



# STUDENT HANDBOOK

SIXTY ST

2023-2024





True and Correct Statement .....	6
Program or Policy Changes .....	6
Scope .....	6
Mission Statement .....	7
University Values .....	7
Institutional Learning Outcomes .....	8
Profile of a Graduate .....	8
Statement of Nondiscrimination .....	9
Conduct and Discipline .....	10
Student Code of Conduct and Discipline Statement .....	10
Sexual Harassment Policy .....	13
<b>Animals on Campus</b> .....	

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

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

Academic Freedom Statement for Students .....	31
Academic Honor Code .....	31
Collection of Student Assignments .....	33
Dean's List .....	33
Honors at Graduation .....	33
Plagiarism Detection Website .....	34
Student Records .....	34
Tardiness/Early Departure .....	34
Transcript Policy .....	34
Transcript Requests .....	35
Clinical Rotation, Practica, and Fieldwork .....	36
Nursing Student Clinical Schedule .....	36
Dental Hygiene Student Clinical Schedule .....	36

Clinical Work, Practicum, Fieldwork Experience, Fair Practice Standards ..... 37





At the University of Central Florida, we are committed to a culture where ethical conduct governs our interactions. We believe each member of the University community can significantly contribute to the fulfillment of our mission. We are committed to continuous assessment, evaluation, and improvement of student learning. We take very seriously our responsibility to make a positive impact on the communities that surround us geographically and professionally. We believe it is our institutional responsibility to identify, understand, and respond to student needs. We respond quickly to the needs of our students, faculty, and associates. We are committed to bringing innovation and creativity to the development and delivery of instruction, and in identifying solutions to complex and challenging problems. We encourage diversity of thought, ethnicity, culture and experience recognizing that through multiple and often differing perspectives offered in a collegial setting, the best ideas emerge. Through our stewardship, we develop solutions that make the best use of investments in time and other resources.



We are committed to a culture where ethical conduct governs our interactions.



We believe each member of the University community can significantly contribute to the fulfillment of our mission.



We are committed to continuous assessment, evaluation, and improvement of student learning.



We take very seriously our responsibility to make a positive impact on the communities that surround us geographically and professionally.



We believe it is our institutional responsibility to identify, understand, and respond to student needs.



We respond quickly to the needs of our students, faculty, and associates.



We are committed to bringing innovation and creativity to the development and delivery of instruction, and in identifying solutions to complex and challenging problems.



We encourage diversity of thought, ethnicity, culture and experience recognizing that through multiple and often differing perspectives offered in a collegial setting, the best ideas emerge.



Through our stewardship, we develop solutions that make the best use of investments in time and other resources.



Institutional learning outcomes are designed by the University as a whole, taking into account the role



Graduates should demonstrate a sustained and meaningful sense of service to their patients, clients, and communities. Graduates should have participated in community service opportunities that have increased their sensitivity to and awareness of the communities within which they serve.

Graduates should demonstrate altruism, integrity, dependability, compassion, respect, temperance, acceptance of criticism, emotional stability, self awareness, and resilience. Graduates should exhibit confidence in taking appropriate actions and have the aptitude to respond quickly in emergency situations. Graduates should exhibit personal accountability.

Graduates should be willing to execute their professional skills as a member of a team. They should exhibit a keen awareness of team dynamics, and be willing to be open-minded, seek common ground, and support and encourage all members of an inter-disciplinary health care team.

Graduates should be aware of the legal parameters of their scope of practice. They should abide by their respective professional code of ethics and/or oaths, as prescribed by each profession, and/or licensure body.

Graduates should contribute as leaders in their profession and understand their own strengths and weaknesses, and the importance of being flexible, and possessing good organizational and time-management skills to achieve a common goal.

Graduates should be active listeners and communicate well with patients, clients, and families to understand their needs and explain treatments. Graduates should communicate competently in written, oral, and electronic forms with patients, clients, and the healthcare team and should be sensitive to verbal and non-verbal cues.

Graduates should think critically and address problems proactively. They should exhibit sound judgment and reasoning such as the ability to measure, calculate, analyze, and synthesize information pertinent to problem solving when making decisions.

Graduates should be qualified and knowledgeable practitioners, as demonstrated by passing board and/or licensure examinations, course grades, and by clinical evaluations, such as preceptorships and field experiences.

Graduates should demonstrate knowledge of information resources and databases, to identify strategies for locating additional evidence-based resources to expand knowledge and skill bases, for referrals and reference. Graduates should possess the ability to utilize computer technology and apply this expertise in professional and clinical settings.

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



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

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



All West Coast University community members assume the responsibility for knowing and abiding by the Academic Honor and Student Conduct Codes. The Codes were designed to provide insight and guidance into the expected behaviors and decisions of students, as well as to support and foster a safe, respectful, and ethical learning environment. The Codes are not intended to be exhaustive. The University jurisdiction and Codes cover all students (including those applying), events and activities on University grounds, as well as events or activities related to the WCU community on or off campus.

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

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

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

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

- Suspicion, Charges or Violations of Federal, State or Local law on or off campus.

- Violations or attempted violations of WCU codes, policies, rules and regulations.

- Violations or attempted violations of Clinical Affiliates policies, rules and regulations.

- Abusive Behavior; including but not limited to:

  - Verbal Abuse, including but not limited to hostile or aggressive manner, profanity, derogatory or inflammatory language, defamation, coercion.

  - Behavior that poses a threat or danger to self and/or others, or potentially disrupts the WCU community, including but not limited to hazing, bullying, sexual harassment, hate violence, intimidation, harassment, violence, assault in any form, stalking, threats (even in jest).

- Disorderly and/or disruptive conduct; including but not limited to:

  - Obstruction of teaching, University activities and events on or off campus, individual or group activities (on or off campus) that violate/disturb others rights and/or safety, activities and events on University property. Accordingly, the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty is prohibited.

  - Disruptive behavior, including conversations unsanctioned by the faculty, is also unacceptable.

  - Incivility towards faculty, either in writing or verbally, to seek extra credit points, the ability

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

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

- Warning (verbal or written)
- Restitution
- Loss or restriction of privileges
- Forfeiture of Financial Assistance
- Probation
- Suspension
- Dismissal

Educational Activity; the list is not intended to be exhaustive:

- Reflection paper
- Class
- Documentation of specific goals and evidence showing achievement towards goals
- Community Service
- Research Paper
- Presentation

In the event of extraordinary circumstances or an emergency situation, the Campus Executive Director, working in consultation with University Administration Leadership, may temporarily by-pass the judicial conduct process and/or impose immediate conduct sanctions, including, but not limited to suspension or dismissal, as necessary to protect the University community. An extraordinary circumstance may be characterized by, but not limited to, dangerous or disruptive behavior to self or others, credible threats of harm to self, others, or campus facilities. If deemed warranted for campus safety, sanctions could occur prior to the start of the student judicial conduct process and without prior notification; however, if further investigation of the precipitating facts indicates that the situation does not warrant continued emergency action, the conduct process will be initiated as soon as possible to allow the accused student the benefit of due process.



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

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students, or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, appropriate disciplinary action shall be taken. Sexual harassment should be reported immediately to the campus Title IX Administrator (through the Student Affairs Office), University Title IX Deputy or University Title IX Coordinator. Every effort will be made to ensure that confidentiality is maintained.



Animals are not permitted onto the University campus unless they are trained service/therapy animals for persons with approved accommodations for a disability, or are brought onto the campus for a specific educational/University purpose (please see Disability Services to request accommodations).

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

- Service Animals and Service Animals in Training (including therapy animals) to support an approved disability accommodation.
- Animals used for academic teaching and instruction.
- Animals brought onto the University campus for a specific purpose and under conditions established and approved by the Executive Director in conjunction with the VP of Operations or their designee(s).
- As required by applicable law

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



The education and safety of our students, faculty, associates and guests/visitors on campus is a priority for West Coast University. A specific incident so, 3cent

, an dculd is

Minors are not permitted in classrooms unless prior approval has been received by the Executive Director, Faculty teaching the course and/or the Academic/Program Dean or Chair.

Minors must be well behaved and not interfere with work and/or activities on campus. If the minor becomes disruptive, the minor and accompanying adult may be asked to leave the area/classroom/event/campus/etc.

Certain areas on campus may be off limits to minors (such as but not limited to: labs, areas where there is a danger to themselves, equipment and/or materials).

Responsibility and Conduct of Students, Faculty, Staff and Adult Guests/Visitors participating in event or activity where a minor is present:

There shall be two or more students, faculty, staff or authorized adults present during all interactions where a minor is present.

Engaging in abusive or illegal behavior is strictly prohibited (including but not limited to: hitting, verbal abuse, physical abuse, mental abuse, emotional abuse, inappropriate touch, use of drugs or alcohol, inappropriate filming or recording of any kind, etc.).

Any known or suspected acts of abuse or illegal behavior must be reported immediately to the Executive Director or their designee, the Director of Student Affairs or Security Officer on campus. Depending on the type of reported activity, this report may trigger further reporting requirements. Any reports of suspected abuse should be discussed with General Counsel to determine such reporting obligations.

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

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

West Coast University takes Education with Integrity seriously. If anyone witnesses violations of any University policies, he or she is requested to report the violation immediately. Students who feel uncomfortable talking to the campus Executive Director should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, he or she may use the Ethics Reporting Hotline by calling (800) 448-1681 or they may do so online at: [www.integrity-helpline.com/accwcu.jsp](http://www.integrity-helpline.com/accwcu.jsp).



University events may be photographed, videotaped and/or recorded by West Coast University and/or a designated agent acting on behalf of WCU. Attendance and/or participation at WCU events such as Commencement, Simulation Center or Campus Grand Openings, Career Fairs, or Clinic Events constitutes consent for students, student guests and/or minor child(ren) of students or guests, to be photographed, videotaped, filmed or recorded for use in any media, print or electronic marketing/publicity now known or later developed for WCU, without compensation.

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

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



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

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

Violations of this policy will be addressed under the University Policy on Health Insurance.

Violations of this policy will be addressed under the University Policy on Health Insurance.



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

This policy applies to all University students, guests/visitors, and Associates and is in effect twenty-four (24) hours a day. Smoking is defined as carrying, holding or using a lighted cigarette, "e-cigarette," cigar or pipe of any kind or emitting or exhaling smoke of any kind.

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





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

West Coast University  
 1000 University Blvd  
 West Coast University  
 1000 University Blvd  
 West Coast University  
 1000 University Blvd



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



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

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

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

These laws do not prohibit WCU from:

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

Students of WCU are expected to abide by all WCU policies and those governing their chosen fields, including Copyright laws and the HIPAA Privacy Rule. Posting inappropriate material violates our Student Conduct Policy and may result in referral to the Conduct Committee for disciplinary action.

Please note that WCU reviews social media postings that identify the University on a daily basis. In addition, as a student, guest, volunteer, or individual representing or affiliated with WCU, all are expected to adhere to social media guidelines and policies of organization or event.



– Please remember to use good judgment and common sense when posting to social media outlets, and keep these guidelines in mind.

– When posting anything online, abide by Copyright laws and the HIPPA

---

---



As a general rule, West Coast University prohibits persons who are not University of cials or





All guests on campus are required to wear a West Coast University badge while on the campus. Adult guests will be asked to show a picture ID (e.g., driver's license) and sign-in at the reception desk, where a WCU guest badge will be issued to them. The guest badges are to be returned when guests depart. Guests who are accompanied by students, faculty, and/or staff may enjoy the common areas on the campus which include the Quad and the Student Commons, but they may not use University equipment, such as computers. Guests may enter the Admissions Offices, or Financial Aid Offices, or other administrative offices but only if they are on campus to conduct appropriate University business or with a student or guest who is on campus to conduct appropriate University business. However, guests are not allowed in classrooms, the library, or any of the laboratories without the permission of the Executive Director, the Director of Student Services, or the Academic/Program Dean.

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

Certain events and activities may be approved by the Campus Executive Director which allow for an exception or alteration of the check in and guest badge policy and process.



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



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

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

Please contact the Student Services Department for a copy of the Activities Request form or if you would like assistance requesting an event.



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


Students who experience difficulty in their coursework and have a need for academic support should first contact the appropriate academic administrator for the program of study to create an individualized academic success plan. Many faculty offer tutoring for their courses. The University will try to accommodate students' schedules in determining tutoring sessions, but students should realize that they may need to adjust their schedules to receive the kind of remedial or tutoring support required. Students may also contact the campus /Student Affairs Advisor to engage in further discussions about how to address academic improvement concerns.











The title of valedictorian has long been used to designate a graduating student who has achieved the highest academic achievement. For each commencement ceremony, the Academic Dean (in collaboration with Program Deans/Chair and Campus Executive Directors) will determine who will be selected as valedictorian for each graduating class. From those select students, a single valedictorian from each program at each campus will be selected to represent their campus at commencement. One of the selected valedictorians will be invited to speak at Commencement Exercises. The following criteria will be used, in descending order, to select undergraduate campus valedictorians. The candidate must have:

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

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

- ✓ The candidate completing the greatest number of credits in residence at WCU.
- ✓ The candidate with the highest grade point average on credits transferred into WCU.
- ✓ The candidate with the highest scores on challenge examinations.
- ✓ The candidate who represented the University throughout their course of study in an exemplary manner. Examples include but are not limited to:
  - ✓ Positions and participation in student leadership.
  - ✓ Volunteer time over and above minimum University requirements.
  - ✓ Special recognition while an active student.
  - ✓ Other awards, honors or recognition given by external organizations while the candidate is a student. The final selection will be made by a committee lead by the Academic Dean, with input of Program Deans/Chairs and the campus Executive Director.

Upon admission to West Coast University, the International Education Department issues new international students a certificate of eligibility to study as an F-1 student, the I-20 form. This document is used to apply for a student visa at a US Consulate or Embassy to enter the United States, and is your proof of legal status to be in the United States for the purposes of studying. Below is some important information regarding immigration.

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

**C** **B** : you are not required to apply for an F-1 visa to enter the US; however, you do need to pay the I-901 SEVIS fee prior to entering the US in F-1 status. Be sure to enter with all supporting documentation. You will then need to check in per the usual process with WCU.

Required documents:

I-20 Form

Passport, valid at least six months beyond the intended period of stay in the USA

One 2" x 2" photograph

An MRV fee receipt to show payment of the visa application fee

I-901 SEVIS fee receipt [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

Admissions letter from WCU

Financial documents

Documents to illustrate your connection to your home country

When & Where to apply:

---

---


---




- Find your embassy: [www.usembassy.gov](http://www.usembassy.gov)
- Visa Process: [travel.state.gov/content/travel/en/us-visas/study.html](http://travel.state.gov/content/travel/en/us-visas/study.html)
- Arrival Process: [www.ice.gov/sevis/students](http://www.ice.gov/sevis/students)
- Maintaining F-1 Status: [studyinthestates.dhs.gov/students/maintaining-status](http://studyinthestates.dhs.gov/students/maintaining-status)



- PDSO: Seram Lee, University Director, International Education  
(949) 398-2351, [SeLee@westcoastuniversity.edu](mailto:SeLee@westcoastuniversity.edu)
- Main DSO: Gilbert Cho, Senior International Education Specialist  
(949) 783-4036, [gCho@westcoastuniversity.edu](mailto:gCho@westcoastuniversity.edu)
- Florida DSO: Daniela Garcia, Campus Registrar  
(786) 501-7072, [DanGarcia@westcoastuniversity.edu](mailto:DanGarcia@westcoastuniversity.edu)
- Texas DSO: Avery Zastoupil, Campus Registrar  
(949) 783-4016, [aZastoupil@westcoastuniversity.edu](mailto:aZastoupil@westcoastuniversity.edu)
- LA DSO: Felicia Lockhart, Campus Registrar  
(818) 299-5517, [Felicia@westcoastuniversity.edu](mailto:Felicia@westcoastuniversity.edu)
- OC DSO: Hilda Pozos Flores, Campus Registrar  
(714) 782-1686, [hPozosFlores@westcoastuniversity.edu](mailto:hPozosFlores@westcoastuniversity.edu)
- Ontario DSO: Kimberly Holloway, Campus Registrar  
(909) 467-6039, [kHolloway@westcoastuniversity.edu](mailto:kHolloway@westcoastuniversity.edu)
- CGS DSO: Ana Bedran, Campus Registrar  
(323) 454-5033, [aBedran@westcoastuniversity.edu](mailto:aBedran@westcoastuniversity.edu)




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



You must apply for a “Reduction in Course Load” from the International Education Office if you must go below full-time in any term.

Valid reasons to go below full-time status are:

- Illness or medical condition
- Initial difficulty with English or reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement
- Completion of course of study in final term
- Border commuter student status



Employment off campus must ALWAYS be authorized.

During the school year, employment is limited to 20 hours/week.



A form of sharing of other student's work that the University takes a dim view of is when students compile "study guides" on the basis of memorizing questions from exams, and then broadly sharing those guides. This violates the independent nature of student preparation for assessment, and thus can be determined to be a violation of the code of conduct.

Assisting someone else to cheat, or knowingly allowing someone else to cheat.

Failure to report cheating to an academic official of the University.

Representing the ideas, expressions, or materials of another without providing the author with due credit.

Paraphrasing or condensing ideas from another person's work without proper citation.

Falling to document direct quotations and paraphrases with proper citation.

Fraud, deception, and the alteration of grades or official records.

Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research.

Purchasing or in some other manner obtaining and then submitting written assignments, homework, or examinations that do not represent the student's original work.

Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer.

Submitting work created for another course without instructor approval.

Misrepresenting oneself or one's circumstance to gain an unfair advantage.

Collaborating with another person(s) without instructor approval.

Selling or providing term papers, course work, study guide or assignments to other students.

There are several possible consequences for a student who has violated the University's Honor Code.

These include, but are not limited to:

- Failure of the assignment

- Failure of the course

  - A student is prohibited from withdrawing from a course in which an "F" grade is received due to a violation of the Honor Code

- Expulsion from the University

- Rescinding a certificate or degree



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

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is the responsibility of all members of



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

California, Illinois, Indiana, Michigan, Minnesota, Missouri, Nevada, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Texas, Virginia, Washington, Wisconsin, Wyoming

To request transcripts from WCU, students should visit their student portal and click on the **National Student Clearinghouse** link.

There you will find step-by-step directions on ordering, delivery and fees.

Students may also access the [www.studentclearinghouse.org/secure\\_area/Transcript/to\\_bridge.asp](http://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp) by clicking on the link directly or copying and pasting into your browser:

Students with holds will need to pay all required outstanding balances in full prior to receiving an official WCU transcript.

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

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

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

333 Guadalupe #3-460 Austin, TX 78701

2005 Evergreen Street, Suite 1050 Sacramento, CA 95815

To request transcripts, download and complete the request form found on the University website: [westcoastuniversity.edu/student-affairs/registrar/registrar-services.html](http://westcoastuniversity.edu/student-affairs/registrar/registrar-services.html)


Send the Transcript Request Form to:

WCU-Los Angeles, 12215 Victory Boulevard, North Hollywood, CA 91606  
Attn: Office of the Registrar




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

Clinical and practicum experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real-world



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




West Coast University's students are not to be paid for any of the activities they perform during their clinical rotations.

Clinical Affiliate sites are not to reduce their personnel as a result of the acceptance to host WCU clinical students.

A clinical instructor or preceptor is to be present at all times during the procedures in which students are actively involved in a clinical setting.

Students are allowed to procure gainful employment outside of their scheduled clinical rotation session hours.



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

A student's failure to comply with health insurance coverage requirements, especially those associated with clinical, practical, experiential, or fieldwork experiences or global studies opportunities may result in the inability to enroll in or removal from required courses or programs, which will likely result in a delay in the student's ability to complete the degree. It may also result in additional financial cost of



COVID-19 is a highly transmissible respiratory illness that the World Health Organization (WHO) has declared a pandemic. It causes symptoms ranging from mild to severe and can lead to life-threatening





The Financial Aid Office provides the following services for students:

- Provides information regarding costs of attendance, available sources of aid, financial aid eligibility requirements, and application procedures.
- Assists students with questions regarding financial aid applications, verification forms, scholarship applications, and payment plans.
- Provides student loan entrance and exit counseling as well as information regarding student loan repayment, deferment, forbearance, and consolidation options.
- Certifies eligibility for Federal Work Study jobs.
- Certifies eligibility for Veteran's Education Benefits.
- Certifies eligibility for state grants.
- Provides W-9 forms for scholarship sponsors.
- Certifies eligibility for book vouchers for the University's Virtual Bookstore.
- Financial literacy and budgeting information.

Students seeking federal or state financial assistance for direct or indirect education costs must first complete the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov/h/apply-for-aid](http://studentaid.gov/h/apply-for-aid) available on October 1st of each calendar year and include WCU's school code (036983) in the School Selection section of the FAFSA so that we receive a copy of your application. Student financial aid packages will be provided to eligible students on an academic year basis, as follows:


- Undergraduate Ground Programs: 40 weeks (two semesters)
- Online Programs: 32 weeks (two trimesters)
- MSOT, OTD, DPT, MPA & MSLP: 30 weeks (two trimesters)
- Pharm D: 32 weeks (two semesters)

Financial Aid Offer Notification along with financial aid Terms & Conditions are posted to the online student portal. It is the responsibility of the student to re-apply for financial aid each year. The campus Financial Aid Office will contact students via their University email address regarding required verification or loan documents. Students may also access the on-line portal to view a list of outstanding financial aid documents and electronically sign verification forms. To access the student portal, log in to [westcoastuniversity.srm-app.net](http://westcoastuniversity.srm-app.net) and click on the **Student Portal Home Page** link. Then click on the **My Financial Aid** link.

Students may view their financial account history at any time on the student portal.


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






West Coast University is approved for training of Veterans and eligible persons for most academic programs under the provisions of Title 38, United States Code. University Financial Aid Directors serve as Certifying Officials for each campus. Students interested in Veterans Educational Benefits should contact the Financial Aid Department for a current list of approved programs. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

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



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

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



West Coast University is approved for training of active-duty service members through the Department of Defense's Tuition Assistance Program. The Financial Aid Office at each campus is the designated point of contact for financial advising. The Student Affairs Office at each campus is the designated point of contact for academic advising and access to disability counseling. The Career Services Office at each campus is the designated point of contact for job search activities. Service members who wish to use Tuition Assistance must obtain advance approval from their Service, and must speak with an Educational Service Officer (ESO) or counselor within their Military Service prior to enrolling. Depending on your branch, you may be eligible to receive up to 100% Federal Tuition Assistance from military service, with a \$250 cap per semester hour and a \$4,500 annual limit.


Select your specific branch of service for more information on the Tuition Assistance program.

Air Force: [www.afpc.af.mil/benefits-and-entitlements/military-tuition-assistance-program/](http://www.afpc.af.mil/benefits-and-entitlements/military-tuition-assistance-program/)

Army: [www.armyignited.com/app/](http://www.armyignited.com/app/)

Marine: [usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/](http://usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/)

Navy: [www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm](http://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm)




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

To use the Top-Up, you must be approved for Federal Tuition Assistance and be eligible for Montgomery GI Bill

---


---

---




West Coast University is an approved Institution of Higher Learning for the receipt of Federal Work Study (FWS) funds. The FWS program encourages the part-time employment of enrolled and otherwise eligible undergraduate and graduate students to help pay for their education and to involve the students community service activities. The Federal Work-Study Program is a need-based, federally-funded financial aid program that is available to students that demonstrate financial need as determined by FAFSA ( Free Application for Federal Student Aid) results. Students hired under the Federal Work Study program are considered temporary, part-time associates.

Students interested in a Federal Work Study job will find a list of open positions on the Student Portal ([westcoastuniversity.srm-app.net](http://westcoastuniversity.srm-app.net)) by clicking the “FWS Positions” link under the “Resources” tab. It’s important to apply to open positions using your personal email address, not your WCU email address.



The Bursar/Business Office provides the following services:

- Accepts student payments.
- Provides information on student account balances, payment processing, financial clearance for registration, and 1098T information.
- Provides invoices to students, state agencies, and employers as requested by students.



Tuition for the program selected is due by the first class meeting of semester or trimester unless alternative arrangements have been made with the Financial Aid or Bursar Office. Payment may be made with credit card, debit card, check, or money order made payable to West Coast University. Payments may be automatically debited from a valid pre-authorized credit card, submitted electronically each month on our secure student portal, or presented in person to the Business Office during regular office hours.

Past due payments may result in the placement of registration, book voucher, and/or transcript holds.





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

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

- An individual secure login and password issued by the University
- Proctored examinations, and/or
- Other technologies or practices that are effective in verifying student identification.

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

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



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



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

Technical Support: (877) 251-6441



Students must complete the online 





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



As part of your enrollment at West Coast University, students are provided with a University email address. The email account provided will be used as your primary email account for communication with the University and for password verification on Canvas and the Student Portal.

The WCU Student Portal allows students to access information such as academic records (schedule, grades), Financial Aid documents, student account ledger, and educational resources. To log on to the student portal, visit [myportal.westcoastuniversity.edu/](http://myportal.westcoastuniversity.edu/).







West Coast University maintains a zero-tolerance policy with regard to possession, use, and sale of alcoholic beverages on campus and strictly enforces University policy prohibiting these violations and underage drinking. The state underage drinking laws are enforced by the appropriate local law enforcement agency with jurisdiction based on where the violation occurred. WCU maintains a zero-tolerance policy with regard to possession, use, and sale of illegal drugs on campus and University policy prohibiting violations of federal and state drug laws. The local police agency with jurisdiction based on where the violation occurred strictly enforces federal and state drug laws.

WCU associates and faculty are provided with drug and alcohol-abuse information as per the Drug Free Schools and Communities Act (DFSCA) in the associate handbook during orientation. Students are provided with drug and alcohol-abuse information in their student enrollment packets. This information is updated annually or as circumstances dictate. WCU refers all persons identified in need of drug and or alcohol abuse counseling to a confidential referral program. For more information, students should contact the Director of Student Affairs.



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

- WCU Homepage.
- Banners at the top of WCU owned websites.
- Social Media, including Twitter, Facebook, and Google.

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

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



West Coast University maintains a Crisis and Emergency Management Plan and associated Emergency Action Plans for each campus that outline responsibilities of campus units during emergencies. These plans outline incident priorities, campus organization, and specific responsibilities of particular units or positions and are posted on the University Intranet and in the \_\_\_\_\_ mobile application.

University units are responsible for developing and maintaining emergency action and continuity of operations plans for their areas and associates. The Safety and Security Department provides resources and guidance for the development of these plans. The Emergency response and evacuation procedures are reviewed and updated on an annual basis in conjunction with the annual drill evacuations. Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

At least once a year, WCU will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty, associates and students informed about threats to their safety and health in a manner that allows them to protect themselves. These tests include a test of the \_\_\_\_\_ mass notification system. An after-action report is generated for each annual test and incorporated into the periodic risk assessment for each campus and can be requested via the \_\_\_\_\_ (GSOC) at \_\_\_\_\_ . This after-action report documents the date and time of each exercise, whether the exercise was announced or unannounced, a general description of the exercise, general observations, and specific suggestions for improvement.

Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act.

**Contact Us** **877-505-4928**  
**WestCoastUniversity.edu**

---

**LOS ANGELES**

12215 Victory Boulevard  
North Hollywood, CA 91606

---

**ORANGE COUNTY**

1477 S Manchester Avenue  
Anaheim, CA 92802

---

**ONTARIO**

2855 E Guasti Road  
Ontario, CA 91761

---

**CENTER FOR  
GRADUATE STUDIES**

590 N Vermont Avenue  
Los Angeles, CA 90004

---

**TEXAS**

2323 N Central Expressway  
Richardson, TX 75080

---

**MIAMI**

9250 NW 36th Street  
Doral, FL 33178