



## SERVICES AND RESOURCES

### ACCESS

Academia and Community  
Collaborating and Empowering  
Student Success

The ACCESS purpose is to provide programming for potential students by promoting the value and access of higher education. Programming is provided through parent education, community (public and private) collaboration, student tutoring, and faculty involvement.

*Student Academic Services Outreach Program*  
(760) 750-4870

The Student Academic Services Outreach Program (SASOP) seeks to prepare and increase the number of economically, educationally, physically, and environmentally disadvantaged students entering and graduating from post secondary education. Committed to providing academic outreach and retention services to students, parents, and the community, SASOP cultivates a responsive, supportive relationship by promoting the value of higher education. As educational advocates, SASOP empowers students by providing them with academic skills enrichment, facilitating the college entrance and admissions process, developing leadership skills and opportunities, and establishing collaborative partnerships with private and public sectors. SASOP embraces the CSUSM and Student Affairs mission of achieving excellence through diversity, fostering the growth, scholarship, and success of our global communities.

SASOP activities include short- and long-term efforts concentrating on K-12 students. Activities range from student leadership conferences, tutoring, pre-college advising, skills and self-esteem workshops, and school site visits. In addition, SASOP maintains a Student/Community Academic Center with IBM and Macintosh computers, open to students and the community from 8 a.m. to 5 p.m. Monday through Friday on a first-come, first-serve basis. SASOP also works with community-based organizations in building positive and collaborative relationships. For more information about SASOP, phone or visit the office at PPHS, 120 Craven Drive, Suite 104.

*Upward Bound*  
(760) 750-4014

The Upward Bound Program (a federally funded TRIO program) provides academic counseling and guidance services to 60 high school students in North County. Through an application and interview process, whereby eligibility requirements and a student's academic needs are assessed, participants are selected. With a strong commitment from the student, the program has three components (fall, spring, and summer) per year for four years. During the year, there are Saturday classes and activities, after-school tutoring, field trips, leadership opportunities and counseling sessions. All of this and more is included in a summer residential program that lasts one month. Upward Bound assists high-potential students as they pursue graduation from high school, admission to the campus of their choice, and graduation from college.

*GEAR UP*  
(760) 750-4870  
Grant Middle School  
(760) 432-2452

In cooperation with local schools, agencies and corporations, the GEAR UP program provides services, activities and opportunities for sixth-through tenth-grade students in the North County. The program offers intensive educational components through in-class, after-school, Saturday, summer classes and workshops. Programs include college-going experiences, such as structured leadership development opportunities, community service activities, career internships and job shadowing programs, and cultural and educational field trips with an infusion of role models, community/campus professionals, and business executives. The program encourages the development of well-rounded youth, academic excellence, and provides the foundation needed to enter postsecondary education

### Arts and Lectures

The CSU San Marcos Arts and Lectures series is coordinated through the University Library. The series features a variety of concerts, lectures, and theatrical performances designed to enhance instruction and celebrate the University's Mission Statement with the communities it serves. The University Library serves as the campus art gallery by hosting several art exhibits each semester, featuring installation, mixed-media, and mainstream artists.

## Athletics

Office of External Affairs  
Athletics Office, CRA 1202  
Phone: (760) 750-7000  
E-mail: [athl@csusm.edu](mailto:athl@csusm.edu)  
<http://ww2.csusm.edu/athletics/>

### *The Purpose*

The objectives of the intercollegiate athletic programs at CSUSM include:

- *Student emphasis.* To emphasize the student component of student-athlete, seeking not only successful teams for the university but also 100% graduation rates of its team members.
- *Lifetime sports.* To develop athletic programs in lifelong sports that students can take with them after graduation, providing benefits throughout a lifetime.
- *Academic enrichment.* To augment the academic programs of the university with experiential learning that takes place through sports, striving to develop confidence, discipline, perseverance, and teamwork in student-athletes.
- *Student recruitment.* To enhance the effectiveness of student recruitment, blending the appeal of quality athletic programs with the appeal of quality academic programs for the benefit and enrichment of the whole university community.
- *Community linkages.* To establish new linkages and strengthen existing linkages with all members of the surrounding communities.

## *The Coaches*

Fred Hanover, Head Coach, Golf  
Telephone: (760) 750-7110  
E-mail: [fhanover@csusm.edu](mailto:fhanover@csusm.edu)

Jackie Trishmann, Assistant Golf Coach  
Telephone: (760) 750-4206  
E-mail: [trischma@csusm.edu](mailto:trischma@csusm.edu)

Steve Scott, Head Coach, Track and Cross Country  
Telephone: (760) 750-7100.  
E-mail: [sscott@csusm.edu](mailto:sscott@csusm.edu)

Joe Keating, Assistant Track and Cross Country Coach  
Telephone: (760) 750-4321.  
E-mail: [jkeating@csusm.edu](mailto:jkeating@csusm.edu)

Wes Williams, Jr., Assistant Track and Field Coach  
Telephone: (760) 750-7106  
E-mail: [sscott@csusm.edu](mailto:sscott@csusm.edu)

## *The Facilities*

The brand new \$1.6 million Mangrum track opened in September, 1999. Modeled after the Olympic track facility in Atlanta, this 400 meter, eight-lane track meets all NCAA standards. The track surface is an all-weather synthetic surface consisting of a styrene butadiene rubber blend. There are field event venues for pole vaulting, long jump, high jump, shot put, discus, hammer toss, and javelin. A turf soccer field is contained inside the track oval.

CSU San Marcos hosts a 5K "Cougar Chase" each fall and a "Fore! Education" golf tournament each spring to generate community support for our track, cross-country, and golf activities. Thanks to the generosity of area golf course management companies, the golf teams practice five times a week over a rotation of six courses, including Eagle Crest, Redhawk, and Morgan Run.

## Conveniences

### *ATM Services*

A full range of ATM services are available to the campus community via the ATM machine located in the University Commons. The ATM offers 24-hour access to cash withdrawals, and is a member of the STAR and PLUS system ATM networks.

### *Food Services* (760) 750-4751

The on campus food services, located in the University Commons Building, include dining room facilities, catering services, a convenience store operation, and vending machines. The Dome and Cougar Store are an auxiliary operation of the CSUSM Foundation, a non-profit corporation, with proceeds being used to further the educational aims of the University. The Dome is open Monday through Thursday, 7:30 a.m. to 6:00 p.m., and 7:30 a.m. to 1:30 p.m. on Friday. The Cougar Store is open 7:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 a.m. to 3:00 p.m. Friday, and 8:00 a.m. to 2:00 p.m. on Saturday. Vending machines are located on both floors of the University Commons, and in Academic Hall and University Hall.

### *University Store* (760) 750-4730

The CSU San Marcos University Store provides a wide range of products and services, including textbooks for classes, special class orders, general interest books, calculators, office supplies, imprinted CSUSM clothing, computer hardware, software, and gift items. The University Store is an auxiliary operation of the CSUSM Foundation, a non-profit corporation, with proceeds being used to further the educational aims of the University.

Services include:

- textbooks — over 1,000 titles are requested by the faculty each semester;
- academic, trade, and technical literature — 5,000 titles are available to support the academic programs, with 48-hour access to 45,000 titles;
- computer sales — a variety of computer hardware, software, and support titles are available at special educational discounts; and
- classroom supplies, and University catalogs and class schedules.

### **Health, Counseling and Disability Services**

The mission of this area is to assist students in obtaining their educational goals by providing services and accommodations which promote mental and physical well-being. The following three units work together in developing preventive educational programs and individual services for students. Services are designed to assist students in making informed choices and decisions about their well-being.

#### *Counseling and Psychological Services*

(760) 750-4910  
PPHS 102

<http://www.csusm.edu/caps/>

Counseling and Psychological Services provides assistance for students having academic or personal struggles. Staff includes professional psychologists, interns, and peer educators. Services include:

- individual counseling,
- group counseling,
- workshops,
- seminars,
- support groups, and a
- multimedia resource library.

To make an appointment or obtain more information, call or visit our office.

#### *Disabled Student Services*

CRA 5205

(760) 750-4905 (TDD 750-4909)

<http://www.csusm.edu/dss/>

The Office of Disabled Student Services (DSS) determines reasonable accommodations for students with disabilities. All students with disabilities who request reasonable accommodations are required to provide appropriate and recent documentation to the Office of Disabled Student Services before support services can be approved.

Support services are available through DSS for those students who qualify, noting that the appropriate accommodations for each student will be approved based on the documented disability. Services available include:

- readers,
- notetakers,
- interpreters or captioners (for the hearing impaired),
- testing accommodations,
- access to specially adapted equipment,
- application assistance,
- supplemental academic advising,
- learning disability assessment (provided on a case-by-case basis),
- disability-related counseling, and
- priority registration.

For further information on accommodations and appropriate forms, please contact the Office of Disabled Student Services.

#### *Student Health Services*

(760) 750-4915 (TDD 750-4924)

Fax 750-3181

<http://www.csusm.edu/stu-health-svcs/home.html>

Student Health Services, staffed by health care professionals specializing in student health concerns, provides complete primary health care and health education services. Also available are pharmacy, laboratory, radiology, and immunization services. Routine preventive health screenings, such as PAP exams, are an integral part of our program. Health education services include nutritional counseling, cholesterol counseling, and smoking cessation programs. All services are strictly confidential. For more information, please contact Student Health Services or visit us at PPHS, 120 Craven Road, Suite 100.

#### *Peer Health Education*

(760) 750-4917

Peer health education opportunities are available for students to give presentations on campus about HIV/AIDS prevention as well as a variety of other health-related issues. These students receive formal, direct training from the staff of Student Health Services as well as ongoing education and support. For information about these and other volunteer opportunities, contact Student Health Services.

#### *Student Health Board*

(760) 750-4917

A Student Health Board works closely with Student Health Services. It is a voluntary policy advisory board whose mission is to insure high quality, confidential, and professional primary and preventive health care for CSUSM students. They are also involved with campus-wide health programs for students. Membership is by application to the ASI, and new students are welcome to apply at the

beginning of each semester. For further information, contact the staff advisor.

#### *Patient's Bill of Rights*

All patients have the right:

- ◆ *to be treated with respect, consideration, and dignity;*
- ◆ *to be given privacy during discussion, examination, and treatment;*
- ◆ *to have all communications and records pertaining to your health care treated as confidential;*
- ◆ *to be provided information concerning your diagnosis, treatment, and prognosis in language you understand;*
- ◆ *to approve or refuse the release of information regarding your health care;*
- ◆ *to receive reasonable continuity of care and know the names and titles of those participating in your health care,*
- ◆ *to refuse treatment at any time;*
- ◆ *to be informed of Student Health Services' policies regarding your rights and responsibilities and availability of services; and*
- ◆ *to use Student Health Services channels to effectively express concerns and suggestions about the clinic.*

#### *Student Health Insurance*

To supplement Student Health Services, students have the option of purchasing student health insurance through San Diego State University, Associated Students. Student health insurance forms are available in Student Health Services. Students are encouraged to maintain some form of health insurance.

#### **Instructional Computing Laboratories** (760) 750-4788

The University has both instructional computer facilities and open access computing labs. All computing labs are accessible to students, staff, and faculty whenever the University is in session, the buildings are open, and labs are not being used for instruction. Both Macintosh and PC computers are available in the labs with the latest software packages for word processing, spreadsheets, database, statistical packages, presentation software, graphics programs, multimedia software, educational packages, and access to the Internet. In addition, UNIX workstations are available for the special needs of the computer science, mathematics, and other technical majors. A wide assortment of software is available in each lab, depending on the hardware, and consistent with requirements for classes. Assisted access programs are also available in each lab. Most instructional labs, with a few exceptions, are open access to students when not being used for instructional purposes or for special events.

Information about the hours of operation each semester can be obtained at various locations in the second floor of Academic Hall. Use of the labs is restricted to students, faculty, staff, and alumni of CSUSM. Information about the labs can be obtained from the website <http://www.csusm.edu>.

#### **International Student Services** (760) 750-4090 Fax (760) 750-3284

International Student Services are provided by the Office of University Global Affairs, located in Craven 5313. International student services include initial orientation, and advising on matters such as housing, registration, visa regulations, work authorization, taxes, health insurance requirements, health services, safety issues, and other campus services.

Upon admission to the University, international students will receive information as to the date and time of their orientation session. When they arrive in San Marcos, international students should report to the international student advisor and remain in regular contact with the office as long as they are students.

International students should notify the international student advisor of their address and telephone number, their plans to work on- and off-campus, and their intention to travel outside the United States, including return trips to their home country. Upon request, the Office of Global Affairs will serve as a contact point for international students in the event of personal or family emergencies.

#### **Library and Information Services**

##### *University Library*

The University Library is the primary learning resource outside the classroom. The library is located on the third and fourth floors of Craven Hall. The entrance is in the courtyard on the third floor. The Media Library is in Craven Hall, Room 4221. Student ID cards with current validation stickers are used as library cards.



When classes are in session, the minimum number of hours the library will be open is: Monday through Thursday from 8:00 a.m. to 9:00 p.m.; Friday from 8:00 a.m. to 4:30 p.m.; and Saturday and Sunday from 1:00 p.m. to 5:00 p.m. Between semesters, the library is open from 8:00 a.m. to 4:30 p.m.

#### COLLECTIONS

The CSUSM Library makes available to you over 150,000 books as well as thousands of journals in print or electronic formats. You will find research materials to support all areas of the CSUSM curriculum, from Accounting to Women's Studies, and everything in between. Whether you need resources for a term paper, background materials to support a thesis, or guidance on field research methods, the library collections are available to you. A storage facility to warehouse additional volumes is located off-site in the Foundation Building. Materials are accessible and shuttled from this facility daily, Monday through Friday. The library also participates in cooperative programs with local, regional, and national library networks to obtain materials for you that may not be available at CSUSM. Of particular note, the San Diego Circuit is a consortium of four university libraries (SDSU, USD, UCSD and CSUSM) that will share books. The program is accessed through the library's catalog which is available on the web. This is a self-serve program that operates using the library barcode number on your current campus ID card. Most books ordered before 10:00 a.m. can be picked up at the circulation desk after 4:00 p.m. the same day.

In addition to its extensive print collection, the library has a number of general and specialized indexes and abstracts that are available

electronically. These provide citations (e.g., author, title, journal title) and, in some cases, article summaries for journal articles in particular subject areas such as psychology, history, biology, and literature. You will also find a number of databases that provide the full-text of journal and newspaper articles. The Media Library is located in Craven 4221 and provides access to the University Library's collection of non-print materials including video tapes, video disks, spoken and musical audio tapes, compact disks, and slides. Individual listening and viewing facilities are located in the Media Library, as well as a library catalog workstation, which provides access to the media collection. Some audio-visual equipment can be borrowed for use in class projects.

The University Library is a selective depository for United States and California State documents. Housed within the library is the specialized collection of the Center for the Study of Books in Spanish for Children and Adolescents (see page I-1). In addition, the library houses a small collection of curriculum materials and the CSU San Marcos University Archives. Books and other materials are selected through joint efforts of instructional and library faculty to support the programs of the University. A comprehensive Collection Development Policy guides these efforts.

#### SERVICES

Reference assistance and instruction are two of the primary missions of the University Library. Reference services promotes student learning by providing awareness of and instruction in diverse information resources. Reference services in the University Library are available to you through several access points. These include: an information desk where staff assist

you with directional and quick information questions; information assistants who provide help with the use of computerized resources and answer simple reference questions; and a Research Consultation Office where librarians will assist you with more complex questions and research. Individual research appointments may also be made through any of the above access points.

The Information Literacy Program (ILP) has as its goal the desire to create information literate students; that is, students who have learned how to learn. In order to help you develop the skills necessary to reach this goal, the ILP provides course-integrated instruction in information literacy within the General Education courses. The program also offers library orientations and workshops; provides faculty and students with in-class instruction; provides outreach to Upward Bound, SASOP, EOP and other student groups on campus; and provides Internet training to faculty, students and the community.

For your convenience, the University Library has study rooms, photocopiers, microform reader-printers, a change machine and print-enhancement equipment. An active interlibrary loan and document delivery operation can obtain materials from libraries throughout the United States. Reserve materials, placed in the library by your instructor, can be obtained at the circulation desk on the third floor of the library.

The student ID card issued by the University serves as a library card for checking out books and other materials. Cards must have a current semester sticker to be valid. Validation stickers are issued during registration. The loss or theft of a student ID, as well as any change in

address, should be reported to the library circulation counter immediately. Library users are responsible for the return of all materials charged out on their ID cards. All library materials are subject to recall after two weeks. Upon presentation of a current CSU ID card, faculty, staff, and students may borrow books directly from any of the California State University libraries. A consortium of Mira Costa, Palomar and CSU San Marcos provides students, faculty, and staff with reciprocal borrowing privileges with these libraries as well.

#### WEB ACCESS

Primary access to the library's resources is through the library Web site, [www.csusm.edu/library](http://www.csusm.edu/library). The website provides information on the library's services, hours, and people. You may make requests directly online for such things as interlibrary loan materials or reference appointments. The library catalog provides subject, title, and author access to books, journals, government documents, and media (including video) collections. The catalog also lists materials instructors have put on reserve for short-term loan to their classes.

Subject access to periodicals and newspapers is provided by indexes, abstracts, and full-text databases available over the Web and from the computers in the library. Some reference material, such as the *Encyclopedia Britannica*, is also available on the library Web site. The University librarians have identified Internet information particularly relevant to CSUSM students, which they have arranged by subject and made available on the library website.

The library's website serves as a gateway to information far beyond its walls. You may access catalogs from libraries in other areas of the United States and throughout the world. Materials located at other libraries can be requested through interlibrary loan. *Circuit* and *Pharos* are catalogs that provide ready access for CSUSM students to materials in regional libraries and in libraries throughout the CSU system.

Many of the library's resources are available to anyone on the Web. Other materials, such as full-text journals, are only available to CSUSM students and faculty. Any registered student can access library resources from their home computer. Off-campus access to restricted information is available by dialing into the campus server (a toll-free phone call anywhere in San Diego county) or by using the campus proxy server.

More detailed information about the University Library and its services is available at the library's information desk on the third floor of Craven Hall. Be sure to ask for a copy of *The Student's Guide to the CSUSM Library* for more detailed information about the library's collections, services and policies.

#### LIFELONG LEARNING AND DEVELOPMENT

*Alumni Affairs*  
(760) 750-4405

The Office of Alumni Affairs is dedicated to identifying and serving the needs of CSUSM alumni. Alumni Affairs encourages a life-long relationship with alumni through their continued connection with the University, be it through continuing education, special events, and/or periodic communications.

The CSUSM Alumni Association provides alumni with opportunities to enhance their cultural, personal, and professional development by virtue of their involvement in CSUSM. For more information, or to join the CSUSM Alumni Association, please call (760) 750-4405.

*Career and Assessment Center*  
(760) 750-4900  
<http://www.csusm.edu/CAC>

The University maintains a centralized Career and Assessment Center as a part of the Division of Student Affairs. This office, located in CRA 4201, provides services and programs on career development and planning, job-related services in business, community organizations, government, and educational fields, as well as standardized testing services to all students and alumni.

#### CAREER SERVICES

The Career and Assessment Center works in cooperation with academic departments to assist students in choosing educational paths, assessing life direction, and establishing career goals. Experienced staff members are available to provide general as well as specific career information which will assist students in obtaining career positions that best utilize their professional preparation, experience, and abilities, while providing personal satisfaction. Students are encouraged to utilize these services early in their college experience.

The Career and Assessment Center focuses on the following student-centered objectives:

- assist students in development of life direction and decision-making skills;
- provide "user friendly" computer guidance programs which explore interests, values, and skills in relation to career choices;

- conduct a wide range of workshops and seminars such as résumé writing, effective interviewing, and professional etiquette, which will prepare the students for the transition from school to work;
- maintain a library of career information, including audio tapes, video presentations, labor-market information, annual reports from individual employers, graduate and international school programs, and brochures;
- provide job listing services which include career-related positions for CSUSM seniors and graduates, along with part-time and temporary positions to assist all students who must earn part of their college expenses;
- provide opportunities for students to “connect” and interview with prospective employers on-campus;
- provide placement file services for teacher credential candidates;
- provide graduate and professional school information and advising; and
- provide CSU Alumni career services for a small fee.

#### DISCLOSURE OF CAREER INFORMATION

The Career and Assessment Center may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all the campuses in The California State University.

#### TESTING SERVICES

Testing Services provides the University with a wide range of testing services including: (1) national and state-wide tests offered on campus; (2) information and registration materials on tests; and, (3) interest and personality inventories in support of CSUSM career services.

The Career and Assessment Center provides information and registration materials on tests such as:

- ACT Assessment
- Allied Health Professions Admission Test (AHPAT)
- California Basic Educational Skills Test (CBEST)
- College Level Examination Program (CLEP)
- Dental Admission Test (DAT)
- English Placement Test (EPT)
- Entry Level Mathematics Exam (ELM)
- Graduate Management Admission Test (GMAT)
- Graduate Record Exam (GRE)
- Law School Admission Test (LSAT)
- Medical College Admission (MCAT)
- Miller Analogies Test (MAT)
- Optometry Admission Test (OAT)
- Pharmacy College Admission Test (PCAT)
- The PRAXIS Series for Teachers
- SAT I: Reasoning Test
- SAT II: Subject Tests
- Test of English as a Foreign Language (TOEFL)
- Veterinary College Admission Test (VCAT)

For a current schedule of tests offered at CSUSM, stop by the Career and Assessment Center, located in Craven Hall 4201.

#### Public Safety and Parking

*Emergency Procedures*  
(760) 750-4567

To ensure everyone’s safety in an emergency, please take the time to review the emergency evacuation plans posted throughout all University buildings. In the event of a fire, dial 750-3111 to report the fire, activate the emergency alarm, and evacuate the building immediately. When outside of the building, move upwind and away from the building. In any emergency, elevators are not to be used as part of an emergency evacuation route plan. Pre-plan your emergency evacuation by being familiar with at least two emergency evacuation routes from wherever you are in the University. You may also obtain information about emergency procedures by contacting Public Safety Services.

*Injury and Illness Prevention Program*  
(760) 750-4510

CSU San Marcos has an Injury and Illness Prevention Program (IIPP) intended to provide a carefully controlled, safe, and healthy work environment for all employees and students. The IIPP is based on the concept that safety is a grass-roots program. The IIPP policy assures that any student or employee may refuse to participate in any activity that the person, in good consciousness, believes could cause harm to his/her well-being. Mandatory IIPP training is offered by Environmental Health and Occupational Safety Services for all employees of CSUSM. A schedule of training opportunities is published each semester. Please call 750-4510 for a listing of training opportunities.

*Parking Information*  
(760) 750-7500  
<http://ww2.csusm.edu/parking/>

All faculty, staff, and students who park their vehicles on campus are required to purchase a parking permit. The parking permit must be properly displayed at all times while on campus. Parking regulations will be posted in parking lots and roadways; these areas will be closely monitored. These following reminders will assist users of CSUSM parking facilities:

- display a valid CSUSM permit before parking your vehicle;
- park only in lots where the permit is valid;
- metered parking areas are ONLY for visitors and guests — no student parking in the metered areas;
- do not park in disabled parking spaces, unless a current validated DMV plate/placard is displayed along with a CSUSM permit or \$3.00 Daily Ticketer (Daily Ticketer is conveniently located in Disabled Parking areas and accepts only quarters);
- park only in clearly marked parking spaces, not along fences, red curbs, and/or undeveloped areas.

Other parking services include:

- bike lockers,
- carpool information,
- North County Transit District bus information, and
- on-campus shuttle service.

#### PARKING REFUNDS

Parking refund forms are available in Parking Services, FCB 107A. The office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Refunds will not be processed until after the fifth week of instruction. Refunds must be filed by the refund deadline listed in the Class Schedule.

For more parking information, contact Parking Services, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

#### *Photo Identification Cards* (760) 750-4562

Student identification cards are issued by Public Safety Services. The identification cards, which have the student's photo imprinted on them, are required to check out library books, to receive health services, write checks on campus, gain access to secure areas, and for identification purposes if requested by a University representative acting in an official capacity. A computer based photo ID system is used to take individual photographs and print the cards. To obtain a CSU San Marcos ID card, students must present proof of registration and payment of fees.

Photo IDs can be obtained during student orientation and registration at the Parking Services office in FCB 107A, Monday through Friday, 8:00 a.m. to 5:00 p.m. For additional information, call Public Safety Services at (760) 750-4567.

#### *University Police Department* *Emergency-call* (760) 750-3111

The University Police Department is located in the University Services Building at 441 La Moree Road. The main telephone number is (760) 750-4567. The University Police is a 24-hour full service police department. Its responsibilities include crime prevention, law enforcement, criminal investigation, traffic enforcement, and emergency disaster coordination. If you are a victim of a crime or witness suspicious activity, report the incident immediately to the University Police. You can remain anonymous, if you desire. The University Police Department maintains the confidentiality of contacts as required by State

law. To report an emergency, call 750-3111 from any campus telephone.

The University Police Department provides the following campus community services:

- issuance of photo ID cards for CSUSM students, faculty, and staff;
- escort service from dusk to dawn;
- university lost and found service;
- crime prevention/awareness presentations; and
- Rape Aggression Defense (RAD) self-defense program for women.

#### **Retention and Academic Assistance**

##### *Advising*

Advising for a major, minor, or teaching credential is done by individual advisors in the respective disciplines. Advisors are available to assist students in planning their academic program. In general, the student's advisor will be a specialist in the area of the student's major field of interest.

The Division of Student Affairs also provides specialized counseling in vocational and personal matters, student orientation programs and information, and general problem-solving.

##### *Lower-Division Advising and Tutorial Center* (760) 750-4072

The Lower-Division Advising and Tutorial Center provides advising, assistance, and mentoring for freshmen and sophomore students in general, but particularly for those students who have not declared a major and have questions about the General Education requirements.

The Lower-Division Advising and Tutorial Center is located on the third floor of Craven Hall, and is entered through the Library courtyard.

***Accountancy/Statistics Laboratory***  
(760) 750-4214

The Accountancy/Statistics Laboratory aids students in their study in these and related areas. The laboratory, which is supported by the College of Business Administration, provides individual and group tutoring and has resource materials. All CSUSM students are welcome to use this facility as a supplement to other study and learning activities.

***The ASPIRE Program***  
(760) 750-4014

As a department within Educational Achievement and Retention Services, the Academic Support Program for Intellectual Rewards and Enhancement (ASPIRE, a federally funded TRIO program) is a program and learning center for 200 CSUSM student participants. Through an application and interview process, whereby eligibility requirements and a student's academic needs are assessed, participants are selected. Applications are continually being sought and interviews are held as openings become available.

ASPIRE provides services that keep all student participants on a track of academic and personal excellence that include:

- academic and personal growth workshops;
- specialized advising for skill-building and academic guidance;
- personal and group tutoring;
- test preparation for entrance exams;
- social gatherings;
- cultural enrichment programs;
- video resources;
- resources for the learning-challenged; and
- book loans.

***Computer Consulting Center***  
(760) 750-4194

The Computer Consulting Center makes services available to students in the areas of tutoring, consultation, workshops and "on-call" troubleshooting. The center is devoted to helping people with most aspects of computer/software troubleshooting, and provides a forum for learning on computers.

***Educational Opportunity Program***  
(760) 750-4861

As a department within Educational Achievement and Retention Services, the Educational Opportunity Program (EOP) was the University's first access and equity program. It exists to serve low-income, first-generation college students, particularly those who are underrepresented in the CSU. An array of support services are made available to EOP students to assist them in making the most of their educational opportunities.

The Admissions Component oversees the EOP admissions process, maintains student data and facilitates the EOP grant awarding process. The staff provides pre-admission assistance to prospective EOP students and their families, coordinates outreach and recruitment activities, processes EOP application materials, arranges for interviews with special admit candidates, recommends applicants for acceptance and notifies them of admissions decisions. EOP grants are also available to those students who are eligible through financial aid.

The program's Counseling Component provides academic and financial aid advising, career and personal counseling, assistance in applying to graduate school and mentoring services. The professional counseling staff meets with students twice or more per semester to assist them in selecting courses, exploring majors, arranging tutoring, resolving difficulties, and successfully navigating the university environment.

EOP also provides a supplemental instruction program called "EOP Foundations," which assists entering, first-year students to succeed in their general education courses and build connections with their CSUSM community. A Community Foundations course is included to assist students in developing connections with CSUSM departments, the surrounding San Marcos community, and with each other. All EOP first-year students must participate in Foundations during their first two semesters.

EOP's Summer Bridge Program helps incoming first-year students make a successful transition into the CSUSM community. Summer Bridge is an intensive four-week program that provides instruction in college success, writing, reading, math, computers, and library information systems. It also provides extra-curricular activities that promote community development and cultural awareness. This program is highly recommended for students wishing to get a head start on the university experience.

In order to be considered for admission into the EOP, students must submit an EOP application to the EOP office, as well as a separate University application to the Office of Admissions. Both applications must be completed before a student can be reviewed for admission to EOP. Applications are available from the EOP Office, the Office of Admissions, local community colleges, and high schools. Priority filing dates for the 2000-2001 academic year are April 1, 2000, for the Fall 2000 semester and October 1, 2000, for the Spring 2001 semester.

EOP is committed to its mission of promoting equity and excellence by supporting, developing, and empowering lower-income students. For more information about EOP or an application, please call or visit the office in Craven 4109.

*Faculty Mentoring Program*  
(760) 750-4017

#### MISSION

The Faculty Mentoring Program at CSU San Marcos seeks to increase the retention rate of students who may be at risk of not reaching the goal of graduation. Retention research indicates that this population may include those who are first-generation in college and those with lower incomes.

#### HISTORY

The Faculty Mentoring Program was initiated in Academic Year 1991-1992. Each year, approximately 50 to 60 faculty members serve as mentors to 80 to 90 students. Yearly funding is received from the California State Lottery.

#### STRATEGY

A key approach to enhancing retention rates is to reduce the feelings of isolation and estrangement that many students experience. Participating faculty members volunteer to serve as mentors for students. Each mentor meets regularly with up to three assigned students during the year. This mentor-protégé relationship is the heart of the Faculty Mentoring Program.

#### THE PROGRAM

##### *The Faculty Mentor:*

- helps the student use his or her academic experiences more effectively to graduate and prepare for the world of work or professional studies;
- provides graduate studies guidance;
- becomes a trusted advisor ;
- participates with the student in various social-cultural activities; and
- offers additional assistance to the student to select courses that will meet major and graduate requirements

##### *Protégé/Student Requirements:*

- must be first-generation college and/or low income, as determined by financial need; and
- must be of junior or senior class level.

##### *The Program Offers:*

- Academic Preparation
  - research in post-baccalaureate opportunities
- Workshops
  - preparation and information for graduate and professional studies
  - provide information that identifies financial resources
  - provide books and software on GRE and CBEST exams
- Interaction with faculty and administrators on an informal and ongoing basis.

Faculty Mentoring Program activities include several social events during the year where faculty, students, and administrators get together informally for discussions and opportunities to become acquainted. Program participants also receive tickets to the California Center for the Arts in Escondido.

*Language Learning Center*  
(760) 750-8058

[http://coyote.csusm.edu/A\\_S/Foreign\\_Lang/LLCpage.html](http://coyote.csusm.edu/A_S/Foreign_Lang/LLCpage.html)

The Language Learning Center is designed to support the learning and teaching of languages. Foreign language reference, audio tapes, videos, and software can be used either independently or in groups. Information about the Language-Other-Than-English Graduation Requirement, Language-Other-Than-English proficiency testing is also available, and BCLAD language testing. For more information, stop by University Hall 240 for a tour.



*Mathematics Learning Assistance Center (Math Lab)*  
(760) 750-4122

The Mathematics Learning Assistance Center provides academic support, tutoring, and assistance to undergraduate CSUSM students taking math courses, fulfilling General Education requirements in mathematics, or preparing for the CBEST or ELM exams.

*Writing Center*  
(760) 750-4168

The aim of the Writing Center is to help students improve their literacy skills, stressing not only the rules of grammar and punctuation, but the ability to analyze and evaluate ideas and texts in fluent, lucid prose. The center is staffed by experienced student writers conversant with the latest trends in writing theory and pedagogy. The peer-tutors are familiar with the varied writing demands put on students by their instructors and by themselves. The center does not cater to remediation or “fix-it jobs”; rather, it assists all students interested in developing and improving their problem-solving strategies and analytic abilities.

**Student Life**

*Associated Students, Inc.*  
(760) 750-4990  
ASI Early Learning Center: (760) 750-4999  
FAX: (760) 750-3149  
[ww2.csusm.edu/asi](http://ww2.csusm.edu/asi)

Associated Students, Inc. (ASI) is a nonprofit, auxiliary corporation that exists to provide services to students. ASI is governed by a student Board of Directors that is elected each Spring and serves for one year beginning in June. The mission of ASI is to provide an official voice to express student opinions, to foster awareness of student issues, to protect the rights and interests of the students, and to create programs and encourage a campus climate that meets the educational, social, physical, and cultural well-being of students.

Each student pays \$50 per semester to Associated Students, Inc., \$5 of which is designated to operating the Early Learning Center. Monies are allocated to provide extracurricular activity programs that include concerts, games, competitions, social, and multicultural events, and an intramural sports program. ASI supports the California State Student Association, the statewide student lobby, and USSA, the national student lobby association. ASI funds a variety of campus programs as well as student organizations and clubs.

ASI offers many opportunities to get involved in the organization. Students are urged to participate by serving on ASI or University committees. For more information on programs or volunteer opportunities, stop by the office located in Commons 205.

*Student and Residential Life*  
(760) 750-4970  
Craven Hall 4116

The programs and services of Student and Residential Life (SRL) are provided for the purpose of assisting students in their co-curricular needs and interests on campus. The staff of SRL initiate, plan, implement, and evaluate student programs and services in collaboration with students, student groups, and other campus department faculty and staff. The staff serve as a resource for students, faculty, staff, and others on issues of student government, housing, residential life, leadership development, programming, campus activities, fraternities and sororities, clubs and organizations, summer and winter orientation programs, and for building campus community.

*Student Life*

The Student Life staff provides a variety of direction, assistance, and support for programs, services and activities that shape campus community and enhance the educational experience of students, while working closely with students in the following areas:

- Student Leadership Development
- Summer Conference Housing Services
- Orientation Programs (for newly admitted students and their parents)
- Campus Posting (for bulletin boards)
- Campus Lost and Found Services
- Greek Affairs (Fraternities and Sororities) Advising
- Student Activities Resources/Materials
- Student Development Resources, Training, and Advising
- Advising on Students Rights and Responsibilities Related to University Policies and Procedures

- Development, Registration, and Advising of Clubs and Organizations
- Collaborations with the CSUSM Associated Students, Inc.
- Student Publications/Support for *The Pride* newspaper
- Special Events Programming
- The Leadership Speakers Series
- The Student Profile (extracurricular transcript)

Students are encouraged to join any of the organizations listed below to develop leadership skills and enhance the quality of living and learning at CSU San Marcos. For information about a particular club, how to join, or how to start a club, please visit the SRL, located in Craven 4116.

Accounting Society  
 Alpha Chi Omega  
 Alpha Kappa Delta  
 Alpha Kappa Psi  
 Alpha Xi Delta  
 American Indian Student Excellence Society  
 Anime Project Alliance  
 Asian Pacific American Student Organization  
 Ballet Folklorico Mixtlan  
 Black Men on Campus  
 Celtic Club  
 Chess Club  
 Chinese Student Association  
 Circle K International  
 College Democrats  
 College Republicans  
 Computing Society  
 Dot Comm  
 German Club  
 History Society  
 International Students Club  
 Inter-Varsity Christian Fellowship  
 Latin World Understanding Student  
 Latter-Day Saints Student Association  
 Literary Society  
 Math Club  
 MEChA  
 Odyssey Club  
 Pan African Student Alliance  
 Phi Alpha Theta  
 Pre-Dental Club  
 Pre-Health Society  
 Pre-Law Club  
 Psi Chi  
 Psychology Student Organization  
 Sigma Alpha Epsilon  
 Sigma Iota Epsilon  
 Sociology Club  
 Student Housing Association  
 Student Outreach Ambassadors  
 Students Active in a Global Environment  
 Surf Club  
 Tau Kappa Epsilon  
 Women's Studies Student Association

*Residential Life*

Residential Life is a comprehensive resource and referral center designed to assist CSUSM students with their housing needs. Residential Life provides university-sponsored housing for single students in an apartment complex two miles from campus. Freshmen students who contract for CSUSM housing live in single- or double-occupancy rooms in two or three bedroom, furnished apartments with a full kitchen. Housing is available for the academic year and/or during the summer. Summer school housing, overnight summer accommodations and summer conference housing is also available. The Residential Life staff provides programs, resources, and services to all students and guests throughout the year.

Additional assistance provided by the Residential Life staff include a housing listing board for available housing or roommates, a roommate referral program, off-campus information for renters, and resources for local housing.