
Student Services

Biola recognizes that education does not take place exclusively in the classroom; rather, the individual student is viewed as a "whole person." We are committed to contributing to student development in the social, personal, physical and spiritual areas of life, as well as that of the intellect. Toward that end, a number of departments and programs are devoted to student development. The Division of Student Development is responsible for programs and services for both residential and commuter students. Also, it is involved in such areas as career planning; chapel programming and accountability; housing placement; discipline; spiritual and character formation; leadership development and advisement to student organizations; learning skills development; services to students with disabilities; multiethnic programs; and international student services. The Auxiliary Services Department is responsible for the business management of the residence halls and apartments, food services, health services, the bookstore, ID cards, the duplicating center, fitness center, SUB game room and the swimming pool.

Residence Life

The residence halls and apartments are more than a place for students to sleep and study. We also see the halls and apartments as a place for a person to develop in all areas of life. For this reason programs and staff are available to provide an environment for such growth. We see the residence halls and apartments as an exciting, challenging place to live. Resident Directors and Resident Assistants, or Resident Coordinators, are available in each hall to serve as a resource for students.

The Residence Halls

Rooms accommodate two to three students and are equipped with individual study desks, single beds, closet space, chest of drawers and bookshelves. Each room is provided with a telephone and wastebasket. Each residence hall has laundry rooms equipped with card-operated washing machines and dryers. Residents receive a laundry card when they originally move into their residence hall.

Students are expected to supply their own linens (sheets, pillowcases, towels, blankets, pillows and bedspreads), desk lamps and irons. No cooking equipment is allowed in the residence hall rooms except in kitchen facilities.

Housing for Graduate Students

Biola owns and leases apartments in the local community to provide housing for single and married graduate students. Some apartments are furnished and provide housing for single graduates at a per person, per month rate which is based on the number of occupants per bedroom. Unfurnished one- and two-bedroom units located in two complexes near campus provide housing for couples and singles at a per apartment, per month

rate. For information on availability, locations and rates contact Auxiliary Services at grad.housing@biola.edu or at (562) 944-0351, ext. 5814.

Residence Requirements

All unmarried freshmen and sophomores under 21 years of age and not living with their parents are expected to live in the residence halls if they are enrolled for 10 units or more. Incoming students 21 and older may live in residence halls or apartments on a space-available basis. Requests for exceptions are to be directed in writing to the Residence Exception Committee, care of the Housing Office in Student Development. All students living in undergraduate residence halls are required to participate in the food service program.

All university undergraduate residence halls will be closed over the Christmas holiday.

Housing Reservation

All accepted applicants requiring on-campus housing will be sent a housing information card by the Office of Admission along with their notice of acceptance. This card must be filled out and returned to the Office of Admission with a \$250 housing deposit and the required \$300 enrollment deposit. No room can be reserved without these deposits.

Applicants who have paid the \$250 room reservation deposit but decide not to attend Biola or obtain exemption from the residence requirement may request a refund of this deposit if the Housing Manager in Student Development has been notified in writing. The Housing Manager must receive this notification by the deadlines listed below. Failure to notify the Housing Manager by the designated dates will result in forfeiture of the deposit.

Prior to fall:

July 1 (incoming students) or July 15 (continuing students)

Prior to spring:

January 15 (all students)

The \$250 housing deposit will be kept by the university to hold a space in on-campus housing until such a time as the student withdraws, graduates, is eligible to live off-campus and does so or receives an exemption from the residence requirement.

In the case of withdrawal, or moving off campus, the student must submit a written request for refund of the housing deposit to the Housing Office at the time the student moves off campus (claim forms available at the Housing Office). Such notification must be received prior to July 15 after the spring semester or prior to January 15 after the fall semester. Refunded deposits will be credited to the student's university account balance. In the case of graduation, the deposit will be automatically refunded to the student's account balance. In case of an exemption to the residence requirement, the terms of the exemption will inform the student whether

the deposit will be refunded or forfeited. Refunded deposits will be credited to the student's university account balance.

Continuing Students: Procedure for Reserving Campus Housing

Continuing on-campus students desiring to reserve on-campus housing for the fall must sign up for the room of their choice according to the reservation schedule in the spring. Commuter students desiring to live on campus need to contact the Housing Manager.

Commuter Students

Students who live off campus are an important part of our university community. The Office of Commuter Life is responsible for establishment and on-going development of an environment that supports the undergraduate commuter population. This department is responsible for representation of commuter student concerns as well as provision of services and programs tailored for commuters. Commuter Life also serves as a resource to advise the University regarding current commuter student needs and concerns, and is also responsible for the management of the Collegium, a home-away-from-home for commuter students.

Food Service

Biola provides excellent food service for all students. A wide variety of entrées, sandwiches, soups, fresh fruits, bread, beverages, and desserts is offered. The food service staff will work out individual programs for students with special dietary requirements or weight reduction programs prescribed by a physician.

A variety of meal plans are available. All students living in the residence halls are required to choose either a 10 without flex or 10-, 12-, 15- or 20-flex meal plan. (The numbers indicated are meals per week.) A "flex" plan is 10, 12, 15 or 20 meals per week at Café Biola, our dining room, plus "flex dollars" to purchase additional meals either at Café Biola, the Eagles' Nest, our on-campus coffee shop, or Common Grounds, our coffee house, the coffee cart, or the School of Business Grab N Go.

Commuter students or students who reside in the Biola apartments have further meal plan options. Check with Food Services for details.

Duplicating Center

The Biola Duplicating Center, located on the McNally Campus, is available to students, staff, faculty and the public. The duplicating center has high-speed duplicating equipment and can do a variety of jobs, including thermal binding, tabs, covers, color copying, color posters and banners, etc. Our prices are generally lower than off-campus duplicating stores. There is also an after-hours drop box located outside of the duplicating center.

Bookstore

The Biola Bookstore is open Monday through Saturday for the convenience of the students, faculty, staff and public. All required textbooks, as well as general books and supplies, are available. The Bookstore has a large selection of Christian books and offers Bibles in a variety of styles and bindings at substantial discounts: Biola insignia clothing and school spirit merchandise, a large selection of greeting cards, school supplies, dorm-room furniture / accessories, gift items, theme park tickets and music are available for purchase. The bookstore welcomes special orders via its 1-800-MY-BIOLA phone line. For a fee, Fax messages may be sent or received at the Bookstore and a quick-turnaround photo development service is provided. A convenience store (located inside the bookstore) contains a generous selection of soft drinks, juices, yogurts, ice cream, snacks and candies. During school breaks and vacations the Bookstore has shortened hours. Please call (562) 903-4883 for information. Website: www.biolabookstore.com.

Computer Store

Located next to the Bookstore, the Biola Computer Store offers exceptional pricing on Apple Macintosh and Dell Windows products through special agreements with these companies. Designed to meet the academic community's needs for computers, software and accessories, the student will find most of their computing needs conveniently met, at very competitive prices. Through agreements with Microsoft, Adobe, Macromedia and others, some software can be purchased at one-half to one-third the non-academic rate. Visit our website at: www.computerstore.biola.edu for the latest products and pricing. The Computer Store keeps different hours than the bookstore, please call ahead (562) 903-4884 or visit our website to check our hours.

Health Services

SERVICES

The Student Health Center provides acute, ambulatory health services for all current registered Biola students. The facility is located directly adjacent to the library. Consultation with a physician or a nurse is free; however, there are assigned fees for medications or specific treatments. There is no third party billing service available. Payment is required at the time of each visit by cash, check or credit card at the Health Center. Health Center fees are not payable through student account billing. Children's services are not available at the Health Center. Consult the website: www.biola.edu/healthcenter for specific hours of operation and other information.

INSURANCE

All students who enroll in seven units or more or those students who live in a campus residence hall are required to have current health insurance. Personal HMO Insurance plans must provide coverage in this local area. Biola facilitates enrollment in a Blue Cross catastrophic accident and illness policy for those who do not have an insurance plan providing coverage locally. Cost of this

insurance is subject to change. The Blue Cross student insurance policy and enrollment form is available on the Health Center website www.biola.edu/healthcenter. Student insurance is not required for students to use the Health Center. Fees for spouses and children are also available online.

HEALTH REQUIREMENTS

Undergraduates: All students who register for seven units or more and those who are living in residence halls are required to have an entrance physical exam completed by a physician, N.P. or P.A. using the standardized Student Health Center physical exam form. Return completed form to the Health Center for filing.

Non-Resident Graduates: A completed Student Health History, immunization record and current TB test (within one year), are required. Please submit forms to the Health Center.

Resident Graduates: A physical exam, completed using the standardized Student Health Center form submitted to the Health Center, is required for all resident graduate students.

Any of the above forms are available through the Admissions Department, the Student Health Center or download from the Health Center website www.biola.edu/healthcenter. Completed forms may be faxed to the Health Center at (562) 906-4512.

Please check with the Health Center staff for assistance or other specific information (562) 903-4841.

Campus Safety

Campus Safety's primary responsibility is to protect all those individuals associated with Biola University, their property, as well as the property of the University. Trained officers are on duty 24 hours a day.

The Campus Safety Department offers special services such as a campus escort service, a rape prevention program, and bicycle registration service throughout the year. Vehicle registration, traffic control, building security, assistance in medical emergencies, and the university switchboard are also handled by this department. Recognizing that a Christian university is not exempt from crime, students are asked to use common sense and caution in every aspect of their activities. Crime statistics are available upon request at the Office of Campus Safety, or on the Biola website.

Please refer to the Campus Safety Handbook for further information or call (562) 903-4877.

Immigration Services

Issues related to compliance with U.S. Immigration laws for F-1 International Students and his or her dependants are being undertaken by the Immigration Services of the Office of the Registrar. For Immigration Services assistance, please contact (562) 777-4007.

International Student Services

International Student Services

Biola believes that students from various cultures contribute significantly to the university community. The diversity that comes from their experiences enhances our environment of faith and learning. Biola, for its part, provides services that will help the international student to acclimate to the university environment. Contact the International Student Division in Student Development at (562) 777-4008 for further information.

The Learning Center

The Learning Center is committed to ensuring equal treatment, educational opportunity, academic freedom, and human dignity for students with learning, physical and psychological disabilities. The Learning Center actuates this commitment by providing reasonable and appropriate accommodations to students with disabilities, assisting students with disabilities in advocacy, educating the Biola community about disabilities, and by ensuring legal compliance with state and federal disability laws, the Americans With Disabilities Act and Section 504 of the Rehabilitation Act. For more information, contact Disability Services at The Learning Center at (562) 906-4542.

The Learning Center also provides programs which assist students in becoming effective and intentional learners in order to meet the academic demands of the University. Programs offered to the undergraduate population include:

- College Study Skills course for students who would like to strengthen academic skills.
- Tutoring Programs provided for most General Education courses and selected major emphasis courses (a minimal fee may be required).
- Provisional Entrance Program—"EXCEL" provides specific assistance to selected newly-admitted students in the form of study skills development, counseling and peer mentoring.
- Individual Academic Counseling and Advising

Counseling Services

Personal counseling services are available to interested graduate and undergraduate students for a modest reduced fee. Individual counseling, group counseling, relationship, premarital and marital counseling are available during the school year and summer months. Groups for special needs, workshops and seminars are held throughout the year. Inquiries may be made in person at the Biola Counseling Center or by phone at (562) 903-4800. Emergency service is accessed through this same number during non-clinic hours.

Career Services

The mission of Career Services is to assist students to discover and discern their callings in life and to make a successful transition into work and career.

- By providing counseling, assessment tools, programs and resources that facilitate the discovery of their unique design, whether in personality, interests, skills, values, strengths or gifts.
- By educating students through a variety of means, including website resources, university classes, workshops, seminars or individual appointments.
- By integrating personal, spiritual and career development theory and practice into all aspects of what we do.
- By connecting students with practical experiences that solidify their major choice and enhance their academic training, give opportunity for career exploration and develop workplace competencies.
- By linking students to graduate programs, organizations and employment opportunities.

Writing Center

The Writing Center, Sutherland Hall 213, is a place where students of all disciplines and writing abilities can meet with trained writing consultants. These consultants help student writers revise current writing projects and help them develop writing skills that can be applied in courses across the academic spectrum.

Appeals & Grievances

Detailed information regarding grievances and appeals, whether in regard to scholarships, academic life, federal legislation or student conduct are found in the Student Handbook of each school. Copies are available upon request.

Off-campus Programs

Biola University values experiential and cross-cultural learning. We are committed to providing opportunities for our students to participate in off-campus and study abroad programs. Off-campus programs offer unique opportunities for students to make the world their classroom, going beyond the confines of the traditional classroom experience. These programs are vital to fulfilling our mission to educate students in mind and character and to impact the world for Christ.

In most cases, students can participate in off-campus programs at the same cost of on-campus tuition and average room and board. Participating students may continue to qualify for federal, state and/or Biola aid in fall and spring programs. This allows students to continue to obtain the maximum aid possible while participating in an off-campus program.

Students who are interested in this type of educational experience should contact the specific Biola faculty program director or the Off-campus Programs Coordinator in the Registrar's Office. These programs are open to juniors and seniors.

All students participating in off-campus programs must complete the Off-campus Programs Registration and Approval form (available at the Office of the Registrar or online at www.biola.edu/offcampusprograms) in addition to the program application. The Biola faculty program directors are available to help students determine their coursework.

Curriculum Requirements

Coursework taken through off-campus programs does not count toward resident units at Biola for a major or minor. A minimum of six upper division units must be taken in residence toward the completion of a major. A minimum of 6 upper division units must be taken in residence towards the completion of a minor. Of the 30 units of Bible required, 15 units must be taken in residence.

Students earning a Bachelor of Arts degree who take foreign languages while studying abroad (in CCCU or other off-campus programs) are advised to use the units as elective credit since the student could find difficulty in finding the second and third semester instruction in the languages not offered at Biola. Students earning a Bachelor of Science degree may be able to fulfill the language requirement while abroad as only four units are required.

Initials in parentheses represent transcript codes.

Biola Baja (BAJA)

Biola Baja is a three-week interterm field trip in January to Baja California, Mexico, to study the natural history of the Baja peninsula. The program uses the Vermilion Sea Field Station in Bahia de Los Angeles on the Sea of Cortez as a base of operations. Students