

UNIVERSITY PARENT  
**GUIDE**



**2011**  
**2012**

**Vanguard University**

CAMPUS RESOURCES – LOCAL INSIGHT – HELPFUL INFORMATION

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**Vanguard University**  
55 Fair Drive  
Costa Mesa, CA 92626  
(714) 556-3610 x 4821  
<http://studentlife.vanguard.edu/parent-relations>

## About Our Guides

University Parent Media works closely with institutions around the country to bring together the most relevant, timely information into one all-inclusive resource.

We have published this guide with the mission of helping you easily navigate the university and its surrounding community. Ultimately, we hope these resources help nurture your connection and involvement in your student's college years!

## Make the Most of Your Parent Guide

- Hang on to your Guide! Inside you'll find information that's useful all-year long, including important phone numbers, web sites and calendars.
- Store your copy in a purse or glove compartment for convenient reference.
- Pass it along to parents of prospective college students to promote the school.
- Please recycle when finished!
- Discover more content, tips and local business information by visiting us online at: [www.universityparent.com/vanguard](http://www.universityparent.com/vanguard)



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# Welcome to Vanguard!

## A NOTE FROM PARENT RELATIONS

Dear Parent,

Welcome to Vanguard! The Office of Parent Relations is here to help you through every step of your student's college experience. Parent Relations seeks to offer you the resources you need to encourage and support your student as they continue to grow into adulthood. The Parent Guide is one of these resources, providing you with the information you need at your fingertips. Take the time to familiarize yourself with this handbook. We trust it will be a valuable source of information for you.

The Office of Parent Relations is committed to strengthening relationships between the University and its parents. That is why we have a Vanguard Parent Association. All parents of Vanguard students are automatically members of the association, and as such, you can be ensured of receiving updates, pertinent information, and meaningful

opportunities to connect to and serve the Vanguard Community.

Visit our website to sign up to receive monthly emails from our Parents in Prayer Committee. You will have the opportunity to share your personal prayer requests with the Vanguard community.

The Office of Parent Relations invites you to save the date for Family Weekend, September 30-October 2, 2011. We encourage you to take advantage of this opportunity to see Vanguard through the eyes of your student. Events run Friday night through Saturday night, reserving time for you and your student on Sunday. Contact the Office of Parent Relations with questions or for further information. We look forward to seeing you then!

Sincerely,

Shelley Youd  
Coordinator of New Student  
Orientation and Parent Relations ■

# The Mission and Role of Vanguard University

The purpose of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit empowered life of Christ-centered leadership and service.

To fulfill that purpose, Vanguard gathers a community of learners resolved to blend the pursuit of academic excellence with growth as authentic Christians. The educational experience at Vanguard, therefore, promotes the integration of faith, learning, and living. The university believes that scholarship in the arts, sciences, and professional studies illuminated by Christian truth fosters the intellectual development, moral maturity, and spiritual vitality of



students. The university motto — Truth, Virtue, and Service — expresses our conviction that learning involves the whole person: head, heart, and hands. ■

## FERPA

### Student Records/Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Vanguard University has established guidelines regarding access to and release of educational records. In short, FERPA allows Vanguard to release "directory information" without consent or knowledge of the students unless the student has notified Vanguard in advance that such information is not to be released. Directory information may include the following: photo, name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational

agency or institution attended. Parents need to be aware that their student's directory information is not available to them if the student has requested it not be disclosed by requesting "Privacy." Other information about the student, such as class schedules, grades, and student account balance is not available to parents unless the student has signed a written release. If you would like access to your student's grades or other private information, your student will need to complete a Secondary Access Form and submit the form to the Office of the Registrar. Secondary access release forms can be found on <http://registrar.vanguard.edu> under the forms section.

Office of the Registrar  
[records@vanguard.edu](mailto:records@vanguard.edu)  
(714) 556-3610 x2250 ■

# Campus Life

A student's life at college goes far beyond the classroom. From housing to chapel, community is our focus.

## Community Standards

The University has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Christ. These guidelines contribute to the moral ethos of the University aims and are required of community members. It is the responsibility of each student to become familiar with the contents of the Student Handbook, and to abide by the academic, social, and spiritual responsibilities of the members of the University community. Additional details on these standards can be found in the Student Handbook, which is available for download online at <http://studentlife.vanguard.edu>.

Student Life Center  
(714) 556-3610 x4800

## Commuter Life

About one-fourth of the undergraduate students at Vanguard live off-campus. Many of these students participate in the community life on-campus, and we strive to make the process of connecting to the community as easy as possible. To get your student connected have them contact the Commuter Intern: [interncl@vanguard.edu](mailto:interncl@vanguard.edu).

Commuter Life  
(714) 556-3610 x 4940

## ID Card Issuance

Each student is issued an official identification card that must be carried at all times. This card is required for entry into the Café and Chapel services in order to receive credit for attendance. The identification card is designed to



last the duration of the four academic school years. There is a \$25 fee for card replacement, charged to the students account. The Mail & Copy Center makes and replaces identification cards.

Mail and Copy Center  
(714) 556-3610 x4747

## Residence Life

The Residence Life Office provides a variety of services for on- and off-campus students. In addition to convenience, living on campus offers the benefit of a community of peers, instant access to staff, a safe environment, and support for the challenges associated with being a busy college student. In the residence halls, there is a resident assistant (RA) who lives on each floor. RAs are trained students who are responsible for creating a floor community through hall activities, assisting students with personal and academic concerns, and helping in emergency situations. They should be the first person students seek if they need advice or assistance.

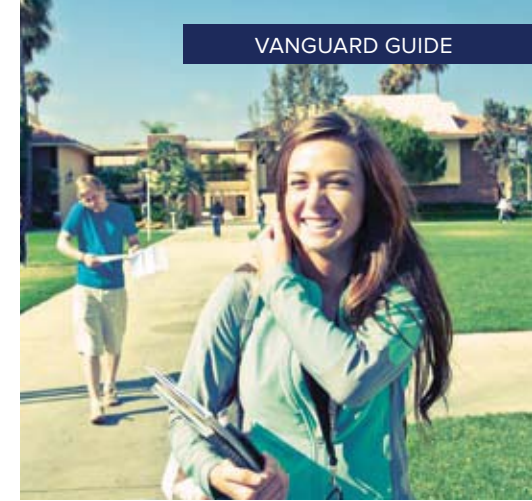
Managing each residence hall is a full-time professional resident director (RD). The RD lives in the building and is responsible for student staff supervision, facilities management, crisis intervention, student discipline, and creating an environment supportive of education and self-discovery. Some buildings also have a resident coordinator (RC) who has at

least a bachelor's degree and is present to assist the RD in their responsibilities. The housing system is managed by a housing coordinator. The housing coordinator manages check-in and check-out procedures, roommate changes, room keys, initial room placement, board (meal plans), and health insurance.

Residence Life  
(714) 556-3610 x4800

## Spiritual Formation

The Spiritual Formation Department recognizes that people are created uniquely and therefore experience God in a variety of ways. We offer traditional morning chapel gatherings Tuesday-Thursday as well as focused evening chapel experiences Monday (verse by verse study), and Wednesday (student led worship). Other opportunities for spiritual growth include the prayer movement, dorm floor churches, small



groups, support groups, worship nights, one-on-one counseling, spiritual coaches, local outreach opportunities, global outreach opportunities, and much more! Spiritual Formation credit is required. Attendance is recorded, and chapel probation will result for those who fail to meet the requirement. All full-time, traditional, undergraduate students (12+ units) are required to obtain 30 Spiritual Formation credits per semester. This includes both commuter and resident students. In order to successfully accumulate 30 Spiritual Formation credits, a student must attend on average two opportunities per week.

Spiritual Formation credits can be earned by attending chapel gatherings and participating in Soul Care options. These policies as well as the chapel calendar can be found on the spiritual formation website: <http://studentlife.vanguard.edu/spiritual-formation/>. ■



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# Campus Public Safety

**Emergency Number: (714) 966-6799**  
You can contact Campus Public Safety: 24 hours a day, 7 days a week

Campus Public Safety personnel patrol the University property to provide a safe and secure environment for all campus students, staff, and visitors. All Campus Public Safety Officers are trained and certified as Level Three Reserve Peace Officers of the State of California, and licensed as Security Officers of the California State Bureau of Consumer Affairs. Campus Public Safety personnel can provide students with an escort to anywhere on campus including Vanguard Center.

The Campus Public Safety Department requires all staff, faculty, and student vehicles be registered with Vanguard University. All vehicles must display a valid parking permit. Registration to obtain a free parking permit can be completed by filling out a parking permit request online at <http://services.vanguard.edu/vehicle-registration-form/>. The Campus Public Safety Department also offers valuable registration and



bicycle registration which is required by the City of Costa Mesa. The Campus Public Safety Department can perform vehicle jump starts, oversees Campus Lost and Found, and can assist students in unlocking their doors.

Campus Public Safety personnel can take crime and incident reports regarding such things as stolen property, suspicious circumstances, and injuries that happen on University property. Information regarding crimes on campus is shared with the Costa Mesa Police Department and is compiled for reporting purposes for the Clery Act, which documents crimes on campuses around the country. ■



## HYATT REGENCY NEWPORT BEACH

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# Campus Resources

Your student is not alone. Whether they need assistance with writing, guidance as they seek a career, or tutoring we are here to help.

## Bookstore

Vanguard University Bookstore is a local bookstore serving the students, faculty and staff of Vanguard University with pride. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support your academic career and school spirit. Order books or find more information online at [www.cbamatthews.com/vangu](http://www.cbamatthews.com/vangu).

## Business Services

The Business Services Office (BSO) provides customer service and counseling to students, families, and the Vanguard community in order to help assist families and VU community members meet their financial responsibilities. Business services managed for the community include: financial registration which must be completed each semester; payments for tuition, room, board and other charges; and refunds on student accounts. Questions regarding Bursar and billing statements can be answered by our Student Account Specialists, and numerous other transactions are completed by our Cashier.

Cashier  
[cashier@vanguard.edu](mailto:cashier@vanguard.edu)  
(714) 556-3610 x4327



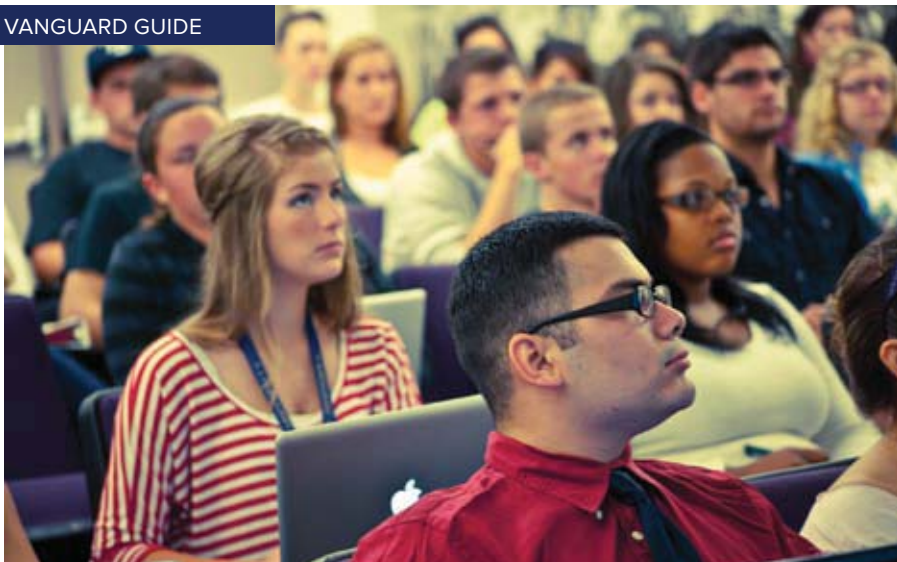
## Counseling Center

The Counseling Center provides free individual counseling that promotes personal growth and deals with emotional struggles and interpersonal conflicts by therapist that view personal concerns from behavioral, emotional and spiritual perspectives according to the needs of each client. Students can make an appointment to see a counselor at the Counseling Center by calling ext. 5256, coming to the office in person, or filing out a request form found at <http://studentlife.vanguard.edu/counseling-center/> and returning it to the Counseling Center.

Counseling Center  
(714) 556-3610 x4488

## Career Development Center

Career Development exists to empower and equip students to discover their interests, values, and abilities in order to transition into meaningful life work by providing relevant resources, avenues for exploration and experienced ►



career coaching. The Career Center offers personality assessments, free online career exploration tools, books and handouts on job searching, Career Coaching for interviewing & networking skills, resume & cover letter writing, Graduate school information, and current publications on labor market and in-demand careers. See our website at [www.vanguard.edu/careercenter](http://www.vanguard.edu/careercenter) for more information or [www.vanguard.zumeo.com](http://www.vanguard.zumeo.com) for on- and off-campus job opportunities.

Career Center  
(714) 556-3610 x4788

### Disability Services

Student Disability Services at Vanguard University exists to provide representation, access, service, reasonable accommodations, and community support to students with learning, physical and emotional disabilities through communication, advocacy and collaborative services. We provide reasonable accommodations for students with documented physical, psychological or learning disabilities or who are experiencing medical and other emergencies that affect coursework.

Disability Services  
[disabilityservices@vanguard.edu](mailto:disabilityservices@vanguard.edu)  
(714) 556-3610 x5256

### Learning Center

Students enrolled at VUSC with learning disabilities are welcome to contact the Learning Assistance Office on a voluntary, self-identifying basis. To receive accommodations, students must register each semester with the Learning Assistance Office. Please contact the Office of Learning Assistance to discuss eligibility requirements for receiving special services. Whether a student needs academic advising in choosing a major course of study, finding out how to reduce test taking anxiety, or receiving free study support from a peer tutor, the Office of Learning Assistance is available to help.

Learning Center  
(714) 556-3610 x2540 for an appointment, x2541 for more information.

### Mail and Copy Center

The Mail and Copy Center (MCC) assists with incoming and outgoing personal mail and packages functioning as the school's post office. The center has the facilities to send out mail on and off campus, black and white / color copiers, and fax machine. As a new service, we now send an e-mail when a package arrives so the student can come and pick it up here in the MCC. The MCC desires to serve the shipping needs of students in an efficient, economical and courteous manner.

### Mail procedures

When addressing a letter or package to your Vanguard student please use this format:  
[First name] [Last name] Please don't use nicknames, or include legal name.  
Vanguard University  
55 Fair Dr. [Box # Number Here]  
Costa Mesa, CA 92626

Mail and Copy Center  
(714) 556-3610 x4747

### Registrar

The Office of the Registrar is responsible for academic registration and schedule changes. The Office of the Registrar is responsible for the maintenance of student academic records and will assist with transcript requests and verification of enrollment. No transcripts and/or diplomas will be released for students with any balance owed on their educational loan (student account) or any past due balance on their Perkins Loan. Questions regarding academic policies may be referred to the Office of the Registrar at (714) 556-3610 ext. 2250. Most forms used in the Office of the Registrar are available online at <http://registrar.vanguard.edu>.

### Writing Center

Writing Center consultants work with Vanguard students one-on-one at any stage in the writing process. Students should bring in writing projects they're creating, such as expository essays and researched writing. We help students organize notes, develop outlines, revise thesis statements, and work on various aspects of atomistic and holistic revision.

Writing Center  
(714) 556-3610 x4774 ■

# Financial Aid

The Vanguard University Financial Aid Office realizes that financing a college education is a significant concern for many students and their families. The best time to apply for financial aid is between January 1 and March 2 prior to the fall semester to ensure that students are considered for the most financial aid possible. March 2 Priority Deadline to file Free Application for Federal Student Aid (FAFSA). For additional information regarding financial aid, please refer to Understanding Your Financial Aid Award located on the Financial Aid Forms page for Undergraduate Students <http://financialaid.vanguard.edu/>. Also, be sure to frequently check the myVU Portal to check the status of your Financial Aid and to review any missing documents.

[financialaid@vanguard.edu](mailto:financialaid@vanguard.edu)  
(714) 556-3610 x4252 ■



# Food Services

## The Cafe

Sharing time with friends on campus is an important way to build community. We encourage students to frequent the Cafe and the Cove to enjoy the full benefits of residential life at Vanguard. Resident students are required to take their meals in the Cafe unless they have received a medical exemption prior to the beginning of the semester and are living in an approved non-boarding room. Commuter plans are also available.



Resident Dining Calendar for Fall 2011-Spring 2012		
Friday, August 12	Re-open from summer	Breakfast, Lunch, Dinner
Monday, September 5	Labor Day	Brunch/Dinner Schedule
Tuesday, November 22	Thanksgiving break	Close after dinner
Sunday, November 27	End Thanksgiving break	Open at brunch
Friday, December 9	Christmas Holiday	Close after dinner
Thursday, January 5	End Christmas Break	Open at breakfast
Monday, January 16	Martin Luther King, Jr. Holiday	Brunch/Dinner Schedule
Saturday, March 10	Spring Break	Close after lunch
Sunday, March 18	End Spring Break	Open at brunch
Friday, April 6	Good Friday	Brunch/Dinner Schedule
Friday, May 4	End Academic Year	Close after dinner

More detailed information can be found in the Students Handbook under Food Services Policies or on our website [www.cafebonappetit.com/vanguard](http://www.cafebonappetit.com/vanguard).

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# Contact Information

For all extensions, dial the main number first: (714) 556-3610

VANGUARD UNIVERSITY ADMINISTRATION			
Dr. Carol Taylor	President	x 4001	<a href="mailto:OfficeofthePresident@vanguard.edu">OfficeofthePresident@vanguard.edu</a>
Dr. Jeff Hittenberger	Provost/Vice President for Academic Affairs	x 4011	<a href="mailto:OfficeoftheProvost@vanguard.edu">OfficeoftheProvost@vanguard.edu</a>
Ms. Lettie Cowie	Vice President for Business & Finance	x 4021	<a href="mailto:OfficeVPBF@vanguard.edu">OfficeVPBF@vanguard.edu</a>
Ms. Kelly Kannwischer	Vice President for University Advancement	x 4031	<a href="mailto:OfficeVPUA@vanguard.edu">OfficeVPUA@vanguard.edu</a>
Ms. Kim Johnson	Interim Vice President for Enrollment Management	x 4051	<a href="mailto:OfficeVPEM@vanguard.edu">OfficeVPEM@vanguard.edu</a>
Dr. Ann Hamilton	Vice President for Student Affairs	x 4041	<a href="mailto:OfficeVPSA@vanguard.edu">OfficeVPSA@vanguard.edu</a>
Dr. Michael Wilson	Dean of the College	x 4013	<a href="mailto:mdwilson@vanguard.edu">mdwilson@vanguard.edu</a>
STUDENT SERVICES SPECIALISTS			
Barbi Rouse	Director of Learning Skills	x 2540	<a href="mailto:barbi.rouse@vanguard.edu">barbi.rouse@vanguard.edu</a>
Judy Hamilton	Registrar	x 2252	<a href="mailto:records@vanguard.edu">records@vanguard.edu</a>
Derek Densberger	Chief Information Officer	x 4511	<a href="mailto:yucio@vanguard.edu">yucio@vanguard.edu</a>
Robyn Fournier	Director of Financial Aid	x 4252	<a href="mailto:rfournier@vanguard.edu">rfournier@vanguard.edu</a>
CAMPUS PUBLIC SAFETY			
Paul Turgeon	Director of Campus Public Safety	x 4990	<a href="mailto:paul.turgeon@vanguard.edu">paul.turgeon@vanguard.edu</a>
CAREER DEVELOPMENT CENTER			
Hassan Archer	Coordinator of Career Development	x 4775	<a href="mailto:careercenter@vanguard.edu">careercenter@vanguard.edu</a>
COUNSELING CENTER/DISABILITY SERVICES			
Dr. Beth Lorance	Director of Counseling Services	x 5256	<a href="mailto:counselingcenter@vanguard.edu">counselingcenter@vanguard.edu</a>
DIVERSITY PROGRAMMING			
Thandi Dinani	Director of Diversity Programming	x 4915	<a href="mailto:thandiwe.dinani@vanguard.edu">thandiwe.dinani@vanguard.edu</a>
RESIDENCE LIFE/HOUSING STAFF			
Tim Young	Director of Residence Life	x 4830	<a href="mailto:tyoung@vanguard.edu">tyoung@vanguard.edu</a>
Allison Hesse	Housing Coordinator	x 4820	<a href="mailto:allison.hesse@vanguard.edu">allison.hesse@vanguard.edu</a>
SPIRITUAL FORMATION			
Vince Beresford	Campus Pastor	x 4930	<a href="mailto:vince.beresford@vanguard.edu">vince.beresford@vanguard.edu</a>
STUDENT SUCCESS AND RETENTION			
Amanda Lebrecht	Director of Student Success Retention	x 4780	<a href="mailto:amanda.lebrecht@vanguard.edu">amanda.lebrecht@vanguard.edu</a>
Shelley Youd	Coordinator of New Student Orientation and Parent Relations	x 4821	<a href="mailto:syoud@vanguard.edu">syoud@vanguard.edu</a>

# Academic Calendar

FALL 2011	
September 5	Labor Day Holiday
September 9	Last day to add a new course
September 23	Last day to drop a course without appearing on transcript
September 30-October 2	Family Weekend
October 21	Last day to drop a course without academic penalty
November 7-11	Academic Registration for continuing students
November 23-25	Thanksgiving Break
December 6-9	Final Exams Week
December 9 (7:00 pm)	Fall Housing Closed
December 23-January 1	Offices closed for Christmas and New Year Holiday
SPRING 2012	
January 5	New Students Arrive
January 5-8	New Student Orientation
January 7-8 (Noon-6:00 pm)	Returning Students return to campus
January 9	Classes begin
January 16	Martin Luther King, Jr. Holiday, No classes, Offices closed
January 20	Last day to add a new course
February 3	Last day to drop a course without appearing on transcript
February 20	President's Holiday, No classes, Offices closed
February 28-March 1	Housing Registration for continuing students (\$300 deposit)
March 2	FAFSA priority deadline
March 2	Last day to drop a course without academic penalty
March 12-16	Spring Break
April 6	Good Friday, No classes, Offices closed
April 9-13	Academic Registration for continuing students
April 30-May 3	Final Exams Week
May 1	Last day for fall housing deposit refund
May 3-5	Commencement Week
May 4 (5:00 pm)	Spring Housing closed for non-graduating students
May 6 (5:00 pm)	Spring Housing closed for graduating seniors

# Student Special

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