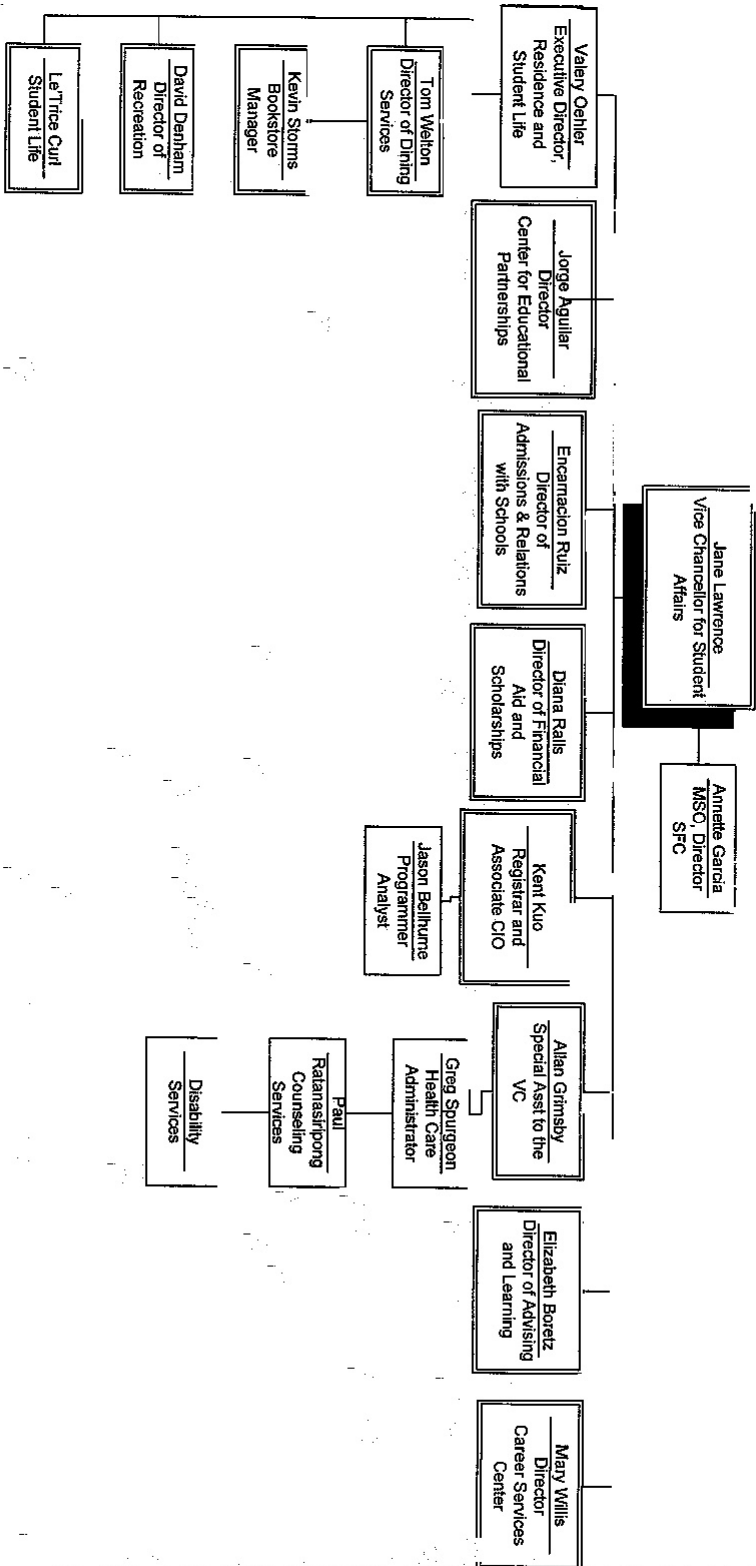


Student Affairs 2005-06



OVERVIEW OF STUDENT AFFAIRS DIVISION  
DEPARTMENTS AND SERVICES  
October 2005

---

**A D M I S S I O N S**

---

The University of California, Merced Office of Admissions/Relations with Schools and Colleges is an integrated unit which oversees recruitment, tours and admissions for undergraduate students. Our primary goal is to provide access to undergraduate programs at U.C. Merced through direct services and informational resources for prospective students, parents, educators and the community at large. The three units work together closely, utilizing cross-training to best utilize human resources and maintain continuity in overlapping functions and services.

**Undergraduate Admissions**

Undergraduate Admissions is responsible for processing applications, admissions decisions, application verification, articulation agreements with community colleges, transfer admission guarantee agreements and campus admissions policies within the guidelines provided by of the University of California and particularly the UC Merced faculty. Undergraduate Admissions is also responsible for admissions data reporting, privacy, security and integrity.

**Recruitment**

Recruitment is the public face of the unit, complementing the needs of Admissions by educating prospective students, parents and educators on Admissions policies and procedures. The unit focuses on creating an awareness of UC Merced's academic offerings, student services, and overall campus environment to prospective students and those that may influence a decision on students as they select a postsecondary institution. The ultimate goal of the unit is to recruit a diverse, well-qualified pool of students into the campus.

**Tours**

The Tours department of the office provides access to the campus through scheduled tours and special events for counselors, prospective students and their families. It provides a preview of the institution highlighting the campus' unique qualities enabling students to draw their own conclusion on whether UC Merced is the campus of their choice.

**Direct Services**

The Office of Admissions/Relations with Schools and Colleges conducts a variety of educational programs and events, in addition to answering individual inquiries by phone,

e-mail and walk-ins. The topics addressed by these programs, events and inquiries include: general campus information, admissions and eligibility process and requirements, and information about campus academic programs and student services. The unit enlists the support of the overall campus community including faculty, staff and administration. Listed below are examples of the programs and events which are conducted both on and off campus:

- UC Merced Presentations
- Application Workshops
- Individual and Group Tours
- Educator Meetings/Conferences
- Receptions for admitted students
- Open house and preview events

---

## **CAMPUS RECREATION**

---

### **Programs and Services**

The Campus Recreation program is comprised of five programming areas, intramural sports, sport clubs, outdoor adventures, fitness and open recreation. Each of these program areas not only provides a wide range of activities for the students, but they also work to support the campus goal of creating an environment where health and wellness is a priority for students, faculty and staff.

### **Intramural Sports**

The intramural sports (IM) program offers students the opportunity to compete with fellow students, faculty and staff in a variety of sports on campus. IM activities are designed to accommodate players of all skill and ability level and provide competitive levels from purely recreational to the highly-skilled athlete. Each sport is divided into divisions for men, women and co-ed offerings and then further divided based upon skill/competitive level so the student will be able to compete against teams with a similar, self-defined, skill level. The current sports offered by the IM program are as follows:

#### **Fall Semester**

Flag Football (4v4)  
Volleyball  
Grass Volleyball  
Tennis Singles  
Wiffleball Tournament  
Kickball

#### **Spring Semester**

Basketball  
Grass Volleyball  
Racquetball  
Tennis Doubles  
Softball Tournament  
Dodgeball

Not only does the IM program provide an opportunity for students to compete in their favorite sports, it also provides leadership opportunities on many levels. Each team is

formed by students and each team has a student manager. The manager is responsible for organizing his or her team for their weekly one hour game; they are also responsible for conveying all rules and eligibility information along with schedule information to their teammates.

The IM sports program relies on students to administrate the program as well. Leadership positions are available for student officials to officiate the IM contests. These would be the front-line students for our program. They have one of the most difficult jobs in that they must enforce rules among their peers. It is a tremendous growth opportunity for students. The next step in the leadership of the IM program is the Student Supervisors. These students are charged with hiring, training, supervising and evaluating the student officials of the program. In addition to their staff supervision responsibilities they also are charged with maintaining the safety of the play area for participants, handling disputes and enforcing rules among peers. They are truly the extension of the Campus Recreation office in the field.

### **Sport Clubs**

The sport club program is the outlet for those students that desire to be more competitive in their particular sport. Sport Clubs are student organizations that are formed and managed for students by students. While the Intramural Sports program gives students the opportunity to compete against other students on campus, the Sport Club program gives students the opportunity to compete against other schools from the local, regional and national arena. Sport Clubs are highly organized student run “small business” that competes at very high levels.

There are currently no Sport Clubs on campus, but there are several in the developmental stages. Early members of the Sport Club program look to be lacrosse, soccer and rowing. As these clubs are student driven, it is up to the students on campus to determine the clubs that will be formed.

Being an officer of a Sport Club is a tremendous learning and growth opportunity for students. Each club will have an officer core of President, Vice-President and Treasurer at minimum, most will have more, but this is the core positions. These students manage the club from hiring coaches, developing budgets and competition schedules. The club officers work very closely with the staff of the Campus Recreation office to advise them in issues from coach selection and management to budgets and travel. This is a very powerful learning tool for students to compete at a high level and to be part of the management of a complex sports organization.

### **Outdoor Adventures**

The Outdoor Adventures (OA) program is one of the most diverse program areas in Campus Recreation. The OA program offers activities ranging from day trips to San Francisco to multi-day camping trips in Yosemite and classroom and hands on learning in camping skills and being good stewards of the natural environment. The OA program is

open to students, faculty, staff and community members, but the primary focus is on the UC Merced students.

The OA trip program offers trips for all skill and ability levels throughout the academic year. The trips are organized and run by the Campus Recreation OA staff and include transportation, all fees (unless specified) and staffing. Trips conducted by the OA program include day trips to Yosemite and Kings Canyon for hiking and community service, to adrenalin packed trips such as the Mammoth Cave Expedition and whitewater rafting on the Merced River.

The OA program also includes a classroom/field lecture component. These lectures include topics such as Camping 101 where individuals learn what is needed for a successful camping trip and how all of the needed equipment works. There are also sessions on the Leave No Trace program. The concepts of this program are part of all of the OA activities. It is extremely important that our students have the opportunity to learn how to enjoy our natural resources and to be good stewards of those resources. The Leave No Trace program teaches just that.

All of our trips include a rating scale so individuals can select the trip that best fits their ability, exertion level and or level of adventure that they want to experience. The OA program provides the resources about the activity to help guide the participant to choose the trip that is right for them.

The OA program also provides leadership opportunities for students on campus. The program is designed to be a student run program with the students coordinating and guiding the trips with mentoring and guidance from the Campus Recreation staff. This provides an excellent opportunity for students to learn the skills necessary to become leaders in the outdoors and leaders among their peers.

## **Fitness**

The fitness program is currently under development, but will include a variety of “non-credit” classes in areas such as aerobics, Pilates, Yoga and other group fitness classes. In addition to the group fitness classes, there will be one-on-one opportunities for students and members of the Campus Recreation program to interact with the fitness staff. Activities such as one-on-one orientation to the weight and cardio equipment, and basic personal training services will be available to students and members of the program.

The programs and services of the fitness program support the campus goal of having a student body that is not only academically fit, but values health and wellness. The fitness program will also provide for educational and leadership development opportunities for our students. Students will be the ones that deliver the bulk of the services in the fitness program. They will be provided with training and certifications in their particular area of service. This will not only help develop leadership skills that will be useful in the workplace, but in life as well.

## **Open Recreation**

The Open Recreation program is the drop in recreation component of the Joseph E. Gallo Recreation and Wellness Center. Open Recreation consists of the recreational use of the basketball/volleyball/badminton courts, weight room and cardio equipment. This will be the largest of our program areas as most students, faculty and staff will be “drop in” informal recreation users and not part of any of our other structured programs.

The Open Recreation program will provide some basic structure for students that want to drop in and recreate. The structure provided will be items such as reserving times specifically for basketball, volleyball and badminton each day and week. This will allow students and members to know when they can take part in those activities. The Open Recreation program will also manage the operations of the facility.

The student staff of the Open Recreation program will staff the building during all of its open hours. They will staff the front check in counter and enforce policies throughout the building. This is another great student leadership position as the Open Recreation students will learn the skills needed to supervise others, understand the importance of reliability (opening the building on time) and the enforcement of rules and policies among their peers.

---

## **CAREER SERVICES CENTER**

---

The Career Services Center at the University of California, Merced assists students and alumni in reaching their full potential by offering comprehensive career development services to the university community. Specifically, the Career Services Center provides resources for:

- Career Assessment and Career Counseling
- Career Exploration
- Internships and Other Experiential Education Opportunities
- Part-Time Employment
- Post Graduation Job Search
- Graduate School Search

To accomplish this mission, the Career Services Center forms strategic partnerships with the university’s faculty, staff and administration, along with business, government and non-profit organizations.

### **Career, Internship and Student Employment Resources**

Specific programs to achieve the mission stated above include:

- **Career Assessment and Career Counseling**
  - Assessments that address interests, personality style, skills and values
  - Individual advising and counseling on a drop-in and appointment basis to address issues such as choice or change of major, initial career choice and

change of career

- **Career Exploration**
  - Career Services Center Library that includes resources on a wide variety of career fields
  - Computer based career information systems
  - Links to career specific information on the Internet
  - Career Information Network
  - Career Information Fairs
  
- **Internships and Other Experiential Education Opportunities**
  - Collaboration with employers to develop new, or enhance existing, internship programs within the employers' organizations
  - Collaboration with faculty to establish internship courses allowing for academic unit credit for participation in an internship
  - Directories of local, regional, national and international internship opportunities both in print and on the internet
  - Career-related Internships: available through UCM departments, units and programs; for academic credit or for compensation that are posted via the Career Services Center website
  - Internship Fairs
  
- **Part-Time Employment**
  - On-line off-campus and on-campus employment listings
  - Work-Study Program: available to students who are determined eligible for a work-study award by the Financial Aid Office
  - Summer job listings
  - Part-Time, Holiday and Summer Job Fairs
  
- **Post Graduation Job Search**
  - Individual job search strategy counseling.
  - Career Services Center Library print and internet resources on job search, employer information, resume, CV and cover letter development and interview skills
  - Resume/CV/Cover Letter review and critique
  - Mock interviews
  - On-Campus Interviews
  - Career Job Fairs with profit, non-profit and government organizations
  - On-line career job listings
  
- **Graduate School Search**
  - Career Services Center Library print and internet resources including graduate program directories, graduate school selection, graduate school admissions strategies, developing effective personal statements and graduate school admissions interviews
  - Graduate school fairs

- **Workshops**

- “Don’t Let Your Future Happen to You: Intentional Career Planning”
- "Major Decisions: How to Choose a Major”
- "What Can I Do With a Major In...?"
- Group Administration and Interpretation of the Myers-Briggs Type Indicator
- Internships: The Answer to the Age Old Questions, "How Do I Get a Job without Experience and How Do I Get Experience without a Job?"
- “Resumes and Cover Letters 101”
- “Advanced Resume Writing: How to really get the interview”, “Interviewing Success”
- Interview Success: Beating the “Sweaty Palms Syndrome”
- Job Search Strategies that Work
- Etiquette for Career Success
- “Views from the World of Work” - (panel presentations by professionals employed in career fields related to the majors offered by UC Merced)
- “Blue Jeans to Business Clothes: Making the transition for College to Work”
- Applying to Graduate School
- Workshops on other career related topics can be requested with a two weeks notice.

---

## **COUNSELING SERVICES**

---

Counseling Services provide short-term individual and group counseling at no cost to register UC Merced students. Services are provided by a licensed psychologist.

Common issues that are addressed include: stress, adjustment to university life, anxiety, depression, relationship issues, sexual assault/rape, grief/loss issues, homesickness, family problems, eating issues, substance use/abuse, academic difficulties, and multicultural issues. Counseling Services provides a safe and confidential environment for students to talk about their issues and concerns.

### **Confidentiality**

Counseling Services staff adheres to state laws and ethical standards that require that all client information is held in confidence. To provide effective service, your therapist may discuss your case with other *Counseling Services* staff (i.e. their supervisors or colleagues). Also, *Counseling Services* staff may consult with medical staff at the Student Health Center according to state law for discretionary disclosure to qualified medical providers as needed for diagnosis and treatment. All confidential client information will be disclosed to others only with your written consent or in accordance with state law and University policy. State law requires that health and mental health professionals report certain situations such as suspicion of child or elder abuse, or serious danger to self or others.



---

## **DISABILITY SERVICES**

---

The University of California, Merced, is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Disability Services Center (DSC). The philosophy of the DSC is to promote independence and integrated participation in campus life for students with disabilities. The DSC staff is available to answer questions that prospective students may have about services for students with disabilities on campus. The DSC staff also provides information to faculty on working with students with disabilities.

### **Determining Eligibility**

At the University level, students have the right not to be identified as disabled. For this reason, students must take the initiative to contact the DSC and request academic accommodations. The student must provide the DSC with written documentation of a disability from a diagnosing professional.

Under state law, individuals are eligible to receive reasonable accommodations on the basis of disability if they have a physical or mental condition that limits a major life activity. Where the educational or other functional limitations related to the student's disability require it, reasonable academic accommodations will be provided to the student. The determination of the need for, and type of, reasonable accommodations is made by the Director, in collaboration with other University personnel and the student.

### **Academic Support Services**

Academic support services are designed to provide equal access to all students. To be eligible for services, students must provide appropriate documentation. Each service must be approved by the Director and is generally tailored to the individual need of each student. Services and programs include:

#### **Services to Students with Learning Disabilities**

Students with learning disabilities have processing disorders which affect the manner in which they take in information, organize it, retain it and express the knowledge and understanding which they have. Although students with learning disabilities at UC Merced have intellectual abilities comparable to all other students, they may have deficits in reading, spelling, written expression, and/or quantitative reasoning. On an individual basis, students who have a diagnosed Learning Disability will be provided with those accommodations needed to assure their full participation in the educational programs offered by the University.

## **Mobility Assistance**

Students with permanent disabilities who are in possession of a California Department of Motor Vehicles Disabled Person Parking Plate or Placard are eligible for the UC Merced Disabled Student Parking Permit. Students with temporary disabilities must have documentation from a physician which describes the medical problem and includes an end date.

## **Interpreter and other services for Hearing Impaired Students**

In order to have access to classroom information, students who have a hearing limitation have traditionally used sign language interpreters, real time captioners, and note-taker services. Students who are hard of hearing may benefit from assistive listening devices and note-takers.

## **Special Test-taking Arrangements**

A student may need alternative test-taking conditions to accommodate a disability. Examples may include extended time to complete exams, a computer for essay exam writing formats, large print, Braille, or quiet testing areas. Test arrangements are made by the student directly with faculty or, in some cases, with the Disability Services Center. The alternative testing arrangement allows students to perform closer to their knowledge and ability and does not, in any way, compromise the testing process. Naturally, the content of the exam is not altered.

## **Note-taking Services**

Students with disabilities, such as those with sensory, manual dexterity or auditory processing deficits, may require note-taking assistance to compensate for their specific disability. Note-takers are students enrolled in the same class who are paid by the DSC to copy their notes by a predetermined day and time.

## **Transcription Services**

Transcription assistance is available to students whose disability-based needs cannot be met by their independent use of voice activated computing. As necessary, the DSC can fund a transcriber for students who need typing for assignments or exams.

## **Reader Services**

Students may need alternative access to print material. Students with learning disabilities or visual impairments may need their required reading in alternative formats, such as Braille, audiotape or large print. Students are required to obtain books and reading materials that are already available in alternative formats, such as Recording for the Blind and Dyslexic (RFBD). The Director will facilitate your membership to RFBD or approve readers to tape your printed materials. In cases where the required reading materials are

unavailable from RFBD, the DSC will make arrangements to reproduce these materials in a format consistent with the student's identified educational needs.

---

## **OFFICE OF FINANCIAL AID AND SCHOLARSHIPS**

---

The Office of Financial Aid and Scholarships (OFAS) directly awards and coordinates all forms of financial support to both undergraduate and graduate students at the University of California, Merced. The mission of the OFAS is to identify available resources, determine students' eligibility for those resources, and then make those resources available to students. This mission must be completed in a timely manner and in support of the academic mission and University priorities.

The OFAS strives to make a college education affordable for all students regardless of their families' financial situations. While students are expected to contribute a certain amount toward their education, UC Merced offers a number of financial aid and scholarship resources to assist students in meeting their educational expenses.

The office is comprised of one Director, three financial aid advisors, one half-time administrative assistant and one half-time programmer. Together they administer numerous institutional, state and federal financial aid programs.

---

## **OFFICE OF THE REGISTRAR**

---

### **Office of the Registrar Mission Statement:**

The UC Merced Office of the Registrar supports the academic mission of the University of California by providing services to students necessary to attain their educational goals. The Office of the Registrar operates with a core group of expert staff utilizing the latest in technology to enable an intuitive, immediate, accurate and personalized customer service experience. Our services are designed upon the principles of mutual respect, fairness and sensitivity to the differences in the needs and backgrounds of the individuals who we serve.

### **Office of the Registrar Services:**

The Office of the Registrar provides services to students and the public in the areas of registration, classification of residence for tuition purposes, application/certification for veteran's benefits, enrollment in special programs (i.e., Education Abroad, Inter-campus Exchange Programs, etc.), and class enrollment. The Registrar's Office maintains accurate academic records for each student who registers, processes mid-term grades and records final grades, records changes to the academic record, manages hold processes,

issues transcripts, performs enrollment verifications, and conducts degree audits and issues diplomas.

Services to staff and faculty include assignment of classrooms, release of class rosters, development of the academic calendar for instruction, scheduling of final exams, data maintenance and reporting, and providing the electronic and printed General Catalog and Schedule of Classes. The Office of the Registrar also administers the entire Summer Sessions operations including defining and marketing summer courses, special programs and conferences; working with the academic schools for faculty assignments; scheduling rooms and final exams, etc.

The office is comprised of the University Registrar, one half-time Assistant Registrar, three student affairs officers, one half-time administrative assistant and one half-time programmer.

---

## **OFFICE OF STUDENT LIFE**

---

The Office of Student Life at UC Merced provides services that support student education, development, and growth on campus and in society. The programs and services provided by the Office of Student Life allow students to explore pursuits outside of the classroom which will aid in their personal and professional development. Students will have the opportunity to participate in activities related to leadership development, intercultural awareness, clubs and organizations, student government, community service, activity and event planning, and judicial affairs.

### **Student Life Program Components**

#### **Leadership Development**

The Leadership Development program at UC Merced will serve to provide students with an opportunity to explore leadership principles and models, assess their learning and leadership styles, participate in workshops and seminars, learn to work with teams and individuals, and examine issues of ethics and role modeling. Those who participate in these programs will gain skills which will assist them in critical thinking, ethical decision making, social development, and professional preparation.

- **Leadership Series:** A leadership series taught by staff and/or faculty members will provide students with an opportunity to explore current leadership models, theory, and practice. Additionally, students will have an opportunity to review such topics as communication skills, leadership styles, group dynamics, cross cultural communication, conflict mediation and resolution, and ethics and civic responsibility. Workshops will be offered on a bi-weekly basis and allow for active participation and engagement.

- **Passport Program:** Students will have an opportunity to participate in workshops similar to those offered in the Leadership series, but will complete a specified number of workshops in the series as a cohort. They may be given tasks or projects to enhance their leadership experiences and skills outside of the series workshops. Participation in this program and successful completion of the Passport Program will lead to a certificate of achievement.
- **UC Merced All-campus Leadership Conference:** An all university leadership conference will be held annually. Faculty, staff, and community members will present workshops for students as leadership experts and consultants. This conference will allow faculty, staff, and students to attend sessions together, engage in networking opportunities, participate in dialogue regarding student issues as they relate to the growth of the university, and to provide skill building sessions for student leaders and emerging student leaders.
- **Yosemite Leadership Program (YLP):** Through a partnership with Yosemite National Park and Delaware North, the UC Merced campus will provide a unique leadership opportunity to its students. Participants in the YLP will have an opportunity to participate in traditional leadership seminars offered on campus with topics ranging from communication skills, leadership styles and skills, ethical leadership, and conflict resolution. Additionally, students in this program will also be privy to topics such as environmental stewardship, social change theory, and the politics of national parks. Students in this program will have an opportunity to participate in community service projects in Yosemite National Park, such as meadow and stream restoration, and learn about the business end of park operations by participating in internships sponsored by Delaware North, the Yosemite National Park concessionaire. Students who participate in this semester/year long program will be eligible for certificates of achievement, academic credit, and consideration for employment at Yosemite National Park.
- **Internship Program:** Students will be given the opportunity to work with the Office of Student Life and other Student Affairs Offices to gain work and leadership experience through an internship program. Students will volunteer an average of 10 hours per week in their chosen office, and will be mentored/supervised by a Student Affairs professional. Learning outcomes will be identified and a mid semester evaluation will be provided for each participant. Students who participate in this internship program will be eligible for university credit.

### **Intercultural Programs**

UC Merced students represent the diversity of California and the U.S., and the richness that the Central Valley has to offer. Students on campus at UCM will have an opportunity to grow and develop in the areas of intercultural awareness, cultural competence, cross cultural communication, ethnic/cultural sensitivity, diversity dialogue and appreciation. UCM will have the opportunity to participate in workshops, seminars,

festivals, and dialogues that highlight, educate, and celebrate the diversity of our campus, community, and nation.

- **Rainbow Festival:** Each year the University of California, Merced will host a celebration of culture and heritage, highlighting the history, growth, development, challenges, successes, and ethnic/cultural richness of our diverse University community. This festival will include keynote speakers, guest lecturers, workshops, film presentations, and networking opportunities for University and community members. This festival will last two to three days, and will involve all levels of campus staff, faculty, administrators, and students.
- **Intercultural lecture series:** Lectures provided by faculty, staff, community members or national speakers will highlight issues and topics such as race relations, cross-cultural communication, women's and men's issues, Gay/ Lesbian/ Bisexual/ Transgender education, cross cultural conflict resolution, current trends and issues in diversity education, the economics of culture, race and religious diversity, and the politics of race and gender. Students will have an opportunity to connect with speakers and to dialogue during interactive presentations and workshops.
- **International Day Festival:** The University community will share a multicultural experience as students, staff, and faculty have an opportunity to dialogue about issues, listen to presenters, sample ethnic and cultural foods, watch cultural performances, and showcase personal and group talents.
- **Film Series:** A diversity film series will highlight cultural complexities from a historical, political, economic, dramatic and comedic perspective. The cultural/diversity related film will be shown on a bimonthly basis and open to the University community to spur dialogue and critical thinking about historical and current diversity issues.

## **Community Service**

Community Service and civic responsibility is a core principle that we want UC Merced students to embody. The community service program at UCM will allow students to gain information and exposure to local, regional and national issues, entities, and service programs. Students will be able to choose the volunteer experiences they wish to have. The UCM community service program will allow students to select programs, projects and tasks to volunteer for. These opportunities may be on campus or in the community, and range from volunteering in a soup kitchen or a hospital, to working with Habitat for Humanity to build homes. These experiences may range from volunteering for an hour to volunteering to work with an organization for a year. Students who participate in these volunteer opportunities will benefit from improved self esteem, strengthened community connections, a broadened understanding of local community issues, and strengthened leadership and intercultural skills.

## **Student Government**

The purpose of Student Government is to express the opinions, recommendations, and suggestions of the student body to the administration and faculty of UC Merced. The primary functions are to provide a voice for UC Merced students, to conduct Community Service projects, and to coordinate school activities that represent the interests of the student body. The purpose of Student Government shall be to participate in the overall frame-work of University governance and to address the interest and concerns of students and the University community through student representation and the promotion of student organizations and activities.

### **Primary Student Government Roles and Functions:**

- Student Government is the voice of the students to the Administration and Faculty.
- Utilizing the annual budget of more than \$15,000 to support the Student Government and approximately 43 other student organizations.
- Through the Rules and Regulations Branch, consider and vote on requests brought to the Student Government by campus organizations for funding and sponsorship.
- To interact with the broader university through its student representation on faculty-senate committees.
- To act on all matters which directly or primarily affect students, student rights, privileges, responsibilities, and student organizations.

### **Student Government Advisory Committee:**

The SGAC provides an opportunity for students to express creativity and to incorporate their ideas into the university. The SGAC will help the student government to organize large-scale programs and student events. The SGAC will also act as a student voice to the administration and as advocates for student needs. There will be opportunities for students to network with administration, community officials and other students. The SGAC will provide a strong and lasting foundation for the integrity of the student body.

The initial SGAC objective is to gather ideas to get the foundation started. The key objective of the first semester will be to create a constitution and by-laws and prepare the student body for the inaugural election. There are many factors to take into consideration while creating such groundwork; therefore the SGAC proposes 5 focus committees to get the operation started. These focus committees are: Campus Rules and Guidelines, Legislative, Inaugural Election, Student Advocacy, and Budget and Finance.

## **Student Clubs and Organizations**

Student Organizations promote student involvement as an integral part of a University education. The Office of Student Life serves to register student organizations, and

provide services, information, education, support, and advising to assist with the development and strengthening of students and student groups. Working with University and community partners, including student group advisors, alumni, and national organizations, and through education on University resources, policies, and procedures, Student Organizations provides leadership development, organizational management, and skill development opportunities in an effort to empower students, to support quality learning experiences outside of the classroom, and to encourage active, thoughtful, involved community citizens.

### **Campus Activities and Events**

The campus activities program seeks to support and enrich the learning experience of each student while enrolled at UC Merced, and to help prepare students for the self-directed lives of service and community involvement beyond graduation.

University Campus Activities provides social, recreational and educational opportunities for intellectual enrichment, community involvement, and personal growth through a variety of co-curricular and extracurricular programs, services, and facilities. These activities which are housed in the Office of Student Life are committed to the development of the whole student and the cultivation of community on campus. Campus Activities collaborates with the academic and residential programs of the university in support of the institution's mission, preparing students for lives of individual initiative, learning, service, achievement, leadership, civic responsibility, and personal fulfillment.

### **Judicial Affairs**

The Office of Judicial Affairs exists to serve the University community regarding issues of academic and social conduct as it relates to students. The mission of Judicial Affairs is as follows:

- To facilitate student learning opportunities for ethical growth and development in connection with disciplinary, grievance, or conflict resolution processes;
- To support the educational mission of UC Merced by supporting, publishing, enforcing, drafting, and interpreting standards of behavior as they relate to policies and procedures;
- To facilitate student learning opportunities for ethical growth and development in connection with disciplinary, grievance, or conflict resolution processes;
- To promote academic integrity and responsible conduct through outreach and education; and
- To work to maintain a safe and orderly campus environment consistent with academic excellence, conducive to learning, and fostering respect for others and for the University's work of teaching, research, and service.



## **Essential Campus Functions**

- Administer the student disciplinary system to ensure just and prompt resolution of alleged student misconduct.
- Promote ethical growth and development of students involved in the discipline process; and uphold standards of excellence.
- Publish behavioral standards for students, conduct outreach, and provide consultation regarding academic integrity and social responsibility, student discipline, and grievance processes; promote campus awareness and discussion to prevent misconduct and encourage integrity and ethical behavior.
- With the Student Response Team, coordinate responses to high-risk or disruptive situations or individuals.
- Provide information and assistance to students regarding grievance processes and student rights; respond to student grievances in a manner that fosters a climate of fairness, civility, and mutual respect.
- Review, revise, and interpret campus policies pertaining to student responsibilities and rights; maintain centralized and confidential student disciplinary records.
- Provide leadership opportunities for students in outreach, peer education, and student discipline.

---

## **STUDENT ADVISING AND LEARNING CENTER**

---

The Student Advising and Learning Center (SALC) provide services to promote student persistence and academic success during their undergraduate experience, and beyond. The five areas that the SALC oversees are:

1. Academic advising for “undecided” students; coordination of advising for those with declared majors through collaboration with the Schools.
2. New Student Orientation.
3. Prestigious Scholarship competition advising and support.
4. Pre-professional graduate advising and support (health-related professions, law).
5. Learning support (tutoring, skills workshops, student success workshops).

### **1. Academic Advising**

Currently, there are two academic advisors housed in the SALC, one with full-time responsibilities for working with the undecided, and the Director of the SALC, who dedicates approximately .3 FTE of her appointment to such endeavors. This staff reports to the area of Student Affairs. Academic advising services in the SALC include: course selection and planning each semester; guidance throughout the semesters with regard to adding, dropping and succeeding in classes; referral services to resources on campus and off that enhance student wellness and success in college; workshops on how to choose a

major, and how to navigate the UC Merced graduation requirements; drop-in opportunities nearly always available for general conversations and support to students; information regarding general policies relevant to any aspect of the student experience.

## **2. New Student Orientation**

New Student Orientation is a program offered and strongly encouraged for all incoming students; it is offered concurrently with a program for parents and families. The inaugural season of New Student Orientation comprised five full-day events throughout July and August, each with 140-220 students in attendance. A similar program is offered for one day in January for incoming spring students.

Program content for New Student Orientation consists of: readiness exam administration in chemistry and pre-calculus, for students in related majors; academic advising; course registration; information sessions on all manners of student service such as campus police, dining, career services, counseling, financial aid, registration, resident life, student activities, and much more. This event also includes sample lectures offered by faculty members to help familiarize students with the classroom environment in college. The parents' program covers similar topics, in addition to a faculty panel and a student panel for questions and answers.

The 2005 New Student Orientation received excellent reviews from its participants. Students and parents attended at an anomalous rate, compared nationally and within the UC system, with a ratio of 4 parents for every 3 students in attendance, and approximately 90% of all undergraduates participating. The SALC also coordinates new graduate student orientation, with 100% attendance in 2005.

Further innovations are planned for New Student Orientation, including addition of an overnight component, and expansion of academic content within the event.

## **3. Prestigious Scholarship Competitions**

The SALC is headquarters for information and application support, interview coaching, and referral services for students aiming to participate in highly competitive programs such as the Truman, British Marshall and others. In collaboration with the three Schools, the SALC Director distributes information about these programs to all freshmen at their first interaction with an advisor. It is the focus of the SALC to educate all students and their family members about highly prestigious programs beginning in the freshman year, in order to facilitate long-term goal-setting for ambitious students.

## **4. Pre-Professional Graduate Program Admissions Advising and Support**

In collaboration with the School of Natural Sciences and Career Services, the SALC assists students who are planning to apply to medical, dental or other health professions programs with strategies for building their experience and competitiveness for such. The SALC Director works with student club leaders to

coordinate informative workshops that help to prepare aspiring medical professionals, and pre-law students, by networking with professionals and organizations connected to the relevant fields of specialization.

**5. Learning Support (tutoring, skills workshops, student success workshops)**

A primary function of the SALC is to provide **peer tutoring** for courses that develop students' basic skills in pre-chemistry, writing and pre-calculus. Approximately 80 hours weekly of tutoring in these areas is available on a drop-in basis, free of charge to students in these courses. Approximately 70 hours of one-on-one writing tutoring is also available each week. Paid tutors are selected from the student body based on their background and accomplishments in the related fields of study, in collaboration with faculty when appropriate. The SALC Director trains the tutors on an ongoing basis in areas such as communication skills, methods for promoting self-empowerment among learners, eliciting questions, how to ask probing questions, referral processes to student services for peers in need of other forms of assistance, intercultural awareness, and techniques for advancing writing skills in one-on-one tutorials. Training occurs through group meetings, ongoing readings and e-mail exchanges with the Director, and required, weekly written reflections on different topics in tutoring.

Tutorials are also available in first-year physics, and writing support for first-year history and literature courses, in response to faculty and student requests. Availability of tutoring is ample for those who request it.

**Study and other skills workshops** are offered periodically, in response to faculty requests, in addition to regular planning. Attendance at these workshops is voluntary. The first three workshops, in time management, study skills, and test-taking strategies attracted a total of 134 students. Further workshop topics for the 2005-06 year include: motivation, test anxiety, know your learning style, goal setting, and utilizing your faculty office hours.

**Student Success Workshops** are offered at mid-semester, shortly after mid-semester grade reports are issued. All students in lower-division courses receive a mid-semester grade report online, issued by their instructors in collaboration with the Registrar. A registration hold is placed on all freshmen with a D or F grade in any course at mid-semester. In order to have the hold released, these students are required to attend a Student Success Workshop.

These workshops last one hour, and they open with a self-assessment exercise in which students identify, by a check-off list, elements that may be affecting their ability to work to their fullest potential. These items include personal issues (relationships, family pressures, health and dietary problems, depression and loneliness, easily distracted by friends), academic issues (under-prepared for courses, unsure how to take notes, weak study skills, skipping classes, skipping reading assignments, poor self-discipline, substituting memorization for learning), and motivation (unsure about wanting to be in college, feeling that life is "on

hold,” lack of interest in learning). After this exercise, the students listen to a brief presentation on academic policies and the consequences of poor academic standing. Finally, the students break into small groups facilitated by academic advisors, student services staff members and faculty volunteers to discuss their self-assessments and the potential solutions to their problems. The session ends with each student writing and reading aloud to his or her group a success plan, listing at least 5 changes that they will make. Facilitators keep copies of the success plans, and they contact the students after the workshop to see to it that the students are working their way out of academic peril.

## **6. Overview of Academic Advising in the Schools**

School Advisors work with students in the majors offered in their areas specifically, and they see their advisees through to degree completion. The Schools of Natural Sciences, Social Sciences, Humanities and Arts, and Engineering each have one full-time academic advisor. Their duties consist of: course selection with their students and planning each semester; guidance throughout the semesters with regard to adding, dropping and succeeding in classes; referral services to resources on campus and off that enhance student wellness and success in college; workshops on how to choose a major, and how to navigate the UC Merced graduation requirements; drop-in opportunities nearly always available for general conversations and support to students; information regarding general policies relevant to any aspect of the student experience.

School advisors and SALC advisors meet regularly to discuss curricular and policy changes, and to collaborate on innovations to their practices. School advisors work within Academic Affairs, although they serve as a key conduit between their area, and Student Affairs.

---

## **STUDENT HEALTH AND WELLNESS SERVICES**

---

The mission of Student Health & Wellness Services is to help each student achieve maximum physical and emotional health so that each may participate fully in the academic and personal growth opportunities afforded by the university. Student Health & Wellness Services is committed to providing the highest quality primary health care, health education and wellness promotion through caring, accessible and affordable services to the university community. The unique mission of Student Health & Wellness Services is essential to the University for meeting its teaching, research, and public service mission.

### **Student Health Center**

The Student Health Center is staffed not only to provide illness and injury care, but to act as a resource to students with questions regarding their health and wellness. Students with chronic or complex illnesses are evaluated and referred to an appropriate off campus

medical facility. University faculty and staff may also seek first aid medical care at the Student Health Center.

The Student Health Center is temporarily located in the Terrace Center next to the Housing Office. The permanent home of the Student Health Center will be the Joseph Edward Gallo Recreation and Wellness Center, scheduled for completion in Fall 2006.

The Student Health Center is open to all registered students of the university. The current operating hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The Student Health Center is staffed with a certified Family Nurse Practitioner and a Medical Assistant. Our Medical Director is a board certified physician in Family Practice. The Medical Director provides medical oversight and some direct clinical services to students as medically needed.

Current Medical Services include:

- 24-hour Advice Nurse – through Student Health Insurance Plan Blue Cross Med-Call
- Contraception Services
- Primary Care
  - Walk-in Care/Same Day Care
  - Appointments
- Physical Exams/Screening Assessments
- Immunizations & Injections
- Medication Management
- Men's Health
- Nutritional Counseling/Weight Management
- Women's Health
- Lab Testing
  - On-site CLIA Waived Lab Testing
  - Reference Lab Testing
- Pharmacy
  - Sample Prescription Medication
  - Over-the-Counter Medication

### **Health Education**

One of the primary roles of Student Health & Wellness Services is to be available as a resource to students who have questions regarding their health & wellness. With health education brochures, handouts, individual health counseling, and online resources, Student Health Services attempts to optimize student wellness, with an emphasis on prevention.

We are committed to planning for and responding to the needs a diverse and changing student body by offering relevant and current information about health issues. We are dedicated to providing resources that will assist students in preventing disease, staying healthy, helping others and/or coping with health problems.

Some of our health education categories include:

- Tobacco/Smoking Prevention
- Alcohol Use/Abuse Issues
- Nutrition/Weight Management
- Sexual Health
- Stress Prevention
- Substance Use/Abuse Issues

### **Peer Education**

The mission of the Peer Health Educator (PHE) Program is to provide an effective peer network to encourage, support, and advance healthful living for all UC Merced students. The PHE program promotes the seven (7) aspects of wellness as an attempt to make students aware of the importance of a balanced lifestyle and approach to learning. PHEs have the unique opportunity to participate in small, weekly group meetings with a trained Health Educator to learn important counseling, listening, and group facilitation skills. They learn the most current information on a variety of health related topics including general wellness, eating disorders/body image, alcohol and substance abuse, and sexual assault prevention. In addition, PHEs are trained to facilitate interactive presentations, discussions, panels, workshops, and health awareness events for UC Merced students within the residence halls, classrooms, student organizations, and off-campus organizations. PHEs gain important leadership skills, develop teaching and public speaking skills and have the opportunity to work with other students and campus staff. The PHE Program is open to all UC Merced students regardless of major or class year.

### **Wellness Promotion**

Wellness has a direct relationship with educational excellence, helping to promote students to their highest potential. Our student health programs, policies and practices are designed to support the university mission through promotion of independent thought, understanding of self, ethical conduct, and the relationship of self to community. It is a dynamic equilibrium among body, mind and community through individual responsibility and positive lifestyle choices.

Wellness focuses on self-responsibility and encompasses seven different dimensions: physical, occupational, emotional, social, intellectual, spiritual and environmental. Each of these dimensions is separate, yet interrelated. Once a student learns to achieve a good balance among these dimensions, they can function at their optimal level – essential for becoming a successful student at UC Merced.

### **Health Insurance Management**

All registered students of the University have a non-academic mandate to carry major medical insurance. UC Merced Student Health Insurance Services manages a health plan

for students that do not have coverage available to them. UC Merced utilizes Somerton Student Insurance Services to broker a medical plan, in addition to a dental plan for undergraduate and graduate students and a vision plan for graduate students.

The Health Advisory Committee annually reviews the options for undergraduate and graduate students and analyzes the recommendations from the Health Services & Insurance Administrator. Benchmark information is used from the other nine University of California campuses for comparative analysis.

---

## **STUDENT HOUSING AND RESIDENCE LIFE**

---

UCM Student Housing and Residence Life currently offer on-campus housing for academic-year students. We are in the process of developing our summer session housing program and summer conference program.

### **UCM Student Housing and Residence Life Philosophy and Goals**

Student Housing at the University of California Merced is dedicated to providing a safe, civil, and healthy environment conducive to active learning and personal development. We ambitiously offer intentional opportunities in support of our resident's academic and personal success while attending the University of California, Merced.

We will accomplish this by:

- Committing to initiatives that support and maintain personal health and safety
- Stimulating and maintaining the integrity of individual growth and ethical development
- Acknowledging and supporting personal differences within our residential community
- Encouraging social responsibility and civic awareness
- Creating valuable leadership opportunities for students and staff
- Ensuring the support of intellectual initiatives
- Creating meaningful partnerships that strengthen the residential community
- Developing caring, competent staff who respond to student needs and concerns

*Adapted from the College of New Jersey*

### **Programming Learning Outcomes**

The UC Merced Student Housing experience extends beyond providing residents a safe, secure, comfortable, and convenient place for students to live and eat. In fact, Student Housing plays a vital role in enhancing the "Student Experience" by facilitating opportunities for continued learning and the application of these skills outside the classroom setting.

One of the primary means to achieve this goal is through programming, the implementation of intentional opportunities to further develop a resident students' potential. The model below, adapted from the *Guiding Principles for General Education*

at UC Merced, provides a framework from which the RA staff implement these learning opportunities. It is the goal of UC Merced Student Housing staff to engage residents in further developing beneficial skills and knowledge about the areas outlined in the categories below.

- **Civic Leadership**
  - Develop an appreciation for the diverse perspectives which makes individuals and groups unique and important within our society
  - Become an environmental steward by demonstrating care for future generations through sustainable living and environmental and societal responsibilities
  - Assume an active role in bettering your community
  
- **Celebrating Community**
  - Develop a personal understanding of what it means to be a contributing member of a community
  - Achieve social wellness through the creation and maintenance of healthy relationships
  - Assume responsibility for oneself and support others to achieve the full promise of one's abilities
  - Recognize individual and group achievements and contributions for the betterment of community
  - Appreciate and be knowledgeable about all forms of human creative expression (art, literature, etc.) and its role in shaping/defining community
  
- **Ethics and Decision Making**
  - Develop a personal understanding of what it means to be ethical, just, and moral
  - Knowledge of how to assemble, evaluate, interpret and apply various and diverse factors bearing on decisions
  - Ability to apply ethical practices in their communities and professions
  
- **Leadership and Team Work**
  - Develop an appreciation for various leadership styles and further develop oneself as a contributing member of a community
  - Capitalize on ones ability to work effectively in both leadership and team roles
  - Make effective connections and integrate personal expertise with the expertise of others
  - Convey information to and communicate and interact effectively with multiple audiences, using advanced skills in written and other modes of communication
  
- **Student Success**
  - Be provided tools to implement a successful plan to navigate oneself through their college career and be prepared for life after college



- Be knowledgeable of the various academic and support services available to UC Merced students
- Understand the value of maintaining a healthy lifestyle balance

---

## **STUDENTS' FIRST CENTER**

---

The Students First Center (SFC) assists the University of California, Merced, in maintaining excellence in education, research and public service by offering a central location to assist students, parents and visitors with information about a variety of campus services. Located on the first floor of the Kolligian Library, the Students First Center should be a student's first stop for questions about admission, financial aid, scholarships, student records, and registration.

### **Services**

The Students First Center offers a variety of services including assistance with:

Admissions

Financial Aid

Records and Registration

Enrollment Services

Student Accounting and Cashiering

We also offer general information and assistance with inquiries about the campus community and local off campus resources.

### **Resources**

The following is a sample of some of the resources available at the Students First Center: UC Merced and local transportation pamphlets, Financial Aid, Admissions and Registrar forms, Yosemite area information and Campus and local event information.