

# Student Resources

## Antioch University Counseling Center

Offering Individual, Couple, Child, Adolescent, and Family Therapy (Located next to Cafe Allegro)  
310-574-2813, ext. 366; [www.AntiochLA.edu/AUCC](http://www.AntiochLA.edu/AUCC)

Contact for information: Jill Howe-Vercos, M.A., MFT, Associate Director, 310-574-2813, ext. 409, or  
[jill\\_howe-vercos@antiochla.edu](mailto:jill_howe-vercos@antiochla.edu)

**Overwhelmed? We understand. We're here to help.** Attending classes, working, family life, planning for the future... life can be overwhelming at times. The Antioch University Counseling Center offers you and your loved ones high quality psychotherapy services that are convenient and affordable.

The AUCC International Counseling Center also offers Iranian Women's and Family Groups (Website: [www.AntiochLA.edu/AUCC-ICC](http://www.AntiochLA.edu/AUCC-ICC)). We offer therapy services in Farsi, Hebrew, Polish, Russian, Greek, Spanish and many other languages in addition to English. Call (310) 574-2813, ext. 552.

The AUCC Ways of Being Community Counseling services offers affirmative psychotherapy services for the Lesbian, Gay, Queer, Bisexual, Questioning, Transgender, Transsexual and Fluid Communities. Call (310) 574-2813, ext.550.

Referrals to licensed therapists are available for MAP students to meet the Personal Psychotherapy requirement. Daytime appointments are available Monday through Saturday. Evening appointments are available Monday through Thursday. Appointments can often be scheduled before or after your classes.

## Antioch University Bookstore

310-578-1080 ext 108 (located in the Courtyard)  
For Online Booklist go to FirstClass Desktop: (AULA Bookstore)  
Information: 310-578-1080 x.108 or [gguenther@antioch.edu](mailto:gguenther@antioch.edu)

### Hours:

Monday–Thursday: 11:00am to 7:00pm  
Every Saturday: 11:00am to 4:00pm  
Closed Fridays and Sundays

### **AVAILABLE AT THE AULA BOOKSTORE**

**School Supplies:** Notebooks, pens, report folders, portfolios

**Gifts:** Bookmarks, journals, Novelty items, oil burners, incense, semi-precious stones, jewelry and crystals

**Textbooks:** The Bookstore makes every effort to stock ALL textbooks for your classes. Unfortunately, we cannot guarantee that all titles will be in stock. Please check availability early.

**Books:** A variety of subjects

**Antioch insignia items:** Clothing, cups, hats, key chains, and portfolios

### **BUY BACKS (Year-round, by appointment)**

1. We will purchase some of your used textbooks.
2. You may receive a store credit, a credit card refund, or cash (if available at the time of buy back).
3. Book Buy Back is restricted to books we are using in the current quarter.
4. The Bookstore Manager approves what books will be accepted for buyback.

**COURSE READERS:** Some classes require Course Readers which are supplemental readings an instructor may require. Readers can be available hardcopy or on-line. There is a copyright charge on course readers; this charge is paid for by the student. It is the student's responsibility to check if there is a reader for the class **BEFORE** registering. If you are registered for a class that has a reader fee, **YOU WILL BE CHARGED THE FEE.** There are **NO REFUNDS** on reader fees. Hardcopy course readers can be picked up the first week of the quarter. Please pick up your reader in the First week of the quarter. If you come after the 1<sup>st</sup> week, we may have to special order the reader which can delay receiving it.

# Director of Student Advocacy and Services

Antioch University Los Angeles is dedicated to inspiring students to be innovative experiential learners and socially engaged citizens. To help ensure a positive experience for students, Antioch University Los Angeles (AULA) created an Office of Student Advocacy and Services.

The AULA Director of Student Advocacy and Services provides a variety of services including advocacy on behalf of students, liaison between students and campus constituencies, oversight of student life, veteran affairs, and support for students with disabilities. The Director also facilitates the student grievance and student complaint processes, and promotes increased participation in on-campus student activities and off-campus community engagement.

Questions and comments regarding student life, student issues and concerns, disability services, and the Student Conduct Policy should be directed to the Director of Student Advocacy and Services, Josh Williams, at 310-578-1080 extension 441.

## Campus Hours

### Academic Program Offices

**BA (Suite A2104): Mon. – Thurs.: 9:00 am - 5:00 pm, Fri.: 9:00 am - 1:00 pm**

**MAOM (Suite A2108): Mon. – Thurs.: 10:00 am – 6:00 pm, Fri.: 9:00 am – 1:00 pm**

**MAP (Suite A2129 & A2130): Mon. – Thurs.: 9:30 am - 6:00 pm, Fri.: 10:00 am - 2:00 pm**

**MAE/TC (Suite A2124): Mon. – Tues.: 8:30 am - 4:30 pm, Wed. – Thurs.: 10:00 am - 7:00pm, Fri.: 8:30 – 12:30**

**MFA (Suite 415B/C, 4<sup>th</sup> floor):** Please contact Audrey Mandelbaum or Howie Davidson at ext. 202 or 310 for office hours or to make an appointment.

**USMA (Suite 415H, 4th floor): Mon-Thurs.: 9:30 am – 5:30 pm & by appointment on Fridays.** Please contact Tara Scroggins at ext. 288.

### Admissions

(Suite A2000)

Monday - Thursday: 9:00 am - 7:00 pm

Fridays: 9:00 am - 1:00 pm

### Computer Center

(Suite A1004)

Monday - Thursday: 8:00 am - 10:00 pm

Fridays & Saturdays: 8:00 am - 6:00 pm

*Please Note: The Computer Center has limited staffing during some hours, but remains open to students.*

### Financial Aid

(Suite A2060)

Monday - Thursday: 9:00 am - 7:00 pm

Fridays: 9:00 am - 1:00 pm

### Office of the Registrar

(Suite A2060)

Monday - Thursday: 9:00 am - 7:00 pm

Fridays: 9:00 am - 1:00 pm

1st and 2nd Saturdays of each quarter during Add/Drop period: 8:30 am - 12:30 pm

**Student Accounts**

(Suite A2040)

Monday-Thursday: 9 am – 5:00 pm

**Clinical Training Office**

(Suite A2136)

Monday - Thursday: 10:00 am - 7:00 pm

Fridays: 10:00 am - 1:00 pm

1st and 2nd Saturdays of each quarter during Add/Drop period: 8:30 am - 12:30 pm

**Campus Services Center**

(Suite A1030)

Monday - Thursday: 8:00 am - 10:00 pm

Fridays & Saturdays: 8:00 am - 6:00 pm

Please Note: Hours may vary during weeks 11, 12 and 13 for some campus offices.  
Changes are posted prior to those weeks.

## **AULA Core and Associate Faculty**

### **Bachelor of Arts in Liberal Studies**

#### **Core Faculty**

Program Chair: Kirsten Grimstad (ext. 231)

Al Erdynast (ext. 224)

MeHee Hyun (ext. 101)

Andrea Richards (ext. 206)

David Tripp (ext. 235)

Diana Pei Wu (ext. 229)

#### **Associate Faculty**

Rosa Garza-Mourino (ext. 232)

Charley Lang

Kathryn Pope

### **Teacher Credentialing and Master of Arts in Education**

#### **Core Faculty**

Program Chair: Cynthia McDermott (ext. 352)

Fred Chapel (ext. 236)

### **Master of Arts in Organization Management**

#### **Core Faculty**

Program Chair: Susan Nero (ext. 226)

Bob Lazzarini (ext. 291)

#### **Associate Faculty**

Freddy Nager

### **Master of Arts in Psychology**

#### **Core Faculty**

Program Chair: Joy Turek (ext. 306)

George Bermudez (ext. 305)

Andrew Jen (ext. 335)

Trent Nguyen (ext. 339)

Claudia Owens Shields (ext. 307)

Doug Sadownick (ext. 309)

Gregor Sarkisian (ext. 330)

Matthew Silverstein (ext. 213)

Sylvie Taylor (ext. 256)

#### **Associate Faculty**

Dan Bruzzone (ext. 337)

Lauren Costine (ext. 308)

Mario DeSalvo

Grant Elliott (ext. 237)

Marli Kakishima

Donna Layssard

Helene Lorenz

Thomas Mondragon

Mark Troedson

### **Master of Fine Arts in Creative Writing**

#### **Core Faculty**

Program Chair: Steve Heller (ext. 312)

Bernadette Murphy (ext. 228; interim until May 20, 2011)

Jenny Factor (ext. 227)

#### **Associate Faculty**

Dodie Bellamy

Dan Bellm

Molly Bendall

Gayle Brandeis

Leonard Chang

Susan Taylor Chehak

Jim Daniels

Tananarive Due

Hope Edelman

Richard Garcia

Doug Kearney

Brad Kessler

Alistair McCartney

Donald Morrill

Bernadette Murphy

Carol Potter

Sharman Apt Russell

Richard Terrill

Jervey Tervalon

Alma Luz Villanueva

Amy Sage Webb

Terry Wolverton

**Master of Arts in Urban Sustainability*****Core Faculty***

Program Chair: Donald Strauss (ext. 289)

***Adjunct & Associate Faculty***

Gilda Haas

Guillermo Jaimes

Jane Paul

Paula Sirola

Dan Smith

Walker Wells

**General Faculty**

Distinguished Professor of Humanities and

President Emeritus: Dale A. Johnston (ext. 239)

Director of Math and Writing Center:

Andrea Richards (ext. 206)

# Announcements

## Thesis Completion Status

Effective Spring 2011, Graduate students in some degree programs who are completing a final thesis or capstone project may apply for a Thesis Completion Status. To be eligible, students must (a) have completed all degree requirements except the final thesis or capstone project, (b) have the permission of their advisor to register for Thesis Completion Status, and (c) pay the \$600 fee per quarter of enrollment. When a student registers for Thesis Completion Status, that individual is enrolled in zero units, but is granted full-time status. The Application for Master's Thesis Completion can be obtained from the Office of the Registrar including the full text of the policy.

## Student Discounts

One of the great perks of being a registered student at Antioch University Los Angeles is that you may receive discounts at various retail, entertainment, and service establishments. Some businesses may require that you show your current student ID. In order to get your student ID, please visit the Campus Services Center. CSC staff will take your photo immediately and have your student ID ready within 48 hours. In order to keep your student ID current, be sure to visit the Campus Services Center every quarter/semester to get a new sticker on the back of your ID.

## Computer and Software Purchasing

Antioch University Los Angeles has contract pricing on hardware and software with Dell and Apple, and both companies offer discounts to AULA students.

To access student discounted pricing on products from Dell, visit [www.delllounge.com](http://www.delllounge.com) and click on the Dell U tab. This will take you to Dell U, where Dell offers student discount pricing to higher education. Locate Find My School section of the page, and click on the "Enter School Info" link. Select the school's state (CA), select the school's city (Culver City), and then select Antioch University Los Angeles. You will be directed to a site just for AULA, where you will find discounts on many of Dell's most popular hardware and software.

To access student discounted pricing on products from Apple, visit [www.apple.com/edu/antioch](http://www.apple.com/edu/antioch). This address will take you straight to the Antioch University education store, where you will find discounts on hardware and software.

While you can buy most software products from either Dell or Apple, it's important to note that nearly all software manufacturers offer special pricing to students and/or the education market. Whether you buy direct from the manufacturer or through a reseller, be sure to ask for student pricing on all of your software needs.

## Late Registration and Petition Fees

Please note that you will be charged a \$150 late registration if you register on the first day of the quarter. Any registration after this date is by petition only and a special services fee of up to \$250 is assessed.

## Student Mailboxes Policy

The Student Mailbox System is used traditionally at AULA as one of the primary mechanisms for faculty and administration to communicate to students. The use of student mailboxes must adhere to FERPA regulations, state, local, and institutional policies that protect the privacy, security, and confidentiality of student information. Students' mailboxes are located in Campus Services Center (CSC), Suite A1030. All registered students are assigned mailboxes by the Office of the Registrar the week after the term's Add/Drop deadline. They will keep their mailboxes until they are no longer registered at the school (e.g., have graduated, are dismissed, or withdrawn).

All faculty and staff acting in their official capacity are authorized to distribute mail using the students' mailboxes.

Students may retrieve, with their valid student or State-issued identification card, contents of their mailboxes during CSC's business hours as shown:

8:00 A.M. - 10:00 P.M., Monday through Thursday  
8:00 A.M. - 6:00 P.M., Friday through Saturday

All University-related student mail that is deemed **confidential**, e.g., students' submitted academic work, administrative paperwork, etc. must be placed in sealed Antioch envelopes with both the student's full name and the sender's return address clearly printed/written on the envelope.

In line with the Campus' sustainability initiative, electronic distribution of flyers or general announcements of events and/or student activities is strongly recommended. Please contact the Communications Department to obtain assistance in using electronic means to distribute these materials.

† MFA & USMA students are also assigned mailboxes each semester of enrollment.  
AULA Student Mailboxes Policy. EJD rev. 02/2010

## Course Reader Information

Notice: Certain classes may have a course reader that costs anywhere from \$25-\$100. Please check the instructor's syllabus or the bookstore for more information.

## Parking at Antioch

All students are assessed a parking fee (\$95.00 per quarter or \$25 per semester) and are issued an Antioch parking garage access key card. The key card allows access to the 400 Corporate Pointe Parking garage. AULA parking is located on levels P6 and P7. The garage can be accessed via Slauson Avenue or via Hannum Avenue.

**New Students:** The parking access key card form is completed during New Student Orientation. Parking key cards can be picked up at the Campus Services Center at the beginning of the quarter.

**Returning Students:** This access key card is good for parking during the Antioch University business hours, and is activated on a quarterly basis. Parking is located on levels P6 and P7 ONLY. **PLEASE DO NOT PARK IN RESERVED SPACES.**

Antioch University is not responsible for any costs associated with misplaced, lost, or stolen parking cards.

Authorized parking card holders who do not have their card at the time of exit must pay regular parking rates with either cash or personal check. Ampco System Parking will reimburse authorized card holders who present an active card, and a receipt, within 24 hours of payment. The parking office is located on the bottom level of the 600 Corporate Pointe parking structure.

**LOST OR STOLEN CARDS WILL BE DEACTIVATED IMMEDIATELY UPON NOTICE GIVEN TO THE CAMPUS SERVICES CENTER. REPLACEMENT FEE FOR LOST OR STOLEN CARDS IS \$10.00**

Parking Exemptions are granted on a quarterly, case-by-case basis. Exemption forms are available in the Campus Services Center. Exemption Forms must be submitted by the end of Week 2. Exemption forms cannot be accepted for past quarters. Completed forms should be returned to the Campus Services Center.

## **Change of Address**

Students are responsible for keeping their contact information current with the University. As a minimum, contact information includes mailing address and home telephone number. To ensure authenticity and privacy, you must notify the Office of the Registrar in writing. The Office of the Registrar does not accept change of addresses by telephone. Acceptable means of notification are as follows. You may notify the Office of the Registrar at registrar.aula@antioch.edu using your university issued e-mail account. Notification through other email service providers is not accepted. You may notify the Office of the Registrar in writing by US Mail. You may complete a Change of Address form and deliver it in person to the Office of the Registrar. Completed forms may also be deposited in the Registrar's Drop Box.

## **Advisement Week**

Advisement Week for continuing students is May 16 thru 27, 2011. This is the best time to see your faculty advisor for assistance in planning your schedule for the Summer 2011 Quarter, planning your internships or independent studies, or to discuss academic issues. Many faculty members have appointment sign-up sheets on their office doors for this purpose. Course syllabi are available for your review on FirstClass.

## **Services for Students with Disabilities**

Any student with a disability who would like to request accommodations should contact the Director of Student Advocacy & Services, Josh Williams (ext. 441) upon acceptance to the University. Documentation of disabilities is required before an accommodation can be made.

## **Canceled Classes**

Antioch reserves the right to cancel a class through the end of the second week of classes due to insufficient enrollment or for other institutional reasons. Students in the class will be contacted by the appropriate program coordinator as soon as the decision has been made to cancel a class.

## **Candidacy and Graduation**

Since there is an exiting process at Antioch, the Anticipated Completion Date (ACD) is what triggers the graduation process. Midway through the penultimate (second to the final) quarter, candidacy packages are mailed, via US mail, to those students who have indicated their desire to finish in the next quarter. If you don't update your Anticipated Completion Date (ACD), you could miss out on the Candidacy mailing, or you could end up getting Candidacy mailings for several quarters.

To update your ACD, email your full name and student ID number, along with a request to change your ACD to the term you plan on graduating, to [registrar.aula@antioch.edu](mailto:registrar.aula@antioch.edu).

Your intention to be accepted as a candidate for graduation triggers a file review and program audit by the Office of the Registrar. This review evaluates and confirms your candidacy for graduation. You cannot be on a leave of absence or on progress probation and be considered as a candidate for graduation. Once you are accepted as an official candidate for graduation, you must complete and submit an application for graduation and pay the graduation fee. This application is the only way Antioch knows how you want your name printed on your diploma.

The graduation process is not completed until well into the next quarter (after your final one). Official graduated transcripts indicating your degree are usually not available until 45 days after the graduation date. Diplomas typically are distributed 60 to 90 days after the date of graduation.

## **The B.A. Program has Bridge Program internships available for the Summer of 2011!**

The Bridge Program provides an opportunity for low-income adults to take college level writing and humanities courses. The program is dedicated to the idea that the deepest needs of the poor are principally addressed not through job and skills training but by inspiring a profound sense of their full place at the table of public life. Students will study writing, philosophy, literature, and art history over the course of three quarters at AULA. The courses are free, and book vouchers, meal vouchers, parking passes or bus tokens are provided to students at no charge. Classes will meet two evenings a week from 7:00pm – 9:00pm and tutoring from 6:30 – 7:00PM and 9:00 – 9:30PM. Qualified and dedicated interns, eager to participate in a mutually challenging and supportive community of learners, are integral to the success of the program. Internship opportunities are:

### **Bridge Fundraising Internship** (Available each quarter)

Interns who work in fundraising will work with the Bridge Program Office to help plan and carry out fundraising activities for the program, primarily in the planning of one of our two fundraising events, which occur in the fall and spring each year. Scheduling for this internship is flexible.

### **Bridge Public Relations Internship** (Available each quarter)

The internship in public relations is focused on getting media attention about Bridge into newspapers, radio shows, blogs, and other avenues. Activities could include writing press releases, communicating with media workers to pitch stories, and thinking of creative ways to generate awareness about Bridge in Los Angeles.

### **Bridge teaching assistant internship** (Available in the Fall Quarter)

Interns who assist in the classroom learn about pedagogy and teaching strategies while helping students with coursework each week. In addition to assisting the instructor during class, interns teach lessons, assist instructors in commenting on papers and work with students during the tutoring session from 6:30-7:30pm. Interns must make an agreement to participate as an intern for nine months and agree to be present for either a Tuesday 6:30-9:30pm or Thursday 6:30-9:30pm class each quarter. Interns will also participate in round-table discussions scheduled 2-3 times per quarter to discuss pedagogical principles with other Bridge interns and instructors and participate in up to three Bridge Program field study assignments each quarter.

### **Other Bridge Internship Opportunities**

We're interested in hearing about what you'd like to do for Bridge – and are always interested in your ideas. Let us know what you'd like to do, and we'll help create an internship for you.

**Please contact Kathryn Pope for more information.  
310-578-1080 (ext. 300) or [kpope@antioch.edu](mailto:kpope@antioch.edu)**

## Federal Work Study Program

Employment opportunities may be available as a work study student at AULA for enrolled students through the Federal Work Study Program. Even if you are not currently receiving a grant or loan, you may be eligible for a position through the Federal Work Study Program.

### **These positions come with a number of advantages:**

- Convenience of work and school located in the same location.
- No rushing from work to class on the freeway.
- Flexible hours are possible, as long as the needs of the department/program are being met.
- Being an integral part of a supportive, fun community.

If you are interested in the Federal Work Study Program, please contact Becky Santillan in the Financial Aid Office at x. 419. You will need to complete Financial Aid forms before you can be considered for a position.

Once the Financial Aid Office has established your FWS eligibility, your resume will be forwarded to the Human Resources Office for consideration for an open position.

Please visit the Employment Page at [www.antiochLA.edu](http://www.antiochLA.edu). Then click on Federal Work Study and you will be able to view open positions that are available.

If you have questions about the Federal Work Study Program, please call Becky at x. 419 or Robert Stapp, Human Resources Director at x. 412.

***The purpose of the Federal Work Study Program is to help create opportunities for students to work on campus in order to provide financial assistance and to give valuable employment experience.***

## New Student Orientations

**BA in Liberal Studies (BA):** New Student Orientation and Registration Meeting: June 8, 2011. Orientation and Registration Meetings are scheduled by the BA program. Please contact the BA Program Coordinator at 310-578-1080 x 201 if you have any questions.

**Master of Arts in Psychology (MAP):** New Student Orientation, Registration Meeting and Tech training: June 11 & 12, 2011. Orientation and Registration Meetings are scheduled by the MAP program. Please contact the MAP Program Coordinator at 310-578-1080 x 443 or x 442 if you have any questions.

**Master of Arts in Organizational Management (MAOM):** New Student Orientation and Registration Meetings are scheduled by the MAOM program. Please contact the MAOM Program Coordinator at 310-578-1080 x 314 if you have any questions.

**Master of Arts in Education & Teaching Credential (MAE/TC):** New Student Orientation and Registration Meeting are scheduled by the MAE program. Please contact the MAE Program Coordinator at 310-578-1080 x 303 if you have any questions.

**Master of Arts in Urban Sustainability (USMA):** New Student Orientation and Registration Meetings are scheduled by the USMA program. Please contact the USMA Program Coordinator at 310-578-1080 x 288 if you have any questions.

## Campus Security Report

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires that institutions of higher education collect information about crimes on campus and distribute this information to all current students and employees and to any applicants for enrollment or employment. This material is written and distributed to comply with this legislative mandate.

Antioch University Los Angeles operates a campus in Culver City, CA. Systematic security records for the campus began to be kept as of July 1, 1991 of serious crimes that must be reported under Public Law 101-542 (murder, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft).

**See the following summary for Crime Statistics for the Los Angeles campus for calendar years 2005-2009 (on campus and public property statistics combined):**

	<u>Number of Reported Incidents</u>				
	2005	2006	2007	2008	2009
Murder	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Robbery	0	1	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	1	0	0	2	0
Arson	0	0	0	0	0

**See the following summary for Number of Police Arrests for Liquor Law Violations, Drug Abuse Violations, and Weapons Violations for the Los Angeles campus for calendar years 2005-2009:**

	<u>Number of Police Arrests</u>				
	2005	2006	2007	2008	2009
Liquor law violations	0	0	0	0	0
Drug abuse violations	0	0	0	0	0
Weapons possessions	0	0	0	0	0