



A NOTE FROM PRESIDENT COREY

Dear Parent,

As a father of three children still too young to attend Biola University, I do not quite know all you are experiencing in entrusting your daughter or son to our care. But I do understand how this community at Biola University is committed to be there for your child.

We desire nothing less than for our students to build on the disciplines and values you fostered in them at home. Please be assured that our focus at every level is to create an environment where Biola students grow, learn, relate, ponder and are challenged to be all that God has for them. This is a sacred calling for us.

As you read this handbook published especially for you as parents, I trust you will find it helpful for you as you also go through a transition of sending your child to college.

Blessings in Christ.

Warmly,

A handwritten signature in black ink, appearing to read "BHC". The letters are stylized and connected.

Barry H. Corey
President

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Academic Calendar

Fall Semester 2008

August

19	Downpayment for Fall 2008 due
22	New students arrive on campus
22	Student Orientation begins
22-23	Parents of New Students Orientation
27	Classes begin / Convocation

September

1	Labor Day Holiday (no classes)
12	Last day to add new classes
15-19	Spiritual Renewal Week

October

8	Day of Prayer
10-12	Parent Weekend 2008
22-24	Torrey Memorial Bible Conference (no classes)
24	Last day to withdraw from classes

November

17-Dec. 12	Registration for Interterm & pre-registration for Spring Semester
26-30	Thanksgiving Recess (classes resume 7:30 a.m., Monday, Dec. 1)

December

15-19	Final Exam Week
19	Final day of instruction / Mid-year Commencement

Interterm 2009

January

5	Interterm begins
19	Martin Luther King Day observed (no classes)
23	Final day of instruction

Spring Semester 2009

January

23	Orientation for New Students
26	Classes begin / Convocation

February

6	Last day to add new classes
20-22	Alumni Weekend

March

4	Day of Prayer
20	Last day to withdraw from classes
18-20	Missions Conference (no classes)
27	Grandparent's Day

April

10-19	Easter Recess (classes resume 7:30a.m., Monday, April 20)
27-May 15	Registration for Summer Session & pre-registration for Fall semester

May

18-22	Final exam week
22	Final day of instruction / Graduate Commencement
23	Undergraduate Spring Commencement



A Note from Parent Relations

Dear Parent,

Welcome to Biola! It is a privilege to be able to serve you and your family as your student begins his or her college career.

Sending a child off to college is no easy task. As a parent, you have worked to provide a safe and nurturing atmosphere for your child. And now that he or she is entering college, you may wonder whether your student is ready to navigate this new environment on their own. Trust me, I understand; both of my children will be attending Biola this fall! Be assured that the faculty and staff of Biola are here to assist your son or daughter in their journey as college students.

And also know that the Office of Parent Relations is here to be of assistance to you! Parent Relations seeks to offer you the resources you need to support and encourage your student in their college career. The Parent Handbook is such a resource, providing you with comprehensive, yet concise information about the university and the student experience. Take the time to familiarize yourself with this booklet. We trust it will be a valuable source of information for you.

Blessings,

Colleen Heykoop
Manager, Parent Relations

The Mission & Role of Biola University

The mission of Biola University is biblically-centered education, scholarship, and service—equipping men and women in mind and character to impact the world for the Lord Jesus Christ.

The Role of the Biola Community is One of Service:

Students. Our objective is that every student learns Christ-like character and intellectual, technical and relational skills to serve as leaders, role models and competent professionals.

Education. Our business is to inspire student's learning so that they are empowered to think and practice from a Christian worldview in their fields of service.

Research. Our faculty, students and graduates seek to grapple with the intellectual, ethical and cultural issues of our time by partnering in discerning Christ-centered scholarship through learning, rigorous research, publications and performance.

Values. At the heart of our mission is *love* and *respect* for all persons, *integrity* and *diligence* in our words and deeds, and *awe* and *reverence* for God's work. We seek His inspiration for *creativity* and *excellence* in the fulfillment of our mission. Our vision is to be a distinctive Christian University of service to the global community of faith.

Impact. We desire that our graduates demonstrate Christ-like character, competence and commitment through servant leadership in their churches, communities and professions. Being equipped for critical thinking and dialogue in respect to faith, our desire is that graduates respond with love to make a difference in society, government, the marketplace and higher education.

Character-building Community. We aspire to mentor and serve our students in a manner that nurtures strength of character and Christian community.

Evangelism. Biola stands as a beacon of faith, to equip men and women for Christ-centered public service and the ministry of "making disciples" at home and around the world.

University Profile

Accredited by:

Western Association of Schools and Colleges; professionally accredited by American Psychological Association, Association of Theological Schools, National Association of Schools of Music, National League for Nursing, Association of Collegiate Business Schools and Programs, National Association of Schools of Art and Design.

Degrees offered: B.A., B.S., B.M., B.F.A., M.A., M.B.A., M.A. Min., M.Div., Th.M., D.Min., D.Miss., Psy.D., Ed.D., Ph.D.

Enrollment (Fall 2007):

Traditional undergraduates: 3,550
Total enrollment: 5,858

Programs offered:

A total of 145 academic programs are offered, including 29 undergraduate majors.
See Academic Information for complete list.

Faculty:

Instructional staff: 475 (68% with Doctorate degree)
Student-faculty ratio: 17 to 1

Academic Profile:

Average freshman GPA: 3.52 (Unweighted)
Average SAT score: 1,108
Average ACT score: 24

Composition of Undergraduate Student Body (2007-2008):

Asian American: 10%	White: 67%
African American: 4%	International Students: 4%
Hispanic: 11%	Other: 4%

Intercollegiate Athletics:

NAIA, Golden State Athletic Conference
Men: baseball, basketball, cross-country, soccer, track & field, swimming, tennis, golf
Women: softball, basketball, cross-country, soccer, track & field, swimming, volleyball, tennis, cheer

Expenses (2008-2009):

Tuition: \$26,424 per year
Room (average): \$4,192
Board (20 meal plan): \$3,700

Who's Who on the President's Administrative Council

Gary Miller

Provost

Academic Schools & Departments
Academic Records & Institutional
Research (Registrar)
Library & Media
Diversity Leadership
 • Multi-ethnic Programs
Faculty Development
University Assessment
Instructional Development
Instructional Services

Chris Grace

Vice President for Student Development and University Planning

Student Development
 • Residence Life
 • Spiritual Development
 • Student Leadership & Development
 • New Student Orientation
 • Career Services
 • Learning Assistance Services
 • International Student Services
University Planning
Information Technology
 • Information Systems, Infrastructure
 Systems & Support
 • Academic Computing

Adam Morris

Vice President for Advancement

Resource Development
Business & Corporate Relations
Development Events & Communications
Estate Planning Operations
Foundations & Major Gift Operations
Alumni & Friends Development

Greg Vaughan

Vice President for Enrollment Management

Admissions
Financial Aid
Academic Advising
Student Retention
Parent Relations
Biola Youth

Irene Neller

Senior Advisor to the President for Communications and Senior Director, Integrated Marketing Communications

University Publications
Creative Productions
Advertising
Market Research
University Events
Internal Communications
Public Relations
Crisis Management

Carl Schreiber

Vice President for Financial Affairs

Financial Planning & Operations
Financial Management & Reporting
University Legal Counsel

Greg Balsano

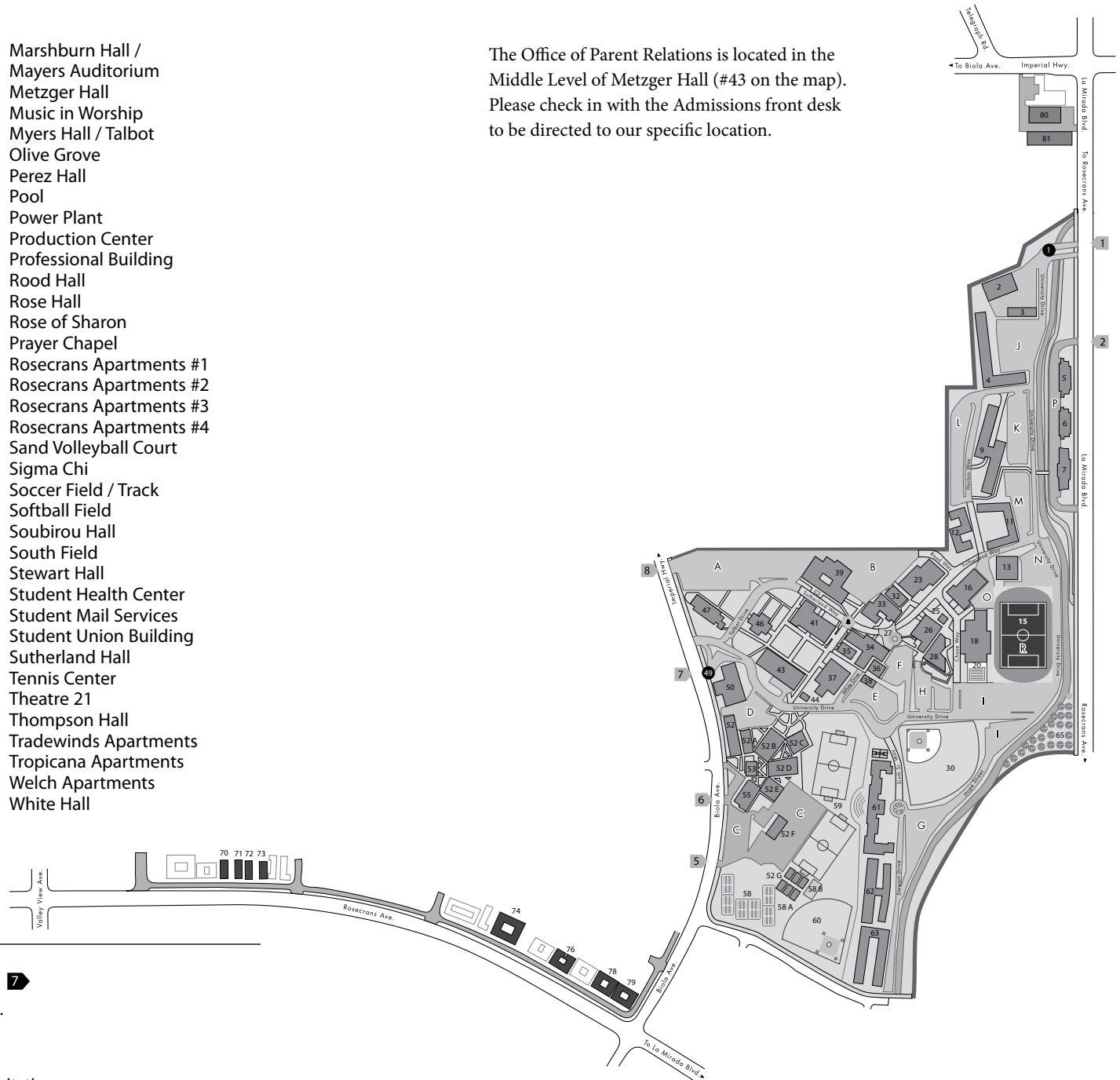
Vice President for University Services

Human Resources
Facilities Planning and Construction
Campus Safety
Facilities Services
Auxiliary Services

Map of Biola University Campus

- | | |
|--|--|
| 9 Alpha Chi | 34 Marshburn Hall /
Mayers Auditorium |
| 58 A Archery Range | 43 Metzger Hall |
| 52 C Art Department | 38 Music in Worship |
| 34 Art Gallery | 47 Myers Hall / Talbot |
| 33 Bardwell Hall (Science) | 65 Olive Grove |
| 30 Baseball Field | 53 Perez Hall |
| 78 Beachcomber Apartments | 20 Pool |
| 🔔 Bell Tower | 13 Power Plant |
| 28 Bookstore /
Student Services | 55 Production Center |
| 81 Bright Medical Bldg. | 80 Professional Building |
| 50 Business Building | 52 D Rood Hall |
| 23 Cafeteria | 41 Rose Hall |
| 46 Calvary Chapel /
Feinberg Hall | 44 Rose of Sharon
Prayer Chapel |
| 32 Campus Safety / Education | 70 Rosecrans Apartments #1 |
| 2 Central Receiving | 71 Rosecrans Apartments #2 |
| 18 Chase Gymnasium /
Fitness Center | 72 Rosecrans Apartments #3 |
| 16 Crowell Hall /
Conservatory of Music | 73 Rosecrans Apartments #4 |
| 52 E Dorothy English Hall | 58 B Sand Volleyball Court |
| 52 A Duplicating Center | 4 Sigma Chi |
| 32 Education / Campus Safety | 15 Soccer Field / Track |
| 12 Emerson Hall | 60 Softball Field |
| 3 Facilities Services | 36 Soubirou Hall |
| 52 Fine Arts Building | 59 South Field |
| 27 Fluor Fountain | 62 Stewart Hall |
| 📍 Gatehouse: La Mirada Blvd. | 35 Student Health Center |
| 📍 Gatehouse: Biola Ave. | 25 Student Mail Services |
| 52 G Grove Modulars | 26 Student Union Building |
| 63 Hart Hall | 39 Sutherland Hall |
| 61 Hope Hall | 58 Tennis Center |
| 11 Horton Hall | 52 Theatre 21 |
| 6 Li Apartments | 7 Thompson Hall |
| 37 Library | 76 Tradewinds Apartments |
| 79 Lido Apartments | 74 Tropicana Apartments |
| 52 F Locker Building | 5 Welch Apartments |
| 26 Mail Services | 52 B White Hall |

The Office of Parent Relations is located in the Middle Level of Metzger Hall (#43 on the map). Please check in with the Admissions front desk to be directed to our specific location.

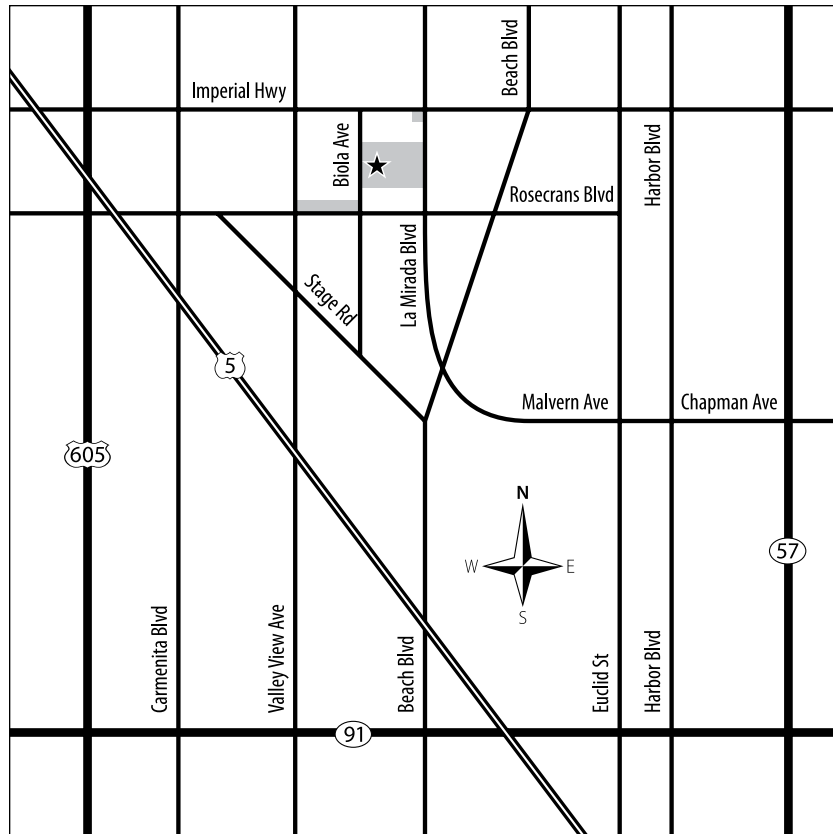


Parking Information

- Parking by permit only
- Visitor Parking is located in lot D Use entrance **7**
- Visitor permits available at visiting department.
- Entrances are marked by: **7**

Consult the *Campus Safety Handbook* for specific limitations or call (503) 903-4877 for information.

Map of Biola University & Vicinity



Map Key: ★ Biola University

Note: Map is not to scale.

Phone Directory

Academic Advising	(562) 903-4782
Admissions	(562) 903-4752
Alumni Relations	(562) 903-4728
Associated Students	(562) 903-4882
Athletic Information / Tickets	(562) 903-4887
Automated Directory	(562) 944-0351, ext. 4111
Auxiliary Services	(562) 903-4872
Bookstore	(800) 692-4652
Campus Safety	(562) 903-4877
Cafeteria	(562) 903-4869
Career Services	(562) 903-4875
Cashier	(562) 944-0351, ext. 5054
Chaplain's Office	(562) 944-0351 ext. 5154
Computer Store	(562) 903-4884
Conservatory of Music	(562) 903-4892
Counseling Center	(562) 903-4800
Directions Hotline	(562) 944-0351, ext. 5013
Disability Services	(562) 944-0351, ext. 5851
Financial Aid Office	(562) 903-4742
Health Center	(562) 903-4841
On-Campus Housing	(562) 903-4874

IT Helpdesk.....	(562) 903-4740
International Student Information	(562) 903-4874
Learning Assistance Services	(562) 906-4542
Library	(562) 903-4834
Mail Services.....	(562) 944-0351, ext. 5475
Main Switchboard	(562) 903-6000
Parent Relations	(800) 99-BIOLA
Registrar's Office.....	(562) 903-4720
Residence Life.....	(562) 903-4874
Student Accounts (Accounting).....	(562) 903-4760
Student Development	(562) 903-4874
Student Employment	
(On campus).....	(562) 944-0351, ext. 5214
(Off campus).....	(562) 903-4758
Department of Spiritual Life.....	(562) 903-4754
Student Missionary Union	(562) 903-4881

Visitor Information

Local Hotels

Holiday Inn Select La Mirada / Gateway Plaza

14299 Firestone Blvd., La Mirada, CA 90638
(714) 739-8500 or (800) 972-2576

Residence Inn-Marriott

14419 Firestone Blvd., La Mirada, CA 90638
(714) 523-2800 or (800) 331-3131

Marriott / Norwalk

13111 Sycamore Ln., Norwalk, CA 90650
(562) 863-5555 or (800) 442-4556

Hampton Inn & Suites

7828 E. Orangethorpe, Buena Park CA 90621
(714) 670-7200 or (800) 727-7205

Radison Suites Hotel

7762 Beach Blvd., Buena Park, CA 90620
(888) 201-1718 or (714) 739-5600

Sheraton Cerritos Hotel at Towne Center

12725 Center Court Drive, Cerritos, CA 90703
(562) 809-1500 or (800) 325-3535

Knott's Berry Farm Resort Hotel

7675 Crescent Ave., Buena Park, CA 90620
(714) 995-1111 or (866) 752-2444

Shuttle Services**BUBBS Ride Board**

Students may post “ride needed” classified ads on BUBBS, Biola’s email and workgroup system. Often times other students are willing to give rides or share the driving.

Prime Time Shuttle

1-800-Red-Vans
www.primetimeshuttle.com

La Mirada Dial-a-Ride

(562) 943-6776
\$1.00 per ride to anywhere in La Mirada

Amtrack

1-800-872-7245

Metro Rail and Bus

1-800-COMMUTE

Visitor Services**AAA**

1-800-400-4222

La Mirada City Hall

(562) 943-0131

Los Angeles Visitor Information Line

(213) 689-8822

About Your Student

Tips for Parents of New Students

- ◆ Understand the first few weeks or months may be rough on you and your student. Your student is experiencing a lot of changes in their life. Expect a period of adjustment. Be supportive.
- ◆ Communicate regularly with your student. Phone calls, letters, e-mails, text messages, care packages and cards will remind your student that you are thinking about them. Students love to be reminded that they are on your mind! Consider purchasing one of our care packages.
- ◆ Pray for your student daily.
- ◆ Encourage your student to get to know a diverse group of people. Biola University students have the opportunity of meeting students from all over the world.
- ◆ Encourage your student to become involved in activities. Involvement will allow your student to grow academically and socially and help them identify with a smaller group on campus.
- ◆ Consider the calendar your student is experiencing. The first week of school, midterms and final exam week can create a lot of stress. Your encouragement and caring can be especially important at these times.
- ◆ Listen to your student and wait to offer advice. Students often call home to “vent” and need their parents to listen to their problems, not to solve them. Ask open-ended questions that help your student discover a solution on their own.
- ◆ Show your support and encouragement and emphasize that you are confident that your student can make the right choices. Your student will develop more independence and maturity from making their own decisions, and their own mistakes.

- ◆ Carefully decide when to intervene on behalf of your student. You don't want to risk implying that your student can't manage without your help.
- ◆ Visit your student, but please – no surprises. Homework, jobs and social activities tend to fill up a student's schedule. Allow your students time to plan ahead.
- ◆ Come to Parent Weekend, October 10-12th! It's a great chance to see your student all settled into their life at Biola. Let your student take the opportunity to teach you something new, a bit of a role-reversal.
- ◆ Don't be surprised if your student expresses an interest in changing majors. Your student will be exposed to a variety of academic areas and career possibilities, especially during their first year. As your student discovers new opportunities, their focus may change.
- ◆ Inspire your student by showing interest in what they are learning. Demonstrate the joy of being a lifelong student.
- ◆ Talk about money with your student. Mutually understood budgets will help your student with spending and saving expectations. Make it clear if you are expecting your student to work part-time to help meet college costs.
- ◆ Don't make assumptions about breaks and where your student will spend them. Your student may wish to return home for breaks and vacation, or they may want to spend time with college friends. Clearly communicate any family expectations regarding holidays and vacations well in advance.
- ◆ As a university student, your son or daughter will be accustomed to a certain amount of personal freedom and may expect the same degree of independence at home. Your student will feel more positive about spending time at home, if you work together to make adjustments to family rules when they come home.
- ◆ Give your student a tremendous amount of grace and always lots of love.

And, please, remember that the Office of Parent Relations is here to serve you. Just give us a call!

If Your Student is Having a Difficult Time

- ◆ Try not to panic, it's common for students to go through highs and lows during their college years.
- ◆ Students are more likely to share their lows with you, their parents, because they

feel safe and secure with you. Students don't always call back to say everything is better.

- ◆ Encourage your student to seek the advice of a Resident Assistant (RA), Resident Director (RD), Academic Advisor or a Professor.
- ◆ Encourage your student to take a break and get off campus for a few hours. Sometimes just a little bit of breathing room can put life back in perspective.
- ◆ Encourage your student to stick it out, at least until the end of the semester. Remember that lack of sleep, anxiety about exams or papers, even developing friendships, can be seasonal and may improve with time.
- ◆ If you are really concerned about your student's health or mental well-being, encourage them to go to the Health Center or Biola Counseling Center.
- ◆ If you suspect your student is in a serious crisis and may need intervention for their own safety, immediately contact their Resident Director or Campus Safety.

Student Stress Calendar

FALL SEMESTER

August/September

- Homesickness—especially for freshman
- Students feel depressed because of real or perceived restrictive policies and regulations of the college.
- International students sense confusion, vulnerability, and lack of any advocate in power positions.
- Roommate differences
- My roommate doesn't act like a Christian (daily devotions, regular witnessing, no rock music).
- Biola is not a giant Bible study/church.
- Feelings of inadequacy and inferiority develop because of the discrepancy between high school status and grades and initial college performance: harder work, longer hours/study skills need development/reading level heavy/ syllabi shock syndrome: getting all those syllabi on the first day of class.

- Social adjustments: dating, new friendships.
- Students bring problems from summer (family, relationships, ways of coping, etc.) into the new academic year.

October

- Freshman begin to realize that life at college is not as perfect as they were led to believe by parents, teachers, and counselors. Hopes to resolve old problems have failed them. Temptation to quit.
- Overwhelmed by time management pressures; can't seem to establish appropriate priorities.
- Mid-terms and mounting assignments are followed by feelings of failure and loss of self-esteem.
- Job panic for mid-year graduates.
- Some taking the C-Best for student teaching.
- The novelty is gone; some question God's leading to Biola.
- Chapels don't always sparkle.
- Grief develops because of inadequate skills for finding a group or not being selected by one.
- Non-dating students sense a loss of esteem because so much value is placed upon dates. For women who date, the pressure to engage physically may increase and consequently may increase feelings of rejection, loneliness, and guilt.
- Some have already been on the relationship roller coaster.
- Addictive behavior may start to surface: alcohol/drug addiction; eating disorders; sexual promiscuity.

November

- Economic anxiety: funds from summer earnings and parents begin to run out; loans become due.
- Academic pressure is beginning to mount because of procrastination, difficulty of

work, and lack of ability.

- Pressure over plans for Thanksgiving; anxiety over being home for the first weekend of the academic year.
- Mid-terms are upon us.
- Depression and anxiety increase because of feelings that one should have adjusted to the college environment by now.
- Some students have ceased making attempts at establishing new friendships beyond 2-3 often unhealthy or dependent relationships.
- Questions begin over whether to come back second semester.
- Students are meeting with academic advisors to discuss strategies for their remaining college years; freshmen tend to feel lost in this process.
- Registration takes place—confusion over major or career goals, frustration over not getting the classes they want or need.

December

- Pressure and stress of school is sidestepped because Christmas is fast approaching. "Party spirit" is all-prevailing.
- Anxiety, fear, and guilt increase as final exams approach.
- Social pressure to "tie the knot" in relationships.
- Extra-curricular time strain: seasonal parties, concerts, social service projects, etc.
- Pre-Christmas depression: especially for those who have no home to visit, and for those who prefer not to go home because of family conflicts.
- Financial strain because of Christmas gifts, traveling costs, etc.

SPRING SEMESTER

January/February

- Post-Christmas depression and again being away from home security and positive strokes.

- Anxiety, stress over family issues that surfaced over vacation (parents' impending divorce, illness, etc.)
- Relationship begun in the fall may now be at a "physical" level.
- Renewed commitment to academics, but they still find it hard to follow through.
- Attention span, focus often diminished; don't have the same energy for academics as they had in the fall; some students drop classes because they realize their fall load was too strenuous.
- Valentine's Day—"Why doesn't anyone want to be my sweetheart?"

February/March

- "Cabin fever": students get stir crazy easily; feel uptight but don't know why; weather isn't always the greatest (a lot of cloudy days).
- Couples begin to establish stronger ties (engagement) or experience weakening of established ones.
- Social calendar is non-active
- Vocational choice causes anxiety and depression.
- "Sophomore slump": most have completed general studies- now what?
- Depression increases for those students who have failed to establish social relationships or achieve a moderate amount of recognition.

March/April

- "Senioritis" sets in—"Is there life after Biola?"
- Anxiety over how grades will end up.
- Pressure over getting everything done by the end of school.
- Depression over relationships.
- Tension over RA selection outcome: dealing with disappointment, anger, etc.
- Decision and direction over summer jobs or ministry.

- After spring break, it's hard for students to get refocused; tend to "blow off" academic commitments.

April/May

- Apprehension over leaving relationships established over the year
- Seniors panic over leaving the security of Biola
- Apprehension over passing grades, etc.

About Parent Relations

Parent Council / Committees

We know what it's like. Many of us at Biola University are parents too. We've been where you are now wondering how the years slipped by so fast. One day you're reading them bedtime stories. The next day you're helping them unpack in a campus residence hall. Talk about mixed emotions. Naturally we're all excited for our sons and daughters as they embark on their college careers. At the same time, though, it's also natural to feel a bit apprehensive. Will the world recognize them for the miracles they are? Will they learn what they need to learn? Will they be safe? Will the friends they make be worthy of their loyalty and affections? Will they grow in their faith? Will they find their way to an honorable livelihood?

Parent to parent, we want you to know that those concerns are uppermost in our minds too as you entrust us with the well-being of your son or daughter. The Biola Parent Council is a volunteer group of parents working to make Biola better. There are many ways you can be involved with the Parent Council. The council is led by a chair-couple and consists of three committees. The committees are designed to address all areas of need for the University. Please let us know if you are interested in serving on any of the committees. Involvement would include any level of service you desire from wherever you live. You do not need to live locally to serve.

- ◆ **Events Committee.** The Events Committee assists with events involving parents both on campus and off campus. These include Opening Weekend, Parent Weekend, Admission Events, High School Events, Freshmen Send-Off Events, and Event Surveys.
- ◆ **Communication Committee.** The Communication Committee coordinates the Parents in Prayer program, plans the Parent Perspective Journals and assists with communication strategies for parents and Parent Surveys.
- ◆ **Campus Liaison Committee.** The Campus Liaison Committee works directly with the Career Services office, helps to plan and support Parent Fundraising,

connects parents with various departments on campus and reports to the Board of Trustees where appropriate.

Please contact the Office of Parent Relations for more information and an application for the Parent Council. For a complete listing of the current Parent Council, visit our website.

Parent Products & Services

The Office of Parent Relations desires to provide parents with opportunities to stay in touch with their student.

The Biola Care Package program makes available a variety of gift packages for parents to purchase, including birthday cakes, movie and coffee themed packages, as well as Valentine gifts, just to name a few. Care packages are packed and delivered to your student with a personalized message from the sender. In addition, parents may purchase a subscription to "The Chimes," the Biola student newspaper, or sign up for the free Parent Relations weekly E-mail newsletter. For more information on any of the Parent Services, visit: www.biola.edu/parent/products.

Parent Website

The Parent Website seeks to provide parents with valuable information on a number of issues. Visit www.biola.edu/parent for:

Calendar & Events; Campus Services; Contact Parent Relations; Parent Relations Information; Parent Council & Parent Committees; Parent Relations Staff; Products & Services; Resources for Parents; Visiting Biola; Hotels

Parent Weekend

The Office of Parent Relations invites you to save the date, October 10th-12th, for Parent Weekend 2008. Every year Biola University hosts parents and families of Biola University students for a variety of events around campus. Plan to attend the Prism Concert, savor a wonderful banquet, attend classes, enjoy chapel, and eat in the cafeteria! We encourage you to take advantage of this opportunity to see Biola through the eyes of a student. Parent Weekend invitations will be mailed the first week in September. Events run Friday morning through Saturday night, reserving time for your student on Sunday. Contact the Parent Relations Department at 1-800-99-BIOLA or by e-mail at parent.relations@biola.edu with questions or for further information. We look forward to seeing you then!

Grandparents Day

The Office of Parent Relations invites all grandparents of current Biola students to join us for a full day of free events, designed especially for students and their grandparents. This year's event is March 27, 2009.

Contacting Parent Relations

Address: Office of Parent Relations
13800 Biola Avenue
La Mirada, CA 90639-0001

E-mail: parent.relations@biola.edu

Telephone: 1-800-99-BIOLA

Fax: 1-562-903-4709

Website: www.biola.edu/parent

Academic Information

Academic Advising

Students are assigned academic advisors who are faculty members within their majors. The advisors in the Academic Advising Office advise students who are “undeclared” until they choose a major. Students should plan to meet with their advisors each semester to plan classes for the following semester and to check progress toward graduation. Although advisors are available for guidance and assistance in planning academic programs, it is the student’s responsibility to acquaint himself / herself with the academic policies and procedures of the university.

Class Standing / Graduation Requirements

To graduate, a student must earn a minimum of 130 degree-applicable units, including all general education, Biblical studies, and major requirements. Each major requires a minimum of 30 units of Bible, of which 24 must be upper-division.

Class standing is based on the total number of hours a student has completed. Standing is classified as follows:

Freshman:	26 units or fewer completed
Sophomore:	27-56 units completed
Junior:	57-87 units completed
Senior:	88 units or more completed

Course Load

A typical course load for a first-time college student will range from 14-17 units per semester. The maximum load (without special permission) is 18 units in any semester. In order to complete 130 units (minimum required for graduation) in eight semesters, a student must average just over 16 units per semester. Students may lighten their se-

mester course load by taking Interterm and/or summer school classes - either at Biola or at another regionally accredited institution.

Emergencies Affecting Coursework

Provisions can be made for medical and other emergencies (e.g. family death, accident, or injury) by contacting the Vice Provost of Undergraduate Education at (562) 903-4713.

Grade Reports

Grade reports will be available at the end of each academic term on the Biola Portal under the BSI channel located online at: www.biola.edu/portal. Students may request a printed grade report at the end of the term from the Registrar's Office.

Grades

Quality of course work is graded on the following scale, with a system of grade points used to determine a student's general grade point average or standing:

GRADE	GRADE POINTS
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67 <i>(lowest passing grade)</i>
F	0.00
UW	0.00 <i>(unofficial withdrawal)</i>

Biola's policy requires that when computing the GPA, the GPA is recorded at the third decimal point without rounding up.

A "W" indicates an official withdrawal (within the third to eighth week) from a course and does not affect the student's grade point average.

A "UW" indicates an unofficial withdrawal. Students who register for courses but do not attend classes or who never completed the work of the course or stopped attending without dropping the course are given the grade of "UW" which will influence the GPA the same as an "F."

Interterm / Summer Sessions

To facilitate the completion of graduation and also to enrich students' academic programs, the University provides an Interterm Session in January and two Summer Sessions in June / July. Interterm course offerings are published on or around October 30, and summer school offerings are published on or around March 30. Students should always consult an academic advisor for assistance in planning Interterm or Summer School coursework either at Biola or at another regionally accredited institution.

Majors & Emphases

- ▶ Anthropology
 - ▷ Applied Anthropology
 - ▷ Archeology
 - ▷ Linguistics
 - ▷ Socio-cultural
- ▶ Art †
 - ▷ Design
 - ▷ Interdisciplinary
 - ▷ Painting
 - ▷ Photography
 - ▷ Sculpture
- ▶ Biblical Studies
- ▶ Biochemistry
 - ▷ Pre-Medical
- ▶ Biological Sciences
 - ▷ Pre-Medical
 - ▷ Secondary Education
- ▶ Business
 - ▷ Accounting
 - ▷ Information Systems
 - ▷ International Business
 - ▷ Management
 - ▷ Marketing
- ▶ Christian Education
 - ▷ Elementary Education
- ▶ Cinema and Media Arts †
 - ▷ Media Management
 - ▷ Production
 - ▷ Screen Writing
- ▶ Communication
 - ▷ Communication
 - ▷ Interdisciplinary
 - ▷ Speech / Drama
- ▶ Communication Disorders
 - ▷ Audiology
 - ▷ Deaf Studies
 - ▷ Speech-Language Pathology
- ▶ Computer Science
 - ▷ Information Systems
- ▶ Education
 - ▷ Elementary Education
- ▶ English
 - ▷ Secondary Education
 - ▷ Writing

- ▶ History
 - ▷ Secondary Education
 - ▷ Pre-Law
- ▶ Human Biology
 - ▷ Pre-Chiropractic
 - ▷ Pre-Health Care Professional
- ▶ Humanities
 - ▷ English
 - ▷ History
 - ▷ Philosophy
- ▶ Intercultural Studies
 - ▷ Interdisciplinary
- ▶ Journalism
 - ▷ News
 - ▷ Public Relations
- ▶ Kinesiology, Health & Physical Education
 - ▷ Exercise Science & Health Promotion
 - ▷ Pre-Physical Therapy
 - ▷ Secondary Education
- ▶ Mathematics
 - ▷ Applied Mathematics
 - ▷ Computer Science
 - ▷ Secondary Education
- ▶ Music †
- ▶ Music Composition †
- ▶ Music Education †
- ▶ Music Performance †
 - ▷ Instrumental
 - ▷ Organ
 - ▷ Piano
 - ▷ Voice
- ▶ Music in Worship †
- ▶ Nursing †
- ▶ Philosophy
- ▶ Physical Science
 - ▷ Chemistry
 - ▷ Engineering
 - ▷ Physics
 - ▷ Secondary Education
- ▶ Political Science
 - ▷ Pre-Law
 - ▷ Public Administration
- ▶ Psychology
 - ▷ Clinical / Counseling
 - ▷ Cross Cultural
 - ▷ Family / Child
 - ▷ General Psychology
 - ▷ Pre-Graduate School
 - ▷ Health Psychology
 - ▷ Industrial / Organizational
 - ▷ Psychology / Ministry
- ▶ Social Science
 - ▷ Secondary Education
- ▶ Sociology
 - ▷ Criminal Justice
 - ▷ Social Work
- ▶ Spanish

Off Campus Study Programs

Off Campus Programs offer a unique opportunity for students to make the world their classroom. Off Campus Programs go beyond the traditional classroom experience offering students the opportunity to study internationally and domestically. Students who are interested in an off campus program should contact the Off Campus Programs Coordinator in the Office of the Registrar for information regarding application deadlines, program directors, course equivalencies, and other important details. Biola's off campus programs website is www.biola.edu/offcampusprograms. Biola's standard tuition, room & board fees are charged for all off campus programs.

Biola's own off campus programs include: Biola London (Fall semester), Biola Baja (Interterm), Biola Italy (Interterm), Japan Film Program (Interterm), National Media Seminar (Interterm), Sundance Film Festival (Interterm), Spiritual Formation Special Program (Summer), Torrey Berkeley (Summer) & Torrey Europe (Summer).

Biola affiliate off campus programs include: Au Sable Institute of Environmental Studies, Creation Care Studies Program, Development Studies Program, Focus on the Family Institute, International Student Exchange Program, New York Center for Art & Media Studies.

Off campus programs sponsored by the Council for Christian Colleges & Universities include: American Studies Program, Australia Studies Center, China Studies Program, Contemporary Music Center, Latin American Studies Program, Los Angeles Film Studies Center, Middle East Studies Program, The Scholar's Semester in Oxford, Oxford Summer Programme, Russian Studies Program, Uganda Studies Program & Washington Journalism Center.

Registration

Most new students will have the opportunity to register for classes during the summer prior to arriving on campus. Those who have not registered before arriving on campus will do so at orientation. All new students should plan to submit their academic profile & deposit so they can complete WebReg, our online registration tool, before arriving on campus.

Currently enrolled students can select courses online (WebReg Phase I) for the following term during the last month of each semester. All students must complete the final registration process online (WebReg Phase II) during their scheduled time, even if they have previously selected courses.

† Admission to the University does not guarantee admission to these majors. Separate application forms and a list of pre-requisite requirements are available from each department / school.

Student Records / Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Biola University has established guidelines regarding access to and release of educational records. A complete copy of the policy is available at the Office of the Registrar. In short, FERPA allows Biola to release “directory information” without the consent or knowledge of the student unless the student has notified Biola in advance that such information is not to be released. Directory information may include the following: photo, name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Parents need to be aware that their student’s directory information is not available to them if the student has requested it not be disclosed by requesting “Privacy.” Other information about the student, such as class schedules, grades, and student account balance is NOT available to parents unless the student has signed a written release.

Student Records for Parent Access (BSI)

Students may arrange for parent access to their BSI information on Portal by going to www.biola.edu/portal and selecting “My Student Info” and “Create Parent Access”. Parents may then access by going to <https://wisdom2.biola.edu/parents/> and putting in their student’s ID number and the password given to them by their student. Items students may choose to give parent access to include: Account Balance, Address Data, Chapel Report, Class Schedule, Financial Aid Awards, Financial Aid Tracking, Grades Report, Transferred Credits and Amount Due from WebReg. Parents should talk directly with their student about this access.

Campus Life

Student Transitions

Student Transitions exists to help your student with two of the biggest transitions: coming in to college (SOS) and going out (Senior Transitions), along with providing some enjoyable recreation (BiolaLIVE!) along the way. The purpose of SOS is to assist and serve new students and families with their transition process by providing tangible resources that help them connect to the community and establish an understanding of Biola’s social, spiritual, and academic opportunities. SOS stands for Student Orientation Service. A diverse group of 57 SOS leaders have been trained to help your student navigate their way as they enter this new community. The purpose of BiolaLIVE! is to connect the Biola community to cultural experiences by providing affordable tickets to Los Angeles area events and attractions. Visit www.studentlife.biola.edu/campus-services/student-transitions to learn more about these programs.

Chapel

University chapels are intended to bring the Biola community together regularly for worship, spiritual nurture and education regarding relevant issues facing our lives. The overall program brings a unique distinction to the ethos of Biola as a Christian university. Due to the central and significant nature of that ethos, chapel attendance is required of all students. Chapel is held Monday, Wednesday and Friday mornings from 9:30–10:15 a.m. in the gymnasium, as well as on Tuesdays and Thursdays from 9:30–10:15 a.m. in Calvary Chapel. Special alternative Chapels are also announced throughout the semester. Attendance is recorded. The Chapel Policy is in the Student Handbook online at www.biola.edu/studentlife/lifestyle.cfm.

Life Together Standards

We, at Biola, uphold integrity as a core value of our community. Members are expected to demonstrate a commitment to the value of integrity in word and deed and to take responsibility for their own violations of behavioral guidelines.

We, at Biola, recognize that Scripture condemns sins of the heart, such as covetousness, selfishness, ambition, envy, greed, lust and pride. By their very nature, these sins

are more difficult to discern, but because they lie at the heart of relationships, they are of central concern to the Biola community. We confess and repent of these sins as we become aware of them. We also do not condone practices that Scripture forbids, such as occult practices, sexual relations outside of marriage, homosexual behavior, drunkenness, theft and dishonesty.

Members of the Biola Community have committed to abstain from these practices.

We, at Biola, recognize that the abuse of tobacco products and alcoholic beverages presents a danger to personal and communal health. Biola students have committed not to use or possess these products while enrolled at our institution.

We, at Biola, willingly put ourselves under the authority of the people in leadership, and agree to abide by these and other standards the University deems necessary for the betterment of our community and the fulfillment of the University's mission before God. We understand that as people in authority, they are still fallibly human and prone to making mistakes. However, we trust that these servants of Biola will always seek to be loving and humble, and are working to provide the best possible environment for all members of the Biola community. Additional details on these standards can be found in the Student Handbook, which is available for download online at www.biola.edu/studentlife.

Commuter Life

Commuter students comprise nearly one-third of the undergraduate population at Biola. We not only encourage our commuter students to become acquainted with the many resources, programs and staff available to assist them, but also to connect with our rich community life on campus. We offer several key resources that will encourage connection with our community.

The Department of Commuter Life is comprised of Dr. Katie Tuttle the Director of Commuter Life, Jenny Matthes the Coordinator for Commuter Life, five Commuter Life Assistants, and 12-15 volunteer staff members. We also work with two Associated Student Government Commuter Senators from the Department of Leadership Development. Our Commuter Life Team is available to answer questions, field concerns, direct students to pertinent resources, pray for students or just lend a listening ear. We also offer periodic social events and educational programs, open to all undergraduate commuters.

Biola also offers a very unique experience for commuters through our Collegium Program. Collegium is Latin for "Gathering Place." For a fee of \$50 per semester, a commuter student may purchase a membership to the Collegium. This allows access to our commuter facility, a 1,300 square foot home-away-from-home. This beautifully appointed home-like environment has a fully equipped kitchen with a value priced food

bar and an eating area, a study area with two PCs and a Mac, wireless internet access, a printer, conversation areas and a living room with a fireplace.

Collegium members will have frequent opportunities to experience authentic community on a more engaging level as they hang out or study together between classes, participate in our periodic family-style meals, and attend cultural and social events.

In addition, the Department of Commuter Life manages sign-ups for a limited number of lockers available to all commuters and provides connection and referral to other on and off campus resources.

For more information about Commuter Life and the Collegium Program, please see our website at <http://studentlife.biola.edu/campus-life/commuter-life/> or you may also contact Jenny Matthes, Coordinator for Commuter Life, at 562-777-4073 or at jenny.matthes@biola.edu.

Dress Standards

Biola University seeks to maintain a vital Christian community and witness through its appearance, in particular our standards of dress. As members of a community pursuing authentic relationships in order to provide a place of growth in our knowledge and love of Christ, we have the calling to avoid being a hindrance to one another's growth in all areas of life. As representatives of this community even while outside the Biola campus, we have the desire to present a holistic witness that includes modesty.

With a dress standard, our specific interest is to create an environment that promotes a Christ-centered community and a Christian witness to the world on the Biola campus. As adults we recognize there is freedom for personal choice; however our commitment to this community should reflect our pursuit of modesty in dress—that is, dressing in such a way as not to draw another's attention.

Students should be aware that the standards of modest dress are applicable to both men and women.

ID Cards

Each student is issued an official identification card that must be carried at all times; a current semester sticker for the card is issued at the beginning of each semester. This card is required for entry into various University facilities, as well as for participation in University services and functions, such as the food serves, library, Convocation/Chapel, and student elections. The identification card is designed to last the duration of four academic school years. If a card is lost, damaged, or stolen, the cost of replacement is \$10. If a card is malfunctioning because of normal wear and tear or electronic failure, a replacement fee is not charged. The Department of Auxiliary Services makes and replaces identification cards. The replacement fee must be paid by cash or check and cannot be charged to a student account.

Residence Life

Living on campus can be a new and challenging experience for your student. The Residence Life staff, under the direction of the Co-Directors of Residence Life, is dedicated to supporting your son or daughter. Over 2,500 students live in our twelve residence halls and facilities. Eleven full-time senior staff members who manage the living areas supervise them in-residence. Our full-time staff all hold or are pursuing master's degrees in student affairs, ministry, education or counseling, and are responsible for coordinating a multitude of services, programs and intentional activities focused on influencing your son or daughter's character development. On each residential floor there is a student Resident Assistant responsible for supervision, counseling and program development. The residence life experience has the potential to challenge and educate students as they connect their learning experiences with their living realities. Hopefully, through living in our residence halls students will have experienced life in a community that fosters the character of Christ.

Department of Spiritual Life

The Department of Spiritual Life serves as a lighthouse to inspire students in their spiritual development. The focus is to challenge students to take intentional steps to develop a closer relationship with Christ and to share their testimony to the world.

The mission of Spiritual Life is to cultivate disciples of Christ to grow in truth, transformation, and testimony. Through various growth opportunities, student passion is ignited toward meaningful ministry and reflective conversations that promote true learning. Efforts are concentrated in the areas of spiritual formation (discipleship) and apologetics (evangelism) with an emphasis on spiritual transformation and self-discovery.

The department encourages students to develop as disciples of Christ within safe environments and trains them to practically apply God's Word in their lives. They also challenge students to share their faith in a way that effectively impacts people for Christ.

Student Government (Representation, Student Activities, & Services)

The Associated Students (AS), Biola's undergraduate student government exists to represent the voice of all undergraduate students to the administration as well as provide services that help foster a Christ-centered community. These services include, multicultural events, social events on and off campus, chapel, intramural sports, tradition and school spirit events, activities for our international student population, and funding for student-run clubs.

AS is completely staffed by students and has many opportunities for your student to connect and be a part of the team that makes AS happen.

Student Publications

The Chimes

The Chimes is Biola's newspaper. The editorial staff of 12 edits the variety of stories brought in by Chimes reporters and publishes a newspaper every Thursday, excluding holidays, finals, and during Torrey and Missions Conference week. The Chimes staff is dedicated to fair and accurate coverage of not only events, issues and people at Biola University, but the world at large. Ultimately, The Chimes staff's mission is "to glorify God in how we run the newsroom, what we decide to cover, how we cover it, and in the overall presentation of the paper."

Biola Radio

Biola has a history when it comes to radio. Founded in 1922 by the Bible Institute of Los Angeles, KJS was the first radio station devoted to religious programming in Los Angeles, and the second in the nation. Today, Biola Radio broadcasts 24 hours a day, 7 days a week from the Biola University campus in La Mirada, California. Listeners throughout the world can listen live via internet stream at <http://biolaradio.biola.edu>. The station's format features a wide variety of Christian music in all genres – from rock, rap, ska and hardcore, to worship and pop. Biola Radio is also the home of Biola University sports; where each fall you can listen to broadcasts of Eagles basketball (men's and women's) and baseball in the spring. Biola Radio is operated entirely by students. Students are able to participate in daily station operations by being a show host, DJ, newscaster or sportscaster. On the management side, students learn how to lead through the positions of General Manager, Music Director, News Director and Sports Director. We also offer opportunities in the areas of production, promotions, sales, and programming.

The Biolan

The Biolan is the University's yearbook. Begun in 1927, The Biolan has served the University student body and faculty nearly every year since. A chronicle of each year's events, the Biolan showcases student life, education and faith in an integral and theme-driven manner. Starting out as a small black and white book with small photos, the Biolan has grown with technology and student population to its present 264 pages with many large full-color photographs and progressive design. The Biolan is run by students and funded with student fees so that every student receives a yearbook at the end of the year.

EagleVision

EagleVision is a student-run, daily television news broadcast from the Biola University Mass Communication department. Every weekday, EagleVision broadcasts to students across Biola's campus as well as the surrounding community and around the world, via the Internet.

Campus Resources

Biola Counseling Center

The Biola Counseling Center offers a full range of counseling services that promote personal growth and deal with emotional struggles and interpersonal conflicts. Our therapists view personal concerns from behavioral, emotional and spiritual perspectives according to the needs and desires of each client. The Center provides a professional and confidential atmosphere in which individuals learn to manage and resolve their personal challenges that inhibit their growth and maturity. The center is open 9:00 a.m. to 9:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Fridays.

Bookstore

Available are course textbooks, supplies, general books, Bibles, gift items, Christian music, food and beverages, greeting cards, photo processing, as well as university logo clothing and items. The Bookstore accepts personal checks. The Bookstore also accepts Visa, MasterCard and Discover.

Textbooks may be ordered online at www.biolabookstore.com. Students will need to provide the following information: name, address, phone number, student ID#, payment method (VISA, M/C, or Discover) or financial aid (SS# will be needed), class name, term, quantity, new/used, author, title, and edition. Books may also be ordered via phone at 1-800-MY-BIOLA.

Students may purchase textbooks with monies on their student account using a Book Slip. Book Slips are available in the Accounting Department.

Book requests can be sent to a student's class or home address. Books going to the Education Centers will be delivered by the courier and will not incur any shipping charges. Please allow one week for delivery.

BUBBS

BUBBS is Biola University's e-mail and workgroup software platform. Based on the FirstClass server and client software, BUBBS provides e-mail and conferencing for students, faculty, staff and alumni of Biola University. Each semester, accounts are created for all new freshmen and transfer students so that everyone has a BUBBS account.

Campus Safety

The Campus Safety Department's primary responsibility is to provide for the safety and protection of our students, staff and visitors. Campus Safety is the primary law enforcement agency on campus and officers have full police officer powers of arrest while on duty (Cal P.C. 836). Campus Safety Officers receive extensive training in administration of justice classes and additionally must complete a number of state-mandated courses (Cal P.C. 832). Biola University Campus Safety has a Memorandum of Understanding (MOU) with the Los Angeles County Sheriff's Department, which is required by state law. The MOU details Campus Safety's responsibilities for criminal investigations and required officer training (Cal P.C.830.7). Campus Safety receives tremendous support from sheriff's deputies assigned to the La Mirada Community Station and works cooperatively with the Los Angeles County Sheriff's Department on all investigations.

Biola offers a variety of crime prevention programs and services including: safety awareness presentations for staff and students, dorm safety meetings, safety orientations for new students and parents, security surveys, safety escort services on campus, 24/7 uniform patrol of the campus, and the Rape Aggression Defense System for women, which is an accredited 1 unit Physical Education class.

All Campus Safety Officers are CPR/First Aid and AED (Automated External Defibrillator) certified. Campus Safety Officers are the first responders to medical emergencies on campus, working in conjunction with the Student Health Center.

Security Systems

Campus Safety maintains and operates an expansive security camera system with over 90 cameras on campus. These cameras monitor parking lots, dorm entrances, and other important public areas on campus. The cameras serve as a crime deterrent and record and store footage for investigative purposes. As the campus continues to grow, more cameras are added to keep pace with growing security needs.

In addition to the camera system, dorms and many other buildings on campus are equipped with a card reader access system to help ensure that only students and authorized personal are granted access.

Campus Safety staffs and operates a gatehouse at each of the two entrances to campus during the evening and nighttime hours. The gatehouses are a visual crime deterrent

and help to control access to the campus at night. During the semester the gatehouses are also staffed during business hours to provide information to visitors and guests.

Biola utilizes an emergency mass notification service provided by 3n (National Notification Network) to provide staff and students with information and emergency instructions via text messaging and email in the event of an emergency on campus.

Parking Services

Each semester there is a registration fee for automobiles and motorcycles. All vehicles parked on campus are required to display a valid permit. Temporary permits are available at a prorated fee. Campus Safety actively enforces parking and driving regulations on campus to maintain the safety of all vehicles and pedestrians on campus. Campus Safety strives to enforce regulations and adjudicate citations in a fair and consistent manner.

For more information about Biola University's Campus Safety Department, please visit the Campus Safety website at: www.biola.edu/offices/campus_safety/

Career Services

The mission of Career Services is to assist students and alumni to discover and discern their callings in life and to make a successful transition into meaningful work and career. The goal of Career Services is to equip men and women in mind and character to impact the world for the Lord Jesus Christ by providing spiritually informed, career-related programs and services for all class levels.

Practical services include individual career counseling for academic major selection, internships, resumè and interviewing assistance, and job search strategies. In addition, Career Services offers a 1 unit "Introduction to Career Planning" class and regularly offers workshops on career-related topics. Career Services hosts employers on campus through a variety of means, including: career fairs, panel discussions, and on-campus recruiting. Career Services has part-time, full-time and internship listings.

Career Services website, www.biola.edu/career, offers comprehensive resources for students and alumni.

Computer Store

Located next to the Bookstore, the Biola Computer Store aids students with their technology purchases. The Computer Store offers exceptional pricing on Apple/Macintosh and Dell computer products through special academic agreements.

Through agreements with Microsoft, Adobe and Macromedia, students can purchase popular software titles at up to 85% below retail pricing.

Many titles are kept in stock. Others can be special ordered. The Computer Store keeps different hours than the bookstore. Visit the website, www.computerstore.biola.edu for store hours, product information, pricing and current promotions. The Computer Store is also available via email at computer.store@biola.edu to answer questions.

Fitness Center

The mission of the Biola University Fitness Center is to provide a safe, secure, non-intimidating fitness environment where customers can achieve their fitness goals. The purpose of the Biola University Fitness Center is to first and foremost meet the fitness needs of the students, staff and faculty. Registered alumni and spouses of students, staff, faculty and alumni are welcome for a small fee. The rules of this Fitness Center are designed for the protection of our members, employees and facilities. All patrons are required to sign a waiver as well as to present "current" Biola University ID or Fitness Center membership card to gain entry to the Fitness Center. Attire: Shirts (full length T-shirt with sleeves; long or short), athletic bottoms/shorts/pants (loose fitting and modest length) and athletic shoes are required of those desiring to work out in activity areas. Athletic shoes must be close-toed.

Food Services

Biola provides an excellent food service program for all students. Each day a wide variety of entrées, sandwiches, soups, fresh fruits, bread, beverages and desserts are offered. All resident students are required to purchase one of the available meal plans.

The Café will be closed for Thanksgiving break, Wednesday before Thanksgiving Day to the following Sunday; Christmas break the last two weeks of December; and Spring break: from Good Friday to the Sunday after Easter. (The Café reopens for breakfast the Monday after the breaks.)

Food Service personnel are able to arrange for special diets as prescribed by a physician. Please submit a copy of the student's diet or dietary restrictions to the Café office. Sack or take out meals are available if a student's class or work schedule keeps him or her from attending a meal. The student should sign up at the Café office.

IT Helpdesk

The IT Helpdesk serves as the first point of contact for Biola Information Technology. We are physically located in the lower level of Metzger administration building. The IT Helpdesk is open to students 8 a.m. to 4:30 p.m., Monday through Friday, for walk-in, phone, and email support.

Our mission is to assist students of Biola University with their computing and communication needs. We provide assistance to the University community in the areas of computer applications, hardware, phone services, and internet connections (both

wired and wireless). We also support the BUBBS email system, DigiNet print and copy system, and other applications that run on the University's campus-wide systems.

The IT Helpdesk employs both full-time staff and students ready to assist the University community with computer-related issues. Our extension on campus is x4740, or visit us online at www.biola.edu/it.

Regular hours Monday – Friday: 8:00 a.m. to 4:30 p.m.

Extended hours Monday: 4:30 – 11:00 p.m.

Tuesday – Thursday: 4:30 p.m. – 2:00 a.m.

Friday: 4:30 – 6:00 p.m.

Saturday: 8:00 a.m. – 8:00 p.m.

Sunday: 2:00 – 8:00 p.m.

Learning Center

The Learning Center serves the educational needs of Biola University's diverse student population. In order to assist students to be successful within Biola's competitive and rigorous intellectual environment, The Learning Center provides support and academic tutoring (individual and group) for a variety of general education and some upper division courses. Students are also able to receive academic counseling, participate in workshops for developing study strategies, and enroll in the EXCEL and College Study Skills courses.

The Learning Center works with and advocates for our students with disabilities (learning, physical and psychological) providing appropriate and reasonable accommodations for their success while at Biola University. The Learning Center facilitates these accommodations with the various departments across campus, acting as a liaison on the student's behalf. The Learning Center also assists students with reasonable temporary accommodations due to injury and/or incident.

Library

During the regular semester, the library is open Monday through Thursday 7:30 a.m.–midnight Friday 7:30 a.m.–10:00 p.m. Saturday Noon–10:00 p.m., and Sunday 6:00 p.m.–midnight. Hours are adjusted during Interterm, Summer Sessions and Biola University holidays.

The Library provides over 700 study stations including 32 computer stations for internet access, a 24 station instruction lab, individual carrels, and boulevard tables. All group study rooms have data ports and power connections for laptop internet access.

More than 100 bibliographic and full-text databases are available through the library's homepage on the internet www.biola.edu/library.

Library services include the traditional staffed reference and information desk, automated circulation with staffed and self-check services, electronic reserves, LINK+/interlibrary loan/borrowing, network printing and photocopying. The official student ID card serves as the Biola University library card, and is needed in order to enter the building through card-reader entrance turnstile stations.

As part of the university's commitment to providing students with special needs access to printed texts and electronic information, the library has put together an assistive technology station in a dedicated room. This station consists of an electrically height-adjustable desk, a high-powered Dell Pentium III computer with a 21-inch monitor and DVD read/write capability, a gooseneck desktop microphone, a headset with microphone, desktop speakers, a high-resolution scanner, a digital magnifier, internet access, and access to black & white and color printers. Several adaptive computer programs are provided as well.

Mail Services

Every undergraduate student receives a campus mailbox. Mailboxes are assigned during phases II of WebReg. If a student fails to meet the qualifications for on-line registration a mailbox will be assigned during the fall registration process. It is recommended that students use their assigned mail box number on all incoming mail pieces in order to process and distribute mail in a timely and efficient manner.

Students keep the same mailbox during continuous enrollment. If a student withdraws and later returns, a new mailbox will be assigned. University mail is picked up from the U.S. Post Office in La Mirada and delivered to student boxes throughout the day.

Students' mailbox and combination information can be located under the address data section found on the Biola Student Information (BSI) page.

Students may also mail packages and purchase postal supplies, including envelopes, postcards, stamps, and foreign air sheets in the Mail Services office. Outgoing U.S. mail is picked up at 3 pm, Mon - Fri.

Student Employment (Off Campus)

Through the Career Center, the University maintains an Off Campus Student Employment Office for the benefit of those students needing employment. They are located in the Student Services Building, across from the gym. There are a wide variety of job opportunities available. Employment positions can be viewed online when needing part-time, full time and internships. The rates of pay depend upon the student's

capabilities and the type of work they perform. Office hours are Monday-Friday from 9am-4:30pm.

Student Employment (On Campus)

Biola students are encouraged to use the services of the On-Campus Student Employment Office, which is within the Human Resources Department. Biola employment may provide a means for students to earn funds to cover a portion of their college expenses, and also offers opportunities to gain skills and experience to reinforce students' educational and career goals. The 1000 plus on-campus student workers employed by Biola are an integral part of the day-to-day operations of the University. Students can find current job postings by using Bubbs or going to the On-Campus Student Employment Office.

Student Health Center

The Student Health Center provides confidential health services for all currently enrolled students. Consultation with a physician or a nurse is free, however, there is a fee for medications, lab work or specific treatments. Over-the-counter items are available in the Health Center waiting room for self-care at no cost.

Office access hours are Monday through Friday 7:30 a.m. to 12:30 a.m. Saturday and Sunday, the office is open for self-help only, with limited hours. Saturday – 11 a.m. to 2 p.m. and Sunday 4 p.m. to 7 p.m. No medical staff is available.

Physician appointment hours are 9:00 a.m. to 4:30 p.m. An E.M.T. is on site M-F 6:00 p.m. to 12:30 a.m. and is available for emergencies.

For after hours or weekend emergencies, students should contact Campus Safety by calling ext.5111.

Hours of operation are subject to change throughout the year. Summer and Interterm hours are reduced. Please call (562) 903-4841 to confirm hours and available staff.

Health Requirements

All Biola undergraduate students enrolled for seven units or more, or living in a university residence, are required upon admission to have an entrance physical exam completed by a physician or licensed healthcare provider, using the standardized Biola University physical exam form.

Also, all Biola undergraduate students enrolled for seven units or more, or living in a university residence, are required to furnish verification of adequate health and accident insurance. Verification must be provided each year. Biola offers a catastrophic accident and illness policy for those students who do not have an insurance plan. The

cost of this policy is subject to change; for information regarding student health and/or health insurance, visit or call the Health Center at (562) 903-4841.

Student Resources Center (Smart Stop)

Smart Stop is a student resource center that provides information and administrative resources to all Biola students. In addition to the full-time Academic Advising Staff, Smart Stop is staffed with upper division students who are successfully navigating their way through Biola, and would love to help your son or daughter do the same! Students may receive and send faxes, print documents, and make copies at this location.

Smart Stop is open 8:00 a.m. - 7:00 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m. on Friday.

Financial Information

Financial Aid

It is the goal of the Financial Aid Office to help you and your student understand the financial aid process and, within government and University guidelines, to maximize the amount of aid available to your student. Since the process can be at times complicated and confusing, the financial aid staff is here to serve you and is available for questions. You can speak to a financial aid counselor either by phone or in person (no appointments are necessary). Please refer to the following office information:

Telephone:	(562) 903-4742
Office Hours:	Monday through Friday: 8:00 a.m. to 4:30 p.m.
In Person Counseling Hours:	Monday through Friday afternoon: 1:30 p.m. to 3:30 p.m.
Summer Office Hours:	Monday through Thursday: 8:00 a.m. to 4:30 p.m. Friday: 10:00 a.m. to 12:00 p.m.
Summer In Person Counseling Hours:	Monday through Thursday afternoon: 1:30 p.m. to 3:30 p.m. Friday morning: 10:30 a.m. to 11:30 a.m.

The Financial Aid Process

1. Complete the FAFSA each year.

This is the starting point each year for determining all federal and need based financial aid. The FAFSA is available in January of each year and should be submitted as early as possible after January 1. Certain awards are renewed based on need, GPA and satisfactory academic progress. However, funds for other awards are limited and they will be awarded on a first come, first served basis so it is important for your student to apply early.

2. Check your mail and submit any additional information the Financial Aid Office requests.

It can take at least 6 weeks from the date your FAFSA is received by the Financial Aid Office to contact your student with an award packet. New students will receive an Estimated Financial Aid award, continuing students will receive a checklist instead of an estimated financial aid award: the checklist will indicate which items they may need to submit so an award package can be calculated. The checklist will be mailed to the student's on-campus mailbox. You and your student may be required to submit your tax returns which must be signed copies of those you filed with the IRS. The other Biola forms which may be requested are available to be downloaded on the Biola Financial Aid webpage at: <http://www.biola.edu/undergrad/financialaid/loans.cfm>

Please note: Since the information that will be required varies for each student, do not submit any forms until your student receives instructions regarding which items the Financial Aid Office will need from you.

3. Receive notification of your Confirmed Financial Aid Award.

Once all of the requested information has been submitted to the Financial Aid Office and the financial aid file is complete, your student's file will be reviewed. During the review process it may be determined that some additional information will be needed and your student will be notified to submit that. However, if no additional information is needed, a financial aid award package will be calculated and confirmed. This may take up to 6 weeks from the date the last item was received in the Financial Aid Office.

Please note: if you are planning to apply for an additional loan (other than the Stafford), and are hoping to be able to use the funds to complete registration, it is imperative that you apply with plenty of time. Please allow at least three weeks for the process. It is a four step process; 1) family applies 2) lender completes credit check, 3) Biola certifies the loan and puts it into the student package, and 4) lender guarantees the loan. Please keep in mind that the Accounting office is not able to include the loan in your down payment until the lender has guaranteed the loan.

Student Accounts / Accounting

The Bursar Office in the Accounting Department is committed to assisting your student in meeting the financial obligations of attending Biola. Down payment estimates are mailed July 15th and December 15th for upcoming semesters. The down payment is part of the registration process and is required in order to complete registration. Visa, Master Card and Discover are accepted. Checks should include your student's ID number.

Statements are mailed on the 15th of each month to the billing address indicated by the student during final registration. Three payment plans are available, two of which do not include finance charges. The extended payment plan accrues a finance charge on any unpaid balance after October 15th (Fall Semester) and after March 15th (Spring Semester).

Account Counselors are available to help you with any questions you may have about your student's account. Information about the student account is released in compliance with FERPA (Family Educational Rights and Privacy Act). It is helpful for students to list anyone with a "need to know", such as parents, on the FERPA form.

The Bursar Office collects information from other departments for inclusion on the student's billing statement. Questions regarding specific charges on the statement should be directed to the appropriate department. For your convenience, a departmental phone listing is included with your first statement. The Bursar Office can be reached at (562) 903-4760 during normal business hours of 8:30 am – 4:30 pm. Counselors are available for walk-in appointments between the hours of 10:30 am – 11:30 am and 1:30 pm – 4:00 pm.

Please also be aware of the Accounting Department's online resources. Students can now set up online access for parents to view their student's account as well as other university information. To set this up, students should login to Biola's portal at www.biola.edu/portal and select "Manage Who Has Access To My Information." Once the student creates a secret code, parents may then access this information by going to <https://wisdom2.biola.edu/parents> and entering the student's ID number and the password created by the student. Tuition information for the 2008-2009 school year can also be viewed at <http://biola.edu/offices/accounting/tuition/t%5F0809/>

The Accounting Department website at: www.biola.edu/admin/accounting has a link to the parental access page as well as other helpful information.

Biola Lingo

The Advising Center: Includes Smart Stop and Academic Advising for students

All-Hall: Dorm meetings/events for residents

AS: Associated Students; Biola's student government

Biola Live: Service offering discounted tickets to various events in the Los Angeles area

BCC: Biola Counseling Center; on campus counseling center run by Rosemead, Biola's graduate school of psychology; offers counseling to students at an extremely reduced rate

BOLD: Biola's adult degree completion program

BSI: Biola Student Information; internet resource that students can use to look up their own information, such as their account balance, grades, chapels attended, etc.; it's the same thing as Portal

BUBBS: Biola University Bulletin Board System; the University's email system, which includes various forums in addition to students' personal emails

Cafe: Cafeteria

Chair: The head of a specific academic department

The Chimes: Biola's student-published newspaper

Collegium: Commuter Lounge; a place for commuter students to do homework, cook food, socialize, etc.; membership required (see Commuter Life pg. 28 for more details)

Common Grounds: The coffee shop on campus

Convocation: The first chapel of the semester

Dean: The head of the faculty of a specific discipline

Eagle's Nest: On campus restaurant/diner

Eaglevision: Biola's student run news broadcast

The Eddy: A concert series that takes place every Thursday evening

FAFSA: Free Application for Federal Student Aid; must be completed in order to receive financial aid

FERPA: Family Educational Rights and Privacy Act; law protecting the privacy of student education records

GYRAD: Get Your Roommate A Date; residents get dates for their roommates, and then the whole floor goes out as a group

IMC: Integrated Marketing Communications department

Interterm: A 3-week session between the fall and spring semesters during which a variety of classes are offered; participation is optional

ISF: Institute of Spiritual Formation

IT: Information Technology; on campus computer support, IT Helpdesk

KHPE: Kinesiology, Health, and Physical Education

MassComm: Mass Communications degree

McNally: Part of Biola's campus that used to be McNally Junior High. Now it is home to classrooms, faculty offices, various academic departments, a theatre, and The Production Studio

Metzger: Administration building, including admissions, accounting, and financial aid

Missions Conference: A 3-day conference for all of Biola each spring which emphasizes local and world missions

Mock Rock: Student lip-syncing competition

MOL: Masters in Organizational Leadership program

Open House / Open Hours: Certain hours in the dorms when guys can go on girls' floors and girls can go on guys' floors

PLUS Loan: A low interest federal education loan parents can take out for their students

Portal: Same as BSI; students can use this to access their personal information and several campus resources, such as Web-Reg and the campus directory

Provost: Senior academic leader of the university

RA: Resident Assistant; student who oversees a floor in the residence halls

RC: Resident Coordinator; oversees the Biola-owned apartments

RD: Resident Director; oversees an entire dorm, manages the RA staff

SAS: School of Arts and Sciences

SICS: School of Intercultural Studies

Senior Petition: All students seeking a degree must complete this form listing all classes completed one year before the expected graduation and have it approved by the registrar

Smart Stop: Part of the Advising Center that provides students with a limited number of free prints, copies, and faxes

SMU: Student Missionary Union; organizes student-led missions trips

SOS: Freshman orientation

Singspiration: Sunday night worship in Calvary Chapel

Stafford Loan: A low interest federal education loan for students with need. Must be renewed each year.

STAR Program: College preparatory classes available for home school students

SUB: Student Union Building

Switchboard: The Biola operator

Syllabus: Course contract including class overview, requirements, and grading procedures

Telecom: Telecommunications department

THI: Torrey Honors Institute, Biola's honors program

Torrey Conference: A 3-day conference for all of Biola each fall which emphasizes special speakers and spiritual enrichment

WebReg: Online registration for classes