



2014 - 2015 Student Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

Welcome from President John Bassett

Dear Fellow Learner:

Let me be among the first to welcome you to Heritage University or to welcome you back for another year. Here at Heritage, we are committed to your success and to ensuring that you achieve your academic, personal, and career goals. Whether you are a new student or returning for another year, you can benefit from having a resource like the Heritage University Student Handbook.

This handbook will help you understand your rights and responsibilities as a student, as well as identify resources on campus that support your academic growth. Resources and services on campus are designed to help you succeed. It will also help you understand the expectations we have of you while you are attending Heritage, and the administration of policies and procedures for academic and student affairs.

I encourage you to read and use this guide. Take advantage of resources offered through many of our programs, and work with your academic and faculty advisor if you need assistance. At Heritage University, our mission is to provide high-quality education to all students willing to work hard to achieve their goals. We know that education can enrich the quality-of-life for students and their communities. That is why all of us have chosen to work here; we believe in the mission and we believe in you.



Sincerely,

A handwritten signature in cursive script that reads "John Bassett". The signature is written in black ink and is positioned to the right of the "Sincerely," text.

John Bassett, Ph.D. President

The purpose of the Heritage University Student Handbook is to help students, staff, and faculty understand their roles and responsibilities for the administration of policies and procedures for academic and student affairs. It is also a tool to help students identify resources and services on campus. Information in the handbook may change at any time without advanced notice. For the latest copy of the handbook, visit heritage.edu.

The Heritage University Student Handbook applies to all students at all sites. Graduate students and certain majors or programs may have additional guidelines. Contact your advisor for more information. Regional site students should work with their local campus for support and questions unique to those sites.

Emergency Information

Immediate threat to health or safety, call 911

Physical Plant Director	(509) 952-3792
Maintenance	(509) 865--8631
Security	(509) 961-4674
Weekend Facilities Assistance	(509) 728-8147

The Heritage Community

Mission

Heritage University is a nonprofit, independent, non-denominational, accredited institution of higher education offering undergraduate and graduate education. Its mission is to provide quality, accessible baccalaureate and master's degrees to populations that, for reasons of location, poverty, or cultural background, have been denied these opportunities in the past. Within its liberal arts curriculum, Heritage offers strong professional and career--oriented programs designed to enrich the quality of life for students and their communities.

Vision

From its founding days, Heritage University has been inspired by a vision of education that embraces issues of national and international significance. These issues revolve around the realization that cooperation across cultural boundaries — whether they are geographic, ethnic, racial, religious, or economic — will be vital to human survival. Heritage University recognizes a basic principle rooted in all the world's great religions and moral traditions: Each human person is endowed with inalienable dignity and gifted with unique potential.

To translate this vision into everyday reality in the Heritage University learning community requires a highly qualified and unusually dedicated faculty and staff with a low student- to-faculty ratio. These employees' dedication to the Heritage University mission leads them to create and sustain unique educational programs specifically tailored to the special needs of multicultural and rural or isolated constituencies. The Heritage community attempts to live its motto, "Knowledge Brings Us Together," by placing great importance on the dignity and potential of each student and by considering diverse cultural and ethnic backgrounds as assets to the educational process.

Underlying the Heritage vision are three key values:

- 1) honoring each person's human dignity and potential,
- 2) seeking intellectual growth and challenges, and
- 3) celebrating the shared spiritual roots of all humankind.

The Heritage University Vision is embodied in these eight operating principles:

- H-** for the healing circle of life we live together;
- E-** for excellence in teaching and in learning;
- R-** for responsiveness to student needs: intellectual, family, and personal;
- I-** for inclusivity and cultural pluralism;
- T-** for teamwork in building community;
- A-** for awareness, leading to continuous improvement;
- G-** for grassroots community involvement; and
- E-** for effectiveness in managing limited resources to achieve Heritage's goals.

Diversity

Heritage University has a student body with substantial diversity, which creates an effective learning community where each cultural group is valued. To develop community and concern for the common good, Heritage University seeks to provide leadership in supporting cultural pluralism within our own and other communities. Cultural pluralism creates a climate of respect and appreciation by fostering "learning about us" in an interdependent and connected world. Heritage University acts to make its curriculum, staffing, teaching, and other collegiate activities reflect this learning.

Frequently Asked Questions

Do I need to get a student photo I.D. card?

Student I.D. cards ensure the safety and identity of the students, faculty, and staff. Students attending the main campus need to get a student ID card because it serves as a convenient and secure way to identify you when you attend campus events and classes. You will also use your ID card, when ordering books, working with the Business Office or as identification during possible emergency procedures.

To obtain your student photo I.D. card or if you have questions, visit Facility Services or call (509) 865-8631.

What is a major/minor and do I need to have one or both?

An academic major is your main field of specialization during your undergraduate studies. A minor is meant to complement your major. You can choose a minor in an area of study that might make you more marketable. To major or minor in a subject requires that you work with a faculty advisor to complete a certain number of required courses as well as selecting from a predetermined list of relevant electives.

For more information about a specific major or minor, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What is the difference between an academic advisor and a faculty advisor?

An academic advisor works in the Office of Advising. Faculty advisors work in their respective academic department. An academic advisor is considered a staff person and usually works full time and year round. You will work with an academic advisor until you declare a major, then you will be assigned a faculty advisor in your field of study.

For more information about a specific major or minor, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

When do I choose a major?

Choosing a major is something you should do early in your college experience. Once you have chosen a particular field of study, you will be asked to declare your major. This is a formal way of saying you are committed to that degree program and will be working with a faculty advisor in that department. You are encouraged to declare your major at the end of your freshman year or upon transferring to Heritage.

For more information about a specific major or minor, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu

How do I register for classes?

Incoming Freshmen:

If you are an incoming freshman and have earned no prior college credit, you need to meet with an academic advisor to register for courses in the *Office of Advising*.

Transfer Students:

If you are a transfer student, but have not earned an Associates of Arts (A.A.) degree, you will need to meet with an academic advisor to register for courses. You will also need to send copies of your official transcripts to have a credit audit conducted. Credit evaluations are completed with *Registrar Services*.

If you have completed an A.A. degree or all your GURs, you will need to meet with a faculty advisor who will assist you with completing your declaration of major form.

Graduate Students:

Graduate students will work with their program or faculty advisor to register each semester.

To schedule an appointment with your advisor, contact the Graduate School, (509) 865-8591

How do I schedule an appointment with my advisor?

To schedule a registration appointment with your **academic advisor**, please call (509) 865-0725 or email the *Office of Advising* at advising@heritage.edu.

If you have a **faculty advisor**, you need to contact them directly and set up an appointment. Assistance connecting with a faculty advisor is also available through each college. If you are not sure who your faculty advisor is, contact enrollment services at (509) 865-0440.

To schedule an appointment with your advisor call (509) 865-0725.

College of Arts and Science, (509) 865-8580

College of Education and Psychology, (509) 865-8590

Graduate School, (509) 865-8591

How many classes should I take my first year?

The number of classes you take depends on your financial aid eligibility and the amount of money you have to cover tuition. Federal regulations mandate that if you are receiving financial aid, you must register for a minimum of six credits during the fall and spring semester, and a minimum of six credits if you are taking courses in the summer.

If you are not receiving financial aid and paying tuition out-of-pocket, the number of credits you take is up to you. Things to consider before enrolling include: the cost of tuition and books, time and work schedules if you are employed, and the course load, meaning the number of courses that have labs or require extensive reading or writing.

Your first year of college is extremely important and you do not want to be overloaded with courses. Usually, 12-15 credits per semester your first year is recommended.

For information on your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

What are General University Requirements (GURs)?

GURs are Heritage University's general education courses. You must complete your GURs with a passing grade of C or better to obtain your associate or bachelor's degree from Heritage. GURs include English, math, history, fine arts, lab sciences, humanities, and social sciences. GURs make up a total of 43-45 credits

For more information on GURs and Heritage requirements, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

Should I take all GURs first?

Depending on what your major of study is going to determine when you should complete your GURs. Some programs of study are designed to admit you only after you have completed all your GURs. Others want you to start working on both your GURs and degree program requirements as soon as you declare your major. If you are undecided on your major, you should complete your GURs. The academic catalog lists all of the GURs and course guidelines for degree programs offered at Heritage University.

For more information on GURs and Heritage requirements, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

When can I register for the next semester?

Registration is open prior to the start of each semester and closes shortly after the semester starts. The academic calendar is published online on MyHeritage. It lists all the important dates you need to know as you plan your year.

For more information on important dates, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What is MyHeritage?

MyHeritage is your online portal for information that is unique to you, including class schedule, grades, student accounts, online registration, and communications with your professors. You must log on with a user ID and password to access the majority of information posted on MyHeritage.

<https://myheritage.heritage.edu>

For more information on and how to access MyHeritage, contact the Help Desk at (509) 865-8579.

How often should I visit the MyHeritage?

Students are highly encouraged to visit MyHeritage at least three to four times a week to view important information and updates.

For more information on and how to access MyHeritage, contact the Help Desk at (509) 865-8579.

I lost my username and password. Where can I find that information?

If you have forgotten your username or password, please contact the Information Technology Help Desk at (509) 865-8579 or visit

https://myheritage.heritage.edu/ics/Help_Center/Password_Management.inz

Why does Heritage require me to have Heritage email account?

Your Heritage University email account is how the institution will inform you of important information regarding your courses, registration, financial aid, as well as upcoming events and deadlines.

<http://webmail.heritage.edu>

For more information on and how to access your Heritage email, contact the Help Desk at (509) 865-8579.

How often should I check my student email account? You should check your Heritage email **daily**. **ALL** communication and important information will be routed to your student email account. You also should delete messages after you read them to ensure your email account does not reach capacity.

For more information on and how to access your Heritage email, contact the Help Desk at (509) 865-8579.

Where can I access my email account?

You can go to any computer lab and log onto the network and access your email through the internet. You can also access your email from any computer that has an internet connection.

For more information on and how to access your Heritage email, contact the Help Desk at (509) 865-8579.

About how many students will be in each of my classes?

Class sizes will vary, but on average approximately 12-15 students will be enrolled in a single class.

Why was I placed into lower-level classes?

Placement into courses is determined by using a variety of information such as academic assessments and tests like the **COMPASS®**, ACT, and SAT, as well as transcripts from high school or other colleges. You may need to take some developmental courses, which are designed to bring up your skill level. Your Academic Advisor can assist you with exploring options to complete your developmental courses.

For more information on placement into developmental courses, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What is a prerequisite?

A prerequisite is a course that you are required to complete and pass prior to taking an advanced course. You can visit the catalog to view course descriptions to determine if a course requires a prerequisite.

For more information on prerequisite courses, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What is a co-requisite?

A co-requisite is a course that must be taken simultaneously with another course. Often science courses will require you take a lab as a co-requisite.

For more information on co-requisite courses, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What is a credit evaluation?

A credit evaluation is an analysis of your official transcripts. The Registrar's Office conducts evaluations when you transfer from another accredited college to Heritage University. Once all of the official transcripts for a student have been received the classes are evaluated to see if they are comparable to Heritage University classes. Credit is given to the student for each class in direct class equivalency or bulk credit if there is no direct equivalency for that class.

For more information on credit transfers and evaluations, contact the Registrar's Office or call (509) 865-8509.

How do I request a credit evaluation?

If you have taken a course(s) and earned credit from another accredited college or university the Registrar's Office will complete a credit evaluation to determine which course can be applied towards your GURs or degree program. Once the evaluation is complete, an email with the results will be sent to your Heritage University email account.

For more information on credit transfers and evaluations, contact the Registrar's Office or call (509) 865-8509.

What is an advising worksheet?

An advising worksheet lists all the courses you have taken or are currently enrolled. In addition, it also lists the additional courses needed to graduate. Any courses that are transferred in from another college are also listed on the advising worksheet. To view your worksheet, click on Students in your MyHeritage account, then look for the Academics box and click on "Course Needs" to view your requirements.

For more information on your advising worksheet or credit transfers and evaluations, contact the Registrar's Office or call (509) 865-8509.

Where do I get an advising worksheet?

You can print a copy of your advising worksheet by logging into your MyHeritage account. You can also ask your academic or faculty advisor to print a copy of your advising worksheet.

For more information on your advising worksheet or credit transfers and evaluations, contact the Registrar's Office or call (509) 865-8509.

What is a graduation audit?

The Registrar's Office will conduct a graduation audit when you complete and turn in your graduation application form. The Registrar's Office reviews the courses you have completed and notes any courses that you still need to complete in order to graduate.

For more information on your advising worksheet or credit transfers and evaluations, contact the Registrar's Office or call (509) 865-8509.

When should I request a graduation audit?

You should fill out a graduation application two semesters before you anticipate graduating. You should also talk with your faculty advisor. The graduation audit ensures you have met the minimum required credits for graduation, completed the required courses and/or received the appropriate waivers, and met the minimum GPA requirements.

For more information on graduation and evaluations, contact the Registrar's Office or call (509) 865-8509.

How do I order transcripts?

If you need to have official transcripts (sealed) you can order them from the Registrar's Office by filling out a transcript request form, which can be found online. A signature is required and thus the form must be printed and faxed, mailed, or scanned and sent to the Registrar's Office via email.

For more information on ordering official transcripts, contact the Registrar's Office or call (509) 865-8506.

What if I decide to stop attending school?

It is important to contact your academic or faculty advisor as soon as you make a decision to stop attending school. This can save you money and time.

For more information on the withdrawal process contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What do I do if I am doing poorly in a class or classes?

You need to ask for help if you are struggling with your course work. You can talk with an academic advisor, your instructor(s), or go directly to the **Academic Skills Center**. Heritage offers free tutoring services. Getting help early is the first step.

For more information on student support services, such as tutoring, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

Do I need to inform somebody if I have a disability?

If you have a documented disability and need accommodations you must schedule an appointment with the Office of Student Affairs.

For more information on requesting accommodations, contact the Office of Student Affairs or call (509) 865-8515 or email studentaffairs@heritage.edu.

Since I am paying for my college, can I show up to classes when I feel like it?

Heritage University is an attendance-taking institution. Your GPA drops below a passing grade due to attendance; you can be put on academic probation and/or suspension.

For questions about this policy contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

Do I need a degree to transfer to Heritage University?

Undergraduates do not need to have a degree in order to transfer to Heritage University. All graduate students must have a bachelor's degree from an accredited college in order to be accepted into a Heritage graduate program. If a student has an associate degree from an accredited college within Washington State, Heritage will honor that degree and will consider the general university requirements completed. If a student has received an associate's degree from an accredited college outside Washington State, each individual class will be reviewed to determine whether or not the student will receive credit for each class.

For more information on transferring to Heritage and credit evaluations, contact the Registrar's Office in the Student Services Center, or call (509) 865-8509.

What is academic probation or academic suspension?

Academic probation means that a student is not meeting the minimum 2.0 grade point average (G.P.A.) requirement. If the semester GPA is below 2.00, the student is placed on academic probation. Once an undergraduate student is placed on academic probation, the student must attain at least a 2.00 semester GPA for the next six semester credits in order to continue his or her studies. A student on academic probation for two consecutive semesters is subject to academic suspension, which is noted on the permanent record (transcript).

For more information on your academic standing, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

When would I purchase textbooks for my classes?

It's highly recommended to have your books by the first day of class. Books can be purchased 4-6 weeks before classes start. Remember, when purchasing books you should allow 1-2 weeks for shipping. Books can be purchased online at <http://www.ecampus.com/heritage>.

For more information on how to purchase your text books, contact the Book Store on campus at (509) 865-8511.

How long will it take me to earn an A.A. or B.A. or B.S.?

That will depend on if you are going full time or part time. In addition you may have to take some developmental courses that will not count towards your degree program. Your advisor can assist you with looking at your graduation plan.

For more information on your degree plan, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

What does full-time and part-time student mean?

If you are attending full time you are enrolled in a minimum of 12 semester credits (6 in summer semester). Part time is considered less than 12 credits. If you are enrolled in 3-5 credits, you are considered less than half time; 6-8 credits is considered half time; 9-11 credits is considered three-quarters time. This is important to know as it may affect financial aid.

For more information on your attending full time or part time and your financial aid status, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

Can I work full time and go to school at the same time and still be successful?

You can still be successful and pass your classes while working full time if you prioritize your time and schedule to accommodate for course time and study time.

For information on setting up a time management plan, contact the Office of Advising at (509) 865-0725 or email advising@heritage.edu.

How can I get a work-study job on campus?

You must have financial aid to apply for work-study positions on campus. You also need to complete an application for work study.

For information on your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

How do I apply for Financial Aid?

You must complete your FASFA at www.fafsa.ed.gov. You can also go to the Financial Aid Office and receive assistance completing the form from a trained staff.

For information on your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

What does FAFSA stand for?

Free Application for Federal Student Aid

For more information on FAFSA visit the federal website at <http://www.fafsa.ed.gov>.

How much money can I get in loans?

Students are only allowed to take out so many loans over the course of their academic career. Students need to meet with a financial aid advisor to understand the pros and cons of taking out loans, as well as the different types of loans.

For information on your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

What is a master promissory note?

A master promissory note is information a student fills out on-line. By completing this, students are promising to pay back any loan money they have borrowed.

For information on your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

Why is loan counseling required?

Loan counseling is required so that students are aware of how the federal loan process works. It also gives students information about what to do during economic hardships. All students taking out loans must complete this required training.

For information on loan counseling and your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

How do I qualify for Washington State Need Grant?

The Washington State Need Grant is based on household income along with the number of people in the household attending college. Our Financial Aid office determines your eligibility. Most importantly the fund is awarded on a first come-first-serve basis. Therefore it is important to follow up with the Financial Aid office to make sure all the necessary paperwork has been submitted.

For information on grants and your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

What is the difference between unsubsidized and subsidized loans?

An unsubsidized loan is that the unsubsidized loan starts accruing interest as soon as a student receives the loan, and the subsidized loan starts accruing interest after a student graduates or withdraws from school. Also, the subsidized loan has a lower interest rate than the unsubsidized loan.

For information about loans and your financial aid status and eligibility, contact the Financial Aid Office at (509) 865-8502.

What if I have other financial aid questions?

For more information, visit the contact the Financial Aid Office at (509) 865-8502.

Clubs and Organizations**How can I get involved in activities on campus?**

There are many different avenues for students to get involved at Heritage University. Many student led organizations and Heritage University support programs are available, such as the College Assistance Migrant Program (CAMP), The Native American Serving Non-Tribal Institution (NASNTI), Student Support Services (S³), Honor's Programs, and the McNair Program. To get involved in Heritage University support programs, contact an academic advisor or the specific program coordinator. Please see the Student Life section of this handbook for additional information about clubs and activities.

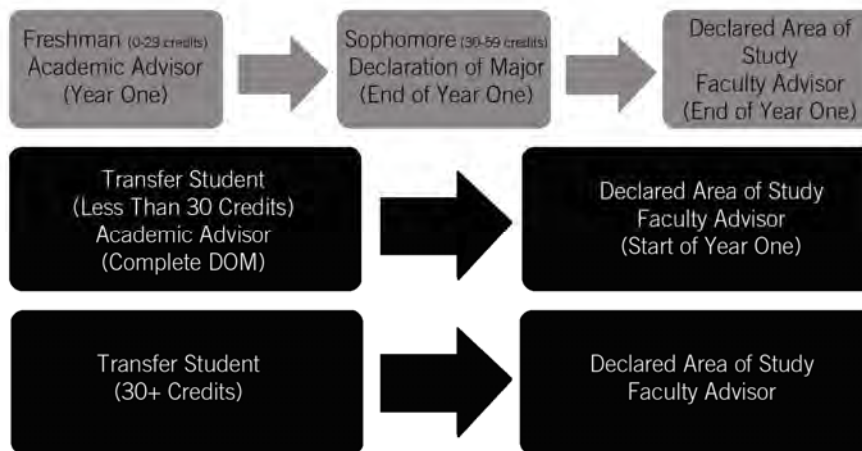
Academic Advising

Academic advising is an essential component of a Heritage University education. The university is committed to providing individual students with advice and assistance throughout their degree programs. A successful system of academic advising is highly dependent upon a shared commitment between students, faculty, and staff for the process and availability of timely, accurate information.

All incoming students at the Toppenish campus are assigned to an academic advisor in the *Office of Advising*. Students are transferred to a faculty advisor once a declaration of major form has been filed and entered into the system by the Registrar's Office. Students attending a regional site are assigned to a faculty or staff advisor from that site. Transfer students will meet with an academic advisor in the *Office of Advising* to complete their declaration of major as part of their admissions and registration process.

Once a student files a declaration of major with the Registrar's Office, he or she will begin to meet with their faculty advisor from that specific college. Every effort is made to transfer students from the *Office of Advising* to a Faculty Advisor by the end of the first year of study.

Advising Flow Chart



Rights of the Advisee/Student

All students have the right to:

- **Quality Information:** An advisor who fulfills the Heritage University advising goals, roles, and responsibilities.
- **Regular Access:** Regular access to and timely response(s) from the advisor.
- **Confidentiality of Information:** Protection and review of academic advising-related files and materials in accordance with the Family Educational Rights and Privacy Act (FERPA).
- **Clear Information:** Clear and understandable procedures for conveying concerns related to academic advising.
- **A Safe Environment:** A feeling of personal safety when meeting with their advisor (also applies to advisors when meeting with advisees).
- **Respect:** A professional environment that fosters a worth and esteem as well as provides truthful and reflective assessments and information.

Responsibilities of the Advisee/Student

Students have the responsibility to:

- **Communicate:** Schedule an appointment with his/her advisor early each semester. Scheduling in advance will ensure access to quality time with their advisor.
- **Be On Time:** Be on time for their appointments and call if unable to make a scheduled appointment.
- **Prepare for Meetings:** Be prepared for the appointment by reviewing course offerings for the upcoming semester and identifying courses of interest or that fit into their schedule. Print the advising worksheet, review GURs and the catalog in advance of your appointment.
- **Take Initiative:** Initiate regular appointments with their advisor to review academic plans and schedules every semester.
- **Complete Requirements:** Fulfill additional requirements as agreed upon during discussions with their advisor.
- **Be Responsible and Professional:** Take responsibility for timely completion of academic requirements.

Responsibilities of the Academic or Faculty Advisor

Advisors are responsible for:

- **Communicating:** Communicating advising days and hours to students and department support personnel. Posting office hours outside the office door.
- **Knowing & Communicating University Requirements:** Understanding and following established college or program advising plans. Monitoring academic decisions by informing advisees about relevant alternatives, limitations, and possible consequences of their decisions, including information on academic standards, appeals, and consequences of academic dishonesty. Monitoring and promoting advisees progress toward degree completion through advocating timely planning and progress toward educational goals with prompt attention to problems.
- **Maintaining Confidentiality:** Keeping current student records and personal information in accordance with FERPA.
- **Providing Professional Information:** Sharing new requirements and emerging trends in education (e.g. OSPI; RCW's; WAC's; university, college, and departmental graduation requirements) with advisees.
- **Advocating:** Proactively advocating for student needs to departments as appropriate (e.g. *Office of Advising*, advocacy form, and Financial Aid). Advocating professional responsibilities by helping advisees recognize relevant institutional and/or professional responsibilities. Making recommendations/referrals to appropriate college officials when advisee behavior compromises professional and/or institutional standards to such an extent that professional disclosure is necessary.

How to schedule an advising appointment

Office of Advising:

Schedule your appointments through the *Office of Advising*.

Heritage University Office of Advising at (509) 865-0725 or email advising@heritage.edu.

Faculty Advisor:

Advising appointments are scheduled through the administrative assistant for each academic department.

College of Education (509) 865-8590

College of Arts and Sciences (509) 865-8580

Heritage Student Life

Campus Activities and Clubs

Heritage University values the importance of students' participation in clubs and organization and recognizes that they play an essential role in student and campus engagement. By joining a club or organization, students have the opportunity to meet new people with similar interests, learn new things, and participate in activities and events. The listing below outlines the variety of clubs or organizations available at Heritage University.

Student Government Association (SGA)

Student government hosts a variety of exciting events throughout the year to enrich the experience of the student body. SGA has a Facebook page (www.facebook.com/HUSGA). Students are encouraged to subscribe to the page to stay up to date on activities and ways to volunteer for events! For more information about SGA, contact them at SGA@heritage.edu.

Active Clubs

Computer Club

The Heritage University Computer Club is dedicated to supporting students, enhancing student knowledge and experience around computers and electronics, and serving as a resources for the community.

Advisor: Troy Kammerdiener, (509) 865-8500

Computerclub@heritage.edu

Fine Arts Club

The Fine Arts Club exists to enrich artistic knowledge of the members and to introduce the students, faculty, and the surrounding community to all aspects of the fine arts and to support the artistic ability of students at Heritage University as part of a liberal arts education and multi-cultural study.

Advisor: Carolyn Nelson (509) 865-8500, ext. 3202

Fineartsclub@heritage.edu

Judo Club

The mission of Judo club is to promote Judo through physical and cultural experiences.

Advisor: Kazuhiro Sonoda (509) 607-2022

Judoclub@heritage.edu

Heritage Justice Circle (HJC)

The club's mission is to provide Heritage University students who are interested in community service, leadership, public service, and criminal justice with development and networking opportunities.

Advisor: Ernesto Cruz (509) 865-8500, ext. 2348
Hjclub@heritage.edu

Heritage University Native American Club (HUNAC)

The purpose of HUNAC is to promote personal pride and provide enrichment opportunities for Native American students, other Heritage students, and the campus in general. Additionally, the members of this organization assist in promoting awareness of Native American culture and tradition while encouraging more community interest and participation to Heritage University commitment to quality education.

Advisor: TBA (509) 865-8500
Hunaclub@heritage.edu

Interested Ladies of Lambda Theta Alpha Latin Sorority Incorporated

The mission of Ladies of Lambda Theta Alpha Latin Sorority Incorporated is to provide a sisterhood based on Unity, Love, and Respect; to provide social and cultural activities, and to carry on charitable and educational programs to promote leadership, maintain high academic standards, and serve as a voice for the Latino community.

Advisor: Erica Tait
ILOLTA@heritage.edu

L.I.F.E.

Live Individual Free Expression

The purpose of the L.I.F.E. Club is to empower students through the art of spoken word, poetry, creating an outlet for emotional and creative expression, with a community outreach component.

Advisor: Dr. Winona Wynn
Lifeclub@heritage.edu

MEChA

MEChA exists to raise the awareness level of Chicanas and Chicanos faculty, staff, and community-at-large in the Yakima Valley about the social, cultural, economic, political, and philosophic issues that pertain to the Chicano community with emphasis on indigenous heritage and the plight/struggle for the Mexican/Mexican-American/Chicano worker whose back and arms have been providing the main labor force in the Yakima Valley for over fifty years.

Advisor: Pamela Alvarado (509) 865-8500
Mechaclub@heritage.edu

Men of Vision

The purpose of this brotherhood, a service/social fraternity is to dedicate themselves to the needs and concerns surrounding communities and promote and maintain the traditional values of UNITY, HONESTY, INTEGRITY, and LEADERSHIP. This Brotherhood is a Hispanic founded fraternity that exists in order to provide any man a diverse fraternal experience which coincides with a higher education.

Advisor: Erica Tait
MOV@heritage.edu

Newspaper Club

The Newspaper Club exists to keep campus connected, build strong community relationships, share the universities achievement stories, and to provide students an opportunity to grow professionally.

Advisor: Paula Collucci
Newspaperclub@heritage.edu

Nursing Club

The primary purpose of the Nursing Club is to help educate fellow students as well as club members about health issues. We plan to make numerous educational activities available to Heritage University students as well as staff and faculty members, to enhance and support the existing Nursing Program. The expansion of Nursing as a profession will be fostered.

Advisor: Laura Morgan
Nursingclub@heritage.edu

ENACTUS

The Heritage University ENACTUS team serves as an agent for change in an area known for economic and educational deprivation. Our mission is to create everlasting impact by building on existing projects, leveraging resources, strengthening existing partnerships and developing new ones to bring the free enterprise system to our community in a full functioning, comprehensive way that embraces each and every of our inhabitants.

Advisor: Len Black (509) 790-8468
black_l@heritage.edu

Reaching a Generation Effectively R.A.G.E.

The mission is to unite the student population and the Yakima Valley to achieve a common goal. The goals include (1) Teach the people about God, (2) Exalt Jesus Christ, (3) Host weekly bible studies, and (4) Be a support system for students.

Advisor: Jaime Cortes (509) 865-8500
Rage@heritage.edu

Science Club

This club is dedicated to creating, enhancing, and maintaining an environment that promotes cultural, intellectual, and social curiosity in the sciences. Our mission is to promote the sciences by engaging the community through various activities, volunteer opportunities, and bringing in members of the science community as speakers. All students of Heritage University are welcome; a science major is not required.

Advisors: Nina Barcenas (509) 865-0430
Scienceclub@heritage.edu

Social Work Club

The purpose of the Social Work Club is to work within the guidelines of the NASW code of ethics to enhance the profession of social work and the Heritage University social work program through its activities focused on community services and student growth and development.

Advisor: Raymond Bending (509) 865-8556
Socialworkclub@heritage.edu

Starting a Club

In order to restart or create a new club acknowledged by the university with a budget, the following items must be completed:

1. There must be at least five (5) Heritage University students as members.
2. There must be a club advisor identified. The advisor must be a full-time employee of Heritage University and approved by the Vice President of Student Affairs. The advisor or previously approved designee must be present at all club functions (meetings and activities).
3. Submit a petition to *establish an official HU club/organization* (available via email to studentlife@heritage.edu) and a constitution to the student life coordinator.
4. Notify the student life coordinator in writing of changes in officer, meeting times, SGA representatives or any other pertinent information.
5. Your club will become official when affirmed by the Vice President of Student Affairs under the direction of the Student Life Advisory Committee. Please allow one month to process the petition after the initial request has been submitted.

Athletics

Recreational Sports

Heritage University supports students, staff, and faculty to participating in recreational leagues throughout the Yakima Valley. Some of the current sports the HU community participates in are indoor and outdoor soccer, co-ed softball, and basketball (men's & women's). For more information about establishing a team, contact the student life department.

Intramural Sports

Currently we offer soccer, volleyball, flag football, ultimate frisbee. As student interest and participation grows, there is an opportunity to expand our offerings.

Other HU Activities

For a complete list of all activities at Heritage University, access the Student Life Calendar located on the Student Life tab on MyHeritage.

In addition to clubs, there are a variety of programs on campus that host activities on campus. Look into CAMP and TRiO for other opportunities you may be able to get involved with! For more information about joining, reviving, or starting a club, contact:

Erica Macias Tait, Student Life Coordinator
studentlife@heritage.edu

Campus Services

Bookstore

The Heritage University bookstore sells class supplies, reading materials, gifts, clothing, greeting cards, and snacks.

Textbooks for Heritage classes are available online through the Virtual Bookstore, powered by [eCampus](#). You may order books online or by mail, telephone, or fax. Payment can be made by credit card, check, or, if you are eligible, through your financial aid.

For more information, contact the Bookstore at (509) 865- 8511 *or send an email to* bookstore@heritage.edu.

Campus Facilities

A map of the campus illustrating the location of various offices, classrooms, and laboratories, is available in the Student Services Center. Tours of Heritage University are provided to interested persons upon request.

Parking

Parking for students and guests is located in the main parking lot off of Fort Road near the Student Services Center. Students of Heritage University, their families, and guests are welcome to use the facilities of the campus in accordance with the guidelines issued by local campus administrators. Procedures for using campus facilities for events are available through the Physical Plant Office.

Child Care Center

Heritage University offers a child care/preschool program, serving children ages 1 year through 5 years. Students wishing to enroll their children must preregister. Services are provided on a first-come-first-serve basis. Space is limited and charges do apply.

For more information, contact the Heritage University Early Learning Center at (509) 865-8630.

Dining Services

Owned and operated by Heritage University, the Heritage Café is available Monday through Friday to all students, faculty, staff, and their guests.. Vending machines are also available.

Career Services

The Office of Career Services exists to provide guidance, resources, and opportunities to students and alumni seeking to achieve their career goals relevant to their academic interests. We facilitate and support connections between employers, our students and alumni. Students can visit Career Services to receive assistance with résumés and cover letters, placement files, mock interviews, and researching employment opportunities. Contact *the Office of Career Services* (509) 865-0411

Office of Advising

Mission Statement: Heritage University is focused on student success. The *Office of Advising* exists to empower students in the development of meaningful educational plans that are consistent with their academic, personal and professional goals through direct service to the student and collaboration with faculty and other campus resources.

The Heritage University *Office of Advising* serves pre-major undergraduate students (freshmen, transfer and re-admit) attending Heritage University through the Toppenish campus.

To make an appointment contact Amber at (509) 865-0725 Ext. 2103 or email advising@heritage.edu.

The *Office of Advising* provides services such as: course registration, academic planning and advising, declaration of major, and assistance with connecting students to local and on campus resources.

Contact Information

On campus: *The Office of Advising*: (509) 865-0725 or (888) 272-6190, Email: advising@heritage.edu.

Student Support Programs

There are an array of programs designed to support specific groups of students with academic and college enrichment. Students are encouraged to research the various programs and apply for assistance.

Student Support Services (S³)

S³ is a grant program funded by the federal government that offers support services to low-income, first generation students and students with disabilities whose goal is to earn a bachelor's degree within six years. It is the program's mission to help students overcome class, social, and cultural barriers to higher education by offering academic and personal support as well as to offer exposure to different educational and cultural opportunities. Services offered include: Free tutoring, mentoring, grant aid, graduate school exploration and student success workshops.

Contact Information

Phone: (509) 865-8500 or (888) 272-6190 Email: s3trio@heritage.edu

College Assistance Migrant Program (CAMP)

The College Assistance Migrant Program (CAMP) is a federally-funded program designed for first-year college students from migrant and seasonal farm worker families. CAMP at Heritage University provides college transition services to develop the skills and understanding necessary to excel in a four-year college environment. The CAMP staff is committed to four service areas: academic assistance, career planning, cultural enrichment, and support services. While enrolled full time, all CAMP students are eligible to receive a tuition stipend to supplement financial aid from state and/or federal sources. Throughout the year, CAMP activities may include trips, workshops, guest speakers, seminars, and events to stimulate personal, cultural, and academic growth.

To be eligible for CAMP, students must be first-year students at Heritage University who participate, or whose immediate family participates, in migrant and/or seasonal farm work or who have participated in the Title I Migrant Education Program.

For more information, please contact the CAMP program at (509) 865-8695.

Contact Information

(509) 865-8695 or (888) 272-6190 Email: hucamp@heritage.edu

HU CARES/Student Advocacy

The mission of the Heritage University student advocacy program HU CARES is to provide outreach and support services to promote students retention. Students who need assistance can receive academic advisement and counseling services through a trained academic advisor, mentor, and/or counselor. The main priority of HU CARES is to advocate for students on campus and to assist, motivate and empower students for self-development and self-actualization.

HU CARES system is a planned institutional intervention strategy to promote student success and retention. Students who are experiencing personal issues impacting their academic performance should contact the Office of Advising for assistance.

Contact Information

Advocacy and Retention: (509) 865-8512 or (888) 272-6190

Counseling Services

Students who are currently enrolled at Heritage University who are experiencing personal issues impacting their academic performance can work with a licensed mental health counselor. These services are free and totally confidential. Students may contact the Northwest Employee Assistance Program at (800) 321-3498 to schedule an appointment.

Students with Disabilities

The Office of Student Affairs coordinates appropriate and reasonable accommodations for students with disabilities or special needs. Trained staff works with each student on an individual basis. Faculty and staff of Heritage University work closely with the vice president of student affairs to ensure access to academic programs, services, events, and activities for all students. Students are responsible for making a formal request for appropriate and reasonable accommodations.

Contact Information

On campus: Student Services Center Phone: (509) 865-8515 or (888) 272-6190

Fax: (509) 865-8659

Email: studentaffairs@heritage.edu

Student Rights and Responsibilities

Introduction

The following section outlines the official policies, complaint procedures, and code of conduct for all Heritage University students. Additional information about academic policies and programs may be found in the Heritage University Catalog. Students are responsible of being informed of Heritage University policies and expectations. Academic programs may have additional requirements, standards of conduct, and expectations for clinical or field experiences. Students are bound by both the University and program requirements. Please see academic program handbooks for additional information. Due to the changing nature of information, the on-line version, found at myheritage.com, will be considered the official version of the Student Handbook.

Policies

Accommodations for students with disabilities

The Office of Student Affairs coordinates appropriate and reasonable accommodations for students with disabilities or special needs and works with each student on an individual basis. Faculty and staff of Heritage University work closely with the Office of Student Affairs to ensure access to academic programs, services, events, and activities for all students. Students are responsible for contacting the Office of Student Affairs to make a formal request for appropriate and reasonable accommodations.

Advising

Heritage University is focused on student success. In partnership with providing a quality, caring environment, students are ultimately responsible for their own academic success. Students should be attentive to the academic calendar, registration timelines, and major and graduation requirements. See the Advising section of the handbook for further information on the advising process and success strategies.

Attendance

Regular attendance is necessary for academic success. Students should communicate with their faculty member and advisor if they will not attend class or other meetings.

Students are responsible for notifying the university if they choose not to attend Heritage University after enrollment. Students who have two unexcused absences, or the equivalent for weekend or on-line courses, may be dropped by their faculty member. Charges will be applied and students will be responsible for the incurred balance.

Students who have missed a significant amount of class time should work with their advisor, faculty members and the financial aid office to determine their options. See the academic policies section of this manual or the catalog regarding grading and financial aid.

Campus organizations

Heritage University believes that campus-based organizations offer valuable extracurricular opportunities for students' learning and development. The University welcomes, supports, and encourages such endeavors. Students interested in learning about clubs or the process of developing a new club should contact the Student Life Coordinator.

Children on campus

Heritage University welcomes children to visit campus with their parents or guardians. Students should not bring children to class, except in the case of emergency, and only with the instructor's permission. Parents or guardians must provide the appropriate level of supervision. Children may not be present in any of the science laboratory classrooms under any circumstances.

Discriminatory Harassment & Anti-Discrimination

Heritage University allows the free inquiry into all ideas and the free expression of opinions by those within the University community as a part of the basic process of education. In the presence of harassing behavior, a person's learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection of free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity, worth and respect of each individual be nurtured and protected.

The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every student, employee, or third party person (e.g. contractor, consultant, visitor, guest, etc.) in the University community has the responsibility to avoid engaging in any unlawful discrimination and further to avoid inappropriate conduct that is disrespectful or unprofessional.

Sexual Harassment

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the University. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the University's goal of providing a workplace free from sexual harassment, inappropriate conduct described in this policy will be dealt with using the established informal and formal procedures of the University, including disciplinary action, where appropriate.

Complaints

Regarding an academic issue or faculty member

Students who feel that an academic decision affecting them should be re-examined may present their case according to the following grievance process. Students have a limit of one year from the time of the incident in which to file a complaint. These steps are followed until the concern is resolved:

1. The student is encouraged to confer with the instructor concerned.
2. If the student believes the matter has not been satisfactorily resolved, the student confers with the department chair or department director.
3. If the student believes the matter has not been satisfactorily resolved, the student confers with the college dean to seek assistance in resolving the concern.
4. A student makes an appointment with the provost/vice president of Academic Affairs to seek assistance in resolving the concern.
5. The student and the provost/vice president of Academic Affairs may request a hearing committee to review the matter.
6. The provost/vice president of Academic Affairs communicates the decision to the concerned student.

Regarding a staff member

Students are encouraged to provide constructive feedback by first sharing the concern directly with the staff member involved. If the matter is not considered resolved, the student may then approach the staff member's supervisor. Students may contact the Office of Human Resources to determine the appropriate supervisor and contact information.

Regarding a harassment issue

Heritage University is committed to creating a safe learning and working environment. Harassment is defined as conduct which threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, blocking movement, offensive touching and visual insults, such as derogatory posters or cartoons. Students experiencing harassment regarding a staff, faculty member, or third party vendor of Heritage University are encouraged to contact the Office of Human Resources as soon as possible.

If the harassment involves another student, please contact the Office of Student Affairs to report the problem and seek assistance.

Regarding another student

Students are expected to communicate concerns in a direct and respectful manner. If it is not feasible to approach another student directly, then the student with the concern should contact the Office of Student Affairs for assistance with resolving the matter.

If internal complaint processes have not resolved the issue, you may contact any of the following:

General:

Washington State Office of the Attorney General

1125 Washington Street SE

PO Box 40100

Olympia, WA 98504

(360) 753-6200

http://www.atg.wa.gov/contactus.aspx#By_phone

Academic:

Northwest Commission on Colleges and Universities (NWCCU)

8060 165th Avenue N.E.

Suite 100

Redmond, WA 98052

(425) 558-4224 (voice)

(425) 376-0596 (fax)

Student Code of Conduct and Disciplinary Action

Heritage University's mission is based on the principle of deep respect for the value of each student. The policy and procedures for student conduct were developed with the intent of providing clear expectations for behaviors that promotes a culture of respect. As an educational institution, Heritage's mission focuses on creating learning opportunities that encourage growth and development. The intent of this policy is to provide a catalyst with which to promote growth and a learning experience that allows each student to reach his/her potential while working within a safe and supportive atmosphere.

*The Code is instituted for all Heritage University campuses and program locations. The Code also applies to events sponsored by Heritage University. Academic programs may have additional requirements, standards of conduct, and expectations for clinical or field experiences. Students are bound by both the University and program requirements. Please see academic program handbooks for additional information.

Code of Conduct

1. Respect for the Law

- a. **Public laws:** Students and organizations must comply with all local, state and federal laws and regulations.
- b. **Alcohol and Marijuana:** Heritage University is an alcohol and drug-free campus. Student organizations and activities must all be alcohol and drug-free, whether held on or off campus. Students must not show up to class or for HU-sponsored events or employment under the influence of alcohol, marijuana, or any controlled substance not specifically prescribed to the individual student.
- c. **Smoking:** Smoking is not permitted in any Heritage University buildings or within 25 feet of an entrance to a building.
- d. **Controlled substances:** Unlawful use, sale, or possession of substances or paraphernalia is prohibited. Use of prescription medication not prescribed to an individual and/or providing medication to an individual to whom it is not prescribed is prohibited. While the citizens of Washington State chose to legalize small amounts of marijuana possession or use for persons over the age of 21, as an institution that receives federal funds, Heritage University is required to uphold, and expects its students to abide by federal laws which prohibit use, distribution, consumption, of marijuana by anyone of any age. Medical marijuana users should be aware that Heritage University does not permit marijuana use or possession on campus, even with official medical documentation. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the *Office of Student Affairs*.
- e. **Disorderly Conduct:** Behavior that disrupts the academic, administrative or campus environment is prohibited. Conduct standards will be based on the generally accepted university community standards of decency and morality and the extent to which any infringement has on the rights of others in the community. Examples include, but are not limited to; fighting, obscene telephone calls or electronic messages and excessive noise.

2. Respect for others

- a. **Threats and Endangerment:** Students shall not endanger the safety, health or life of themselves or others. All forms of abuse and harassment (physical, sexual, and emotional), including threats, intimidation and coercion are prohibited; including those sent using an electronic format (such as cyber bullying).
- b. **Aiding and Abetting:** Attempting or aiding the commission of any prohibited act shall be disciplined at the same level as a completed violation. While a lesser breach, conspiring to commit a violation will still be considered an infringement of the Code of Conduct.
- c. **University Employees:** Students must comply with the direction of university employees and show due respect. Any form of aggressive, abusive, or non-compliant behavior is prohibited.
- d. **University Policies:** Students and organizations must comply with all other University policies and rules. Such regulations include, but are not limited to: computer use, parking, and intramural sports.

3. Respect for Personal and Academic Integrity

- a. **Academic Honesty:** Students shall refrain from all acts of dishonesty, including, but not limited to: cheating, plagiarism, and other forms of academic dishonesty.
- b. **Misrepresentation:** Students shall not provide false information to University officials, faculty members, or office. Misrepresentation includes forgery or alteration of any University document or record.

4. Academic Program Expectations: Some academic and extra-curricular programs have additional expectations and requirements that, if not met, may result in simple intervention up to final dismissal from the program and/or the University.

5. Respect for Property

- a. **Theft:** Actual or attempted theft of personal or University property is prohibited.
- b. **Property Damage:** Actual or attempted damage of property of the University community or other personal or public property is prohibited.
- c. **University Facilities:** Unauthorized use of or entry into any University facility, or unauthorized abuse of such building, premise or facility is prohibited.
- d. **Technology Resources:** Abuse of the computer and networking resources of Heritage University is prohibited. Violations in this category include, but are not limited to: 1) unauthorized access, transfer and editing of files; 2) unauthorized use of another university affiliated member's identification and password; 3) illegal downloading of media files or software; 4) use of computing facilities or networking systems in a way that violates Heritage University's Technology Use Policy.

6. Respect for the Judicial System

- a. **Failure to Comply:** Students must comply with the directions of those University officials involved in the judicial process. This includes responding to requests and completion of imposed sanctions.

- b. **Falsification:** Students must not provide false or distorted information. Knowingly causing the commencement of judicial proceedings without just cause (fair and honest and based on reasonable grounds) is prohibited.
- c. **Interference:** Attempting to influence others within the judicial process is prohibited. This includes, but is not limited to, harassment, intimidation, or attempted influence of the members of the judicial proceedings.
- d. **Disruption:** Students may not disrupt the orderly proceedings of judicial hearings or processes.

Disciplinary Procedures

As a learning process, rather than a criminal proceeding, Heritage University uses the “preponderance of evidence” standard for disciplinary proceedings. This means that a final determination is based on the concept of whether the accused is more likely than not to have committed the act. There is not a requirement of physical evidence nor does the alleged violation have to be witnessed. Congruent with classroom participation, this process focuses on student learning and the development of rigorous critical reflection and self-advocacy skills. Therefore, it is not intended to include direct participation or intervention by parents or other external parties.

Authority

The *Office of Student Affairs* is responsible for the oversight of this policy. The Vice President for Student Affairs may serve as the judicial officer, or delegate another appropriate official to serve in this capacity especially in cases where s/he is the investigating officer. Each member of the university community is responsible for communicating and enforcing behavior expectations and for reporting violations.

Hearing Process

The typical hearing process is described as follows:

1. **Concern Raised.** The student will be informed by a University judicial officer or designee that a concern has been raised and a response by the student is necessary. The judicial officer then conducts an initial review of the facts to determine how to proceed.
2. **Student Conduct Meeting.** Many times, the matter can be resolved during a less formal Student Conduct Meeting with the student. In most cases, the student conduct meeting serves the same purpose as a hearing.

Within five (5) normal business days, a Student Conduct Meeting will be held at the earliest mutually agreeable time for the student and judicial officer. The meeting is held with only the student and the judicial officer present.

During the meeting the student will be informed of the concern and provided an opportunity to respond and discuss the matter. The student may also be advised of the opportunity to present additional evidence. At any time during the disciplinary process, the student may choose to accept responsibility for his or her involvement in the incident involving a Code violation. This informal method is the preferred intervention for the University because it allows for resolution in a more productive and less adversarial manner.

Within 10 normal business days of the Student Conduct Meeting, if a student denies any involvement in the incident, or chooses not to accept any responsibility and subsequent disciplinary sanction, s/he must formally request, in writing, for the University to hold a Student Conduct Hearing.

3. **Student Conduct Hearing.** Within five normal business days of a written, formal request for a Student Conduct Hearing, such hearing will be scheduled for a student who denies any involvement in the incident, or chooses not to accept any responsibility and or respond to any subsequent disciplinary sanction imposed by judicial officer. The student will be notified in advance of the date, time, and location of the hearing. If the student chooses not to attend the hearing, it may be held in his or her absence. As a result of the student's decision not to participate, any decisions made at the Student Conduct hearing are not eligible for appeal.

Student Conduct Hearings are a formal administrative hearing attended by a minimum of two University Officials as designated by the Chief Judicial Officer. A student participating in the Student Conduct Hearing process will:

- a. Receive advance notice of the date, time, and place of the initial hearing in a manner determined appropriate by the judicial officer.
- b. Receive a statement of the alleged violation(s).
- c. Be informed of the privileges afforded the student. These include:
 - i. Time to prepare a case and review related documentation
 - ii. Have a support person present during the hearing. If the support person happens to be an attorney, he or she may not act as legal counsel. Support persons may not speak or participate directly in the hearing unless invited by the hearing officer.
 - iii. Have an opportunity to present written information or witnesses with relevant information to present his/her side of the story.

The student will be informed of the Hearing Committee's decision and any sanctions imposed within five normal business days following the Student Conduct Hearing.

Students who are considered to be victims of a crime of violence in which another student is accused and subjected to the Student Conduct Hearing Process; will, at the very least, be verbally notified of the outcome of the case.

Sanctions

Sanctions for disciplinary actions are used as a developmental and educational tool in an effort to redirect student behavior toward compliance with community expectations:

- If such redirection is feasible.
- To protect the University community.
- To allow the student the opportunity to heal damage done to the campus community or specific individuals.
- To allow students the opportunity to learn about the impact of their attitudes and behavior toward others.

A student's behavior/disciplinary history is cumulative it may warrant higher sanctions for similar or different types of violations.

Representatives from the *Office of Student Affairs* may impose the following required actions and sanctions:

1. **Warning:** Notice to the student, either verbally or in writing that he or she has failed to meet the University's code of conduct. The warning will include the specific behavior of concern, an opportunity for the student to ask questions or serious sanctions.
2. **Reprimand:** Notice in writing censuring the student for failure to meet the University's conduct standards. The written reprimand will be dated and signed and acknowledged as received by the student and placed in the student's file.
3. **Probation:** In response to a serious, escalating, or repeated level of violation, the probation will be imposed for a specified period of time and will outline expected behavior and the repercussions of non-compliance.
4. **Suspension:** Suspension from the University involves exclusion from participation in academic and/or extra-curricular activities for a specified period of time. Written notification of suspension will be provided to the student. This action includes the following:
 - a. The student will be withdrawn from all courses, at all University locations carried that semester;
 - b. The student will forfeit fees according to the normal refund schedule of the university;
 - c. The student will be restricted from visiting the all University premises and locations (which may include a criminal trespass warning) except when engaged in official business approved by the university in writing.

Reinstatement from suspension: When a student has concluded the suspension period and completed any expected conditions for return, the student must submit a letter to the Vice President for Student Affairs requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The student may only return after approval by the Vice President of Student Affairs.

5. **Dismissal:** Dismissal is a permanent expulsion from the University; it may be ordered as a result of a very serious offense or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all losses as indicated in the suspension status above. Students in this status are not allowed to be readmitted to the University. The student will be restricted from visiting the University, which may include a criminal trespass order.

In addition to or in lieu of the listed levels of sanction, the *Office of Student Affairs* may impose additional strategies for resolution of the concern such as:

1. **Facilitated discussion:** A neutral third party may be brought in to help with a conflict situation. With the intent that the parties involved can find a resolution, ground rules will be discussed and agreed upon by all parties. For this process to be successful, all involved parties must be willing to participate.

2. **Positive actions:** Positive Actions are required activities that are intended to engage the student in a learning process related to the behavior of concern. This may include, but is not limited to, engaging in campus or community activities, participating in short courses, or writing a report.
3. **Restorative actions:** Are opportunities to repair or heal some of the damage to the university community inflicted through the student's code violation behavior. Assignments include, but are not limited to, writing a sincere letter of apology, restitution, fines, and non-paid work.
4. **Loss of privileges:** Restrictions on participation (including leadership and university events), eligibility for employment, internships, communication, financial aid, facility access, and student account/record holds are examples of the types of loss of privileges that may be evoked by the *Office of Student Affairs*.

Appeals

A student found responsible by the Student Hearing Committee may appeal the decision in writing to the Vice President for Student Affairs.

Records and Notification

While Heritage University does not place disciplinary records on student transcripts, discipline records do become part of students' file and are subject to FERPA guidelines. In order to support and reinforce expectations for the student or to be warned of a potentially dangerous student, for those advisors, faculty and program staff who are determined to be in the "Need to Know" category of FERPA, may be notified at specific steps within the entire student discipline process

FREE Online Tutoring for your Course is Available!



Heritage University provides students with access to online tutoring from *Smarthinking*. With *Smarthinking*, you can chat with a live tutor up to 24 hours a day from ANY internet connection. Tutors are available to work with you in a wide range of subjects including writing (for any course), math (basic math through calc II), accounting, statistics, finance, economics, biology, anatomy & physiology, physics, chemistry, nursing subjects, office applications, and Spanish. You can also submit completed drafts of your writing assignments from any course to *Smarthinking's Essay Center* for a tutor to review. The tutor will provide you with detailed, personalized feedback about your paper, typically within 24 hours.

To connect with a tutor, follow these steps:

1. **Login to My Heritage:** <https://myheritage.heritage.edu>.
2. **Click** the *Student Services* link.
3. **Click** *Academic Skills Center*.
4. **Click** the *Smarthinking* link.

Need help with your writing assignments?

If you have questions about grammar, style (APA or MLA), organization, or just have general questions about writing, then choose **Writing (All Subjects)** under the **Connect with an e-structor now!** icon. This option can also support you with pre-writing activities such as brainstorming, outlining, or thesis development.

If you have a completed draft of your paper ready to submit for review, submit it to the **SMARTHINKING Essay Center** by selecting the **Essay Center** choice under **Submit your Writing**. A professional writing tutor will give you the help that you need to improve your paper and your overall writing skills. The tutor's response will arrive in your *Smarthinking Inbox* within about 24 hours.

Need help with Math, Science, or Business Courses?

Connect with a live tutor by choosing the subject area in which you need help under the **Connect with an e-structor now!** icon. Then use the whiteboard to start a chat session with a professional tutor and type your question. After you have typed your question(s) or problem(s), click the **Enter Question** button. You may have to wait a few minutes to get connected but once you do, you'll have the tutor's full and undivided attention! You can also load graphics and PDFs into the whiteboard so if the problem that you need help with includes a drawing or graphic, choose the "Share Document" icon in the whiteboard. Using that tool, you can upload screenshots, pictures, or PDF copies of your textbook, making it easier for you and the tutor to communicate.

Technical Requirements

- Minimum Operating System Version: Windows XP, Mac OS-X (10.4)
- Minimum Browser Version:
 - Windows – Internet Explorer 9, Firefox 12, or Google Chrome 20
 - Macintosh – Safari 5 or Firefox 12
- Internet Connection: 56k or greater
- Security: Cookies/Javascript enabled and pop-ups allowed for “smarthinking.com”
- Technical Support Web: <http://www.smarthinking.com/support>

Using the Whiteboard

There are a variety of special tools displayed across the top of the screen. Each of these is described below.



Clicking on the **Rich Editable Text** icon allows you type text in the whiteboard so that you can chat with the tutor. When you start a session, this function is already selected by default. Just click anywhere in the whiteboard that you want to type.



Clicking on the **Superscript** icon (or pressing the Ctrl+Shift+S keys simultaneously) moves the cursor into the “exponent” or “superscript” position. To move the cursor back to the normal position, click the **Rich Editable Text** icon again (or just press the Ctrl+Shift+S keys again).



The **Share Document** tool allows you to bring PDF, PNG, GIF and JPG files to the whiteboard to share with your tutor. This is helpful because you could take a screenshot or picture of the problem on which you're working and show it to the tutor.



Use the **Math Symbol** tool to access any of these special math symbols (and many more).



Instead of typing your question or expression or using the Math Symbols, you can use the Free Hand tool to simply write in the whiteboard as if you were using a pencil on a sheet of paper.



The **Pointer** tool allows you to place an arrow on the whiteboard to direct the tutor's attention to a particular piece of the content that has been placed there.

For more detailed information about how to use the various tools in the whiteboard, click the [Step by Step SMARTHINKING Student Handbook](#) link here or towards the bottom of your Smarthinking account page.

To see when live tutors are available to chat with you, click the [Live Hours](#) link here or on your Smarthinking account page (Please note that times are shown in Eastern Time).

The Alan Pifer Academic Skills Center (ASC)

The Academic Skills Center (ASC) at Heritage University provides several services designed for new and returning students. The center's goal is to help each student become a successful, independent learner. The ASC provides individual tutoring and small group study sessions in English, mathematics, and all the General University Course Requirements. Tutors for advanced classes are recruited on a semester-by-semester basis. Additionally, the ASC utilizes written resource materials and computer-assisted instruction. For students who have missed tests, a makeup test service is provided.

Academic Placement Testing

The Academic Skills Center (ASC) offers placement testing using COMPASS-ESL and a locally developed writing exam for freshmen or transfer students to assist them in selecting courses in English, mathematics, and reading. The approximate time for the initial assessment is two to three hours. Results are provided to students in a letter. The student may also request a personal conference. A copy of the placement test is kept in the ASC.

Tutorial Support

Tutorial support is provided by faculty members and by peer tutors who are hired specifically to tutor. In addition, some instructors volunteer additional time outside of their regular office hours. Most peer tutors are work-study students who have mastered particular subjects. Tutors are selected for their ability to be patient and supportive while fostering academic independence. Access to tutoring is available through referral from the instructor or by direct request from the student.

The most common kinds of tutoring are one-on-one or small group sessions. Many individual sessions happen on a drop-in basis; however, group sessions are usually arranged by appointment. Some students organize themselves into small study groups and use the ASC as the site for their study.

Computer-assisted instruction (CAI) is available to students who want to study independently. Some software is available that includes pretesting and post-testing in reading, math, writing, and grammar. After the pretest, students are directed to study specific modules within the program. When all recommended modules are completed, the students post-test. Students may access most CAI software through the campus computer network. Some software use is free and some requires payment of a fee.

During semesters, the ASC is open Monday through Saturday. Hours for Monday through Thursday are 8:00 a.m. to 8:00 p.m. Hours on Friday are from 8:00 a.m. to 6:00 p.m.

Academic Skills Center
(509) 865-8537
acs@heritage.edu

Directory

Academic Affairs	(509) 865-8530
Admissions	(509) 865-8508
Office of Advising	(509) 865-0725
Alumni Coordinator	(509) 865-8610
Arts & Sciences Main Line	(509) 865-8526 or 865-8543
ASC (Academic Skills Center)	(509) 865-8517
Billing & Collections	(509) 865-8503
Bookstore	(509) 865-8511
C.A.M.P (College Assistance Migrant Program)	(509) 865-8695
Clubs	(509) 865-0420 or 865-0431
Credit Evaluation for transfer students	(509) 865-8509
Dream Catchers	(509) 865-8633
Disability Services	(509) 865-8515 or 865-0440
Early Learning Center (Childcare)	(509) 865-8630
Education & Psychology Main Line	(509) 865-8590
Emergency Line	(509) 961-4303
Event Planning/ Student Life	(509) 865-0420
Financial Aid	(509) 865-8502
HEP Alliance (GED)	(509) 865-8566
HU Café	(509) 865-8616
HU Operator	(509) 865-8500
Human Resources	(509) 865-8617
Intramural Sports	(509) 865-0420 or 865-0431
IT Help Desk	(509) 865-8579
Library	(509) 865-8524
Lost & Found.....	(509) 865-8631
Maintenance	(509) 865-8631
Mental Health Counseling/NEAP	(800)-321-3498
Mentoring	(509) 865-8517
MESA	(509) 865-8547
Registrar	(509) 865-8506
Security	(509) 961-4674
Student Accounts	(509) 865-8507

Student Employment

(Work-Study)	(509) 865-8502
Student ID	(509) 865-8631
Student Life	(509) 865-0420 or 865-0431
Student Services	(509) 865-0440
Student Support Services (S3)	(509) 865-0409
Tutoring	(509) 865-8517
Transcripts	(509) 865-8506
Veteran's Affairs	(509) 865-8505

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