Financial Aid refund checks will be direct-deposited or mailed to eligible students. Refunds of PLUS (Parent) Loans will be mailed to the parent-borrower. All applicable University fees and charges will automatically be deducted from the disbursed aid. Please refer to your Award Summary in MySSU, the Help Book at www.sonoma.edu/finaid, and corresponding information that will be emailed to your Seawolf Email account for further information and instructions. The July 5 payment due date will not apply to those students who have a financial aid award in place by July 5 in an amount sufficient to cover their student charges/fees.

Chart of "Specific Course Fees" and "Other Charges" appears on Page 9-10

Student Charges/Fees Paid by Sponsors, Employers, State/Federal Agencies

Proper documentation with fee payment authorization must be submitted to the Seawolf Service Center no later than July 5, 2019. Students with no authorization on file will have to personally pay fees and seek reimbursement from grantors at a later date. Failure to follow this procedure will put you in a non-pay/guaranteed fee situation and you will be dropped from all classes.

REFUND OF STUDENT CHARGES/FEES INCLUDING NON-RESIDENT TUITION

Title 5, Section 41802

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory charges are defined as those tuition fees and campus-based fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support programs at the California State University (courses offered through Extended Education) are governed by a separate policy established by the University.

In order to receive a full refund of mandatory registration charges, including nonresident tuition or the Graduate Business Professional fee, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for cancelling registration and dropping classes is available.

For state-supported semesters, quarters, and nonstandard terms or courses of four weeks or more, a student who with-

draws during the term in accordance with the University's established procedures will receive a refund of mandatory registration charges, including nonresident tuition or the Graduate Business Professional fee, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory registration charges, including nonresident tuition or the Graduate Business Professional fee.

For state-supported semesters, quarters, and nonstandard terms or courses of less than four weeks, no refunds of mandatory registration charges, and nonresident tuition or Graduate Business Professional fee will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the University's established procedures and deadlines.

Students will also receive a refund of mandatory registration charges, including nonresident tuition or the Graduate Business Professional fee under the following circumstances:

- The mandatory registration charges were assessed or collected in error
- The course for which the mandatory registration charges were assessed or collected was cancelled by the University
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory registration charges were assessed and collected, and the delayed decision was not due to incomplete or inaccurate information provided by the student
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the University for a refund demonstrating exceptional circumstances and the chief financial officer of the University or designee may authorize a refund if he or she determines that the mandatory registration charges and nonresident tuition or Graduate Business Professional fee were not earned by the University. Information concerning any aspect of the refund of fees may be obtained from the Seawolf Service Center.

Enrollment Deposits

Enrollment deposits for first-semester SSU students returning after a leave or degree completion may be refunded if the university is notified in writing. For new Fall 2019 admits, the Enrollment Reservation and Campus Housing Down Payment are 50% refundable if requested in writing by June 15, 2019; non-refundable thereafter. **Note:** The Orientation Fee is 50% refundable until June 15, 2019 **only** if requested in writing prior to your selected orientation date. The fee is nonrefundable, regardless of admission status, if the orientation date you signed up for has passed, you attended the session, **or** an orientation refund is requested after June 15, 2019. Email your refund request to seawolf.servicecenter@sonoma.edu.

Title IV Financial Aid Refunds

Refunds for recipients of federal Title IV Financial Aid are subject to a refund schedule that extends the refund period through 60 percent of the semester. Following the federal regulations, all refunds will be credited back to the appropriate Title IV Financial Aid programs that were used to pay University charges. For examples of financial aid refund scenarios, contact the Financial Aid Office.

REFUNDS, CANCELLATION OF CHARGES

Full refunds/cancellations will be made only when the student has withdrawn prior to the start of the semester. Refunds/cancellations will be prorated daily from Aug. 20 - Oct. 28, 2019 for students totally withdrawing for the semester.

Exceptions will be made in the following circumstances only:

1. The mandatory registration charges were assessed or collected in error
2. The course for which the mandatory registration charges were assessed or collected was cancelled by the University
3. The University made a delayed decision that the student was not eligible to enroll in the term for which mandatory registration charges were assessed or collected and the delayed decision was not due to incomplete or inaccurate information provided by student
4. The student was activated for compulsory military service.

Application Fee

The application fee is not refundable unless collected in error or when the student is unable to begin the semester because of compulsory military service, disablement, or death.

Late Registration Fee

Late registration fee is not refundable, unless collected in error.

Parking Permit Refunds

Permit sales are final. Full, pro-rated or partial refunds may be available under limited circumstances with appropriate documentation. Full or pro-rated refunds may be available under the circumstances which may also make the student eligible for a refund of admissions fees. For full information on refunds for parking permits, please visit www.web.sonoma.edu/parking

FEES, DEBTS OWED TO SSU

Should a student or former student fail to pay a fee or a debt owed to the University, the University may "withhold Permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the University are obligated for the payment of charges associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student charges including any tuition for the reservation of space in the course.

The University may withhold permission to register or to receive official transcripts of grades or other services offered by the University from anyone owing fees or another debt to the University. If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the Seawolf Service Center. The Seawolf Service Center, or another office on campus to which the Seawolf Service Center may refer the person, will review all pertinent information provided by the person and available to the campus, and advise the person of its conclusions.

SPECIFIC COURSE FEES

Payable when service is rendered. Students have the option of obtaining materials or services for specific courses from sources other than the University so long as they meet the instructional requirements.

Financial Aid Covers Course Fees

Students who are being charged specific course fees (as listed above) may include those charges to increase eligibility for financial aid. The Financial Aid Office will adjust a student's Cost of Education for that semester once the student advises his/her financial aid representative of the additional costs.

ARTS 103	20.00	ECON 454	100.00
ARTS 104	20.00	GEOG 360	10.00
ARTS 204	35.00	GEOL 102	12.00
ARTS 208, 308	67.00	GEOL 120	130.00
ARTS 210, 310	92.00	GEOL 304	175.00
ARTS 220, 320, 420	10.00	GEOL 308	195.00
ARTS 229, 329, 429	61.00	GEOL 312	185.00
ARTS 230, 330, 430	61.00	GEOL 314	125.00
ARTS 236, 336, 436	50.00	GEOL 318	175.00
ARTS 245	54.00	GEOL 420	195.00
ARTS 298, 498	25.00	GEP 312 (1 unit)	225.00
ARTS 304, 404	35.00	GEP 312 (2 units)	320.00
ARTS 335, 435	68.00	GEP 493 A/B	40.00
ARTS 340, 440	54.00	GEP 445	15.00
ARTS 342, 442	85.00	KIN 242	10.00
ARTS 382, 482	54.00	LIBS 101, 102, 201, 202	150.00
ARTS 432	61.00	NURS 301	160.00
ARTS 457	67.00	NURS 303	25.00
ARTS 458	67.00	NURS 509	25.00
ARTS 496 (Field Trip)	cost	NURS 549	25.00
BIOL 110	5.00	NURS 550A	25.00
BIOL 130	15.00	NURS 550B	25.00
BIOL 131	15.00	POLI SCI 345	500.00
BIOL 220	120.00	SCI 120A	60.00
BIOL 224	10.00	SCI 120B	50.00
BIOL 240	25.00	THAR 300 (Field Trip)	120.00
BIOL 314	65.00		
BIOL 322	55.00		
BIOL 323	70.00		
BIOL 325	15.00		
BIOL 327	140.00		
BIOL 328	45.00		
BIOL 329	10.00		
BIOL 330	15.00		
BIOL 333	30.00		
BIOL 335	65.00		
BIOL 338	15.00		
BIOL 340	25.00		
BIOL 342	40.00		
BIOL 344	30.00		
BIOL 347	20.00		
BIOL 349	15.00		
BIOL 383	25.00		
BIOL 472	25.00		
BIOL 480	30.00		
CHEM 102, 105, 115 A/B, 125 A/B, 232, 255	25.00		
CHEM 316, 336, 401, 402, 441	60.00		
COMS 340	75.00		
COMS 385 (1-2 units)	100.00		
COMS 385 (3-4 units)	100.00		
COUN 511F	up to 25.00		

All fees are subject to change.

OTHER CHARGES

Parking Fees

Auto, reserved, per semester	.262.00
Auto, non-reserved, per semester	.102.00
Motorcycle, per semester	.25.00
Daily Permit	.5.00

Library Fees

Community Borrower Card	10.00/3 mo.
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Overdue fees

Overdue fees for reserve materials (\$50 maximum fine per item)	
1.00 an hour	
Overdue fees for equipment (\$50 maximum fine per item)	
Laptops, keys, headphones	1.00 an hour

Alcohol and Other Drug Intervention

Substance Use Workshop 1	.65.00
Substance Use Intervention 2	.65.00

Application Fee (non-refundable)	.55.00
(This fee is payable upon application for admission or readmission by all new students or students returning after an absence of two or more semesters.)	

Chemistry Eyeglasses	.4.00
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Counseling Transcript Evaluation	.50.00
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Credential Processing & Evaluation	.25.00
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Credential Processing Non-SSU Applicants	.40.00
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Credential Out of State Verification	.15.00
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Credential Subject Matter Authorization Evaluation	.15.00
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Dishonored check or credit card fee (returned for any cause)	.20.00
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Failure to meet administratively required appointment or time limit	.20.00
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FEPL	.250.00
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Hlth Ctr/Pharmacy/Lab Service	.Cost
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Items lost or broken, or damage to University property	.Cost
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Late Registration	.25.00
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Lost Keys	.25.00 per key
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Modern Language Lab Fee	.10.00
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Modern Language Prof. Exam	.50.00
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Musical Equipment Deposit	.20.00
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Musical Instrument/Audio/Visual Equipment	.25.00
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PE Lost Equipment	.Cost
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PE Towel/Locker Use (optional)	.10.00
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SSU CPA Rehearsal Kit	.5.00-85.00
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SSU Waiver Prog. Subj. Matter	.50.00
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Studio Arts Cleaning and Safety Equipment Fee	.10.00
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WEPT	.35.00
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Deposits for locker keys and breakage required in some laboratory courses. (These deposits are refundable in whole or part. If deposits are not required, charges may be made against the student for undue breakage or failure to clear locker and/or return key.)

All fees are subject to change.

REGISTRATION CANCELLATION, WITHDRAWAL FROM UNIVERSITY

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay student charges/fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on cancelling registration and withdrawal procedures is available from Admissions and Records.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the University during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Dishonored Checks

By the authority of the State Administrative Manual, Section 8023, all persons who have issued a check to the University that was dishonored by the bank will be required to make all future payments by cash, certified check, cashier's check, or money order. In addition, students may be liable for punitive damages allowable through the California Civil Code, Chapter 522, Section 1719, which states that the maker of a dishonored check can be held liable for three times the amount of the check or \$100, whichever is greater, up to \$500, plus the face value of the check, and court costs. There is a \$20 fee for all returned checks, including "stop payments." Students issuing dishonored checks in payment of student charges/fees may be subject to disenrollment. Note: A stop payment on a check does not constitute an official withdrawal from the University.

SOCIAL SECURITY

Students eligible to receive Social Security benefits should contact either their home Social Security Office or the Santa Rosa Social Security Office. The Social Security Office will determine a student's program eligibility and mail the University a form for enrollment verification. Note: Admissions and Records can only certify Social Security claims after a student has registered.

VETERANS AND DEPENDENTS OF VETERANS

Student Veterans and students who are dependents of Veterans may be eligible for education benefits through the California Department of Veterans Affairs (CalVet) or the United States Department of Veterans Affairs (VA). Veterans who have unused or remaining education benefits may be able to transfer their VA benefits to a dependent. Students and/or their families must apply for benefits through CalVet or the VA.

California Department of Veterans Affairs—CalVet

For dependents only: this benefit—commonly known as the fee waiver—waives tuition for fall and spring semesters. The fee waiver is for tuition only, not any other campus fees. It does not cover any other expenses such as books, parking, room & board. It does not apply to Extended Education programs, including

Summer session and Winter Intersession.

Key elements:

- Families apply for this benefit through their county Veterans services office.
- When the application is approved, the county VA office will send to the family a Fee Waiver Authorization. Upon receipt of the Fee Waiver Authorization, submit a copy to the SSU Veterans Services office. Do not submit the application or any other documents. When submitting, indicate the student's full name, SSU ID number, and e-mail address. Do not show any Social Security Number.
- The Fee Waiver Authorization is good for one academic year only. Continuing students must obtain and submit to the SSU Veterans Services office a Fee Waiver Authorization each year.
- Meet the deadlines to prevent disenrollment from classes: submit the Fee Waiver Authorization to the SSU Veterans Services office at least three weeks before you register for classes. **At the latest**, the authorization must be received before the date that registration charges are due to be paid for the Fall and/or Spring semester.

CalVet information

www.calvet.ca.gov/VetServices/Pages/College-Fee-Waiver.aspx

United States Department of Veterans Affairs—VA

For veterans and dependents, application for VA education benefits is initiated by the veteran — see the web address below. The Veteran may choose to transfer education benefits to an eligible dependent. The VA confirms eligibility for the Veteran or the eligible dependent via a Certificate of Eligibility. The SSU Veterans Services Office does not calculate or determine benefits on behalf of the VA and is not a part of the VA application-for-benefits process.

First semester: In order to activate VA education benefits, submit the following documents to the SSU Veterans Services Office:

- A copy of the VA Certificate of Eligibility
- The SSU Understanding of Obligations Contract*
- The SSU Semester Class Enrollment* form
- By the end of the first semester: the SSU Academic Plan contract * form

**forms available online at <http://www.sonoma.edu/veterans>*

Education benefits recipients, whether veteran or dependent, must attend the Veterans Services Orientation which occurs the first week of fall semester classes.

The role of the SSU Veterans Services Office is to

- certify with the VA enrollment each semester;
- verify that the student has established a degree plan;
- verify successful completion of classes.

VA information

www.explore.va.gov

SSU Veterans Affairs

www.sonoma.edu/veterans

ACADEMIC REGULATIONS

Class Attendance

Class attendance is an important part of a student's university experience. However, there are legitimate reasons for missing class, such as illness, accidents, death of a close family member, jury duty, religious observance or representing the University at officially approved University activities. Students should be cautioned that even though absences may be for legitimate reasons, such absences can impair performance and result in a lower grade. Faculty have primary authority for setting class attendance policy according to discipline standards. There are class activities, such as labs, assignments and discussions that cannot reasonably be made up.

When students are absent from classes, it is their responsibility to provide the instructor with due notice and documentation when possible, and to inform the instructor of the reason for absence. Students are also responsible for requesting, in a timely manner, to make up missed assignments and class work if these are reasonably able to be provided.

Instructors are responsible for providing a clear statement on the course outline about the impact of attendance on students' grades. For students who have missed classes for legitimate reasons, instructors are also responsible for providing an opportunity to complete make-up work or grade substitution, if the instructor determines that such is reasonably able to be provided.

Schedule Commitment

The faculty of the University consider that a commitment exists on the part of instructors and students to fulfill their respective roles as teachers and learners based upon the schedules established at the conclusion of the period to change schedules. Furthermore, the Academic Senate, Educational Policies Committee, and the University Standards Committee have mandated that late schedule changes will be subject to rigorous review, consistent with the intent to support the academic standards of the University and the concept of enrollment commitment.

Non-Degree Courses

Courses numbered 99 or lower do not carry baccalaureate credit.

Course Numbers

Students should register in courses numbered for their appropriate class level. Exceptions may be made by the instructor. Students in a course above their class level without the instructor's approval may be required to drop the course. Courses numbered 100-299 are open to all students; 300-499 are for upper-division and graduate students; and courses numbered 500 and above are limited to graduate students

Prerequisites

Students are responsible to meet all course prerequisites or obtain permission from the instructor of the class to have the prerequisites waived. Students may be required to drop a class for which they do not qualify, even though they have enrolled.

Academic Standing

Academic standing refers to the quality of a student's academic work at the University. Students falling below acceptable standards are placed on academic probation and become subject to

academic disqualification should the quality of their academic work not improve to meet minimum standards.

Academic standing is measured by a cumulative GPA for all traditional letter-graded work attempted at all colleges attended, **and** an SSU GPA for all traditional letter-graded work attempted at Sonoma.

The minimum acceptable cumulative and SSU GPA for undergraduate is 2.0 or a "C" average. Post baccalaureate (graduate, credential, second B.A./B.S.) students are responsible for maintaining a minimum 3.0 SSU GPA, depending upon their objectives. A student will be placed on academic probation should any one of these measurements fall below required standards. Students on probation are subject to disqualification if they again fail to meet minimum academic standards.

Incomplete Marks

Students in passing status who are unable to complete a class for unforeseen circumstances may be assigned a grade of "incomplete." The conditions for making up the incomplete will be specified in writing by the instructor, with both student and instructor receiving a copy. Students may have an allotted time to make up the incomplete, not to exceed one year. Should a final grade not be assigned and submitted to Admissions and Records by the end of the one-year period, the grade will be changed to an IC or NC as determined by the grading basis of the enrollment.

Immunization Requirements and Registration Holds for Non-compliance

In accordance with California law and California State University policy, entering students are required to provide SSU with copies of official records showing full immunization (or blood test proof of immunity) to the diseases listed below. All incoming new students are required to submit immunization documentation to medproctor.com. **This must be completed at least 6 weeks prior to the start of each student's first semester of classes at Sonoma State University.** Students who do not meet this deadline are subject to conditional enrollment and other late compliance penalties. Holds are placed on the records of students who have not provided SSU with the required documentation through Med+Proctor within the required timeframe. These registration holds prohibit students from registering for future classes until the required documents have been received and processed.

1. **Measles/Mumps/Rubella (MMR)** proof of immunization required of all students born after 12/31/56. Immunization records must show that the student received two doses of **MMR vaccine** after 12 months of age and spaced at least one month apart. Students may also meet this requirement by submitting copies of blood test results showing that the student is immune to Rubeola (measles), Mumps and Rubella.

2. **Hepatitis B vaccine** proof of immunization is required of all students who are or were under age 19 at the start of their first semester of classes at SSU. Immunization records must show that the student received three appropriately spaced doses of **Hepatitis B vaccine** or copies of a blood test showing immunity to Hepatitis B. These requirements persist until fully satisfied, regardless of the student's subsequent age.

Students in need of immunizations or blood tests to demonstrate immunity should contact an off-campus health care pro-

vider. Incoming SSU students who have paid their enrollment deposit are eligible to utilize the SSU Student Health Center for these services prior to the beginning of their first semester of classes. There are charges for these services at the SHC.

In addition to the required immunizations, the following immunizations are **strongly recommended** for college students by the U.S. Centers for Disease Control:

- Chicken pox (Varicella) vaccine—two doses
- Tetanus/Whooping Cough (pertussis) booster (Tdap) — one does in the past 10 years
- Meningococcal Vaccine (Serogroups A, C, Y & W-135) — one dose after age 16 for students under 23 years of age
- Hepatitis A vaccine — two doses

The California State University system is in the process of revising immunization requirements. Many of the CDC recommended immunizations will be added to the list of required immunizations for CSU enrollment beginning Fall 2020.

Fall 2019 FINAL EXAM SCHEDULE

Policy on Final Examinations as approved Dec. 9, 1985: The final examination in courses that utilize this form of evaluation shall be scheduled for the time during the Final Examination period assigned to the course. Final papers or take-home finals required in lieu of a final course examination shall be due at the scheduled exam time. Each examination period is two hours. If the instructor is not giving a formal examination, he/she is expected to hold the class for other educational purposes such as a special summary or evaluation during the scheduled period.

M	Monday	MW	Monday and Wednesday
T	Tuesday	MWF	Monday, Wednesday and Friday
W	Wednesday	TR	Tuesday and Thursday
R	Thursday		
F	Friday		

REGULAR CLASS MEETING TIME	FINAL EXAM DAY	FINAL EXAM TIME
MWF 7:40-8:50 a.m. MWF 8:00-8:50 a.m. MW 8:00-9:50 a.m. MW 8:00-9:15 a.m. M 8:00-8:50 a.m. M 8:00-11:40 a.m. M 8:00-10:40 a.m.	Monday, December 9	8 a.m.-9:50 a.m.
MTWR 11:00 -11:50 a.m. MWR 11:00 -11:50 a.m. MWR 11:00 -11:50 a.m. MWF 11:00-11:50 a.m. MW 11:00-11:50 a.m. MW 10:00-11:50 a.m. MW 10:45 a.m.-noon M 11:00-11:50 a.m. W 11:00-11:50 a.m. F 11:00-11:50 a.m.	Monday, December 9	11 a.m.-12:50 p.m.
MWF 2:00-2:50 p.m. MW 2:00-3:50 p.m. MW 2:30-3:45 p.m. M 1:00-1:50 p.m. M 1:00-3:40 p.m. M 2:00-5:40 p.m. M 2:00-2:50 p.m.	Monday, December 9	2 p.m.-3:50 p.m.
MW 5:25-6:40 p.m. MW 6:00-7:50 p.m. M 4:00-6:40 p.m. M 6:00-9:40 p.m.	Monday, December 9	5 p.m.-6:50 p.m.
M 6:45-10:25 p.m. MW 8:00-9:50 p.m. M 7:00-9:40 p.m.	Monday, December 9	8 p.m.-9:50 p.m.
TR 8:00-9:15 a.m. TR 8:00-9:50 a.m. T 8:00-8:50 a.m. T 8:00-11:40 a.m. T 8:00-10:40 a.m. T 9:00-9:50 a.m.	Tuesday, December 10	8 a.m.-9:50 a.m.
TR 10:00-11:50 a.m. TR 10:45 a.m.-noon. T 11:00-11:50 a.m. T 10:00-10:50 a.m.	Tuesday, December 10	11 a.m.-12:50 p.m.
R 10:00-10:50 a.m. TR 2:30-3:45 p.m. TR 3:00-4:50 p.m. T 1:00-1:50 p.m. T 1:00-3:40 p.m. T 1:00-4:40 p.m. T 2:00-2:50 p.m. T 3:00-3:50 p.m.	Tuesday, December 10	2 p.m.-3:50 p.m.
R 3:00-3:50 p.m. TR 5:00-6:50 p.m. TR 5:25-6:40 p.m. T 4:00-6:40 p.m. T 5:00-8:40 p.m.	Tuesday, Dec. 10	5 p.m.-6:50 p.m.
TR 7:00-8:50 p.m. TR 7:00-8:15 p.m. T 6:00-9:40 p.m. T 6:45-10:25 p.m. T 7:00-9:40 p.m.	Tuesday, December 10	8 p.m.-9:50 p.m.
MTWR 9:00-9:50 a.m. MTWF 9:00-9:50 a.m. MWF 9:00-9:50 a.m. MW 9:20-10:35 a.m. W 8:00-8:50 a.m. W 8:00-11:40 a.m. W 8:00-10:40 a.m. M 9:00-9:50 a.m.	Wednesday, December 11	8 a.m.-9:50 a.m.
W 9:00-9:50 a.m. F 9:00-9:50 a.m. MTWR 10:00-10:50 a.m. MWF 10:00-10:50 a.m.	Wednesday, December 11	11 a.m.-12:50 p.m.

REGULAR CLASS MEETING TIME	FINAL EXAM DAY	FINAL EXAM TIME
F 8:00-11:40 a.m. F 9:00-11:40 a.m. F 9:00 a.m.-12:40 p.m. M 10:00-10:50 a.m. W 10:00-10:50 a.m. F 10:00-10:50 a.m.	Wednesday, December 11	11 a.m.-12:50 p.m.
MW 1:00-2:15 p.m. W 1:00-3:40 p.m. W 2:00-5:40 p.m. W 2:00-2:50 p.m.	Wednesday, December 11	2 p.m.-3:50 p.m.
MWF 4:00-4:50 p.m. MWF 4:00-5:10 p.m. MW 4:00-5:15 p.m. MW 4:00-5:50 p.m. W 4:00-6:40 p.m. M 4:00-4:50 p.m. W 4:00-4:50 p.m.	Wednesday, December 11	5 p.m.-6:50 p.m.
F 4:00-4:50 p.m. W 6:00-9:40 p.m. W 6:45-10:25 p.m. W 7:00-9:40 p.m.	Wednesday, December 11	8 p.m.-9:50 p.m.
TR 9:20-10:35 a.m. R 8:00-8:50 a.m. R 8:00-11:40 a.m. R 8:00-10:40 a.m. R 9:00-9:50 a.m.	Thursday, December 12	8 a.m.-9:50 a.m.
All sections of MATH 165 will hold their final R 11:00-11:50 a.m.	Thursday, December 12	11 a.m.-12:50 p.m.
TR 1:00-2:15 p.m. TR 1:00-2:50 p.m. R 1:00-1:50 p.m. R 1:00-3:40 p.m. R 1:00-4:40 p.m. R 2:00-2:50 p.m.	Thursday, December 12	2:00 p.m.-3:50 p.m.
TR 4:00-5:15 p.m. R 4:00-6:40 p.m. R 5:00-8:40 p.m. T 4:00-4:50 p.m. R 4:00-4:50 p.m.	Thursday, December 12	5 p.m.-6:50 p.m.
R 6:00-9:40 p.m. R 6:45-10:25 p.m. R 7:00-9:40 p.m.	Thursday, December 12	8 p.m.-9:50 p.m.
F 8:00-8:50 a.m. W 11:00-11:50 a.m.	Friday, December 13	8 a.m.-9:50 a.m.
MWRF 12:05-12:55 p.m. MWF 12:05-12:55 p.m. MWF 12:40-1:50 p.m. MW 12:05-1:55 p.m. M 12:05-12:55 p.m. W 12:05-12:55 p.m. F 12:05-12:55 p.m.	Friday, December 13	11 a.m.-12:50 p.m.
MWF 1:00-1:50 p.m. F 1:00-1:50 p.m. F 1:00-3:40 p.m. F 1:00-4:40 p.m. F 2:00-5:40 p.m. F 2:00-2:50 p.m.	Friday, December 13	2 p.m.-3:50 p.m.
MWF 3:00-3:50 p.m. F 4:00-6:40 p.m. M 3:00-3:50 p.m. W 3:00-3:50 p.m. F 3:00-3:50 p.m.	Friday, December 13	5 p.m.-6:50 p.m.
F 6:00-9:40 p.m. F 6:45-10:25 p.m. F 7:00-9:40 p.m.	Friday, December 13	8 p.m.-9:50 p.m.

Fall 2019 TEST CALENDAR

ALL TEST DATES ARE SUBJECT TO CHANGE

For more information contact:

Testing and Proctoring Services

International Hall 205

Lu Vega, Testing Coordinator

(707) 664-3499

testing@sonoma.edu

<http://testing.sonoma.edu>

	TEST TYPE	Fall 2019
GRE	Graduate Record Exam Subject paper based tests only. For more information and to register go to: www.gre.org	September 14, 2019 October 26, 2019
LSAT	Law School Admissions Test For more information and to register go to: www.LSAC.org	September 21, 2019 November 25, 2019
MPRE	Multi Professional Responsibility Exam For more information and to register go to: www.ncbex.org/about-ncbe-exams/mpre	November 9, 2019
SAT	Scholastic Aptitude Test For more information and to register go to: https://collegereadiness.collegeboard.org/sat	August 24, 2019 October 5, 2019 November 2, 2019 December 7, 2019

PROCTORING SERVICES

SSU is a certified testing site that proctors various online program exams for SSU Students and non-SSU Students alike. The SSU fee is a flat rate of \$25 dollars. Testing office hours are from Monday to Friday, 9am to 3pm. To set up a proctoring appointment, request a date/time online at <http://testing.sonoma.edu> or with the Testing Coordinator Lu Vega at 707-664-3499 or email testing@sonoma.edu.

CLEP College Level Examination Program-Credit by Examination

SSU is a certified testing site for the CLEP tests, from Monday to Friday, 9am to 3pm. The proctoring fee is \$25 dollars aside from the exam cost. CLEP exams help students save money and time by testing out of subject courses through credit-by-examinations. Students can earn college credit with a passing score on CLEP exams. To learn more about these exams and to register, go to: <http://testing.sonoma.edu/tests/clep>. To set up an exam appointment, request a date/time online at <http://testing.sonoma.edu> or contact Lu Vega at 707-664-3437 or email Luis.Vega@sonoma.edu.

DSST Subject Standardized Tests (DANTES)-Credit by Examination

SSU is a certified testing site for DSST tests, from Monday to Friday, 9am to 3pm. Our proctoring fee is \$25 dollars. These tests are an effective method to provide evidence of prior learning for college credit. There are 38 subject exams available at a competitive fee. For more information, go to: <http://testing.sonoma.edu/tests/dss>. Consult with your Advisor and/or school to be sure the test fits your curriculum program. To set up a testing appointment, contact and requests a date/time online at <http://testing.sonoma.edu> with Lu Vega at 707-664-3437 or email Luis.Vega@sonoma.edu.

PARKING

There is also a fee charged for parking, as well for Saturdays and Sundays. All vehicle codes and regulations are observed/enforced at SSU. For more information, visit the Parking information of the Testing website: <http://testing.sonoma.edu/parking-permit>

Buy Permit Online

Examinees can purchase an SSU Daily Parking Permits online ahead of time and print it out at home. The Daily Parking Permit has to be for the specific date visiting the campus. For more information, please visit <https://pmb.csustan.edu/dailypermits/#/permits>

DIRECTIONS/Location/MAP

Testing Office is located in International Hall 205. For driving directions and Testing Office location, see online map at <http://testing.sonoma.edu/location.html>

ADDITIONAL TESTS AND SERVICES

- TEAS: This exam is administered by the Nursing Dept. www.sonoma.edu/nursing
- WEPT: The exam is administered through the Writing Center. www.sonoma.edu/writingcenter/wept

EARLY START/EARLY ASSESSMENT PROGRAM

The CSU system recently enacted a policy requiring a course called “Early Start” that is mandated for incoming students who do not demonstrate readiness for college-level math and/or English to begin remediation during the summer before coming to the CSU. The goals of Early Start are to better prepare students in math and English before their first semester, thereby improving their chances of completing a college degree. For more specific information, visit the following website:

<https://admissions.sonoma.edu/prepare-enrollment/early-start-program>.

WHAT TO DO IF YOU HAVE A CAMPUS CONCERN OR COMPLAINT

EMERGENCY: To reach SSU Police Services, dial 911 from any campus phone; press button on blue-lighted emergency phone located around campus; or dial (707) 664-2143 from a cell phone. To reach local police from pay phones, dial 911— no coins required. In case of fire, pull nearest fire alarm.

CONCERN OR COMPLAINT

CONTACT

Academic Access and Disability Services for Students

If you have a disability and feel that you have been denied access to a university class, test-taking accommodation, or other appropriate accommodation.

Brent Boyer
 Director, Disability Services for Students (DSS)
 Salazar 1049
 Tel: 664-2677; dial 711 for Relay; Fax: 664-3330
www.sonoma.edu/dss/
disability.services@sonoma.edu

Discrimination and/or Sexual Harassment, Including Sexual Assault If you feel that you have been sexually harassed, discriminated against, or denied access to any campus resources on the basis of race, color, religion, national origin, sex (including sexual harassment and sexual assault), sexual orientation, marital status, pregnancy, age, disability, medical condition or covered veteran status

Sarah Clegg
 Director, Title IX
 Second Floor, International Hall
 Tel: 664-2480
web.sonoma.edu/hr/titleix

Financial Aid Decisions, Rules and Regulations

If a financial aid decision has been made that you believe is unfair

Susan Gutierrez
 Director of Financial Aid
 Salazar 2061 Tel: 664-2287
www.sonoma.edu/finaid/

Grade Appeal Contest your grade on the basis of capricious, prejudice, or clerical error.

Dispute Resolution Board
 Stevenson 1071 Tel: 664-2801
web.sonoma.edu/senate/committees/drb/drb.html

Petition for Waiver of University Regulations

If you wish to appeal certain regulations (e.g., retroactive withdrawals, etc.)

Admissions and Records
 Salazar 2030 Tel: 664-2778
www.sonoma.edu/registration/

Residence Halls Concerns about facilities, living conditions, roommates, contracts, payments

664-4021: Work Order Line at Seawolf Service Center
 664-4033: Office of Residential Life
 664-2541: Housing Services
web.sonoma.edu/reslife/home/staff.html

Sexual Violence, Assault, or Rape If you have, or someone you know has, been sexually assaulted or the victim of rape on campus

Police Services, 911
 Confidential resources: SSU Counseling and Psychological Services, 664-2153; Verity (24 hour sexual assault crisis line and other victim support services), 707-545-7273; SSU Student Health Center, 707-664-2921

Student Employee If you have concerns about your status as a student employee (student assistant or work study) or believe that a decision has been made that is unfair or unreasonable

Level I Informal: Immediate Mgmt Supervisor
 Level II Formal: Head of unit or 1st level manager, whichever is higher
 Level III: Managing Director, Employee Relations and Compliance Services
 Tel: 664-4470

Student Conduct If you believe that your access to the educational process or resources are being hindered by another student due to disruptive behavior

Student Conduct
 Student Center 3020 Tel: 664-2838
www.sonoma.edu/studentaffairs/judicial

Solomon Amendment SSU is obligated to release your name and address to military recruiting personnel unless you formally notify Admissions and Records that you wish to have this information withheld

Admissions and Records
 Salazar 2030
 Tel: 664-2778
www.sonoma.edu/registration/

Student Grievance A grievance may arise out of a decision or action reached in the course of an official duty by an SSU employee. A grievable action: 1) violates written campus policies or procedures; or 2) constitutes arbitrary, capricious, or unequal application of written campus policies or procedures

Dispute Resolution Board
 Stevenson 1071 Tel: 664-2801
www.sonoma.edu/uaffairs/policies/studentpolicy.htm

STUDENT RIGHTS AND RESPONSIBILITIES

Preamble

Students are citizens as well as members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy; as members of the academic community, they incur both the rights and responsibilities deriving from the standards of that community. The primary right and responsibility of students is to exercise and to cherish the freedom to learn. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. While the responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, the University has a duty to prescribe reasonable limits and policies for safeguarding this freedom.

Corollary to any statement of student rights and responsibilities are adequate procedures for hearing charges that student rights have been denied by other students, the faculty, the administration, or staff of the University. The University is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether such action occurs on or off campus. University sanctions, however, will be imposed only for those violations that interfere with the University's responsibilities for ensuring the opportunities of all members of the academic community to pursue learning. If the same action violates general law and also interferes with the University's responsibilities, students may be subject to independent action by both the court and the University via Title V, which can be found at www.sonoma.edu/studentaffairs/docs/title_v.pdf. It is a clearly established principle of law that no double jeopardy is involved in such instances.

Introduction

This document provides a brief description of University policies relevant to student rights and responsibilities. It is the student's responsibility to seek out the complete policies, procedures, standards, or regulations which affect his/her rights; these complete documents are referenced below. Ignorance of such information shall not be cause to waive policies, procedures, standards, or regulations.

I. Student Rights

A. Access to the University

The University is open to all persons who are qualified according to its admission standards unless resource limitations result in the closure of academic programs in which applicants have expressed interest.

B. Instructional Practice

Students have the right to substantial instruction in the course content at the time scheduled for class meetings except in mitigating circumstances. All enrolled students are to be provided with a course syllabus which should include at least the instructor's grading policies, examination dates, test format, and course requirements (e.g., attendance, course books, reading assignments, etc.), office number, office hours, and office phone number. Students should be advised of faculty expectation for the course no later than the end of the second class, with timely notification of

changes and additions to the course requirements. Faculty are also expected to meet their scheduled class assignments and office hours which are posted at the beginning of every semester.

C. Academic Advising

Students have the right to reasonable access to professional advisement relative to all segments of their academic programs and to their career goals related to those academic programs. As a result, faculty members and professional advisors maintain office hours each semester in order to meet with and advise students. From advisors of record, students should expect advisement relative to the appropriate selection of major and support courses and of general education courses related to their goals and interests and on matters relating to most University, and all school and department regulations and procedures. From other appropriate University offices such as Admissions and Records, Financial Aid, and Student Academic Services, students should expect advice on matters relating to State and University regulations and procedures. Students have the responsibility to consult the requisite catalogues, schedules, and handbooks for rules and regulations concerning their major and support courses.

(see www.sonoma.edu/aa/advising)

D. Privacy of Educational Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus.

It is the policy of Sonoma State University to comply fully with the provisions of the Family Educational Rights and Privacy Act. That act requires educational institutions to define as "directory information" that information "contained in an education record that would generally not be considered harmful or an invasion of privacy if disclosed." Sonoma State University considers the following to be directory information:

Name

Address*

Telephone listing*

Email address*

Major field of study

Dates of attendance

Grade Level

Enrollment Status (e.g., graduate or undergraduate; full-time or part-time)

Participation in intercollegiate athletics

Degrees received

Most recent educational agency or institution attended

*verify only, and for valid educational reasons

(Note that FERPA allows schools to disclose educational records, including but not limited to directory information, without consent to school officials with legitimate educational interests.)

It is the policy of Sonoma State University to disclose or verify the directory information regarding its students as

listed above if requested to do so unless an individual student has indicated in the student record system that he or she does not wish to have information disclosed or verified. Students are responsible for maintaining an accurate record of their FERPA intentions in the student record system.

In accordance with FERPA, information other than this directory information is released to third parties only when a valid written consent to disclose, signed by the student, is presented.

E. Freedom of Inquiry, Expression, and Information

Students are permitted the fullest expression of beliefs through any means that are orderly and do not violate the rights of others. The University will not condone acts of violence, vandalism, coercion, or other illegal interference with its legitimate functions under the guise of freedom of expression.

Students and student organizations are free to invite and to hear any person of their choosing. However, speakers or programs funded from mandatory student body fees are subject to review to assure conformance to Trustee and campus policy. If campus facilities are needed and available, the scheduling procedure will ensure order and adequate preparation for the event, but in no instance will these procedures be used as a device for censorship or restraint beyond valid Trustee regulations, University policy, or law. Students shall have the right to access all documents containing University, school, and departmental policies, procedures, standards, and regulations. Students may distribute noncommercial literature in the designated area, provided they obtain a permit from the Center for Student Leadership, Involvement and Service (CSLIS).

F. Rights Regarding Publication

Student-operated media benefit the campus community by stimulating intellectual exploration and keeping open channels for free and responsible communication. Whether supported by student funds or institutionally sponsored, student-operated media shall provide students reasonable opportunity for expressing views which differ from editorial staff's viewpoints.

The Associated Students of Sonoma State University, other student organizations, and individual students may publish and otherwise communicate information and opinion. These groups and individuals are not subject to sanctions and restraints beyond those imposed by provisions set forth by Trustees' regulations or other state or federal laws.

Student publications and other communications media are guaranteed the editorial freedom necessary to engage in free inquiry and expression without advance approval of content. The agency responsible for the appointment of editors and managers is the agency responsible for dismissal of editors and managers.

G. Freedom of Association

Students are free to organize, join associations, and promote their common interests. Students shall be free to discuss openly all questions of interest to them and express their opinions publicly and privately. The membership policies and actions of SSU student organizations will be determined by those students registered in the University, as

long as they are nondiscriminatory and in accordance with law and Trustee and University policy:

No student, shall, on the basis of gender, race, religion, national origin, creed, ethnic background, political affiliation, economic status, disability, sexual orientation, or age be denied the benefits of participation in student organizations at SSU. Student organizations may be affiliated with off-campus, non-University organizations. Any organization whose purposes are not prohibited by law or regulations of the Trustees shall be entitled to petition for recognition by the University and the Associated Students. Student organizations and interest groups are required to submit a current list of officers, a statement of nondiscrimination, and the name of their advisor to the Center for Student Leadership, Involvement and Service (CSLIS).

California State Educational Codes 32050 and 32051 prohibit hazing. Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in which is likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. No student or other person attending Sonoma State University shall conspire to engage in hazing. Students found engaging in hazing could jeopardize their student status with the University and are subject to the full penalties of state law.

H. Contributions to University Governance and Curriculum

As constituents of the academic community, students should be free, individually and collectively, to express their views and to participate in the development of institutional policy and in matters of general interest to the student body. The Associated Students provides the mechanism by which student representatives are placed on University and Associated Students committees, and on the governing boards of campus auxiliaries. All regularly enrolled students are members of the Associated Students. [For more information contact the Associated Students Office.]

I. Nondiscrimination Policy

Sonoma State University and its auxiliary organizations (hereon referred to as the University) support an environment free of unlawful discrimination in any of the University's programs or activities of education and employment. Accordingly, discrimination on the basis of race, color, religion, national origin, sex (including sexual harassment and sexual assault), sexual orientation, marital status, pregnancy, age, disability, medical condition or covered veteran status is prohibited. The Managing Director of Employee Relations and Compliance (or other designee in the Employee Relations and Compliance Office or other designee in Human Resources) is responsible for assisting employees and students regarding alleged incidents of discrimination and/or sexual harassment, including sexual assault. Responsibilities include: educating the University community regarding the issues of discrimination; developing strategies for their elimination; immediately resolving discrimination/harassment complaints by conducting investigations and assisting in the resolution process when allegations of discrimination arise in the campus community;

working in collaboration with the appropriate personnel in educating the University regarding rape and sexual assault; maintaining records of complaints, investigations, and actions to meet legal requirements.

J. Student Employment

Any undergraduate student enrolled for six or more resident units, or graduate student enrolled in three or more resident units, is eligible to apply for a student assistant position. Eligibility for work study positions is determined by the Financial Aid Office. The Student Employee Guide outlines campus policy regarding orientation to the job, how wages are set, pay increases, and hours of work. The Student Employee Guide to employment rights and responsibilities is available at Employee Services (Salazar 2078).

K. Grievance/Appeal

As stated in the preamble to this document, corollary to any statement of student rights and responsibilities are adequate procedures for hearing charges that student rights have been denied by other students, or members of the faculty, staff, or administration. Procedures have been developed to handle particular types of grievances/appeals as outlined below. Prior to the initiation of a formal process, it is the responsibility of the student to pursue all possible informal means with which to resolve the dispute, including contacting the individual's supervisor. The Chair of the Dispute Resolution Board is available to assist students in resolving disputes informally and initiating formal grievance procedures.

1. Student Grievance Procedures

Students are given the opportunity to appeal a decision or action reached or taken in the course of official duty by a member of the faculty, staff, or administration of Sonoma State University. The grievance procedure provides a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

A student who wishes to initiate the grievance process should read the Grievance Policy, the Formal Dispute Resolution Policy, and may contact the current chair of the Dispute Resolution Board or the Academic Senate Office. The above mentioned policies can be found at <http://www.sonoma.edu/Senate/committees/drb/drb.html>

2. Grade Appeal Procedures

In order to protect the rights of students and faculty, principles of due process are incorporated into the grade appeal procedures. A student who wishes to initiate a grade appeal procedure should read the Grade Appeal Policy, the Formal Dispute Resolution Policy, and may contact the Chair of the Dispute Resolution or the Academic Senate Office. The above mentioned policies can be found at <http://www.sonoma.edu/Senate/committees/drb/drb.html>

3. Financial Aid Appeal

Students have the right to appeal their financial aid award or any other financial aid decision which they feel affects them adversely and which falls outside of the jurisdiction of federal, state, or Chancellor's Office

regulations. This right includes answers to questions, explanations of Financial Aid policies and procedures, and a request for reconsideration. The initial appeal is made to the student's Financial Aid representative. For more information about the appeals process, contact the Financial Aid Office (Salazar 1000).

L. Due Process in Disciplinary Matters

Whenever a student is alleged to have violated the Student Code of Conduct (refer to Section A under Student Responsibilities; Standards of Conduct Expected of Students), he/she is entitled to a fair and just process of review. The Student Disciplinary Procedures for the California State University provides procedures to determine whether violations of conduct have occurred. The process mandates an explanation of the procedures; the right to be informed of the charges and evidence to support those charges; the opportunity for a hearing, at which time the student can present evidence and witnesses to support his/her case; and the right to have an advisor present at the hearing. After completing a preliminary investigation, the Student Conduct Administrator may offer a disciplinary sanction, which the student can accept, without necessarily admitting guilt, in lieu of a hearing.

II. Student Responsibilities

A. Student Disciplinary Procedures

Inappropriate conduct by students or by applicants for admission is subject to disciplinary action by the University as provided in sections 41301 through 41302 of Title 5 of the California Code of Regulations. The purpose of the code is to provide procedures that are fair and just, both to the student charged and to the institution, by which it can be determined whether violations of conduct have occurred. A complaint against a student for an alleged violation of conduct (as defined in Sections 41301 through 41302 of Title 5) may be filed by a student, faculty member, staff member, University police officer, or community member. The complaint should be filed with the Student Conduct Administrator, who will investigate the alleged violation. The administrator will hold a conference with the student to obtain his or her response to the alleged misconduct and to determine if the complaint may be dealt with informally by mutual consent through a Student Resolution Agreement. If the allegations of misconduct have not been resolved informally by conference and the Student Conduct Administrator determines that formal disciplinary action should be taken, the Student Conduct Administrator shall initiate the disciplinary action process by written Notice of Hearing. This notice shall be served via email to the student charged at the last known address on campus records. For detailed information about the Notice of Hearing process and requirements, please refer to CSU Executive Order 1098. At any point in the process, the student may waive a hearing and accept a sanction without admitting that he or she engaged in the conduct charged. The hearing will be conducted by a hearing officer, who will be an administrative officer of the University appointed by the President. The hearing officer will submit a report and recommendations to the president, who will decide the matter, notify the student, and take action as appropriate.

In cases involving discrimination, harassment, or retaliation, an investigation and investigation report will be conducted and compiled by the University Title IX Officer. Conduct procedures will follow the normal process with the exception of formal hearings, which are based on the merits of proposed sanctions only and not on the finding of fact. Discipline that may be imposed includes, but is not limited to, probation, suspension, and expulsion.

Student Discipline

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41302 of Title 5, California Code of Regulations. These sections are as follows:

s41301. Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety, good citizenship, and, impose appropriate consequences when necessary.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their University, to be civil to one another and to others in the campus community, and to contribute positively to student and University life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary action:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a University official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
- (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material, and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions."

A group of students acting together may be considered a "student organization" for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.
- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- (F) Use of computing facilities and resources to interfere with normal University operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

(16) Violation of any published University policy, rule, regulation, or presidential order.

(17) Failure to comply with directions of, or interference with, any University official or any public safety officer

while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community, or poses a significant threat of disruption or interference with University operations.

(19) Violation of the Student Conduct Procedures, including:

- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- (B) Disruption or interference with the orderly progress of a student discipline proceeding.
- (C) Initiation of a student discipline proceeding in bad faith.
- (D) Attempting to discourage another from participating in a student discipline matter.
- (E) Attempting to influence the impartiality of any participant in a student discipline matter.
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

(d) Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030, and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.

For information on Sonoma State University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Safe and Drug-Free Schools and Communities Act. Please visit the Police and Parking Services website: <http://www.sonoma.edu/ps/>.

B. In the Classroom

Students are responsible for learning thoroughly the content of any course of study, but they are free to take reasoned exception to the interpretation of data or opinions offered. It is the responsibility of the student to read the course statement and to request any clarification of course policies. If the student adds the course after the first week of class, it is the student's responsibility to seek course information in a timely manner.

Students should not miss classes except for valid rea-

sons, such as illness, accidents, and participation in officially approved University activities. When students are absent from classes, it is their responsibility to inform the instructor of the reasons for absence and to arrange to make up missed assignments and class work insofar as this is possible. Students should be cautioned that even though absences may be for valid reasons, such absences can impair performance and result in a lower grade.

It is recognized that styles of teaching vary considerably; however, the professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Students should be evaluated solely on the basis of their academic performance and should not be penalized for their opinions or conduct in matters unrelated to academic performance.

While students are free to take exception to material presented in the classroom, their dissent should not take such form as to disrupt the normal activity of the course presentation. Students, individually or collectively, who express dissent in such manner as to disrupt the normal activity of university courses will be subject to appropriate sanction. In such a case the professor will usually ask the students involved to cease the disruptive behavior or leave the classroom. If they refuse, he/she may call upon administrative officials to assist him/her with the problem.

C. Cheating and Plagiarism

The policy of Sonoma State University is to discipline students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of courses in which they are enrolled. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and constitutes unacceptable conduct. Students who engage in either cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course, and the possibility of an additional administrative sanction (probation, suspension, or expulsion) as provided in Section 41301 through 41302 of Title 5, California Administrative Code.

Faculty must report the infraction and the action taken to the Student Conduct Administrator in Student Center 3020. The faculty member shall send the vice president for student affairs a copy of the "Cheating and Plagiarism Record of Informal Resolution" form within five academic days of the faculty and student signing the agreement. The vice president for student affairs shall maintain a list of students found responsible for cheating or plagiarism in order to detect students who are repeat offenders. If the student has a violation of the Cheating and Plagiarism Policy, the vice president for student affairs will determine if administrative disciplinary action is warranted.

[The Sonoma State University Policy and Procedures on Cheating and Plagiarism, dated May 10, 2005, is available in all school dean and department chair offices.]

D. Academic Advising

The advising process depends on the thoughtful participation of the student. Students must assume the following responsibilities:

- Know and meet requirements contained in the appropri-

ate catalog, class schedules, and other University publications.

- Maintain their own personal academic records and take them to every advising appointment.
- Seek academic advising from their advisor of record and other appropriate sources when first enrolling, when changing majors, when not in good academic standing, or when applying for graduation.
- Accept ultimate responsibility for their selection of classes which incorporates their decisions as well as the academic advice which has been given.

E. Student Employee Guide

The Student Employee Guide provides information on student employment responsibilities. It serves as a guide and does not include details which may be pertinent to exceptional cases. The guide applies to both student assistants and College Work-Study student employees. Guides are available at Employee Services (Salazar 2078).

F. Financial Aid Standards of Satisfactory Academic Progress

Federal and state regulations require that students receiving financial aid have a responsibility to make satisfactory academic progress toward a degree objective in order to remain eligible for financial assistance. This means that students must satisfactorily complete the minimum number of units based upon their enrollment status each semester. In addition, undergraduate students who have completed more than 150 units or six academic years of full-time enrollment, or graduate students who have completed more than 45 units (Counseling MA, 72 units) toward a post baccalaureate degree or the equivalent of two years of full-time enrollment, are not eligible for financial aid. Specific and written details of the Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility are available from the Financial Aid Office (Salazar 1000).

G. Use of University Facilities

Use of University facilities by University offices and organizations (including student clubs) and non-University organizations is guided by the University Policy on Special Events and Related Use of Campus Facilities (June 15, 1995). Requests for use of facilities shall be made through the University Special Events Office. Student clubs and organizations should consult with Center for Student Leadership, Involvement and Service (CSLIS) staff and must obtain appropriate approvals when planning events and activities requiring the use of University facilities and equipment. The use of University equipment and facilities involves the responsibility of adhering to established procedures for the use and safety of the equipment, facilities, and those in attendance.

H. Debts Owed to the University

Services may be withheld from students for nonpayment of debts owed to the University. The President or his designee is authorized to withhold permission to register; to use facilities for which a fee is authorized; to receive services, materials, food, or merchandise; or any combination of the above, from any person owing a debt to the University.

For purposes of this document, "debt" is defined as an unpaid obligation of a student or former student, however incurred, arising while the debtor was a student, for loans, services, use of facilities and equipment, materials, food or merchandise furnished to the student by the University.

I. Philosophy Statement on Alcohol and Other Drugs

Sonoma State University is committed to sustaining an academic environment that supports student success as well as the health and safety of the campus community. The illegal or unsafe use of alcohol and other drugs (including marijuana as well as street and prescription drugs) interferes with safety, student learning, and the rights of others. It violates state and/or federal law, undermines the University's educational mission, and violates SSU and California State University policy. SSU expects compliance with all policies, laws, and regulations.

J. Save a Seawolf / Good Samaritan Policy

Students or members of the community who observe a medical or other emergency are obligated to call 911 for help. If the "Good Samaritan" who places a call for help is found to be in violation of a University policy, the fact that they placed the call will be considered a mitigating circumstance when determining possible sanctions on an individual or student organization. If students or members of the community do not call when a member of our campus community needs medical or emergency service, this will be considered an aggravating circumstance for individuals and will result in more severe sanctions. Sonoma State University does not condone the unsafe or illegal use of any controlled substance.

K. Residential Community

The Residential Community has special rules designed to ensure the rights of all student residents and their guests. These rules are contained in the Housing License Agreement. Access to the Residential Community may be revoked for residents or guests who violate these rules. *[Refer to the Housing License Agreement and the annual Student Residence Handbook.]*

HEALTH TOPICS

Meningococcal Disease and College Students

Meningococcal Disease is a **serious bacterial infection** that often results in meningitis, nervous system injury, dysfunction of vital organs, severe disabilities, or death.

How is it spread? This and many other communicable diseases are spread by close contact with the respiratory secretions of people who carry the bacterial organism in their bodies, sometimes without symptoms. Meningococcal infection can be transmitted via coughing, sneezing, kissing, and sharing beverages, food, eating utensils, cigarettes, toothbrushes, etc.

Symptoms initially resemble the flu, but rapidly become severe and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, weakness, and confusion.

People with these symptoms should seek immediate medical attention.

Why special concerns for college students? The risk of getting this potentially fatal disease peaks during the teen years and early 20s. Risk is magnified for those living in group settings. In addition, protective immunity from the Centers for Disease Control recommended meningococcal conjugate vaccine (Menactra® or Menveo®) decreases after 4-5 years, leaving those who were vaccinated prior to age 16 with insufficient protection during their higher risk college years. Therefore, the specific recommendation for college students is that those under 23 who received an initial vaccine dose before age 16 receive a second (booster dose) at age 16 or later. Students under 23 who never got this vaccine should do so now. Students 23 and older (especially those in close group living or social setting circumstances or traveling to high risk meningococcal disease areas) that wish to reduce their risk of meningococcal disease may be immunized with meningococcal conjugate vaccine.

Meningococcal Vaccine & Where to Get It: The standard formulations of **meningococcal conjugate vaccine** protects against four of the five most common strains of meningococcal bacteria, but does not protect against Type B meningococci. Vaccine immunity takes two weeks to develop and protection lasts 4-5 years. This vaccine is offered to SSU students by the Student Health Center (subject to availability). Students are charged only for the Health Center's costs to purchase the vaccine. Call the SHC at **707 664-2921** for information or an appointment.

A separate Type B vaccine active against only the serogroup B meningococcal strain can be given in addition to the standard vaccine. **Type B vaccine** is recommended for those with immune compromising conditions and those exposed during a type B outbreak. It requires a series of 2 or 3 doses and should be given in addition rather than in place of the standard meningococcal conjugate vaccine. It can also be given to young people who do not have the risk factors above, but simply wish to reduce their risk of type B meningococcal meningitis. Duration of protection from the type B meningococcal vaccine is limited.

Risk Reduction Strategies: Since no vaccine is 100% effective and some cases of meningococcal disease are caused by a subtype of the bacteria that a current vaccine does not prevent, all individuals should reduce their risk of exposure to this and other harmful infectious organisms by washing their hands regularly and **avoiding** oral contact with the food, drinks, eating utensils, etc. of others. They should also avoid circumstances that lower resistance to infection such as smoking, lack of rest, erratic diet, unwise use of alcohol and other drugs, etc. For more information and updates, check the CDC website at <http://www.cdc.gov/meningococcal/vaccine-info.html>

SSU Smoking and Tobacco Product Policy

In order to enhance the public health quality of the campus and reduce the significant health, safety and environmental hazards associated with tobacco use, secondhand smoke and tobacco product residue, **smoking, tobacco and e-cigarette use is prohibited on 100% of the Sonoma State University campus.** This policy applies to all indoor and outdoor areas on the campus including private vehicles, as well as to state-owned or leased vehicles and off-campus sites under University ownership or control. Policy details, FAQs, resources, quit assistance, and other information are available on the SSU Smoke and Tobacco Free website:

<http://www.sonoma.edu/uaffairs/smokingandtobaccofree.html>.

