Dear Colleagues,

California State University, Monterey Bay, as expressed in its vision statement, is dedicated to providing a high quality education to the diverse people of California. Accomplishing that requires the energy, imagination, and collaboration of many people who serve in our Academic Affairs and Student Affairs and Enrollment Services Divisions. It’s a complex task with many moving parts. This publication has been developed to provide a picture of what entities comprise those divisions and to serve as a resource guide for our faculty and staff.

While this guide is not exhaustive, we have attempted to capture the services most closely aligned with providing our students the university experience that contributes to their growth as whole, healthy individuals, able to flourish in college years and beyond. We welcome our students into a learning community that fosters development of the habits of mind that will serve them in all areas of their lives. These habits of mind include responsibility, creativity, flexibility, metacognition, persistence, openness, engagement and curiosity.

We appreciate the contributions of all our faculty and staff to fostering the success of our students. We hope this guide will be a useful tool in our shared efforts.

Bonnie D. Irwin, Ph.D. Provost and Vice President for Academic Affairs

Ronnie Higgs, Ph.D., Vice President for Student Affairs and Enrollment Services
Student Affairs and Enrollment Services
Organizational Chart

OFFICE OF THE PRESIDENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT SERVICES

OFFICE OF THE ASSOCIATE VICE PRESIDENT & DEAN OF STUDENTS

DISCRIMINATION STUDENT OMBUDS
TITLE IX
CHILD CARE CENTER

ADMISSIONS
ATHLETICS
EARLY OUTREACH & SUPPORT PROGRAMS
FINANCIAL AID
OFFICE OF THE REGISTRAR
STUDENT INFO SYSTEMS
CAMPUS SERVICE CENTER (CSC)
CAMPUS HEALTH CENTER (CHC)
PERSONAL GROWTH & COUNSELING CENTER (PGCC)
STUDENT DISABILITY RESOURCES (SDR)

HEALTH & WELLNESS SERVICES
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
STUDENT CONDUCT
STUDENT HOUSING & RESIDENTIAL LIFE

ASSOCIATED STUDENTS (AS)
CATALYST CENTER (SERVICE)
EVENTS/TRADITIONS
GREEK LIFE
LEADERSHIP EDUCATION
ORIENTATION
OTTER CROSS CULTURAL CENTER (OC3)
OTTER STUDENT UNION (OSU)
STUDENT ORGANIZATIONS
STUDENT RECREATION
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Academic & Centralized Scheduling
Web: csumb.edu/scheduling
Location: Student Services Building
Contact: Petra Valenzuela, Manager
Email: Academic_Scheduling@csumb.edu
Phone: 831-582-3886

Coordinates the scheduling of all university courses, prepares the class schedule, produces the academic calendar and coordinates the university master calendar.

Academic Personnel (AP)
Web: csumb.edu/ap
Location: Tide Hall
Contact: Mary K. Roberts, Associate VP for Human Resources and Academic Personnel
Email: AcademicPersonnel@csumb.edu
Phone: 831-582-3385

Reporting to the President, Academic Personnel is responsible for all faculty related (Unit 3) programs, policies, procedures and assistance with interpreting the faculty Collective Bargaining Agreement. Support is provided to faculty and administration on a wide variety of matters - from faculty appointments to the Retention, Tenure & Promotion process, from Sabbatical Leaves to the Faculty Early Retirement Program. Academic Personnel is also responsible for matters relating to academic student appointments (Unit 11 - Teaching Associates, Graduate Assistants, and Instructional Student Assistants).

Academic Skills Achievement Program (ASAP: Tutoring Center)
Web: csumb.edu/asap
Location: Tanimura & Antle Family Memorial Library (Room 2125)
Contact: Dan Shapiro, Ph.D., Interim Director
Email: asap@csumb.edu
Phone: 831-582-4104
Hours: Sun, 4 – 8 PM; Mon – Thurs, 10 AM – 8 PM

The Academic Skills Achievement Program, a campus wide tutoring program, is open to all students and offers peer tutoring and workshop services. It provides learning assistance in computer technology, math, science, writing, languages, English as a Second Language and study strategies aimed at meeting a variety of learning needs at all ability levels.

Academic Senate and Assembly
Web: csumb.edu/senate
Location: Student Center
Contact: Carl Ferguson, Chair
Email: academicsenate@csumb.edu
Phone: 831-582-4404

Since fall 1996, the Faculty of CSU Monterey Bay has exercised its rights and fulfilled its responsibilities in the shared governance of the University, by working through two formal bodies: an inclusive Academic Assembly, and a representative Academic Senate. The Academic Assembly convenes occasionally to address broadly significant campus or faculty issues that merit shared governance between Faculty and Administration. The Assembly delegates primary responsibility for the development and review of academic and educational policy to the Academic Senate. The Senate meets monthly (generally on the second Monday of the month). Meetings are open to all.

Associated Students (AS)
Web: csumb.edu/as
Location: Student Center
Email: as@csumb.edu
Phone: 831-582-4724

The Associated Students of CSUMB is the voice of all students and advocates for students and student concerns. The organization consists of elected officials, appointed positions and volunteers.

AS supports programs in the areas of wellness, environmental affairs, social and cultural activities, community service, scholarships and grants. Senate meetings, open to all students, are held weekly.
**Athletics**
Web: csumb.edu/athletics  
Email: athletics@csumb.edu  
Phone: 831-582-3015

CSUMB fields twelve men’s and women’s intercollegiate sports including men’s and women’s cross country, men’s and women’s soccer, women’s volleyball, men’s and women’s basketball, baseball, softball, men’s and women’s golf, and women’s water polo. CSUMB is a member of the California Collegiate Athletic Association (CCAA) and NCAA Division II.

**Audiovisual Equipment**
All classrooms have a computer and digital projector with speakers, and some have an overhead projector. If your classroom equipment is not working or an overhead projector is required, call the IT Help Desk (x4357).

**Bike Bunker**
Web: csumb.edu/activities/bike-bunker  
Location: Student Center

The Bike Bunker is available to bicycle commuters at CSUMB. For the lowest price around, you can have your own designated bicycle parking space inside the secure, locked Bike Bunker.

**Bookstore**
Web: csumb.edu/bookstore  
Contact: Paul Gagne, Manager  
Location: University Center  
Email: bookstore@csumb.edu  
Phone: 831-582-5262

The Campus Bookstore hours vary by semester but generally are 8:30AM to 5:00PM, Monday through Friday and 11:00AM to 3:00PM on Saturday during the fall and spring semesters.

Order Textbooks and Course Materials online at: csumb.edu/textbooks

**Campus Health Center (CHC)**
Web: csumb.edu/health  
Phone: 831-582-3965

Location: Health and Wellness Services (Building 80)

The CHC provides urgent, primary, and ancillary care, including referral services, to the entire campus community—students, faculty, staff, and their families. The CHC medical professionals dedicate themselves to meeting the health needs of the campus community, promoting wellness and independence, and collaborating with local and regional resources to provide comprehensive services.

**Campus Service Center (CSC)**
Web: csumb.edu/onestop  
Contact: Rachelle Bass, Assistant Director of Student Services  
Location: Student Services Building (First Floor)  
Email: csc@csumb.edu  
Phone: 831-582-5100

The CSC provides information and front counter support for the Office of Admissions, Office of the Registrar, and Financial Aid office. CSC staff assist with payment for school registration fees, housing fees, parking permits, and issue Otter Cards.

Otter Cards serve as identification, library cards, and bus and Otter Sport Center passes.
Capstone Festival
Web: csumb.edu/capstonefestival

Each semester, the CSUMB Capstone Festival celebrates the culminating projects of graduating seniors, credential candidates, and master's students as they present their work in sessions held by each of our CSUMB academic programs. These projects reflect the synthesis of knowledge, skills, and abilities developed over the course of a student’s learning experience at CSUMB. They include oral presentations, original poetry, oral histories, installation art, murals, photography, performances, research presentations, online teaching and learning, tabletop exhibits, films and videos, multimedia works, computer visualizations, and more.

Center for Academic Technologies (CAT)
Web: csumb.edu/cat  Contact: Marc Oehlman, Director
Location: Media Learning Center  Email: cat@csumb.edu
Phone: 831-582-5288

CAT provides support, training, and professional development opportunities to faculty in the use of technology and media to enhance teaching and learning at CSUMB. CAT offers workshops and events throughout the year, and works closely with interested faculty to enhance the depth and breadth of academic technologies and emerging technologies at CSUMB. CAT also manages and provides direct support and services for iLearn, blended course development, and more. CAT works collaboratively with TLA, WeTEC, ITPAC, and the Senate Technology Committee and meets the needs of faculty and students at CSUMB.

Center for Advising, Career and Student Success (CACSS)
Location: Tanimura & Antle Family Memorial Library (Room 3180)  Contact: Tami Pullins, Director

This one-stop academic support center houses services for career development, academic advising and student success:

Academic Advising
Web: csumb.edu/advising  Phone: 831-582-3937

Academic advisors assist students in becoming self-reliant navigators of their academic and career goals. Its primary emphasis is assisting students with planning their academic and career goals, understanding university requirements and degree pathways, and connecting with other campus resources and services to increase student success and retention.

Career Development
Web: csumb.edu/career  Phone: 831-582-3845

The Career Development Office prepares students to make informed decisions about their futures by providing resources, programs and counseling on career development, internships, employment and graduate school. We support students in identifying and honing skills that help them connect with their future in ways that motivate, educate and empower. We also facilitate relationships among students, faculty and employers in order for students to progress toward obtaining career goals.

Student Success
Web: csumb.edu/studentsuccess  Phone: 831-582-3615

The Center for Student Success seeks to serve as a resource for incoming and continuing students, facilitate student-to-student interaction and student involvement, and increase overall academic engagement by providing success workshops, peer mentoring, academic coaching, and CSUMB events information. It collaborates with other campus units that address issues that impact students’ development and achievement.
Center for Teaching, Learning, and Assessment (TLA)

Web: csumb.edu/tla  
Location: Tide Hall  
Contact: Dan Shapiro, Interim Director  
Email: tla@csumb.edu  
Phone: 831-582-4539

The purpose of the TLA is to provide faculty with support for exploring and implementing teaching, learning and assessment practices that enhance student learning. In consultation with its advisory committee and with input from faculty, staff, students and administrators across campus, the TLA provides resources, workshops, individual and program consultations, and facilitates the development of pedagogical approaches and supportive contexts for teaching and learning. Resources include its Reading Room, open for browsing and borrowing, with hard copies of books and journals that draw from the scholarship of teaching and learning.

Collective Bargaining Units

CSU faculty and staff are represented by the unions listed below and current agreements can be found at the URLs provided:

- Unit 1 (Union of American Physicians and Dentists - UAPD): calstate.edu/LaborRel/Contracts_HTML/UAPD_Contract/UAPDtoc.shtml
- Unit 2, 5, 7 and 9 (California State University Employees Union - CSUEU): calstate.edu/LaborRel/Contracts_HTML/CSEA_Contract/index.shtml
- Unit 3 (California Faculty Association - CFA): calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014
- Unit 4 (Academic Professionals of California - APC): calstate.edu/LaborRel/Contracts_HTML/APC_Contract/index.shtml
- Unit 6 (State Employees Trades Council - SETC): calstate.edu/LaborRel/Contracts_HTML/SETC/2012/index.shtml
- Unit 8 (Statewide University Police Association - SUPA): calstate.edu/LaborRel/Contracts_HTML/SUPA_Contract/2012
- Unit 10 (International Union of Operating Engineers): calstate.edu/LaborRel/Contracts_HTML/IUOE_Contract/index.shtml
- Unit 11 (UAW - Academic Student Employees): calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml
- Unit 12 (CSUEU – Head Start): calstate.edu/LaborRel/Contracts_HTML/SEIU_Contract/index.shtml
- Unit 13 (CSUEU – English Language Program Instructors, CSU Los Angeles): calstate.edu/LaborRel/Contracts_HTML/ELPI_Contract/index.shtml

College and Department Matters

Department administrative staff will help faculty with requests related to office/building access, email and server accounts, access to CMS for class lists and grade submission, classroom supplies, reserving a classroom, personal reimbursements, travel requests, payroll and personnel paperwork, budget related questions, and more. Your administrative staff will provide the current schedule for your college’s faculty meetings.
Computers, Software and Discounts

Faculty are assigned access to university computers and software based upon many factors. Available systems include desktop units or laptops, running the Windows or Mac OS. University provided computers come loaded with a standard load set of software. Faculty should check with administrative staff to request software required for their teaching.

Faculty, staff, and students may take advantage of educational discounts available from Apple Computer and HP/Compaq Computer or Journey Ed. Specifics on hardware, software, discounts, and what to do if you need help are accessible at: csumb.edu/it.

Faculty and staff only may purchase the latest versions of MS Office (Mac and Win) and the Windows operating system for $12 in person through the campus bookstore. (Not for students.)

Copying and Printing

Your department and most buildings have copy machines that require a unique code to operate; check with office staff. Coin operated copy machines are located in the library. Copies are 10 cents a page with a printing allotment of 150 pages on every Otter ID. Computer Labs have digital printers.

Dining Services

Web: csumb.org/dining

- Monto’s, located in the University Center offers a la carte menus and patio seating with a fantastic view of Lover’s Point.
- The Dining Commons (DC), located next to the Media Learning Complex, hosts self-serve and food theme areas. The DC is vegan and vegetarian friendly.
- The Otter Express, next to the Dining Commons, offers meals on the run.
- Library Cafe, located in the Tanimura & Antle Memorial Library, serves Peet’s Coffee and Tea, as well as pastries, sandwiches and more.
- Starbucks, located in the Student Center (building 12), serves coffee, tea, sandwiches and pastries.

Directory

Check the A-Z Index at the bottom of the CSUMB home page for a concise list of services and departments. Download the campus telephone directories online at csumb.edu/az/users/login or dial 0 to reach automated information assistance. If calling for information from off campus, dial 582-3003.

And make sure your own listing is correct. You can update your listing online.

Early Outreach and Support Programs (EOSP)

Web: csumb.edu/earlyoutreach          Contact: Joy Brittain, Director
Location: Student Services Building    Email: jbrittain@csumb.edu
Phone: 831-582-3960

EOSP is an academic program that opens the windows of opportunity in education and self-empowerment. Our goal is to provide an infrastructure that prevents educational failure to students of underrepresented and low-income populations. Providing equal access to higher education is our primary concern. EOSP serves CSUMB undergraduates through College Assistance Migrant Program (CAMP), Educational Opportunity Program (EOP) and Student Support Services (SSS), which provide advising, counseling, and other support services to first generation, low-income, college students with documented disabilities and migrant and seasonal farmworker first-time freshmen.
Financial Aid
Web: csumb.edu/financialaid
Email: financial_aid@csumb.edu
Phone: 831-582-5100

The Financial Aid Office provides resources and guidance for incoming and continuing students to financially plan their cost of attendance at CSUMB—including aid from federal, state and private funds.

Housing (Employee)
Web: csumb.org/employee-housing-program
Contact: Alliance Residential Company
Location: 601 Thomas Court, Marina, CA 93933
Phone: 831-883-3150

CSUMB offers its faculty and staff two housing options on campus: rental units and homes for purchase via a ground-lease plan. The campus neighborhoods provide employees with workplace convenient, continuously affordable housing. For resale home availability please contact CEHI at 831-883-3480.

Human Resources (HR)
Web: csumb.edu/hr
Contact: Mary K. Roberts, Associate VP for Human Resources and Academic Personnel
Location: Tide Hall
Email: humanresources@csumb.edu
Phone: 831-582-3389

Human Resources provides a variety of services to CSUMB employees:

- Benefits Administration (hr.csumb.edu/benefits)
- Classification (hr.csumb.edu/classification) and Compensation (hr.csumb.edu/compensation) Services
- Disability Accommodation (hr.csumb.edu/disability-accommodation)
- Employee Development (hr.csumb.edu/employee-development)
- Employee and Labor Relations (hr.csumb.edu/employee-relations)
- Leave Administration (hr.csumb.edu/leaves-and-time)
- Recruitment & Staffing Services (hr.csumb.edu/recruitment-and-staffing)
- Worker’s Compensation Administration (hr.csumb.edu/workers-compensation)

Employment paperwork: Within three days of hire, present a copy of your contract, ID and Social Security Card at the CSC in order for paychecks to be issued. Paychecks are issued on (or near) the last day of each month. Temporary faculty should receive their first paycheck for fall semester at the end of September, and for spring semester at the end of March.

Benefits eligibility: The University offers a comprehensive and competitive benefits package to include health, dental, vision, Flex Cash, and Flexible spending health and dependent care plans. Voluntary benefits such as retirement savings plans, critical illness coverage, and legal assistance are also available. If you currently have health and/or dental benefits outside the University, you may qualify for cash in lieu of benefits. Eligible employees have 60 calendar days from the initial appointment date to enroll in benefits.

Information Technology (IT)
Web: csumb.edu/it
Phone: 831-582-HELP (4357)

CSUMB envisions technology as a distinctive element in its educational commitment to economic and social justice. In the spirit of that vision, IT@CSUMB.EDU offers the University an organization of individuals with technically creative talents dedicated to the highest professional standards. IT fosters an environment where integrity, communication, collaboration and support are paramount across all aspects of its involvement with the campus community.
Institutional Assessment and Research (IAR)
Web: csumb.edu/iar
Location: Tanimura & Antle Family Memorial Library
Contact: Veronica Chukwuemeka, Director
Email: iar@csumb.edu
Phone: 831-582-4664

The mission of our IAR office is to ensure that accurate and timely information is available for campus planning and decision-making. IAR coordinates the collection, analysis, and ethical use of key campus information aimed at maximizing our educational effectiveness and institutional vitality in direct support of our campus vision statement. The university factbook at csumb.edu/universityfactbook provides comprehensive information about the university.

Learning Management System (LMS) – iLearn
Web: csumb.edu/ilearn
Email: cat@csumb.edu
Phone: 831-582-4648

iLearn is the campus’ Learning Management System (LMS) based on Moodle, which provides a password protected virtual classroom that supports face-to-face teaching, or allows teaching totally online. Faculty and students appreciate having all their materials organized and easily accessible from anywhere and at anytime. iLearn makes it easy for students to turn in their homework, take self-scoring quizzes, join in discussion forums, collaborate in teams, and check their grades.

Library
Web: csumb.edu/library
Location: Tanimura & Antle Family Memorial Library
Contact: Bill Robnett, Director
Email: library@csumb.edu
Phone: 831-582-3733

A dynamic intellectual and social crossroads promoting learning, discovery, and community.

The Otter ID (CSUMB Identification card) serves as your library borrowing card.

Course Resources, Information Literacy Instruction, & Collection Development:
Library faculty collaborate with college faculty as they are developing course assignments to assure that students will have optimal support in carrying out their class research, e-portfolios, projects, etc. Librarians also provide numerous course-related information literacy instruction sessions for upper- and lower-division classes. College faculty may also contact library liaisons to make recommendations for publications to be acquired for CSUMB Library collections, including course reserve. Subject assignments for library faculty are listed at csumb.edu/library/subject-selectors-alphabetical.

Course Reserve:
To ensure that course reserve materials are processed and available to students at the beginning of the semester, it is recommended that instructors submit their course reserve requests and other material at least 4 weeks prior to the first day of instruction. Otherwise, materials submitted after the first day of instruction may take up to a week to available to students. For “Placing Materials on Course Reserve: a Faculty Guide,” go to: csumb.edu/library/placing-materials/course-reserve.

Lost and Found
Web: csumb.edu/police
Email: police@csumb.edu
Phone: 831-582-3573

If you lose something on campus, check with the Lost and Found at the University Police Department.
Mail Service
Location: Shipping & Receiving (8th Ave. & Butler)
Each department notifies mail services when new faculty come on board and where their office is located. Departments each have cost center codes that must be added to items to be mailed outside campus.

MyCSUMB—email/scheduling/calendar
My.CSUMB.EDU website is the starting point for faculty to:
• Access university email and calendar
• Get teaching schedules and class rosters
• Update personal information
• Enter final grades
• Check CSUMB announcements and Faculty and Staff Blog
Before you click on your personal links, check out announcements on “Campus News and Events” and the Faculty and Staff blog. They range from critical information to who’s giving away office supplies—but it only takes a moment to be up to date.

Using MyMessaging Calendar helps everyone schedule meetings efficiently with busy faculty and staff. Get synced at csumb.edu/it/mymessaging-calendar.
For most technology problems and needs, such as a non-functioning computer or software installation, submit a Service Request at csumb.edu/webhelp. For in-classroom computer problems dial HELP (x4357), contact administrative staff, or submit a Service Request online.

Password: Your first Otter ID password (birthday) is a temporary password. You will create a new password and set up your forgot password questions. For security reasons, you will be asked to change your password every 180 days.

MyTech.csumb
Web: csumb.edu/mytech
MyTech is designed to help students with the technology used in just about every course at CSUMB. This site provides resources on using technology. Faculty are encouraged to identify for students what technology will be required in each course and to direct students to the website so they can find the support they need to master the technology. They can easily search the website for links to appropriate online tutorials and/or visit ASAP to meet with our technology tutors.

Office of Inclusive Excellence
Location: Tanimura & Antle Memorial Library (Room 2179)  Contact: Patti Hiramoto, Associate VP for Inclusive Excellence and Chief Diversity Officer
Phone: 831-582-3936
The mission of the Office of Inclusive Excellence is to advance excellence at CSUMB through inclusion and equity. Toward this end, we promote the retention, positive college experience and graduation of students by identifying and institutionalizing effective educational practices for all students. We also foster the success of faculty and staff, and work towards sustaining a vibrant and welcoming campus for all.
Office of the Registrar
Web: csumb.edu/office-registrar Contact: Sheila Hernandez, Registrar
Email: records@csumb.edu
Phone: 831-582-3632
The Office of the Registrar oversees enrollment, student record keeping, grading procedures, academic status, and graduation. Each semester, the Registrar provides a Faculty Advisory that contains valuable information regarding the University’s policies, procedures and registration and grading deadlines.

Ombuds
Web: csumb.edu/deanofstudents/ombuds Contact: Anna Bartkowski, Student Ombuds and Deputy Title IX Coordinator
Location: Sand Hall (Room 120A) Email: abartkowski@csumb.edu
Phone: 831-582-3510
The Student Ombuds provides students with a confidential, informal, independent, and impartial resource to assist in the resolution of university-related issues, concerns, conflicts or complains.

Otter Card
You need your Otter Card (available at CSC)!
Your Otter Card is programmed for your level of building access.
Your Otter Card identifies you as a staff or faculty member entitled to certain services and privileges.
Your Otter Card is used to check out library books.
You may purchase a Commuter Meal Plan and/or add cash (OtterBucks) to your Ottercard as needed at the Campus Service Center.
Your Otter Card provides a discount at local businesses and at the campus bookstore on many items.

Otter Cross Cultural Center (OC3)
Web: csumb.edu/activities
Location: Student Center
OC3 is committed to advancing the University Vision of diversity, cross-culturalism, and social justice. Its purpose is to promote a learning community of cross-cultural engagement, understanding, and exchange through education, collaboration, dialogue, and action.

Otter Sport Center (OSC)
Web: csumb.edu/otter-sports-center
The Otter Sports Center is located on the corner of Inter-Garrison and 2nd Avenue. With many recent upgrades, the Otter Sports Center now provides enhanced opportunities for the CSUMB campus community to work out and play. Open fitness training and recreation, intramural sports, health and wellness classes, intercollegiate athletics competitions and special events hosted at the Otter Sports Center enrich the opportunity for on-campus activity at CSUMB.

<table>
<thead>
<tr>
<th>Staff/Faculty/Alumni</th>
<th>Aquatic Center</th>
<th>OSC</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>$3</td>
<td>$3</td>
<td>N/A</td>
</tr>
<tr>
<td>Six Month</td>
<td>$150</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>Annual</td>
<td>$225</td>
<td>$225</td>
<td>$300</td>
</tr>
</tbody>
</table>
Parking Services
Web: csumb.edu/police/parking-services Phone: 831-582-4121
Location: Valley Hall, Suite E Email: police_department@csumb.edu

Parking permits are required 24 hours per day, seven days per week and are valid only in posted, designated parking lots for vehicles parked on Main Campus and the North Quad Dormitories Parking Lots. Vehicles parked in the Schoonover Park and Frederick Park Housing areas (East Campus) are required to have East Campus Parking permits. CSUMB employees with Hartnell and Monterey Peninsula College parking permits can receive free supplemental permits from Parking Services to park at CSUMB.

Personal Growth and Counseling Center (PGCC)
Web: csumb.edu/pgcc Contact: Caroline Haskell, Director of Health and Wellness Services Phone: 831-582-3969

The Personal Growth and Counseling Center (PGCC) promotes the mental health of CSUMB students in order to improve the quality of their lives and aid them in achieving academic success. The counseling staff provides high quality crisis intervention, counseling, consultation, education outreach programs, support groups, and referrals that aid the development of healthy behaviors.

Faculty and staff are often among the first to notice students who are encountering overwhelming amounts of stress in their lives. The PGCC is committed to empowering you to assist students to obtain the help they may need, while promoting campus safety and security.

Safe Zone
Web: csumb.edu/safezone Contact: rita zhang, Coordinator Email: rzhang@csumb.edu Phone: 831-582-4676

Safe Zone trains staff/faculty members to support Lesbian, Gay, Bisexual, Trans*, Queer, Questioning, Intersex, Asexual, Ally, Pansexual, and Fluid (LGBTQQIAAPF) students. The goal of Safe Zone allies is to make the campus community a more welcoming and rewarding environment for all community members. Safe Zone trainings are offered once each semester.

Self-Guided Tour
Web: csumb.edu/admissions/schedule-visit

Get to know your campus!

The Self-Guided Tour includes a drive that will take you past most of the major campus buildings, and a walk of the residential quad.

Space Scheduling: Resource 25 (R25)
Web: csumb.edu/r25

All non-course academic facility scheduling can be done by administrative staff through Resource 25.
Sponsored Programs Office (SPO)
Web: csumb.edu/spo  
Location: Alumni & Visitors Center  
Contact: Cindy Lopez, Director

The Sponsored Programs Office (SPO) is dedicated to assisting faculty and staff with pre-award and some post award activities for externally funded research, scholarship and student success programs. SPO staff work closely with sponsoring agencies, Principal Investigators (PIs), and the University Corporation at Monterey Bay to provide professional and timely assistance and direction. SPO staff are also the administrative arm and operational support for the Committee for the Protection of Human Subjects (CPHS), for the Faculty Incentive Grants (FIG) and CSU Student Research Competition (SRC).

Student Activities and Leadership Development (SA&LD)
Web: csumb.edu/activities  
Email: studentactivities@csumb.edu  
Phone: 831-582-3329

The mission of Student Activities and Leadership Development is to foster student development through co-curricular programming, community involvement, leadership opportunities, and student advocacy. Motivated by social justice and grounded in best practices, theory and continuous assessment, we strive to cultivate engaged members of the community through programming and education founded upon nine dimensions of wellness: social, physical, emotional, cultural, community, career, intellectual, environmental, and spiritual.

Student Conduct
Web: csumb.edu/judicial  
Contact: Andy Klingelhofer, Student Conduct Administrator  
Phone: 831-582-4597

The Office of Judicial Affairs and Community Standards at CSUMB is responsible for enforcing student conduct policies and addressing student behavioral issues including violations of academic integrity standards. The mission is to assist the university in achieving its vision of a model, pluralistic, academic community in an atmosphere of mutual respect. This is accomplished through modeling, mentoring, counseling, and use of progressive discipline for students when necessary for building character, integrity, responsibility, values and ethics.

Student Disability Resources (SDR)
Web: csumb.edu/sdr  
Contacts: Margaret Keith, Manager / Ruthann Daniel-Harteis, Disability Resources Advisor  
Email: student_disability_resources@csumb.edu  
Phone: 831-582-3672

SDR promotes the empowerment, wellness, and full integration of students with disabilities into campus life and the campus community. We provide academic and personal support services to students with disabilities to help them attain success at CSUMB. Staff and faculty working with students who have disabilities may learn tips for supporting students and CSUMB procedures and resources in the SDR Faculty Handbook available at: csumb.edu/sdr/instructorsfaculty.

Student Housing and Residential Life (SH&RL)
Web: csumb.edu/housing  
Location: Student Center (East)  
Phone: 831-582-3378

SH&RL is responsible for all student housing, including Main Campus, Residence Halls, North Quad, and East Campus Apartments.

SH&RL offers students a unique opportunity to make connections within the residence halls and with the wider campus communities. Students can get connected by talking to their Resident Advisor (RA), participating in a Living Learning community, joining their Area Council or the Residence Hall Association. Students are also encouraged to attend the many events held within the residence halls to get connected with others living on their floor and in their building.
Telephone Service
Web: csumb.edu/it/csumb-office-telephone-services
Calling on campus — to reach campus numbers you need only dial the last 4 digits.
Calling Outside of Campus — first dial 9. Note: the phones in the classrooms cannot dial off campus, except for 911.
The installation of your telephone line and voice mail account is arranged by the department.

Title IX
Web: csumb.edu/titleix Phone: 831-582-4081
Location: Sand Hall
Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination and, in the case of sexual violence, is a crime. Title IX Coordinators receive complaints of sexual discrimination, harassment/assault and they then:

• Notify the complainant of the right to file criminal complaint
• Make the complainant aware of all campus and community resources and services
• Take immediate steps to protect the complainant
• Notify both parties of the outcome of the complaint
• Take steps to prevent recurrence and to correct its discriminatory effects
• Communicate and educate campus community on sexual assault and Title IX regulations and the university's duty to provide a safe and nondiscriminatory environment.

TRIPwise
The link csumb.edu/trip lists Otter Trolley information, bicycle maps, and ride share boards. The campus shuttle is free with your Otter ID. Your Otter ID card gives you free unlimited access on all Monterey-Salinas Transit (MST) regular bus routes anywhere. TRIPwise is a resource of Campus Planning & Development.

Undergraduate Research Opportunities Center (UROC)
Web: csumb.edu/uroc Contact: William Head, Director
Location: Tanimura and Antle Family Memorial Library (Second Floor, Room 2150) Phone: 831-582-4241 Email: uroc@csumb.edu
UROC is a cross-campus center that engages students in undergraduate research that enables them to develop critical academic and personal skills for success in graduate school and their professional lives. The faculty mentor provides the undergraduate researcher with rigorous guidance regarding research activities, academic achievement, graduate education, and professional goals. The overarching objective of this collaboration is to develop the undergraduate researcher's confidence, research skills, and critical thinking abilities in order to succeed in their undergraduate career and in graduate school.

University Police Department (UPD)
Web: csumb.edu/police Contact: Earl Lawson, Chief of Police
911 — Emergency 24 hour Non Emergency 831-655-0268 Lock-Outs — Classrooms/Offices 831-655-0268
Whether you are a visitor, a student, a member of the University staff, or a resident on the CSUMB campus, the officers and staff of the University Police Department are committed to ensuring your stay will be both safe and enjoyable. Their primary goal is to support the overall mission of the University by providing the highest level of safety services possible.
University Writing Program
Web: csumb.edu/writing Contact: Ernie Stromberg, Acting Administrator
Location: Tanimura & Antle Family Memorial Library Email: estromberg@csumb.edu
(Second Floor, Room 2125) Phone: 831-582-3607

UWP seeks to promote writing and the teaching of written communication across the CSUMB campus. To that end, UWP offers a variety of professional development and consulting opportunities. UWP assists faculty teaching Area A writing and writing-intensive courses, and supports departmental writing pedagogy and assessment efforts.

Veteran Services
Web: csumb.edu/veteran Phone: 831-582-3085
Location: Student Services Building

CSUMB works closely with veterans to provide a seamless transition to higher education on our campus. We provide VA Educational Benefits Certification as well as admissions information and academic counseling assistance to help veteran students achieve their higher educational goals.

Wireless Education and Technology Center (WeTEC)
Web: csumb.edu/wetec csumb.edu/techrent Contact: Arlene Krebs, Technology Development Officer
Location: Media Learning Center Phone: 831-582-5025

WeTEC provides resources, equipment and support for faculty and staff to integrate mobile media in projects across the curriculum. WeTEC launched the campus’s TECHRENT Store which offers an array of devices, "High Tech @ Low Rental Fees," for students to use in their studies, and for faculty and staff to loan. WeTEC also works with education, businesses, nonprofit and government representatives on the Central Coast Broadband Consortium and convenes forums and an annual conference focused on community broadband and new media applications. Contact Arlene Krebs at x5025 with your idea for a technology-based project and to assist you in identifying public and private funding sources and with grant writing for your project.

Wireless Computing
CSUMB PLUS Wi-Fi service ensures your data is transmitted across a secure, encrypted connection. IT@CSUMB recommends that the “CSUMB” Wi-Fi service be used at all times.

Wi-Fi service configuration instructions are at csumb.edu/it/csumb-plus-wi-fi-service.
## A guide to some of the many acronyms at CSUMB

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
<th>Acronym</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>AP</td>
<td>Academic Personnel</td>
<td>KIN</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>AS</td>
<td>Associated Students</td>
<td>LMS</td>
<td>Learning Management System (iLearn)</td>
</tr>
<tr>
<td>ASAP</td>
<td>Academic Skills Achievement Program</td>
<td>LS</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>CAHSS</td>
<td>College of Arts, Humanities and Social Sciences</td>
<td>MAE</td>
<td>Master of Arts in Education</td>
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<tr>
<td>CAMP</td>
<td>College Assistance Migrant Program</td>
<td>MIST</td>
<td>Master in Instruction Science and Technology–MS</td>
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<tr>
<td>CAT</td>
<td>Center for Academic Technologies</td>
<td>MIT</td>
<td>Management in Information Technology–MS</td>
</tr>
<tr>
<td>CFA</td>
<td>California Faculty Association</td>
<td>MLC</td>
<td>Media Learning Center</td>
</tr>
<tr>
<td>CHC</td>
<td>Campus Health Center</td>
<td>MLO</td>
<td>Major Learning Outcome</td>
</tr>
<tr>
<td>CHHS</td>
<td>Collaborative Health and Human Services</td>
<td>MLML</td>
<td>Moss Landing Marine Labs</td>
</tr>
<tr>
<td>CMS</td>
<td>Common Management System</td>
<td>MPA</td>
<td>Music and Performing Arts</td>
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<tr>
<td>COB</td>
<td>College of Business</td>
<td>MSCI</td>
<td>Marine Science</td>
</tr>
<tr>
<td>CSC</td>
<td>Campus Service Center</td>
<td>OC3</td>
<td>Otter Cross Cultural Center</td>
</tr>
<tr>
<td>CSIT</td>
<td>Computer Science and Information Technology</td>
<td>OE</td>
<td>Otter Express</td>
</tr>
<tr>
<td>CWSP</td>
<td>Coastal and Watershed Science and Policy–MS</td>
<td>OSC</td>
<td>Otter Sports Center</td>
</tr>
<tr>
<td>DC</td>
<td>Dining Commons</td>
<td>PGCC</td>
<td>Personal Growth and Counseling Center</td>
</tr>
<tr>
<td>EE</td>
<td>Extended Education</td>
<td>R25</td>
<td>Resource 25 (scheduling)</td>
</tr>
<tr>
<td>ELM</td>
<td>Entry Level Mathematics</td>
<td>RHA</td>
<td>Residential Housing Association</td>
</tr>
<tr>
<td>EMBA</td>
<td>Executive Masters of Business Administration–MS</td>
<td>SA&amp;LD</td>
<td>Student Activities &amp; Leadership Development</td>
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<tr>
<td>EOP</td>
<td>Educational Opportunity Program</td>
<td>SBS</td>
<td>Social and Behavioral Sciences</td>
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<tr>
<td>EOSP</td>
<td>Early Outreach and Support Programs</td>
<td>SDR</td>
<td>Student Disability Resources</td>
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<td>EPT</td>
<td>English Placement Test</td>
<td>SHRL</td>
<td>Student Housing and Residential Life</td>
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<td>ESTP</td>
<td>Environmental Science Technology and Policy</td>
<td>SLI</td>
<td>Service Learning Institute</td>
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<td>FYE</td>
<td>First Year Experience</td>
<td>SMART</td>
<td>College of Science, Media Arts and Technology</td>
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<tr>
<td>FYS</td>
<td>First Year Seminar</td>
<td>SPED</td>
<td>Education Specialist Credential</td>
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<td>GS</td>
<td>Global Studies</td>
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<td>Sponsored Programs Office</td>
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<td>Human Communication</td>
<td>SSS</td>
<td>Student Support Services</td>
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<td>HR</td>
<td>Human Resources</td>
<td>SEP</td>
<td>Science and Environmental Policy</td>
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<td>HSHS</td>
<td>College of Health Sciences and Human Services</td>
<td>TLA</td>
<td>Center for Teaching, Learning and Assessment</td>
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<tr>
<td>IAR</td>
<td>Institutional Assessment and Research</td>
<td>UC</td>
<td>University Center</td>
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<td>ILP</td>
<td>Individualized Learning Plan</td>
<td>UPD</td>
<td>University Police Department</td>
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<td>International Programs</td>
<td>UROC</td>
<td>Undergraduate Research Opportunities Center</td>
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<td>Information Technology</td>
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<td>ITCD</td>
<td>Information Technology and Communication Design</td>
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The campus Vision Statement, reproduced below, truly does drive campus decision-making in all areas. As a member of the CSUMB community, you will encounter this document often.

**Vision Statement**

California State University, Monterey Bay (CSUMB) is envisioned as a comprehensive state university which values service through high quality education. The campus will be distinctive in serving the diverse people of California, especially the working class and historically undereducated and low-income populations. It will feature and enriched living and learning environment and year-round operation. The identity of the university will be framed by substantive commitment to multilingual, multicultural, gender-equitable learning. The university will be a collaborative, intellectual community distinguished by partnerships with existing institutions both public and private, cooperative agreements which enable students, faculty, and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinated community service.

The university will invest in preparation for the future through integrated and experimental use of technologies as resources to people, catalysts for learning, and providers of enriched quality learning. The curriculum of CSUMB will be student and society centered and of sufficient breadth and depth to meet statewide and regional needs, specifically those involving both inner-city and isolated rural populations, and needs relevant to communities in the immediate Tri-County region (Monterey, Santa Cruz, San Benito). The programs and instruction will strive for distinction, building on regional assets in developing specialty clusters in such areas as: the sciences (marine, atmospheric, and environmental); visual and performing arts and related humanities; languages, cultures, and international studies; education; business; studies of human behavior, information, and communication, within broad curricular areas; professional study.

The university will develop a culture of innovation in its overall conceptual design and organization, and will utilize new and varied pedagogical and instructional approaches including distance learning. Institutional programs will value and cultivate creative and productive talents of students, faculty, and staff, and seek ways to contribute to the economy of the state, the wellbeing of our communities, and the quality of life and development of its students, faculty, and service areas.

The education programs at CSUMB will:

- Integrate the sciences, the arts and humanities, liberal studies, and professional training;
- Integrate modern learning technology and pedagogy to create liberal education adequate for the contemporary world;
- Integrate work and learning, service and reflection;
- Recognize the importance of global interdependence;
- Invest in languages and cross-cultural competence;
- Emphasize those topics most central to the local area's economy and ecology, and California's long-term needs;
- Offer a multicultural, gender-equitable, intergenerational, and accessible residential learning environment.

The university will provide a new model of organizing, managing, and financing higher education:

- The university will be integrated with other institutions, essentially collaborative in its orientation, and active in seeking partnerships across institutional boundaries. It will develop and implement various arrangements for sharing courses, curriculum, faculty, students, and facilities with other institutions.
- The organizational structure of the university will reflect a belief in the importance of each administrative staff and faculty member, working to integrate the university community across “staff” and “faculty” lines.
- The financial aid system will emphasize a fundamental commitment to equity and access.
- The budget and financial systems, including student fees, will provide for efficient and effective operation of the university.
- University governance will be exercised with a substantial amount of autonomy and independence within a very broad CSU system wide policy context.
- Accountability will emphasize careful evaluation and assessment of results and outcomes.
Our vision of the goals of California State University, Monterey Bay includes: a model pluralistic academic community where all learn and teach one another in an atmosphere of mutual respect and pursuit of excellence; a faculty and staff motivated to excel in their respective fields as well as to contribute to the broadly defined university environment.

Our graduates will have an understanding of interdependence and global competence, distinctive technical and educational skills, the experience and abilities to contribute to California’s high quality work force, the critical thinking abilities to be productive citizens, and the social responsibility and skills to be community builders.

CSUMB will dynamically link the past, present, and future by responding to historical and changing conditions, experimenting with strategies which increase access, improve quality, and lower costs through education in a distinctive CSU environment.

University students and personnel will attempt analytically and creatively to meet critical state and regional needs, and to provide California with responsible and creative leadership for the global 21st century.

– September 27, 1994