



STUDENT HANDBOOK

 WEST COAST
UNIVERSITY
AHEAD OF THE CURVE



2024 STUDENT HANDBOOK

Effective date: January 1, 2024 to December 31, 2024

Published by:
Student Affairs

Los Angeles Campus (Branch)
12215 Victory Boulevard
North Hollywood, CA 91606
(818) 299-5500

Center for Graduate Studies (Branch)
590 N. Vermont Avenue
Los Angeles, CA 90004
(818) 299-5500

Florida Campus (Branch)
9250 NW 36th Street
Doral, FL 33178
(786) 501-7070

Orange County Campus (Branch)
1477 S. Manchester Avenue
Anaheim, CA 92802
(714) 782-1700

Orange County (Learning Site)
2411 W. La Palma Avenue
Anaheim, CA 92801
(714) 782-1717

Ontario Campus (Branch)
2855 E. Guasti Road
Ontario, CA 91761
(909) 467-6100

Texas Campus (Main)
2323 N. Central Expressway
Richardson, TX 75080
(214) 453-4533

WestCoastUniversity.edu

Publishing Date: January 1, 2024 to December 31, 2024

Contents

INTRODUCTION	6
True and Correct Statement	6
Program or Policy Changes	6
Scope.....	6
UNIVERSITY INFORMATION.....	7
University Mission	7
University Values.....	7
Institutional Learning Outcomes	8
Profile of a Graduate	8
Statement of Non-Discrimination.....	9
CODE OF CONDUCT.....	10
Conduct and Discipline	10
Student Code of Conduct and Discipline Statement	10
Sexual Harassment Policy	13
Private Spaces Policy – WCU-MIAMI CAMPUS ONLY	13
CAMPUS INFORMATION	14
Animals on Campus	14
Children on Campus	14
Deliveries	15
Ethics Reporting Hotline.....	15
Film and Photography Policy	16
Health Insurance Requirements.....	16
No-Smoking/Tobacco on Campus.....	16
Parking.....	17
Personal Property	17
Social Media	17
Social Media Guidelines and Tips:.....	18
Solicitation and Distribution Policy.....	19
Student Dress Code	19
Student/Employee Fraternalization.....	21
Visitors on Campus	21

STUDENT SERVICES AND RESOURCES 22

Activities and Events	22
Advising and Tutorial Assistance	22
University Student Employment (Federal Work-Study).....	23
Employment as University Faculty and Administration	23
Career Services Department	23
Counseling Resources.....	23
Student IDs	24
Student Organizations.....	24
Virtual Bookstore.....	25
Commencement Exercises	25
Valedictorian Criteria	26

INTERNATIONAL STUDENT INFORMATION AND RESOURCES..... 27

Important Immigration Information.....	27
Steps to Study in the United States	27
Immigration Resources.....	28
Immigration Staff at WCU	29
Maintaining Your F-1 Status	30

ACADEMIC POLICIES and PROCEDURES 31

Academic Freedom Statement for Students.....	31
Academic Honor Code.....	31
Honor Code Violations	33
Collection of Student Assignments	33
Dean’s List	33
Honors at Graduation.....	34
Plagiarism Detection Website	34
Student Records	34
Tardiness or Early Departure	35
Transcript Policy	35
Transcript Requests.....	35
Licensing Agencies address.....	36
Clinical Rotations, Practica and Fieldwork	36
Nursing Student Clinical Schedule.....	37
Dental Hygiene Student Clinical Schedule.....	37
Clinical Work, Practicum and Fieldwork Experience Fair Practice Standards	37
Clinical and Program Health and Safety Requirements	38
COVID-19 Vaccination Policy	38

FINANCIAL AID POLICIES & PROCEDURES 40

Military Educational Benefits 40

Post-9/11 GI Bill®: Yellow Ribbon Program 41

Department of Defense (DOD) Tuition Assistance (TA) Program 41

External Scholarships 42

Electronic Stipends 42

Federal Work-Study 42

Bursar/Business Office 42

Tuition Payment 43

INFORMATION TECHNOLOGY 44

Acceptable Use of Information Technology Resources..... 44

Personal Electronic Device 46

System & Browser Requirements 47

Canvas Learning Management System 48

Web-Enhanced Instruction 48

Student Portal 48

HEALTH AND SAFETY POLICIES AND PROCEDURES 49

Security 49

Zero Tolerance 49

Drug and Alcohol Abuse Policy 49

Weapons Policy 50

LiveSafe – Mass Notification System 50

LiveSafe – How to Download 50

Annual Emergency Tests and Drills 50

INTRODUCTION

True and Correct Statement

WCU makes every effort to ensure the accuracy of the information contained in this student handbook. Some policies, rules, procedures, and regulations may change, altering the information during this handbook period. The university reserves the right to change policies, regulations, fees, and courses of instruction at the direction of the WCU administration and its chief executive officer. The most current and complete information on changes to the student handbook is available online through the WCU website.

Program or Policy Changes

WCU has the right, at its discretion, to make reasonable changes in program content, class schedules, policies, procedures, materials, and equipment as it deems necessary to improve the student's educational experience. When class size or curriculum warrants, classes may be combined. When federal, state, accreditation, or professional changes affect students currently in attendance, the institution will make the appropriate changes and notify the students accordingly.

Scope

[The WCU student handbook](#) provides specific information about policies and procedures that are applicable to all students whether graduate or undergraduate.

UNIVERSITY INFORMATION

University Mission

At WCU, we embrace a student-centric learning partnership that leads to professional success. We deliver transformational education within a culture of integrity and personal accountability. We design market-responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective and innovative ways through which students develop the competencies and confidence required in a complex and changing world.

University Values

Student Centricity	Our organization puts students and their long-term success at the center of our values. We do not believe that customer-service as it applies to our students is mutually exclusive from student centricity, thus we are committed to serving our students even as we partner with them on the transformational educational journey they are engaged in.
Learn + Grow = Thrive	As a learning organization, we are committed to helping each member of our organizational community learn, and in so doing, get just a little better all the time. We are committed to the notion that in a time of hyperturbulence, helping both our students and our associates continue to learn ultimately leads to their growth.
Team Oriented	As we observe in the world of professional athletics, the best teams emphasize the concept of team over the individual, realizing that the whole is truly greater than the sum of the parts.
Collegial	There are two definitions that are equally apropos for this value: that authority would be equally vested in a number of colleagues, and that collegiality is reflected by a sense of camaraderie amongst those colleagues.
Transparent	We are committed to ensuring visibility into the work and the outcomes of each associate, and ever-so-much-the-more when it comes to illuminating “bad news” so as to quickly intervene.
Consensus Driven	We believe that in the multitude of input, risk is diminished and quality decisions are more apt to be achieved, ultimately leading to improved outcomes.

Institutional Learning Outcomes

Institutional learning outcomes are designed by WCU, considering the role that instruction and student services play in contributing to a student's success. The expectation that students achieve program learning outcomes for their discipline is implicit in these institutional learning outcomes.

Upon graduating from a degree program offered by WCU, students should be able to:

1. **Critical Thinking:** Implement intellectual and practical problem-solving strategies through assessment and critical thinking.
2. **Quantitative Reasoning:** Apply appropriate mathematical and analytical methods to guide informed decision-making.
3. **Communication:** Effectively communicate in all mediums (such as oral, written, and nonverbal) to disseminate information and ideas.
4. **Digital and Information Literacy:** Utilize technology to identify and evaluate information.
5. **Diversity, Equity and Inclusion:** Demonstrate knowledge and awareness of individuals' perspectives and identity while promoting a sense of belonging.
6. **Ethics:** Apply and promote ethical reasoning in local, national, and/or global communities.
7. **Collaboration and Teamwork:** Engage proactively and cooperatively in a variety of settings while exhibiting mindful and professional awareness of team dynamics.

Profile of a Graduate

Graduates of WCU should possess these characteristics:

- **Professionalism:** Treat all patients and clients with respect and dignity. Maintain and safeguard the confidentiality of every patient and client. Present a professional appearance and conduct themselves with professionalism at all times. Understand the value of professional association affiliation.
- **Currency, adaptability, and lifelong learning:** Adapt and remain current with the guidelines and scope of their practice. Espouse lifelong learning, and exhibit this commitment via scholarly inquiry, including educational achievements in public and/or global health services, evidence based clinical care, and the sciences.
- **Interprofessionalism:** As health professionals, be prepared for working deliberately with interprofessional teams and through interprofessional collaborative practice. Strive to develop a safe, patient-centered, and population-based healthcare system to achieve optimal health and wellness.
- **Global awareness:** Embrace a commitment to local, state, regional, national, and public service, and demonstrate an awareness and appreciation for international healthcare models and practices.
- **Clinical application:** Apply their clinical skills and knowledge in a variety of diverse settings both locally and globally, to promote public health. Adapt to a variety of clinical situations.
- **Diversity and cultural sensitivity as 'healthcare citizens':** Embody a commitment to diversity and cultural sensitivity. Practice to meet the broad and disparate needs of their patients, clients, and the communities within which they serve. Advocates for healthcare change and health promotion.

- **Service-oriented and community advocacy:** Demonstrate a sustained and meaningful sense of service to their patients, clients, and communities. Participate in community service opportunities that increase their sensitivity to and awareness of the communities within which they serve.
- **Acquisition of personal attributes:** Demonstrate altruism, integrity, dependability, compassion, respect, temperance, acceptance of criticism, emotional stability, self awareness, and resilience. Exhibit confidence in taking appropriate actions and have the aptitude to respond quickly in emergency situations. Exhibit personal accountability.
- **Team player:** Execute their professional skills as a member of a team. Exhibit a keen awareness of team dynamics, and be willing to be open-minded, seek common ground, and support and encourage all members of an inter-disciplinary healthcare team.
- **Legal and ethical responsibilities:** Know the legal parameters of their scope of practice. Abide by their respective professional code of ethics and/or oaths, as prescribed by each profession and/or licensure body.
- **Leadership skills:** Contribute as leaders in their profession and understand their own strengths and weaknesses and the importance of being flexible. Possess good organizational and time-management skills to achieve a common goal.
- **Interpersonal communication skills:** Listen and communicate well with patients, clients, and families to understand their needs and explain treatments. Communicate competently in written, oral, and electronic forms with patients, clients, and the healthcare team, and be sensitive to verbal and non-verbal cues.
- **Critical thinking skills:** Think critically and address problems proactively. Exhibit sound judgment and reasoning such as the ability to measure, calculate, analyze, and synthesize information pertinent to problem solving and decision making.
- **Knowledge attainment:** Study to be qualified and knowledgeable practitioners, as demonstrated by passing board and/or licensure examinations, course grades, and by clinical evaluations, such as preceptorships and field experiences.
- **Acquisition of evidence-based resources:** Demonstrate knowledge of information resources and databases, to identify strategies for locating additional evidence-based resources to expand knowledge and skill bases, for referrals and reference. Utilize computer technology and apply this expertise in professional and clinical settings.

Statement of Non-Discrimination

WCU does not discriminate based on race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability. The university complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Director of Student Affairs, who will provide students with procedures to resolve complaints relating to alleged unlawful discriminatory actions.

CODE OF CONDUCT

Conduct and Discipline

Students enrolling at WCU assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution of higher learning. The university expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The university's mission reflects an intention to partner with students in their preparation for a professional career, and part of the education experience for students pertains to the behavior acceptable in professional settings. Honesty, integrity, and respect for others are integral expectations of student conduct. If a student's conduct does not conform to the above-stated standards, university officials will follow a course of action deemed appropriate up to and including dismissal from a course and potentially suspension or dismissal from the university.

Specific behaviors that are unacceptable within the classroom include using cell phones or any technology that is not intended for the benefit of the learning experience and approved by the faculty. Disruptive behavior, including conversations unsanctioned by the faculty, is unacceptable.

Student Code of Conduct and Discipline Statement

All WCU community members are responsible for knowing and abiding by the academic honor and student conduct codes. The codes were designed to provide insight and guidance into students' expected behaviors and decisions, as well as to support and foster a safe, respectful, and ethical learning environment. The codes are not intended to be exhaustive. The university jurisdiction and codes cover all students, including those applying, events and activities on university grounds, and events or activities related to the WCU community on or off campus.

Off-campus conduct that violates WCU policies and procedures or suspected or actual violations of the law outside of a WCU activity or event may result in disciplinary proceedings. If violating conduct that occurred while the student was enrolled at WCU is discovered after graduation or after a degree has been awarded, the degree or certificate could be rescinded. If a student's conduct or suspected conduct does not conform to the codes, university officials will follow a course of action deemed appropriate up to and including dismissal from a course and potentially from the university. Also, students may be held accountable for their guests' behavior while in association with WCU.

Student organizations are held to the university and professional standards and codes of conduct and could be responsible for behavior that violates WCU policies and procedures.

Students enrolling or enrolled at WCU, as well as guests and visitors, assume an obligation to conduct themselves in a manner compatible with the university's function as an institution of higher education. The university expects all university community members to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others, and uphold the rights, freedom, and safety of others at all times. The university's mission reflects an intention to partner with students in their preparation for a professional career, and part of the educational experience pertains to acceptable behavior in professional settings. Honesty, integrity, respect, and safety of self and others are integral expectations of student conduct.

The following list includes examples of violations of the conduct code that are subject to disciplinary action. The list is not intended to be exhaustive.

1. Suspicion, charges, or violations of federal, state, or local law on or off campus.
2. Violations or attempted violations of WCU codes, policies, rules, and regulations.
3. Violations or attempted violations of clinical affiliates policies, rules, and regulations.
4. Abusive behavior, including but not limited to:
 - a. Verbal abuse, including but not limited to hostile or aggressive manner, profanity, derogatory or inflammatory language, defamation, coercion.
 - b. Behavior that poses a threat or danger to self and/or others, or potentially disrupts the WCU community, including but not limited to hazing, bullying, sexual harassment, hate violence, intimidation, harassment, violence, assault in any form, stalking, or threats even in jest.
5. Disorderly and/or disruptive conduct, including but not limited to:
 - a. Obstruction of teaching, university activities and events on or off campus, individual or group activities, on or off campus, that violate and/or disturb others rights and/or safety, activities and events on university property. The use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty is prohibited. Disruptive behavior, including conversations unsanctioned by the faculty, is unacceptable.
 - b. Incivility towards faculty, either in writing or verbally, to seek extra credit points, the ability to resubmit previously graded assignments, or to have work regraded for the sole purpose of improving grades without legitimate academic justification, is unacceptable.
6. Disorderly and/or disruptive conduct, including but not limited to:
 - a. Academic (see the academic honor code for more information)
 - b. Falsifying information
 - c. Forgery
 - d. Alteration or misuse of documents, records, or IDs
 - e. Fraud
7. Failure to comply with directions or requests from university officials.
8. Failure to comply with conduct and/or disciplinary procedures and processes.
9. Property damage/vandalism or attempted property damage/vandalism.
10. Theft or attempted theft.
11. Endangerment of self or others.
12. Unauthorized entry into university property.
13. Misuse of university property.

Sanctions for the violations or attempted violations are handled on a case-by-case basis. The sanction imposed is based on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, impact of possible sanction, and motivation. When appropriate, disciplinary sanctions will include an educational aspect to assist students with personal and professional growth and development. Sanctions are imposed to promote campus integrity and safety. If a student fails to comply, further disciplinary action may occur, including but not limited to suspension or dismissal from the university. Under certain circumstances, sanctions may be postponed and/or suspended. Furthermore, the university may place a hold on the student's file, withhold or postpone the awarding of a degree, or rescind the degree awarded.

In the event of a violation or attempted violation of the codes, one or more of the following sanctions may be imposed, and a copy of the disciplinary action will be placed in a student disciplinary file. The list of sanctions is not intended to be exhaustive.

1. Warning (verbal or written)
2. Restitution
3. Loss or restriction of privileges
4. Forfeiture of financial assistance
5. Probation
6. Suspension
7. Dismissal
8. Educational activity; the list is not intended to be exhaustive:
 - a. Reflection paper
 - b. Class
 - c. Documentation of specific goals and evidence showing achievement towards goals
 - d. Community service
 - e. Research paper
 - f. Presentation

In the event of extraordinary circumstances or an emergency, the campus executive director, working in consultation with university administration leadership, may temporarily bypass the judicial conduct process and/or impose immediate conduct sanctions, including but not limited to suspension or dismissal, as necessary to protect the university community. Characteristics that define an extraordinary circumstance include but are not limited to dangerous or disruptive behavior to self or others and credible threats of harm to self, others, or campus facilities. If deemed warranted for campus safety, sanctions could occur prior to the start of the student judicial conduct process and without prior notification; however, if further investigation of the precipitating facts indicates that the situation does not warrant continued emergency action, the conduct process will be initiated as soon as possible to allow the accused student the benefit of due process.

Sexual Harassment Policy

It is the policy of WCU to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and state and federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation.

The university expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, students, or members of the public. The university will take any action necessary to prevent, correct, and discipline those who engage in inappropriate behavior. Where evidence of sexual harassment is found, appropriate disciplinary action shall be taken. Sexual harassment should be reported immediately to the campus Title IX administrator, deputy, or coordinator through the Student Affairs office. Every effort will be made to ensure that confidentiality is maintained.

Private Spaces Policy – WCU-MIAMI CAMPUS ONLY

WCU-Miami is a postsecondary educational institution licensed by the Florida Commission for Independent Education. In compliance with Florida’s Safety in Private Spaces Act, the following policy applies to the WCU-Miami Campus:

1. Terms:
 - a. A “restroom” is defined under this law as a room that includes one or more water closets.
 - b. A “changing facility” is defined as a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.
2. In accordance with Florida law, while on campus at WCU-Miami, all persons (including students, faculty, associates, and guests) are directed to use the restroom or changing facility respective to their sex.
3. Exceptions: a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:
 - a. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22 or a developmental disability as defined in F.S. 393.063;
 - b. For law enforcement or governmental regulatory purposes;
 - c. For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
 - d. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
 - e. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.
4. Reports regarding the misuse of restrooms or changing rooms should be reported to the Director of Student Affairs. Any person found to be in violation of this policy due to the willful use of restrooms or changing rooms that are not respective to their sex may be subject to disciplinary action in accordance with the applicable code of conduct or Title IX procedures.

CAMPUS INFORMATION

Animals on Campus

Animals are not permitted onto WCU campuses unless they are trained service/therapy animals for persons with approved accommodations for a disability or are brought onto the campus for a specific educational/university purpose. Contact Disability Services to request accommodations.

Animals are allowed onto the university campus when the following special circumstances apply, and appropriate approvals are in place

1. Service animals and service animals in training, including therapy animals, to support an approved disability accommodation.
2. Animals used for academic teaching and instruction.
3. Animals brought for a specific purpose and under conditions established and approved by the executive director in conjunction with the university administration.
4. As required by applicable law.

In order to maintain the safety and well-being of the campus community there are certain expectations related to responsibility, accessibility, behavior, and treatment of animals on campus. See the Student Affairs office for more information and how to obtain approval for an animal on campus.

Children on Campus

The education and safety of our faculty, associates, students and guests/visitors on campus is a priority for the university. WCU's guidelines and expectations relate to responsibility, behavior, and treatment of minors on campus:

1. Minors, persons under 18 years old, are not permitted on campus except in the following situations:
 - a. The minor is enrolled at WCU and attending class, studying for a class, participating in a university event, or conducting university related business, such as meeting on campus with the Financial Aid office or other university faculty or associates.
 - b. The minor is participating in an event that is sponsored by the university and designed to include children.
 - c. As approved for specific purposes and under conditions established by the executive director or their designee.
2. Minors who are not enrolled at WCU must be accompanied by an adult at all times, and that adult must maintain line of sight with the minor at all times. For purposes of this policy, an adult is defined as the parent, legal guardian, or other adult who is responsible for supervising and ensuring the safety of the minor while on campus.
3. Minors are not permitted in classrooms unless prior approval has been received by the executive director, the faculty teaching the course, and/or the academic/program dean or chair.

4. Minors must behave and not interfere with workflow or activities on campus. If the minor becomes disruptive, the minor and accompanying adult may be asked to leave the area, classroom, event, or campus.
5. Certain areas on campus may be off limits to minors, such as but not limited to: labs and areas where there is a danger to themselves, equipment, or materials.

Faculty, associates, students, and adult visitors participating in events or activities where a minor is present are expected to abide by the following responsibilities and rules of conduct:

1. There shall be two or more faculty, associates, students, or authorized adults present during all interactions
2. Engaging in abusive or illegal behavior is strictly prohibited, including but not limited to: hitting, verbal abuse, physical abuse, mental abuse, emotional abuse, inappropriate touch, use of drugs or alcohol, inappropriate filming, or recording of any kind.

Any known or suspected acts of abuse or illegal behavior must be reported immediately to the executive director or their designee, the director of Student Affairs, or the security officer on campus. Depending on the type of reported activity, this report may trigger further reporting requirements. Any reports of suspected abuse should be discussed with general counsel to determine such reporting obligations.

WCU students are ultimately responsible for and can be held accountable for, the behavior of guests, including minors, they bring on campus or to university events.

Deliveries

The university does not accept deliveries on behalf of students, guests, or visitors. This includes but is not limited to the delivery of flowers, food, paperwork, homework, assignments, or textbooks. Due to interruptions of classrooms or instructional time, deliveries to students are not permitted on university property. Exceptions may be made for co-curricular events that have gone through the appropriate request procedures and received prior written approval from an authorized university official.

Ethics Reporting Hotline

WCU takes education with integrity seriously. If anyone witnesses violations of any university policies, he/she is requested to report the violation immediately. Students who feel uncomfortable talking to the campus executive director should follow the process outlined in the student grievance policy. If the student prefers to make a confidential report, he/she may use the Ethics Reporting Hotline by calling (800) 448-1681, or they may do so online at: www.integrity-helpline.com/accwcu.jsp.

Film and Photography Policy

University events may be photographed, videotaped, and/or recorded by WCU and/or a designated agent acting on behalf of WCU. Attendance and/or participation at WCU events such as commencement, simulation center, campus grand openings, career fairs, or clinic events constitutes consent. Students and their guests (including minors) may be photographed, videotaped, filmed, or recorded for use in print or electronic marketing/publicity materials developed for the university without compensation.

Photography, videotaping, recording, or filming of any WCU event for non-personal or commercial purposes is prohibited.

Students in any simulation lab or clinic will be photographed and/or videotaped as part of the instruction. In addition, students enrolled in classes that require videotaping to assess student performance will be videotaped as a part of the evaluation process. Consent to being photographed and videotaped is implied by enrolling in these courses.

Health Insurance Requirements

Students must comply with all program-specific requirements and legal responsibilities involving health insurance. Students must provide acceptable proof of adequate health insurance coverage when assigned to academic activities requiring health insurance as a prerequisite to participation, such as clinical rotations where student health insurance coverage is a contractual obligation. Students on non-immigrant visas are required to carry health insurance coverage and must show proof of coverage at the time of enrollment.

All nursing students are required to provide proof of health insurance coverage to be included in their first clinical packets for clinical rotations and to be maintained for continued participation in the program.

Note for nursing students: All nursing students entering nursing core will be required to declare health insurance status, including health insurance provider and policy number, in conjunction with the submission of their first clinical packet. In response to the requirements of clinical education sites and related consortia, the College of Nursing may require any student entering a clinical rotation to provide proof of health insurance as a condition of participating in the clinical education component of their pre-licensure program.

Violations of this policy will be addressed under the **Student Code of Conduct**.

No-Smoking/Tobacco on Campus

WCU is committed to providing a safe and healthy environment for all students, guests, visitors, and associates by prohibiting smoking or the use of tobacco on campus. WCU believes that a smoke-free policy is consistent with our mission and vision and contributes to the health and wellness of our campus community.

This policy applies to all university students, guests, visitors, and associates and is in effect 24 hours a day. Smoking is defined as carrying, holding, or using a lighted cigarette, “e-cigarette,” cigar, or pipe of any kind or emitting or exhaling smoke of any kind.

Smoking is prohibited in all areas of the university except in designated areas outside of the building. Violation of this policy will be regarded as any other violation of university policy and may lead to sanctions, up to and including dismissal from the university.

Parking

All WCU campuses provide parking areas, and students are expected to adhere to parking policies posted in and around the lots. Follow up with your campus Student Affairs office for campus-specific parking information.

Note: WCU is not responsible for an individual's vehicles or belongings left in vehicles. See personal property policy.

Personal Property

The university does not assume responsibility for any loss, damage, or theft of personal belongings or property. Students, guests, and visitors are responsible for safeguarding personal belongings/property and maintaining insurance coverage for such items. The university does not provide or maintain insurance and does not provide financial protection against such belongings/property.

Social Media

WCU recognizes the increasingly common use of social media as a form of communication, and such sites include but are not limited to X, Snapchat, Instagram, Facebook, YouTube, LinkedIn, and blogs. We respect our student's right to utilize innovative methods of sharing ideas and connecting with those who possess similar interests. We suggest that before posting on social media sites, the students remind themselves to act responsibly and keep in mind that there are boundaries to consider before posting. Recognizing that as a student continues his/her education and is considered for clinical, fieldwork, volunteer opportunities, and/or entering the workforce. It is best to always portray oneself as a well-educated, polished professional.

Additionally, California law prohibits postsecondary educational institutions, their associates, and representatives from requiring or requesting a student, prospective student, or student group to disclose, access, or divulge personal social media information. Associates may not ask students, prospective students, or student groups to:

1. Disclose a username or password for accessing personal social media.
2. Access personal social media in the presence of the associate.
3. Divulge any personal social media information.

These laws do not prohibit WCU from:

1. Exercising rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations.
2. Taking any adverse action against a student, prospective student, or student group for any lawful reason.

Students of WCU are expected to abide by all university policies and those governing their chosen fields, including copyright laws and the HIPAA privacy rule. Posting inappropriate material violates our student conduct policy and may result in a referral to the conduct committee for disciplinary action.

Note that WCU reviews social media postings that identify the university daily. In addition, a student, guest, volunteer, or individual representing or affiliated with WCU is expected to adhere to social media guidelines and policies of the university, the organization, or the event.

Social Media Guidelines and Tips:

Think before you post – Remember to use good judgment and common sense when posting to social media outlets, and keep these guidelines in mind.

Know your legal obligations – When posting anything online, abide by copyright laws and the HIPAA privacy rule.

What is copyright? – Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed.

For more information or questions about copyright law:

[U.S. Copyright Office](#)

The HIPAA privacy rule – Never reveal any patient information on social media outlets. All HIPAA rules apply to social media sites. For more information on the HIPAA privacy rule, visit [U.S. Department of Health and Human Services](#)

Accountability – You are responsible for anything you post on your own and other social media sites. Remember that commentary deemed to be offensive, discriminatory, hateful, racist, sexist, or in violation of WCU policies may have negative ramifications to oneself and/or others, including but not limited to removal of posts or referral to the WCU conduct committee for disciplinary action. Keep in mind the potential for legal liability if commentary is deemed obscene, defamatory, threatening, harassing, bullying, infringing of copyright, in violation of a court order, or is otherwise unlawful as defined by the courts.

Utilize thoughtful confidentiality – Refrain from posting confidential information pertaining to WCU, its faculty, associates, students, or alumni.

Practice respect for others – WCU fosters a community of mutual respect. We encourage diversity of thought, ethnicity, culture, and experience, and we recognize that differing perspectives often create new ideas. Even when disagreeing with a concept or situation, the best way to have your opinions understood is to be constructive and respectful of the opinions and situations of others. Students are not to use social media to violate the university's anti-discrimination policies or to harass or bully faculty, associates, or students. Nor should social media be used to violate the personal privacy rights of others.

Be aware of the impression you create – Keep in mind that social media has a global reach, so be thoughtful about what you post. Anything revealed on social media outlets (personal accounts included) remains available years after posts are created and/or deleted. What you put online is a representation of yourself, your family, friends, WCU, and current and future employers. Select your profile settings and avatars with the understanding that they have a broad reach and will impact how you are perceived by others. Future employers will research your social media history. Photos and comments have a lasting effect.

Solicitation and Distribution Policy

As a rule, WCU prohibits persons who are not university officials or representatives from distributing any materials or soliciting any person on campus while attending off-campus university events or in the adjacent area surrounding any university campus or event unless such access is otherwise required by state law or statute. However, campus solicitation or distribution may be permitted on a limited basis for approved health-related or university-affiliated events/activities (such as but not limited to health fairs, charitable and philanthropic activities, and volunteer opportunities) as long as it supports the university mission statement or vision.

Authorization for solicitation or distribution on a university campus or activity is granted by submitting a completed Campus Activities Request form that is available from the Student Affairs office. If approved, all specific guidelines and/or restrictions stated during the approval process, as well as WCU policies and procedures, must be followed.

Violation of this policy will be regarded as any other violation of university policy and may lead to sanctions, up to and including dismissal from the university.

Student Dress Code

The dress code applies to all enrolled students in a WCU classroom or at any WCU event, activity, or function.

Students are expected to maintain a neat and clean appearance during class time, as that is what will be required in their future career roles and positions. Students are expected to wear university-approved uniforms when they are in a clinical setting. Individual programs may enforce a stricter dress code policy. Refer to the respective student handbook or consult with program administration for specific program requirements. Students must meet the standards of the program-specific policies.

WCU understands and fully supports student's right to self-expression. The university has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Dress that is neat and modest is always the minimum requirement in all public areas.

Any faculty member or administrator is free to advise and discuss the code with the student. If the matter is not resolved at that level, and the student is out of compliance with the university's dress code policy, any faculty member or administrator may refer any student to the following - director of student affairs or another student affairs officer within a program, associate executive director, or executive director. Via the referral or Conduct Complaint form, the student may be counseled about his/her attire, or the student may be asked to go home and change his/her attire. It should be noted that students may be marked absent if he/she is sent home. Repeated violations by a student will be sent to the Student Conduct Committee. Determination of whether a student's attire complies with the dress code is entirely at the discretion of the reviewing administrator identified above.

Exceptions to this dress code will be otherwise noted in the syllabus or other course communications, as there may be instances where professional attire is required for a specific class or presentation.

It is expected that students display an appropriate level of judgment regarding personal hygiene, grooming, and dress. The following items of clothing or clothing style are unacceptable for students attending classes at WCU:

1. Soiled, stained, or excessively wrinkled clothing
2. Transparent, low cut, or revealing clothing (no bare midriffs, muscle shirts, sagging or low-waist pants with undergarments showing)
3. Visible undergarments
4. Short length shorts
5. Athletic type, wide arm hole tank tops
6. Bare feet (shoes must be worn at all times)
7. Accessories and jewelry that has writing, pictures, symbols, or any other insignia that is crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive
8. All clothing will be free of profanity, slanderous language, or inflammatory causes
9. Pajama bottoms or tops

Note the Following:

1. Jewelry and other accessories must not interfere with the performance of duties or pose a safety hazard.
2. Appropriate personal hygiene is expected at all times, including keeping hair and nails well groomed.
3. Tattoos that may be offensive to faculty, associates, or students are not permitted. Examples of offensive tattoos include designs that are violent or threatening, sexual in nature, desecrating religious symbols, profanity, etc..
4. Sandals, flip flops, and sneakers that are in good shape (for example, no broken straps, clean) are acceptable footwear for students except in the science laboratories where no open-toed shoes are permitted.

Review the program-specific handbook for additional programmatic dress code requirements. Accommodations can be requested by students with specific medical conditions or religious beliefs that require special clothing, shoes, or jewelry. Students who believe they need accommodation should contact the Student Affairs department.

Exam Dress Code

Hooded sweatshirts (commonly referred to as “hoodies”), beanies, hats/caps, and scarves are prohibited from being worn during exams. Students wearing any of these items will be asked by the proctor or instructor to remove them. Students who are not wearing shirts under their hoodies — and, therefore, cannot remove their hoodies — will be subject to an irregularity report that will be submitted to their instructor and/or appropriate dean. Accommodations can be requested by students with specific medical conditions or religious beliefs that require special clothing. Contact your campus Student Affairs office for more information.

Student/Employee Fraternization

Employees of WCU are prohibited, under any circumstance, to date or engage in any improper fraternization or undue familiarity with a student, regardless of the student's age or whether the student may have "consented" to such conduct. Further, employees must not entertain students or socialize with students outside of the university environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered unethical, in violation of university policy, and may result in disciplinary action by the university. Inappropriate and unacceptable employee behavior includes but is not limited to dating, inappropriate touching, engaging in sexual contact or sexual relations, requests for sexual activity, physical displays of affection, giving inappropriate personal gifts, frequent personal communication with a student (via phone, email, letters, notes, text messaging, etc.) unrelated to course work or official university matters, giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing students with alcohol or drugs.

Students are expected to behave professionally towards faculty and associates and must follow the same guidelines as presented to employees. If a student witnesses or hears of an instructor's or associate's participation in an inappropriate relationship with a student, the incident should be reported to the campus executive director immediately.

Visitors on Campus

All guests are required to wear a WCU badge while on the campus. Adult guests will be asked to show a picture ID (driver's license) and sign in at the reception desk, where they will be issued a guest badge. The badges are to be returned when the guest departs. Guests who are accompanied by a faculty member, associate, and/or student may enjoy the common areas on campus, which include the quad and the student commons but are not permitted to use university equipment, such as computers. Guests may enter the Admissions, Financial Aid, or other administrative offices if they are on campus to conduct appropriate university business or with a student who is on campus to conduct appropriate university business. However, guests are not allowed in classrooms, the library, or any of the laboratories without the permission of the executive director, the director of Student Affairs, or the academic/program dean.

The policy intends to allow visitors on campus while still ensuring safety. Security personnel or other associate members may approach a guest who is not obviously in the company of a student and ask the purpose of the guest's presence in the building, even when the guest is wearing a guest badge. Guests who refuse to wear the WCU guest badges or demonstrate inappropriate behavior while on university property will be escorted out of the building. No unattended children are allowed on any of the university's campuses. WCU students are ultimately responsible for, and can be held accountable for, the behavior of guests they bring to the campus. Guests are expected to abide by university policies and procedures.

Certain events and activities may be approved by the campus executive director, which allows for an exception or alteration of the check-in and guest badge policy and process

STUDENT SERVICES AND RESOURCES

WCU offers a variety of services to students. The university maintains a list of outside services to assist students with personal needs, such as childcare, transportation, and other areas not directly related to their academic program of study. Contact or visit the campus Student Affairs office for more information about these resources

Activities and Events

Active involvement outside of the classroom contributes to our student's learning experience. Participating in extracurricular activities develops valuable leadership and organizational skills and contributes to a graduate's marketability.

The Student Affairs department sponsors programs and events throughout the year to help create that sense of community which is vital to any institution of higher learning.

Contact the Student Affairs department for a copy of the Activities Request form or if you would like assistance requesting an event.

Advising and Tutorial Assistance

The university has a multi-level approach to offering support to students for their academic and personal needs. Faculty and associate members are available to assist students in academic guidance. The Academic department is primarily responsible for addressing student's academic concerns, while the Student Affairs department is responsible for other areas of concern and may provide referral services to external agencies as necessary in support of a student's successful program completion. Most WCU campuses have an active Peer Assisted Learning (PALS) tutoring feature, which involves student-to-student tutoring. Visit the Student Affairs department for more information about on-campus and online tutoring resources.

Students who have trouble with their coursework and need academic support should contact the appropriate academic administrator for the program of study to create an individualized academic success plan. Many faculty members offer tutoring for their courses. The university will try to accommodate a student's schedule in determining tutoring sessions, but the student should realize that they may need to adjust their schedule to receive the kind of remedial or tutoring support required. Students may contact the campus Student Affairs department to engage in further discussions about how to address concerns about academic improvement.

University Student Employment (Federal Work-Study)

The Federal Work-Study (FWS) program provides jobs to graduate and undergraduate students with financial needs, allowing them to earn money to help pay education expenses. The program encourages community service work related to the student's course of study. Funds under this program are limited. The Student Affairs department maintains a list of current FWS job opportunities available both on-campus and off-campus in community service organizations. Students interested in obtaining part-time employment in the FWS program should inquire with the Student Affairs department or review open positions posted on the student portal under the Resources link > FWS Positions.

Employment as University Faculty and Administration

Students will not serve in a university faculty or administrative role within their own program. Nor will they have access to confidential records of university associates and faculty.

Career Services Department

The purpose of the Career Services department is to assist students in obtaining employment, although the department in no way guarantees student or post-graduate employment. The department offers instruction and guidelines for students and graduates in areas such as career planning, job search techniques, resume writing, interview planning and preparation, understanding the importance of networking, completing job applications, characteristics of a professional image, interview follow-up, workplace etiquette, and successfully navigating the workplace. Successful employment assistance is dependent upon a mutual effort by both graduates and the department. Graduates are encouraged to seek employment opportunities on their own, keep records of their contacts, and inform their Career Services specialist of these efforts.

All students in their last term with WCU will have a mandatory Career Services meeting with their designated Career Services specialist. This one-on-one meeting typically covers portfolio review, LinkedIn, and career goals. Career Services assistance is available beyond graduation.

Counseling Resources

WCU recognizes that students may experience personal problems that can adversely affect personal fulfillment and their education. To assist students who may need that extra support, WCU offers a free, confidential Student Assistance Program (SAP). SAP services are provided by Aetna, a private, national consulting and service firm that specializes in student assistance consultations.

If a student needs help with everyday life issues or if they find themselves in a crisis, SAP is accessible

24 hours a day, 7 days per week, through this toll-free number: (877) 351-7889. WCU encourages students to utilize SAP on a "when in doubt, call" basis. Problems that are appropriate for the SAP include but are not limited to, problems or issues involving relationships with a spouse or significant other, relationships with siblings or parents, relocation, stress, financial or legal problems, depression, substance abuse, and anxiety. Call toll-free **(877) 351-7889**, email AskSAP@aetna.com or visit the [AetnaSAP](#) website and enter your school ID: WCUSA.

Disability Services

Per Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WCU abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the university “solely because of the handicap.” WCU is committed to providing reasonable accommodations.

Below is an example of some of the responsibilities of the WCU disability office:

1. Disability office maintains confidential records.
2. Disability coordinator conducts an initial meeting with the student to review services and required documentation.
3. Disability coordinator receives documentation from the student and conducts initial review and evaluation (verifies appropriate documentation, completes submission of documents, verifies disability, if needed consults with faculty, program chair, administrative departments, etc.).
4. Disability coordinator meets with the student to review documentation and appropriate/reasonable accommodations.
5. Disability coordinator certifies approved accommodations.
 - a. Provides the student with a “Letter of Accommodation(s).”
 - b. The student signs the “Letter of Acknowledgement and Student Responsibility.”
 - c. When available, provides the student with additional disability information and resources.

The above list of responsibilities is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. The ADA does not require institutions to provide accommodations that result in an undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation at least six weeks before the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, students should contact the campus Student Affairs department and speak with the Disability Services coordinator.

Student IDs

WCU students are required to display their student identification card at all times while on campus and/or participating in events where WCU ID is required.

ID Replacement:

- There is a replacement fee for damaged, lost, or stolen ID cards. Contact the Student Affairs department for the replacement fee at your campus.
- If a student has an ID with incorrect information they may receive a free replacement. However, they must submit their old ID badge with the incorrect information in order to receive a free replacement.

Student Organizations

Joining a recognized student organization can provide many opportunities and benefits. Making new friends, academic, professional, and personal growth, developing your social and leadership skills, getting involved with community service projects, and broadening your academic, cultural, and social interests are a few of the ways student organizations may enhance your educational experience.

Contact Student Affairs if you are looking to join a university-recognized student organization/club, start an organization/club, or are the leader of an existing organization/club.

Virtual Bookstore

Required and optional textbooks and course materials are available to on-ground students for purchase in print and/or electronic formats through the university's virtual bookstore. Students are expected to obtain and utilize the editions and versions of textbooks and materials as specified in their course syllabi. Textbooks can be accessed at the [WCU virtual bookstore](#).

Students who borrow loans to cover the cost of books will be provided with an electronic book voucher each term for use at the virtual bookstore. Contact the Financial Aid office for more details.

Commencement Exercises

WCU commencement exercises are held once a year for the Miami and Texas campuses and twice a year for California campuses to honor academic successes and accomplishments as reflected in degree completion. To be eligible for participation in WCU commencement exercises, the graduate/student must have:

Completed all graduation requirements,

OR

Based on space availability, those students who are active in their final term of courses may elect to participate prior to completing all graduation requirements.

For students who are active in their final term and elect to participate in commencement prior to completing all of their degree requirements, the following applies:

1. Honors recognition is only for those who have completed all degree requirements. Therefore, honors recognition will not be reflected during the commencement exercises. However, honors recognition will appear on final transcripts for those who qualify once the student has met all graduation requirements.
2. Students must meet all requirements (including completing all graduation requirements) to be considered as a valedictorian during commencement exercises.

Participation in commencement does not constitute degree completion.

Valedictorian Criteria

The title of valedictorian has long been used to designate a graduating student who has achieved the highest academic achievement. For each commencement ceremony, the academic dean — in collaboration with program deans/chair and campus executive director — will determine who will be selected as valedictorian for each graduating class. From those select students, a single valedictorian from each program at each campus will be selected to represent their campus at commencement. One of the selected valedictorians will be invited to speak at commencement exercises. The following criteria will be used, in descending order, to select undergraduate campus valedictorians.

The candidate must have:

1. Completed all graduation requirements.
2. Graduated with a minimum cumulative grade point average of 3.75.
3. The highest cumulative grade point average earned at the campus for that particular class.
4. No non-passing grades in any courses during the program.
5. Remained in good standing for the duration of his/her WCU career, free from any formal student conduct actions.

If multiple candidates meet all of the criteria outlined above, the following additional criteria will be used to establish priority:

1. The candidate completing the greatest number of credits in residence at WCU.
2. The candidate with the highest grade point average on credits transferred into WCU.
3. The candidate with the highest scores on challenge examinations.
4. The candidate who represented the university throughout their course of study in an exemplary manner. Examples include but are not limited to:
 - a. Positions and participation in student leadership.
 - b. Volunteer time over and above minimum university requirements.
 - c. Special recognition while an active student.
 - d. Other awards, honors or recognition given by external organizations while the candidate is a student. The final selection will be made by a committee lead by the academic dean, with input of program deans/chairs and the campus executive director.

INTERNATIONAL STUDENT INFORMATION AND RESOURCES

Important Immigration Information

Upon admission to WCU, a Designated School Official (DSO) will issue new international students a certificate of eligibility to study as an F-1 student, the Form I-20. This document is used to apply for a student visa at a U.S. Consulate or Embassy to enter the United States and is your proof of legal status to be in the United States for the purposes of studying. Below is important information regarding immigration.

Steps to Study in the United States

1. Apply for admission to WCU

- a. If you are transferring in, be sure to follow the transfer-out and transfer-in processes with the international student advisors at WCU and your current home institution.

2. Provide copies of your current passport, health insurance, and original financial support documentation.

3. Receive your Form I-20

4. Apply for an F-1 student visa to enter the United States (if out of the country)

- a. **Note for citizens of Canada and Bermuda:** you are not required to apply for an F-1 visa to enter the U.S.; however, you do need to pay the I-901 SEVIS fee prior to entering the U.S. in F-1 status. Be sure to enter with all supporting documentation. You will then need to check in per the usual process with WCU.
- b. Required documents:
 - i. Form I-20
 - ii. Passport, valid at least six months beyond the intended period of stay in the U.S.
 - iii. One photograph measuring 2-by-2 inches
 - iv. An MRV fee receipt to show payment of the visa application fee
 - v. I-901 SEVIS fee receipt on the [U.S Immigration and Customs Enforcement](#) page
 - vi. Admissions letter from WCU
 - vii. Financial documents
 - viii. Documents to illustrate your connection to your home country
- c. When and where to apply:
 - i. Once you receive your Form I-20, WCU recommends that you apply immediately for a visa at the closest U.S. Consulate or Embassy. Go to the [U.S. Embassy](#) website to locate the nearest office in your home country.
 - ii. The visa appointment and processing time may take a few weeks or months, depending upon your visa appointment site availability.
 - iii. If the visa is issued, you may need to pay an additional visa issuance reciprocity fee.

5. Enter the United States:

- a. You may enter the U.S. no earlier than thirty days prior to your program start date.
- b. A U.S. Customs and Border Patrol officer will review your immigration documents and will determine your ability to enter the U.S. You may be photographed and fingerprint scanned for this process. Be sure to travel with these documents to ensure entry:
 - i. Valid passport
 - ii. F-1 visa
 - iii. Financial documents
 - iv. Admissions letter
 - v. I-901 receipt of SEVIS fee
- c. You will receive an I-94 card (either paper or electronic form) upon entry. Go to the [U.S. Customs and Border Patrol I-94](#) website.
- d. If you are granted entry to the U.S. after coming with insufficient documentation, you will receive an Form I-515A for a 30-day stay. If you receive this form, you must meet with a DSO or PDSO immediately.

6. Check-in with WCU:

- a. Once you arrive, you must report to WCU within 10 days. If you are a transfer student, you must check in with WCU prior to starting classes. You will need to provide copies of:
 - i. I-94 card, printed from the U.S. Customs and Border Protection page [Arrival/Departure Forms: I-91 and I-94W](#)
 - ii. Passport and visa
 - iii. Form I-20

Immigration Resources

Find your embassy: www.usembassy.gov

Visa process: travel.state.gov/content/travel/en/us-visas/study.html

Arrival process: www.ice.gov/sevis/students

Maintaining F-1 status: studyinthestates.dhs.gov/students/maintaining-status

Immigration Staff at WCU

- PDSO: Lauren Bartels, Assistant University Registrar
(949) 383-1836, LBartels@westcoastuniversity.edu
- Florida DSO: Daniela Garcia, Campus Registrar
(786) 501-7072, DanGarcia@westcoastuniversity.edu
- Texas DSO: Avery Zastoupil, Campus Registrar
(949) 783-4016, aZastoupil@westcoastuniversity.edu
- LA DSO: Felicia Lockhart, Campus Registrar
(818) 299-5517, Felicia@westcoastuniversity.edu
- OC DSO: Veronica Tarango, Campus Registrar
(714) 782-1686, vtarango@westcoastuniversity.edu
- Ontario DSO: Kimberly Holloway, Campus Registrar
(909) 467-6039, kHolloway@westcoastuniversity.edu
- CGS DSO: Ana Bedran, Campus Registrar
(323) 454-5033, aBedran@westcoastuniversity.edu

Maintaining Your F-1 Status

As an F-1 student, you have several responsibilities and need to understand the limitations on your activities in the U.S. You are required to:

- 1. Be a full-time student.**
 - a. To go below full-time in any term, you must apply for a “Reduction in Course Load” from the Designated School Official (DSO).
 - b. Valid reasons to go below full-time status are:
 - i. Illness or medical condition
 - ii. Initial difficulty with English or reading requirements
 - iii. Unfamiliarity with American teaching methods
 - iv. Improper course level placement
 - v. Completion of course of study in final term
 - vi. Border commuter student status
- 2. Obtain employment authorization before working.**
 - a. Employment off campus must ALWAYS be authorized.
 - b. During the school year, employment is limited to twenty hours per week.
- 3. Maintain a valid passport.**
- 4. Maintain a valid Form I-20.**
 - a. Follow proper procedures for change in educational levels, programs of study, and transfer of schools.
- 5. Make normal progress towards completing your course of study by completing studies before the expiration of the program completion date on your Form I-20.**
- 6. Inform your DSO of any change in your U.S. address within 10 days.**
- 7. Obtain a travel signature from your DSO prior to leaving the U.S. during your program.**
 - a. No travel signature is needed for travel within the U.S., but if you plan to travel to a third country, you may need a visa to that country prior to departure.
- 8. Depart, transfer, or change status upon completion of your program.**
 - a. F-1 students have sixty days at the end of the program of study to leave the U.S. or
 - b. Apply for a 12-month OPT extension of current visa or
 - c. May transfer to another institution or
 - d. May transfer their visa status to another type, as feasible.

ACADEMIC POLICIES and PROCEDURES

Academic Freedom Statement for Students

WCU supports academic freedom, cultural diversity, and intellectual exploration by our students. Students will be evaluated on classroom and practical performance and not on ethnicity, political ideology, religious affiliation, or other personally held belief systems. The university supports student academic freedom within the realm of prescribed student learning outcomes. WCU espouses freedom of expression as appropriate in the classroom, clinical settings, and other WCU-related activities and events.

Academic Honor Code

Academic honesty, integrity, and ethical behavior are required of all members of the university community. Students are always expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the university. Academic integrity and honorable behavior are essential parts of professionalism that will be required well beyond graduation. They are the foundation for ethical behavior in the workplace to which WCU students aspire.

The public, professional organizations and accrediting bodies hold individuals in the healthcare industry to a high standard and expect the university to monitor the professional behavior of faculty, associates, and students. As current or future professionals, students have a responsibility to follow this model and guide their actions to serve in the best interests of their fellow students, faculty, and healthcare professionals and those they will care for as patients by maintaining the highest degree of personal and professional integrity. Students know that they represent their profession in and out of the academic environment. Therefore, allegations of misconduct, regardless of where that misconduct may have occurred, will be taken seriously.

Academic integrity requires that work for which students receive credit be entirely the result of their effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the institution or attempts to gain an unfair advantage over others. The following list includes some examples of honor code violations; the list is not intended to be exhaustive.

1. Cheating

- a. Using unauthorized materials such as books, notes, cell phones, PDA accessories, or crib sheets to answer examination questions.
- b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions.
- c. Copying another student's homework, written assignments, examination answers, electronic media, or other data.
 - i. The university takes a dim view when a student compile "study guides" on the basis of memorizing questions from exams and broadly shares those guides with other students. This violates the independent nature of student preparation for assessment and can be determined to be a violation of the code of conduct.
 - ii. Assisting someone else to cheat or knowingly allowing someone else to cheat.
 - iii. Failure to report cheating to an academic official of the university.

2. Plagiarism

- a. Representing the ideas, expressions, or materials of another without providing the author with due credit.
- b. Paraphrasing or condensing ideas from another person's work without proper citation.
- c. Failing to document direct quotations and paraphrases with proper citation.

3. Other forms of academic dishonesty

- a. Fraud, deception, and the alteration of grades or official records.
- b. Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research.
- c. Purchasing or in some other manner obtaining and then submitting written assignments, homework, or examinations that do not represent the student's original work.
- d. Reproducing or duplicating images, designs, or web pages without giving credit to the developer, artist, or designer.
- e. Submitting work created for another course without instructor approval.
- f. Misrepresenting oneself or one's circumstance to gain an unfair advantage.
- g. Collaborating with another person(s) without instructor approval.
- h. Selling or providing term papers, course work, study guides, or assignments to other students.
- i. The improper use of artificial intelligence to generate content submitted for a grade.

Artificial Intelligence (AI) technology can be used as a tool to support learning, such as generating topic ideas or providing feedback on grammar and punctuation. Students may integrate AI-generated content with their ideas and writing if properly cited and evaluated for potential issues such as biases, copyright, and factual inaccuracies. Improper use of AI includes submitting an entire assignment written by AI; use of AI-generated content without evaluation of the risks of biases, copyright, misinformation, legal issues, factual inaccuracies, and other potential issues; use of AI-generated content without citing the source properly. **Submitting an entire assignment written by AI is strictly prohibited.** Any student found to have done so will receive a failing grade for the assignment and may face disciplinary action. Students must cite all uses of AI in any paper submitted for a grade. Failure to properly cite the use of AI in an assignment submitted for a grade may result in disciplinary action. It is the responsibility of the students to create their work and to ensure that they are not solely relying on AI-generated content.

4. Sharing login and/or password information is prohibited.

Honor Code Violations

There are several possible consequences for a student who has violated the university's honor code.

These include but are not limited to:

1. Failure of the assignment
2. Failure of the course
 - a. A student is prohibited from withdrawing from a course in which an "F" grade is received due to a violation of the honor code
3. Expulsion from the university
4. Rescinding a certificate or degree

All violations of the honor code will be reported to the university's administration for further investigation. Individual reports will be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with the administration, decides the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is the responsibility of all members of the campus community to actively deter it. Apathy or ignoring the presence of academic dishonesty is not acceptable. If faculty, associates, or students do not confront academic dishonesty, it will reinforce, perpetuate, and enlarge the scope of such misconduct. Ignorance of the university's honor code is not a valid excuse for engaging in prohibited conduct. All university community members are responsible for knowing and living by the honor code. Furthermore, all members of the university community, including faculty, associates, or students, share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

Collection of Student Assignments

Student learning outcomes are consistently assessed. Collection of student evidence (or graded assignments) demonstrating outcomes throughout courses and co-curricular activities is a means by which the university analyzes to what degree the students are meeting outcomes. Instructors and/or administrators may retain student work for assessment purposes. All student work will be reviewed anonymously and in aggregate. Students may choose not to have their coursework collected by completing an "Opt-Out form for Collection of Student Assignments" from the Registra

Dean's List

Undergraduate students who successfully complete a minimum of six credit hours of instruction in an 8- or 10-week term and achieve a grade point average of at least 3.75 are eligible for the Dean's List. The Dean's List is compiled at the completion of each term/trimester, and eligible students will receive a letter recognizing their academic achievements. Refer to the catalog for GPA calculation.

Honors at Graduation

The university recognizes outstanding academic achievement of degree recipients upon successful completion of their program.

To be eligible for undergraduate honors recognition at the time of their graduation, the student must have achieved a cumulative grade point average based on the 4-point scale as follows:

- 3.50–3.69 Cum Laude
- 3.70–3.89 Magna cum Laude
- 3.90–4.00 Summa cum Laude

The university will recognize academic honors and distinctions for graduate students at the time of their graduation. There are two categories of identification as described below:

- **University highest honors** – Top 3% of graduating class and a CGPA above 3.75
- **University honors** – Top 4%–10% of graduating class and a CGPA above 3.75

Plagiarism Detection Website

WCU is committed to helping students learn what is and is not plagiarism. As such, the university uses a plagiarism detection web service to help students monitor themselves. Students can submit their work to this web service to determine if the academic work is considered to be authentic or not.

In its commitment to academic honesty and accurate assessment of student work, the university reserves the right to submit student assignments to the website to check for similarities between student submissions and the internet, various research databases, and the website's database of previous student submissions.

In some instances, students may be required to electronically submit their work to the instructor or to the website, and by taking WCU courses, students agree that all assignments are subject to plagiarism detection processes and academic honesty policies. Assignments submitted to the website by the student or instructor will become part of the service's database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the authors.

Student Records

WCU will maintain student records for each student, whether or not the student completes his/her educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

Students are responsible for ensuring that current contact information is on file with the Registrar's Office. Any change in name, address, or phone number must be reported within 30 days of the change.

Tardiness or Early Departure

Students who arrive for class after the scheduled start time are considered tardy. Students who depart from class before the scheduled completion time are considered to have “departed early.” Faculty members will track student tardiness and early departures. Upon the second instance of tardiness or early departure, faculty members are advised to discuss the issue with the student. Refer to the program handbook or course syllabus for additional information.

Transcript Policy

The Registrar provides the following services for students:

1. Attendance monitoring (including dismissals and reinstatements)
2. Enrollment verifications
3. Final grade processing
4. Grade distribution
5. Transcript evaluations
6. Transcript requests
7. Withdrawal requests

Transcript Requests

The university provides two standard transcripts, free of charge, for qualified students or graduates. When students have completed their programs, a copy of the student’s transcript will accompany their diplomas. One transcript will be sent to the Career Services department to ensure distribution at the time the diploma is picked up by the student or mailed out by the Career Services department. WCU provides another standard transcript, free of charge, to the licensing agencies listed below or for licensure purposes. Active, inactive, and withdrawn students will be responsible for paying the applicable fee required for WCU transcripts.

WCU has authorized the National Student Clearinghouse to provide official transcripts. To receive an official copy of a WCU transcript, the following steps must be taken prior to coming to the Registrar’s office:

1. To request transcripts from WCU, students should visit their [student portal](#) and select the **National Student Clearinghouse** link.
2. There you will find step-by-step directions on ordering, delivery, and fees.
3. Students may access the [National Student Clearinghouse](#) website directly.

Licensing Agencies address

California Board of Registered Nursing (BRN)

Physical address -

1747 North Market Boulevard, Suite 150, Sacramento, CA 95834 (916) 322-3350

Mailing address -

P.O. Box 944210, Sacramento, CA 94244-2100

Florida Board of Nursing

4052 Bald Cypress Way, Bin C-10, Tallahassee, FL 32399-3252 (850) 245-4125

Texas Board of Nursing (TBON)

333 Guadalupe #3-460, Austin, TX 78701

Dental Hygiene Committee of California

2005 Evergreen Street, Suite 1050, Sacramento, CA 95815

WCU students who attended/graduated before May 1997:

1. To request transcripts, download and complete the request form found [WCU Registrar Services](#) page.
2. Send the Transcript Request Form to:
WCU-Los Angeles, 12215 Victory Blvd., North Hollywood, CA 91606
Attn: Office of the Registrar

Clinical Rotations, Practica and Fieldwork

CALIFORNIA Campuses: Clinical, practica, and fieldwork experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical or fieldwork training work under the direct supervision of university faculty. See program-specific requirements for clinical placements, practica, or fieldwork experience.

FLORIDA Campus: Clinical and practicum experience required in some programs enable students to work with patients to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical training work under the direct supervision of university faculty. Students will be assigned a clinical site or rotation that may require travel that is a greater distance than the student's commute to the campus. Site locations may be up to 75 miles away. The university cannot guarantee a particular site or geographic location. Students are required to provide their own transportation to and from the clinical site. It should be expected that the hours and days of a rotation will vary depending on the clinical site. Shifts may be assigned for any hour of the day or night; shift hours cannot be guaranteed. See program-specific requirements for clinical placements.

TEXAS Campus: Clinical and practicum experience required in some programs enable students to work with patients to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical training work under the direct supervision of university faculty. See program-specific requirements for clinical placement in the program-specific admissions requirements.

Nursing Student Clinical Schedule

The number of contact hours required for each clinical course must be met by the end of the term, regardless of holidays within the term. The total number of contact hours required can be found on the course syllabi. Precepted courses must fulfill the required contact hours for each course on a schedule agreed upon between the student and preceptor by the end of the term.

Dental Hygiene Student Clinical Schedule

Dental hygiene students enrolled in preclinical or clinical courses are to follow the schedule as presented by the course director.

Clinical Work, Practicum and Fieldwork Experience Fair Practice Standards

When clinical rotations, practicum, and fieldwork experiences are required for the student's degree program, they are an essential and invaluable component of the student's education. These experiences are a natural and logical extension of their education and are consistent with the university's mission as an effort to ensure graduates are prepared for their professional careers. As such, the following policy ensures that students get the maximum educational value from their clinical rotations, practicum, and fieldwork experience.

As applicable to the program of study:

- 1.** WCU students are not to be paid for any of the activities they perform during their clinical rotations.
- 2.** Clinical affiliate sites are not to reduce their personnel as a result of the acceptance to host WCU clinical students.
- 3.** A clinical instructor or preceptor is to be present at all times during the procedures in which students are actively involved in a clinical setting.
- 4.** Students are allowed to procure gainful employment outside of their scheduled clinical rotation session hours.

Clinical and Program Health and Safety Requirements

WCU students enrolled in programs involving clinical, lab, practicum, experiential, or fieldwork experiences are required to complete health and safety requirements according to individual program and site requirements. Because many students are involved in direct patient care in healthcare careers, they may be exposed to conditions of high risk and, therefore, must be protected. Patients must be protected against potential health risks from students. See program-specific sections in the catalog and/or the program handbook for additional requirements.

A student's failure to comply with health insurance coverage requirements, especially those associated with clinical, practical, experiential, or fieldwork experiences or global studies opportunities, may result in the inability to enroll in or the removal from required courses or programs. This may delay the student's ability to complete the degree. It may result in additional financial costs for degree completion. The university does not have an obligation to guarantee the availability of rotations to students who do not meet university or affiliate partner requirements.

University administrators responsible for managing student assignments to clinical courses, practical, experiential, fieldwork experiences, international studies opportunities, or other applicable educational activities are granted the authority to make decisions related to course assignments of students who fail to comply with health insurance coverage expectations and requirements. Such decisions will be made in the best interest of preserving the institution's relationship with clinical partners.

COVID-19 Vaccination Policy

COVID-19 is a highly transmissible respiratory illness that the World Health Organization (WHO) has declared a pandemic. Symptoms range from mild to severe and can lead to life-threatening illness, hospitalization, and death. COVID-19 vaccines have been evaluated in clinical trials and authorized by the Food and Drug Administration (FDA) for emergency use. These vaccines make it substantially less likely an individual will contract COVID-19 and become seriously ill or die. The vaccines protect the individual and others in the community, particularly those who are at increased risk for severe illness from COVID-19.

Due to the pandemic, many students missed rotations at partner clinics, preventing them from receiving direct patient clinical education. As the pandemic wanes and clinical partners invite students back, they must be prepared to step into any WCU clinical partner. Each WCU student needs to meet our clinical partner's rules and regulations, which include adhering to their requirements for immunizations.

Not surprisingly, many sites are now requiring any student in attendance to be fully vaccinated against COVID-19.

While WCU does not require students to have received a COVID-19 vaccination, and while our institutional perspective is that obtaining the vaccination remains a personal choice, this is not the case for a growing number of our clinical partners.

As such, WCU students enrolled in programs involving clinical, lab, practicum, experiential, or fieldwork experiences are required to complete health and safety requirements in alignment with individual program and clinical partner expectations, including getting vaccinated against COVID-19 if that is what is required by the clinical partner.

This policy language is in alignment with the clinical partner requirements policy shared with and acknowledged by students during the admission process:

A student's failure to comply with clinical packet requirements may result in the inability to enroll in or removal from required courses or programs, potentially resulting in delay in/inability to successfully achieve degree completion and/or additional financial cost of degree completion. The university and its associates do not have an obligation to guarantee the availability of clinical rotations of students who do not meet university or clinical partner requirements according to the established timelines, processes, and policies.

While WCU will make every effort to locate a clinical site for students who are unwilling to get vaccinated, the university cannot guarantee site placement.

In addition to providing evidence of previously required immunizations, the university must provide proof that students are fully vaccinated to clinical partners that require COVID-19 vaccination before participating in clinical rotations at their facilities.

A fully vaccinated individual under this policy has received all required doses of an FDA (or non-U.S. equivalent public health authority) approved SARS-COV-2 (COVID-19) vaccination.

1. Pfizer-BioNTech (0.3 ml each): two doses at least 3 weeks (21 days) apart, but no more than 6 weeks (42 days).
2. Moderna (0.5 ml each): two doses at least 4 weeks (24–28 days) apart, but no more than 6 weeks (42 days).
3. Janssen, Johnson & Johnson (0.5 ml): one dose.
4. Per the CDC guidelines, people are considered fully vaccinated:
 - a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines,

OR

- b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Vaccination documentation can be uploaded to [West Coast University's Complio](#) website.

Note the one exception to this policy: All BSDH students must be fully vaccinated against COVID-19 vaccine to act as a healthcare provider in the on-site dental hygiene clinic.

FINANCIAL AID POLICIES & PROCEDURES

The Financial Aid office provides the following services for students:

1. Information regarding costs of attendance, available sources of financial aid, financial aid eligibility requirements, and application procedures.
2. Assists students with questions regarding financial aid applications, verification forms, scholarship applications, and payment plans.
3. Provides student loan entrance and exit counseling as well as information regarding student loan repayment, deferment, forbearance, and consolidation options.
4. Certifies eligibility for Federal Work-Study jobs.
5. Certifies eligibility for veteran's education benefits.
6. Certifies eligibility for state grants.
7. Certifies eligibility for book vouchers for the university's virtual bookstore.
8. Financial literacy and budgeting information.

Students seeking federal or state financial assistance for direct or indirect education costs must first complete the Free Application for Federal Student Aid (FAFSA). To ensure that the university receives a copy of your application, go to [Federal Student Aid](#) and in the **School Selection** section, enter WCU's school code: **036983**.

Student financial packages will be provided to eligible students on an academic year basis. An academic year is comprised of two semesters or two trimesters.

Financial aid offers notifications along with financial aid terms and conditions are posted to the online student portal. It is the responsibility of the student to re-apply for financial aid each year. The campus Financial Aid office will contact students via their university email regarding required verification or loan documents. Students may access the online portal to view a list of outstanding financial aid documents and electronically sign verification forms. To access, students log onto their [student portal](#), then select the **My Financial Aid** link.

Students may view their financial account history at any time on their [student portal](#).

Students must be financially cleared each term by the Financial Aid and Bursar/Business offices in order to register for subsequent terms.

Military Educational Benefits

WCU is approved for the training of veterans and eligible persons for most academic programs under the provisions of Title 38 of the United States Code. University Financial Aid directors serve as certifying officials for each campus. Students interested in veterans' educational benefits should contact the Financial Aid Department for a current list of approved programs. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

All official transcripts detailing prior higher education credits and military JST credits must be submitted to the Registrar's Office by the end of the first term of enrollment. WCU will not certify enrollment after the first term of enrollment unless all transcripts have been received and reviewed by the Registrar

Post-9/11 GI Bill®: Yellow Ribbon Program

The California on-ground undergraduate campuses participate in the Post-9/11 GI Bill®: Yellow Ribbon Program. A limited number of qualified students will receive the award each academic year. Offers are made on a first-come, first-serve basis. Only individuals entitled to the maximum benefit rate, based on service requirements, may receive Yellow Ribbon funding.

Exception: Effective August 1, 2018, recipients of the Fry Scholarship and Purple Heart recipients awarded on or after September 11, 2001, may use the Yellow Ribbon Program under the Harry W. Colmery Veterans Educational Assistance Act (Forever GI Bill®).

Department of Defense (DOD) Tuition Assistance (TA) Program

WCU has been approved to train active-duty service members through the Department of Defense (DoD) Tuition Assistance (TA) program. Service members who wish to use TA must obtain advance approval from their service and must speak with an Educational Service Officer (ESO) or counselor within their military service prior to enrolling. Depending on your branch, you may be eligible to receive up to 100% Federal Tuition Assistance from military service, with a \$250 cap per semester hour and a \$4,500 annual limit.

Go to [Military Tuition Assistance Program](#) to get more information.

The Tuition Assistance Top-Up Benefit

If you are eligible for the Montgomery GI Bill® (MGIB) active duty or Post-9/11 GI Bill® and plan to use TA, you can use the Top-Up benefit to cover the difference between your college course cost and the amount that TA will cover.

To use the Top-Up, you must be approved for Federal Tuition Assistance and be eligible for Montgomery GI Bill® - active duty benefits or Post-9/11 GI Bill®. To be eligible for MGIB benefits, you must be an MGIB - active duty participant and have served at least two full years on active duty.

The amount of the benefit is limited to the amount you would receive for the same course if regular Montgomery GI Bill® benefits were being paid. In no case, can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course.

If you receive the Top-Up benefit, your regular VA benefits will be reduced. The amount of entitlement charged for Top-Up payments for MGIB is determined by dividing the amount of the payment by your full-time monthly rate.

The benefit is available for all courses that began on or after October 30th, 2000. A copy of an approved Tuition Assistance Authorization form for the course is required. If you have not requested VA benefits before, you should submit VA Form 22-1990 to establish eligibility.

More information about education benefits is available at the [U.S. Department of Veterans Affairs](#).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

External Scholarships

Students are encouraged to seek external scholarships available in addition to those offered by WCU. Finding external scholarships is now easy and fast with Scholarship Universe. To access Scholarship Universe, students log into their [student portal](#) and select **My Financial Aid**, then select the **Scholarships** link. We do not guarantee that you will receive a scholarship but students have utilized these resources in the past with success. All external scholarships, grants, or loan funds provided to the student must be reported to the Financial Aid office. It is the responsibility of the student to provide notification of awards within ten days of the offer notification being received.

Electronic Stipends

WCU offers students two options to receive their financial aid stipends electronically. Students can sign up for electronic disbursements to either:

- Your personal bank account via ACH direct deposit
- BankMobile Vibe Checking Account

There are multiple ways to receive your financial aid stipends. You are not obligated to receive your funds electronically. However, we encourage all students to do so to ensure fast and secure access to your financial aid funds. If you do not select either of the direct deposit options, you will receive your funds via a paper check mailed to your address on record with the university.

To set your electronic stipend option, navigate go to [BankMobile Disbursements](#) page. Use the Personal Code that was sent to your WCU email address to get started.

Federal Work-Study

WCU is an approved institution of higher learning for the receipt of Federal Work-Study (FWS) funds. The FWS program encourages the part-time employment of enrolled and otherwise eligible undergraduate and graduate students to help pay for their education and to involve the students in community service activities. The FWS program is a need-based, federally-funded financial aid program that is available to students who demonstrate financial need as determined by the FASFA results. Students hired under the FWS program are considered temporary, part-time associates.

Students interested in a Federal Work-Study program job will find a list of open positions on their [student portal](#) by selecting the **FWS Positions** link under the **Resources** tab. It's important to apply to open positions **using your personal email** address, **NOT** your WCU email address.

Bursar/Business Office

The Bursar/Business office provides the following services:

1. Accepts student payments.
2. Provides information on student account balances, payment processing, financial clearance for registration, and 1098T information.
3. Provides invoices to students, state agencies, and employers as requested by students.
4. Provides W-9 forms for scholarship sponsors.

Tuition Payment

Tuition for the program selected is due by the start of the semester or trimester. New students with retail installment contracts (RICS) are required to make their first payment by the first day of the term unless alternative arrangements have been made with the Student Financial Services department.

Payments may be made with a credit card, debit card, wire transfer, check, or money order made payable to West Coast University. Payments may be automatically debited from a valid pre-authorized credit card, submitted electronically each month on our secure student portal, or presented in person to the Student Account Specialist in the Student Financial Services department during regular office hours.

Past due payments may result in the placement of registration, class schedule, or book voucher holds. In addition, students who are 30 days or more past due by the end of the add-drop period will not be allowed to continue and will be dismissed from the University. Students facing unexpected or extraordinary events may appeal the financial dismissal by submitting an appeal request to the Student Account Specialists. Students are encouraged to submit their appeal at least two weeks prior to the end of the delinquent term.

Note: The University reserves the right to refuse payments from unverifiable sources. Gift cards will not be accepted in amounts greater than \$1,000 per term, either singularly or in combination with other gift cards.

INFORMATION TECHNOLOGY

Acceptable Use of Information Technology Resources

Information technology resources have become important educational, research, service, and administrative tools. WCU provides and maintains resources to advance and strengthen activities that support its mission. It encourages communication and collaboration without fear that the products of this collaboration will be misrepresented, stolen, or destroyed. The university community shares information technology resources and each user is responsible for refraining from acts that waste resources, prevent others from using them, or misuse these resources. Users of information technology resources are governed by university regulations as well as relevant laws and contractual obligations and should maintain the highest standards of ethical and professional conduct. Users accept the privilege of using information technology resources with the understanding that they are to be used only to facilitate the university's mission of teaching, learning, research, and community/professional service and for administrative activities in support of the mission. Other uses are prohibited, including those outlined below.

All files and documents of any kind saved on the hard drive of any computer owned by the institution and all software and applications on the shelf or installed on the hard drive of any computer owned by the institution are the sole property of WCU and, therefore not the property of any individual user of a university computer. Likewise, all files, documents, software, or applications saved on electronic media purchased by the institution are the property of the university.

The university is entitled to access and monitor its information technology resources without prior notice, knowledge, or permission for legitimate school purposes including, but not limited to, resolving an urgent circumstance, obtaining valuable institution-related information, complying with a court order, warrant, subpoena, or other legal discovery request for information, assessing compliance with university policies or any applicable law, preserving property or information that may be lost or destroyed, attending to maintenance concerns or addressing safety or security issues. Therefore, students have no privacy interest in information stored on or transmitted over the university's information technology resources and should realize that university access and monitoring is a reasonable means of advancing institutional purposes.

Specifically, the university characterizes the following activities as unethical, unacceptable, and cause for disciplinary or legal action:

1. Obtaining or attempting to obtain unauthorized access to information technology resources.
2. Sharing passwords or any other access information with other persons, or otherwise granting access to information technology resources to other persons without express authorization.
3. Violating or infringing the rights of any person, or being abusive, profane, or defamatory.
4. Destroying, altering, disfiguring, dismantling, disabling, preventing rightful access to, or in any other way interfering with the integrity or security of information technology resources without express authorization to do so.
5. Using WCU's information technology resources for personal, commercial, political, recreational, or other purposes unrelated to the user's responsibilities and/or duties for furtherance of WCU's mission without express authorization to do so.

6. Using, duplicating, or transmitting copyrighted material by copying, emailing, peer-to-peer file sharing, or any other method of duplication or transmission, without first obtaining the owner's permission and in such a way as may constitute infringement of a copyright. See academic dean's office for the university's copyright infringement policy.
7. Using material in a manner that exceeds the scope of a license or violates other contracts.
8. Using information technology resources to impersonate others, to display images of others without their permission, to disrupt the orderly operation of the university or the pursuit of institutional purposes.
9. Violating or encouraging others to violate WCU policies or applicable state or federal law, including but not limited to transmitting or knowingly receiving chain letters, child pornography, or obscene material as defined by applicable law.

Transfer of certain technology across national boundaries is prohibited or otherwise regulated by the U.S. government, including the transfer of such technology by transmission to third parties located in other countries. This restriction includes the transmission of messages containing files and programs such as encryption programs and technical drawings sent by electronic mail. Before sending such information outside the U.S., students should verify with the administration whether sending such information is prohibited by law and/or whether an export license is required and, if so, whether such a license is available and that the information is labeled appropriately for export licensing purposes. Students who have questions about whether a given use is permitted should contact the university's administration.

Any person who, without a good faith basis to do so, falsely reports or accuses another of unacceptable conduct that violates this policy is subject to disciplinary action identified in the student conduct section of the Catalog, which provides for a full range of sanctions up to and including dismissal and may be subject to prosecution under criminal laws and/or action under civil laws. A person who engages in conduct prohibited by this policy or who is suspected of having engaged in such conduct may have his/her privilege of access to information technology resources restricted or revoked during or following an investigation.

Allegations of conduct that violate this policy are to be reported to the appropriate dean chair when the alleged misconduct is by a student. Allegations should be made in writing and with as much specificity as possible. To protect the fairness of the proceedings that may follow, the individual filing the charge should not disseminate copies of the allegations to any other persons.

Students should notify relevant third parties of the restrictions outlined in this policy. Use of the institution's information technology resources and messages transmitted or received using these resources are subject to access and monitoring by the university. This will govern third parties' use of the university's information technology resources.

Students should protect their work product by creating backup files on disk. The university provides reasonable security against intrusion and damage to files stored on its information technology resources. However, the university is not responsible for unauthorized access by other students, nor does it guarantee protection against media failure, fires, floods, or other destructive forces. WCU does not guarantee the availability of backups to restore files deleted through user error or media failure. Students agree to return, in a timely manner, all materials and resources borrowed or checked out from WCU.

The purpose of this statement is to outline that WCU complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning verifying student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

1. An secure login and password issued by the university.
2. Proctored examinations.
3. Other technologies or practices that are effective in verifying student identification.

Any online student work, assessments, or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity. All methods of verifying student identity in distance education must protect the privacy of student information.

All learning management system users are responsible for maintaining the security of usernames, passwords, and other access credentials. An account is given to an individual for the exclusive use of that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against university policy for a user to give someone his/her password or allow others to use his/her account. Users are responsible for any users of their account. Users are responsible for all activity on their accounts.

Personal Electronic Device

Personal electronic device is an initiative that allows students to use their devices for activities in the classroom for student-centered learning. WCU is committed to providing students with a next-generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, WCU is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate. WCU is committed to the highest levels of academic integrity during all assessments while using a personal device.

System & Browser Requirements

	RECOMMENDED	MINIMUM
Operating System	<ul style="list-style-type: none"> Windows 10 or 11 (latest stable release) Mac OS X 10.15 or higher (64-bit) 	<ul style="list-style-type: none"> Windows 10 (64-bit) Mac OS X 10.14 (64-bit)
Processor	Intel i7 (64-bit) Amd Ryzen 7 (64-bit)	Intel i5 (64-bit) Amd Ryzen 5 (64-bit)
Memory	8 GB of RAM or higher	4 GB of RAM
Monitor Resolution	1920 x 1080 or higher	1024 x 768
Free Hard Disk Space	20 GB or higher of free space	10 GB of free disk space
Additional Hardware and Accessories	<ul style="list-style-type: none"> External mouse Power bank Protective sleeve or padded bag 	<ul style="list-style-type: none"> Speakers and microphone or headset Webcam Power cord / charging cord / charger
Internet Connection	Broadband (high-speed) internet connection with a speed of 3 Mbps or higher	Broadband (high-speed) internet connection
Internet Browser	<ul style="list-style-type: none"> Google Chrome (latest stable release) Mozilla Firefox (latest stable release) Microsoft Edge (latest stable release) 	<ul style="list-style-type: none"> Google Chrome 117+ Mozilla Firefox 117+ Microsoft Edge 117+ Safari 16+ <p>Safari is not recommended for Canvas assessments</p>
Microsoft 365	All active WCU students are provided with a free copy of Microsoft 365. You can download Microsoft 365 by logging into your WCU email.	
Adobe Acrobat Reader	Adobe Acrobat Reader (latest stable release). Acrobat Reader may be required for course documents within Canvas. You can download Reader for free from the Adobe website.	
Accessibility Technology (if needed)	JAWS (latest stable release)	<ul style="list-style-type: none"> Visit the Microsoft website for details (third-party software may have an additional cost) Visit the Apple website for details (third-party software may have an additional cost)
Third-party Electronic Publishers	Your instructor may choose to include an electronic publisher (for example, a collection of readings, articles, video clips). Because the electronic publisher content varies, you may or may not have additional system requirements. Check with your instructor or with the third-party publisher for specific requirements.	
Third-party Assessment (quiz, test, or exam)	<p>Additional Software</p> <p>Your program may require third-party examination software to be downloaded, such as: Respondus Lockdown Browser, Respondus Monitor, atiSECURED, ExamSoft, or similar. During examinations using a third-party software, status bar updates, tabbing, cookies, microphone, speakers, and camera may be required to be enabled.</p> <p>Device Registration with WCU</p> <p>All personal devices used for assessment must be registered with WCU's IT department to ensure capability and software requirements are met (Machine and User Authentication). Students will be allowed to register up to two devices.</p> <p>Device Types and Size Requirements*</p> <p>Acceptable devices used for assessment include laptops (PC or Mac) with a minimum screen size of 11 inches.</p> <p><i>*Note a Chromebook or tablet may NOT be used for assessments.</i></p>	
Mobile Device Use and Support	<p>Mobile device is defined as a smartphone or tablet computer. Mobile device use is acceptable for classroom learning activities if allowed by the faculty. However, mobile devices may NOT be used for any assessment (quiz, text, or exam). Full mobile support for Canvas course content varies by course and third-party publisher.</p> <ul style="list-style-type: none"> Mobile Apps. Recent versions for iOS or Android are supported for various mobile applications such as Canvas mobile and the official WCU app. Review the guidelines in the Google Play store or Apple App store for specific device requirements. Mobile Browsers. Full mobile support for Canvas course content varies by course, third-party publisher, and proctored examination requirements. For current Canvas mobile browser support information, visit the Canvas Community at community.canvaslms.com. 	

I understand that I am responsible for knowing these requirements and enduring I am able to meet all the conditions listed above.

Canvas Learning Management System

The Canvas Learning Management System is used by the university and it houses all of WCU's online curriculum and courses and provides easy access to students. Technical support is offered 24 hours per day, 7 days per week.

Canvas Support go to my.westcoastuniversity.edu or call (877) 251-6441.

Students must complete the online **New Student Canvas Orientation** course. This includes exercises for students to test accessibility and become familiar with navigation in all areas of online or blended courses. Students must meet the specific computer requirements with acceptable hardware and software configuration and internet access as follows:

1. Meet the specific computer requirements with acceptable hardware and software configuration and internet access as shown in the System & Browser Requirements table.
2. Must have administrative permissions for personal electronic devices.
3. Must have a device capable of receiving text messages, phone calls, and/or running Microsoft Multi Factor Authentication (MFA) for account security as required by the university.
4. Coordinate any traveling outside the U.S. with Student Affairs and program deans, as geographical restrictions are in place for university logins.

Web-Enhanced Instruction

All face-to-face courses have a web-enhanced component. Each instructor will review how their course utilizes the web-enhanced plug-ins or tools. The web-enhanced component is supported by the same system requirements as specified for the online and blended courses.

Student Portal

As part of your enrollment at WCU, students are provided with a university email address. The email account provided will be used for password verification on Canvas and the student portal and as your primary email account for communication with the university.

The WCU student portal allows students to access information such as academic records (schedules and grades), financial aid documents, student account ledger, and educational resources. Log on to the [student portal](#).

HEALTH AND SAFETY POLICIES AND PROCEDURES

Security

WCU partners with professional security services to provide a safe campus environment and respond to emergencies.

WCU encourages faculty, associates, students, and visitors who witness or experience a crime on campus to promptly report it to the Global Security Operations Center (GSOC) at (855) 955-9911. Safety and security are shared responsibilities, and your reporting helps our safety and security team best prevent and respond to concerning situations. In addition, WCU must report all criminal activity on campus, non-campus facilities, and public property within or immediately adjacent to each campus to ensure full transparency to the campus environment and meet federal and state reporting requirements. In case of an emergency, call 911 for immediate assistance.

Zero Tolerance

WCU strictly prohibits domestic violence, dating violence, sexual assault, and stalking and maintains a zero-tolerance policy for these offenses. The university's commitment is outlined in the zero-tolerance policy, emphasizing that it applies on and off campus and is enforceable when reported to a university official. It is the explicit policy of WCU that no member of the campus community, including faculty, associates, students, vendors, contractors, or third parties, may engage in sexual violence or harassment. The full report is available in our Annual Security Report (ASR). The university reiterates its dedication to fostering a campus environment that values the dignity and worth of all community members.

Drug and Alcohol Abuse Policy

WCU maintains a zero-tolerance policy regarding the possession, use, and sale of alcoholic beverages on campus and strictly enforces university policy prohibiting these violations. The state underage drinking laws are enforced by the appropriate local law enforcement agency with jurisdiction based on where the violation occurred.

WCU maintains a zero-tolerance policy regarding the possession, use, and sale of illegal drugs on campus and university policy prohibiting violations of federal and state drug laws. The local law enforcement agency, which has jurisdiction based on where the violation occurred, strictly enforces federal and state drug laws.

For more information on drug and alcohol abuse counseling, students can contact their campus Student Affairs office.

Weapons Policy

WCU strictly prohibits the possession, use, and distribution of firearms, knives, explosives, tasers, or any weapons on its premises except for authorized law enforcement, security, personnel, and designated WCU associates. Violators are subject to disciplinary measures or criminal prosecution. Weapons violations should be reported to the Global Security Operations Center (GSOC) at (855) 955-9911 or call 911 in case of immediate threat. Provide security with details about the individual and location. The safety and security team will investigate any threats toward WCU faculty, associates, and students.

LiveSafe – Mass Notification System

WCU's safety and security department utilized the free LiveSafe app to stay connected with students and associates. Download the app on your iOS or Android device to view safety resources, contact security, and report suspicious activity anonymously.

Emergency notifications will be sent through LiveSafe via text messages, push notifications, and email. Emergency notifications may be communicated through the WCU homepage, banners on WCU websites, and social media.

LiveSafe – How to Download

Throughout the duration of an emergency event, faculty, associates, and students may receive operational status reports through various means. During emergencies, the LiveSafe system will be the primary means of mass notification. LiveSafe provides various communication tools to communicate to subscribed faculty, associates, and students via registered devices and email accounts. This includes text messages, push notifications, and email messages.

In addition to LiveSafe, WCU may communicate emergency and operational status information through the following means:

1. WCU homepage.
2. Banners at the top of WCU-owned websites.
3. Social media, including X, Facebook, and Google.

All faculty, associates, and students are enrolled in the emergency notification system automatically and are encouraged to download the LiveSafe app (instructions can be found on the associate and student intranets).

Faculty, associates, and students are encouraged to listen to local radio and television stations for information regarding severe weather information, including evacuation-related requirements. WCU maintains a multi-faceted emergency communications network, which is activated when an immediate notification must be made to the entire community.

Annual Emergency Tests and Drills

WCU conducts various emergency tests and drills to assess campus emergency plans, response procedures, and team capabilities. These events test the LiveSafe mass notification system. After-action reports are available through the Global Security Operations Center (GSOC) at (855) 955-9911.

Contact Us 877-505-4928
WestCoastUniversity.edu

LOS ANGELES

12215 Victory Blvd.
North Hollywood, CA 91606

ORANGE COUNTY

1477 S. Manchester Ave.
Anaheim, CA 92802

ONTARIO

2855 E. Guasti Rd.
Ontario, CA 91761

**CENTER FOR
GRADUATE STUDIES**

590 North Vermont Ave.
Los Angeles, CA 90004

TEXAS

2323 N. Central Expressway
Richardson, TX 75080

MIAMI

9250 NW 36th Street
Doral, FL 33178