

<i>About ASU West</i>	6
<i>Statement of Purpose</i>	7
<i>History</i>	8
<i>Campus Facilities</i>	9
<i>Equal Opportunity and</i>	10
<i>Affirmative Action</i>	
<i>Student Responsibilities</i>	11
<i>Organization</i>	12
<i>Academic Accreditation</i>	12
<i>Degrees, Majors, and Concentrations</i>	13
<i>Student Affairs</i>	14
<i>Campus and Student Services</i>	15

General Information



About ASU West

Arizona State University West, a growing anchor campus of Arizona State University, serves diverse students who balance academics with the multiple demands of careers, family, and community service. More than 5,300 commuting students are enrolled in junior, senior, and graduate-level courses leading to 29 bachelor's degrees, nine master's degrees, and eight professional certificates. Beginning fall 2001, ASU West admits freshmen for the first time, beginning the transition to a full, four-year learning environment.

Through the award-winning University-College Center, some students take community college courses necessary for university transfer on the ASU West campus. Academic advising, child care, and evening tutoring for children of students are just a few examples of innovative services that help families achieve their educational goals. ASU West students enjoy a friendly, small-campus atmosphere while benefiting from the resources and expertise of a research-based, nationally acclaimed, PAC-10 university.

Academic programs are linked directly to community needs, providing relevant, applied learning opportunities, such as

internships. Courses are offered through the Colleges of Arts and Sciences, Education, and Human Services and through the Division of Collaborative Programs and the School of Management.

ASU West offers many on-campus services and facilities, including a multi-media resource library, state-of-the-art computer classrooms and labs, tutoring services, bookstore, cafeteria, credit union, and fitness center, recreational facilities, and post office, plus many student activities, clubs and organizations. ASU West facilities are completely accessible for those with disabilities, with academic services provided by a disability resource center. Classes are offered in the day and evening, as well as on weekends, and via television and the Internet.

The architecture and courtyards at ASU West are modeled after those of the University of Oxford in Great Britain, enhanced by a beautifully landscaped natural environment featuring widely acclaimed public art. The campus occupies approximately 300 acres between 43rd and 51st Avenues on West Thunderbird Road in the City of Phoenix, easily accessed from Interstate 17 and Loop 101.

Statement of Purpose

The campus is committed to developing a learning community that addresses the needs of a diverse metropolitan environment.

The mission of ASU West is:

- to offer quality academic programs in the arts and sciences, as well as in selected professional fields;
- to encourage the educational, economic, cultural, and social development of the metropolitan area; and
- to prepare students for success in the global society of the 21st century by engendering a responsiveness to change and an appreciation of the intellectual, cultural, gender and generation diversity of modern society.

The hallmarks of ASU West are:

- A faculty that demonstrates excellence through innovative linkages among research, teaching, and service.
- Service that encourages involvement in the community and uses the talents of faculty, staff, and students for the benefit of the citizens.

- Experiential learning opportunities that link student education with community work, service learning, internships, and applied research projects.

- Innovative and flexible curricula that emphasize cross-disciplinary programs, imaginative program design, and community partnerships.

- Application of technology to the delivery of education to increase learning quality, productivity, and access.

- A student-centered campus with a welcoming, flexible, and supportive learning environment that encourages students of diverse backgrounds to reach their full potential.

- An attitude of continuous improvement that challenges every person in the university to reject the status quo and strive for excellence.

- A commitment to invest in and develop the human resources of the campus to allow each faculty and staff member to reach his/her full potential.

History

In February of 1986, members of several western Maricopa County communities, legislators, and the Arizona Board of Regents (ABOR) joined in the ground-breaking ceremony for ASU West. The ground breaking culminated more than 10 years of intensive effort by numerous citizens' groups working to establish educational facilities in western Maricopa County. This grass-roots effort began in 1972 with the formation of the West Side Citizens' Committee for Higher Education. Citizens and legislators in western Maricopa County worked with officials at ASU and the ABOR to demonstrate the need for higher education facilities beyond those offered by the community colleges.

The Arizona State Legislature initiated a review of university level educational opportunities in western Maricopa County in 1976. The resulting *Whiteman Report* was submitted to the Legislature in February 1977. It noted a shortage of higher educational facilities in western Maricopa County and urged that ASU begin to serve unmet needs by the 1980 fall semester. In response, Arizona State University initiated courses at the Metrocenter shopping mall in 1978 and at Alhambra Elementary School in 1980. The state legislature appropriated funds in 1979-80 to the ABOR for the purpose of planning a permanent campus site in western Maricopa County. In 1982, the legislature provided an exchange of 171.66 acres of general revenue lands for "approximately 300 acres of state trust land located in Maricopa County." These 300 acres constitute the permanent site of ASU West.

ASU West's direction was set in the ABOR's first edition of the *Arizona University System*

Mission and Scope Statements, published in July of 1982. This document supported "the development of a modified, upper-level, primarily non-residential, branch institution of Arizona State University." In support of the *Whiteman* findings and the board's directions, the 36th Legislature enacted Senate Bill 1245. Signed on April 18, 1984, this bill amended Section 15 1601 of the Arizona Revised Statutes and directed the ABOR to "maintain an Arizona State University campus in western Maricopa County designated as Arizona State University West Campus." During that session, the legislature approved a separate state appropriation for the campus.

The first permanent building, Fletcher Library, opened in March of 1988 and the first classroom building, Sands Classroom Building, opened in 1989 for spring semester classes. Shortly thereafter, the 38th Legislature enacted Senate Bill 1123 authorizing a lease purchase agreement to fund construction of additional buildings. This legislation, which provided funding to complete the "first phase" of the campus' building program, was signed by the Governor on March 3, 1988, and approved by the ABOR on March 31, 1989. The first phase, consisting of seven buildings and 600,000 gross square feet, opened fully in the spring of 1991.

ASU West received its initial accreditation from North Central Association of Colleges and Secondary Schools (NCA) in August of 1992 and held its first commencement in spring of 1993. In fall 2001, ASU West will admit freshmen for the first time, beginning the transition to a full, four-year learning environment.

Campus Facilities

The campus of ASU West is located between 43rd and 51st Avenues on West Thunderbird Road in Phoenix. Immediately west of the campus is the city of Glendale. The core campus includes the following facilities:

Fletcher Library. With a seating capacity of 600 and space for 450,000 volumes, the 106,000 square-foot facility is a state-of-the-art information access center designed to take full advantage of electronic technology.

Sands Classroom Building. Containing 38 class and seminar rooms, the building provides an intimate atmosphere in which to exchange ideas.

Kiva Lecture Hall. The Kiva seats 200 and serves as an auditorium for a variety of programs, faculty lectures, and public forums.

Classroom Laboratory/Computer Classroom Building. The building contains computer classrooms, science laboratories, studios for art, dance and music, and an astronomy platform located on the roof.

Faculty and Administration Building. Most faculty and administrative offices are located in this building. Classrooms are located in the basement of the east wing.

Faculty and Administration Building Annex. This temporary facility houses Human Resources and other administrative offices.

University Center Building. This facility houses admissions and records, an array of student assistance programs, health services, a pre-school, and student activities. Other building facilities include food service, a bookstore, cashier and fee payment services, student lounges, an art gallery, a wellness/fitness facility, a black box theater, meeting rooms, a divisible, multi-purpose auditorium, and a branch office of the Arizona State Savings and Credit Union.

Equal Opportunity and Affirmative Action

ASU provides equal opportunity through affirmative action in employment and educational programs and activities.

Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, disability, special disabled veteran, other eligible veteran, or Vietnam era veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, university-sponsored training, education, tuition assistance, and social and recreational programs.

ASU is committed to taking affirmative action in increasing opportunities at all levels of employment and to increasing participation in programs and activities by all faculty, staff, and students. Affirmative action is directed toward minority persons, women, special disabled veterans, other eligible veterans, Vietnam era veterans, and persons with disabilities.

University policy prohibiting discriminatory harassment

Harassment prohibited. Subject to the limiting provisions of “Freedom of Speech and Academic Freedom” specified below, it is a violation of university policy for any university employee or student to subject any person to harassment on university property or at a university-sponsored activity.

Harassment defined. Actions constitute harassment if (1) they substantially interfere with

another’s educational or employment opportunities, peaceful enjoyment of residence, physical security, and (2) they are taken with a general intent to engage in the actions and with the knowledge that the actions are likely to substantially interfere with a protected interest identified in subsection 1 above. Such intent and knowledge may be inferred from all the circumstances.

Complaints of alleged discrimination should be filed with the Office of Equal Opportunity/Affirmative Action at ASU Main Administration B-wing 171, (480) 965-5057, TTY (480) 965-0471.

Freedom of speech and academic freedom.

Neither this nor any other university policy is violated by actions that amount to expression protected by the state or federal constitutions or by related principles of academic freedom. This limitation is further described in the ASU First Amendment Guidelines, the current version of which supplements this policy and is available in the Office of the General Counsel.

Relationship to the work of the Campus Environment Team (CET).

If harassment is discriminatory, it falls within the education, information gathering, and referral functions of the Campus Environment Team. Harassment is discriminatory if actions are taken with the purpose or effect of differentiating on the basis of another person’s race, sex, color, national origin, religion, age, sexual orientation, disability, or Vietnam era veteran status.

Student Responsibilities

Code of Conduct

Arizona State University West views students as individuals possessing qualities of worth and dignity and the capacity for self-direction. Therefore, the major responsibility for development and success resides with the students. This requires active personal involvement in the pursuit of their educational goals.

High standards of academic integrity are expected of all students. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

The university considers the cultivation of self-discipline to be of paramount importance in the educational process. Students are expected to obey federal, state, and local laws, as well as the regulations of this university.

Under the constitution and the laws of the State of Arizona, jurisdiction over ASU has been vested in the Arizona Board of Regents. The regents, in turn, grant broad legal authority to the president, the administration, and the faculty to regulate student life within reasonable limits.

After admittance to the university, students voluntarily assume certain obligations of conduct and performance. Rules, regulations, and enforcement procedures in regard to stu-

dent conduct are outlined in the *Student Code of Conduct*. Students are expected, as part of their obligations of enrollment, to become familiar with the *Student Code of Conduct*, available at Student Development Services (University Center Building 220) and in the current *ASU West Student Handbook*.

Violations of the *Student Code of Conduct*, whether committed by individuals or groups, subject the perpetrators to university discipline, as do violations of university regulations with regard to academic dishonesty. The university reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community. Such action may include taking disciplinary measures under the *Student Code of Conduct* against students whose behavior off campus involves the sale or distribution of illegal drugs, physical assault, or violence that may present a danger to the university or to members of the university community.

Conduct complaints against a student or student organization should be filed with the Office of the Assistant Dean for Student Development Services in the University Center Building 220.

Organization

Arizona State University West is a campus of Arizona State University, a multicampus, public, research university. Arizona State University is part of a three-university system governed by the Arizona Board of Regents. The campus chief executive officer and provost of ASU West provides executive leadership for the continuing development and management of the campus and reports directly to the president of Arizona State University. The campus chief executive officer and provost is aided in the administration of the campus by vice provosts, deans, directors, department chairs, faculty and other officers. Refer to “Administrative and Academic Personnel” beginning on page 272.

There are four schools and colleges at ASU West administered by deans. These academic units develop and implement the teaching,

research, and service programs of the institution, aided by the ASU West Library, the Division of Collaborative Programs, and other services.

The Division of Collaborative Programs hosts the University-College Center, a partnership program with Glendale Community College that offers freshman and sophomore courses on the ASU West campus.

The faculty and students of the institution play an important role in campus governance, with the Academic Assembly and Faculty Senate, Associated Students of ASU West, and numerous cross-campus and joint ASU West-ASU Main committees serving the needs of a rapidly growing institution.

Academic Accreditation

ASU West is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Chicago, Illinois 60602-2504. Professional programs in the various academic areas are also accredited by the following agencies:

All Business and Accountancy degree programs in the School of Management are accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the official accrediting agency in the field of business administration. The Accountancy program is also an Endorsed Internal Auditing Program by the Institute of Internal Auditors.

In the College of Human Services, the Recreation and Tourism Management Department is accredited by the National Recreation and Park Association/American Association for Leisure and Recreation (NRPA/AALR) and the undergraduate Social Work program is accredited by the Council on Social Work Education (CSWE). The Master in Social Work program is currently in Candidacy for accreditation by the Council on Social Work Education. Full accreditation is anticipated in 2002.

DEGREES, MAJORS, AND CONCENTRATIONS

Major	Degree	Administered by
Baccalaureate degrees		
Accountancy	B.S.	Department of Accounting and Information Systems Management
Administration of Justice	B.S.	Department of Administration of Justice
American Studies	B.A.	Department of American Studies
<i>Emphases:</i> American systems, American cultures, American lives, writing		
Applied Science	B.A.S.	Division of Collaborative Programs
<i>Concentrations:</i> all minors available at ASU West (see list on page 79), individualized concentration		
Communication Studies	B.A., B.S.	Department of Communication Studies
<i>Emphases:</i> communication and relationships, communication and organizations, communication and culture, rhetoric, philosophy, and media studies		
Elementary Education	B.A.E.	Department of Elementary Education
<i>Concentrations:</i> early childhood education, bilingual education, English as a second language		
Option: middle-school education		
English	B.A.	Department of American Studies
Global Business	B.S.	School of Management
<i>Concentrations:</i> financial management, human resources management, information systems management, international studies, marketing		
History	B.A.	Department of American Studies
Integrative Studies	B.A.	Department of Integrative Studies
<i>Concentrations:</i> all minors available at ASU West (see list on page 79), individualized concentration		
Interdisciplinary Arts and Performance	B.A.	Department of Interdisciplinary Arts and Performance
<i>Concentrations:</i> media, music, performance studies, theater/performance, visual art		
Life Sciences	B.S.	Department of Life Sciences
<i>Emphases:</i> cell biology and physiology, ecology and organismal biology, human biology and environment		
Nursing	B.S.N.	College of Nursing (ASU Main)
Politics	B.A., B.S.	Department of Social and Behavioral Sciences
Psychology	B.A., B.S.	Department of Social and Behavioral Sciences
Recreation and Tourism Management	B.S.	Department of Recreation and Tourism Management
Secondary Education	B.A.E.	Department of Secondary Education
<i>Academic specializations:</i> biological sciences, English, history, mathematics, social studies		
Option: middle-school education		
Social and Behavioral Sciences	B.A., B.S.	Department of Social and Behavioral Sciences
<i>Emphases:</i> interdisciplinary social sciences, interdisciplinary behavioral sciences		
Social Work	B.S.W.	Department of Social Work
Sociology	B.A., B.S.	Department of Social and Behavioral Sciences
Spanish	B.A.	Department of American Studies
Special Education	B.A.E.	Department of Special Education
Women's Studies	B.A., B.S.	Women's Studies Program

DEGREES, MAJORS, AND CONCENTRATIONS

Major	Degree	Administered by
Graduate degrees		
Business Administration	M.B.A.	School of Management
Communication Studies	M.A.	Department of Communication Studies
Criminal Justice	M.A.	Department of Administration of Justice
Educational Administration and Supervision	M.Ed.	Department of Graduate Studies and Professional Development
Elementary Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentrations: bilingual education, ESL education, educational technology, reading</i>		
Interdisciplinary Studies	M.A.	College of Arts and Sciences
Secondary Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration: educational technology</i>		
Social Work	M.S.W.	Department of Social Work
Special Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration: infant and young children</i>		

Student Affairs

Student Affairs is responsible for the delivery of a variety of enrollment and student development services and programs in support of students' educational pursuits and extracurricular needs. Special attention is given to the enrollment and retention of a culturally diverse student population. Student Affairs' stated mission is to assess and respond to the support and development needs of students.

The Dean of Students Office is located in the University Center Building 301. Visit Student Affairs on the ASU West website at: www.west.asu.edu/stuaffairs.

Campus and Student Services

Admission and Registration Services

Admission and Registration Services, located in University Center Building 120, provides students with a central location for all admission, academic records-related functions, and registration processes.

- Academic renewal
- Address and name changes
- Admissions: new admission, readmission, non-degree (undergraduate and graduate)
- Application for graduation
- Degree/major/campus changes
- Drop/add
- Enrollment verification
- Grade or other academic record changes
- Immunization verification (required for registration)
- “InTouch” telephone registration
- Program of study (undergraduate and graduate): declaration, petition to change
- Registration for classes
- Residency classification for tuition purposes
- Student photo ID
- Unofficial and official transcripts
- Withdrawals (unrestricted and restricted)

For additional information or assistance, call (602) 543-8203.

Alumni Association

The ASU Alumni Association West, established in 1995 specifically for ASU West graduates, is dedicated to promoting the West campus through alumni service and events.

As part of the ASU Alumni Association, the West Association provides services and support to ASU West alumni through:

- Networking opportunities
- College alumni activities
- Social and cultural events
- Student recruitment programs
- Fund raising and scholarship programs

For more information call (602) 543-ALUM.

Associated Students of ASU West

Associated Students of ASU West (ASASUW) is the student government of ASU West. It is the official representative of the student body in matters of campus governance. Programs and services include the promotion of campus clubs and organizations, distribution of club information to students, active participation in political activities affecting the university, promotion of leadership conferences and workshops, provision of student representation on campus committees, and the sponsorship of cultural, educational, and social activities. For further information call (602) 543-8186.

ASU Shuttle Service

The ASU West Express is a shuttle bus that makes regular trips between ASU Main, the Downtown Center, and ASU West and between ASU Main and ASU East during regular semesters. Trips are scheduled Monday - Thursday between 6:10 a.m. and 9:45 p.m. and on Friday between 6:10 a.m. and 5:45 p.m. Books of ten tickets are available from ASU West's Cashier's Office, ASU Main's Cashier's Office, ASU West Parking Services, and ASU Main Parking and Transit Services for \$15 (\$1.50 each way). The cash price at the bus is \$2 each way. Call (602) 543-PARK for more information see the current *ASU West Schedule of Classes* or ASU West website www.asu.edu/dps/pts/twest.html.

Bookstore

The ASU West Bookstore offers new and used textbooks, course packets, computer hardware and software, general books, magazines, newspapers, general supplies, ASU insignia clothing and gifts, class rings, and graduation supplies. As a complimentary service, merchandise may be transferred from the ASU Main Bookstore upon request.

The bookstore is located in the University Center Building 140. Regular hours are Monday - Thursday, 9:00 a.m. to 6:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m. The bookstore is open for extended hours at the beginning of each semester. General information is available by calling (602) 543-6800.

Campus Environment Team

The Campus Environment Team (CET) at ASU West is an advisory group to the Provost established for the general purpose of providing on-going activities to promote *a positive campus environment* for faculty, staff, and students. The CET is to (1) work with other persons and organizations on

campus to promote a campus environment that values diversity and provides respect for all individuals regardless of their status, and (2) protect free speech and academic freedom. Activities of the CET subcommittees include:

- Education
- Monitoring, information gathering and reporting
- Referrals and response to harassment

For more information contact Irene Maldonado, staff support, (602) 543-5959 or CET's website: www.west.asu.edu/asuw/campus/cet.

Career Services and Personal Counseling Center

The Career Services and Personal Counseling Center educates and supports students toward achieving personal, academic, and professional growth and success.

Workshops, classroom presentations, individual personal counseling appointments, and career advising sessions are offered. The Resource Room houses handouts, video and audiotapes, books, periodicals, and software packages on career and personal development topics such as:

- Career planning and preparation
- Assertive communication strategies
- Stress and time management
- Resume and cover letter writing
- Job search strategies
- Off-campus resources and referrals

The ASU West community can make an appointment with a licensed massage therapist or privately listen to an audiotape in the relaxation room.

ASU West students and alumni seeking internships or full-time career opportunities are eligible to participate in the employer recruitment program offered jointly by ASU West and ASU Main.

The staff welcomes the opportunity to speak to classes about career preparation and personal development issues.

For information call (602) 543-8124 or visit the center in the University Center Building 320.

Child Development and Family Studies Center

In partnership with Educational Care, Inc., Phoenix Headstart, and ASU West, the Child Development and Family Studies Center's Lab School integrates full-time and part-time preschool child care and education into the research, teaching and service missions of ASU West. The children's educational enrichment program incorporates features of the most successful national preschool education programs and promotes the experience and expression of cultural diversity. The center is an important adjunct to faculty research and teaching activities in psychology, family studies, early childhood development, curriculum, and education.

The Child Development and Family Studies Center's Lab School is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC accreditation is a rigorous, voluntary process by which early childhood education programs demonstrate that they consistently meet national standards of excellence.

For information call (602) 543-5437 or visit the center in the University Center Building 190.

Computing Facilities and Services

Information Technology at ASU West offers state-of-the-art computing facilities for use by students, faculty, and staff. A pervasive high-speed communications network provides access to university servers and to the Internet.

Technopolis, a student computing access center located on the lower level of Fletcher Library, contains networked PC and Macintosh microcomputers and high-quality peripherals such as laser printers and scanners. Adaptive technology for students with disabilities is available. A wide variety of software is provided. Information and help for computer users are available at the center.

ASU West's classrooms are equipped with VCRs, access to television and satellite broadcasts, projectors, and networked computers for presentors. Some classrooms are equipped with computers for every student. For additional information, contact the Information Technology Help Line at (602) 543-HELP or refer to www.west.asu.edu/itweb.

Consortium for Interdisciplinary Projects and Residencies in the Arts

The Department of Interdisciplinary Arts and Performance (IAP) sponsors Interdisciplinary Projects and Residencies in the Arts. Under this sponsorship, practicing professional artists engage their creative work with the curriculum and share their perspectives with the public through courses, workshops, and performances. The IAP department also produces over 30 artistic events per year, which are open to the public, featuring artist/faculty, visiting artists, students, and regional artists. For information about performance events, call (602) 543-ARTS.

Copy Center

A variety of services are available from the Copy Center, located in the lower level of the Faculty and Administration Building B23. The Copy Center has two high speed, high quality multi-featured photocopier machines and is able to provide high quality images, duplexing, saddlestitching, covers, and tab inserts with minimal turnaround time. In addition to photocopying, other services include spiral binding, tape binding, padding, laminating, custom cutting, poster making, color copies, and FAX service. The Copy Center also carries a variety of specialty paper and will special order. Copy Center hours are 7:00 a.m. to 6:00 p.m. Monday - Thursday and 8:00 a.m. to 5:00 p.m. Friday. Call (602) 543-5575 for information on services and prices.

Copy Express, located in Fletcher Library 111, provides quick copy services and some supplies when the library is open. Services offered on-site at CopyExpress include photocopying, covers, tab inserts, binding, fax services, and lamination. Specialty papers and other products are also available. Requests for any of the services provided at the Copy Center in FAB may also be dropped off at CopyExpress.

Credit Union

The Arizona State Savings and Credit Union has a branch office located in the lower level of the University Center Building. The organization offers a full range of services, including savings and checking accounts, loans, insurance, Price Club memberships, a vehicle buying assistance service, a telephone account access system, automated teller

machines and more. All students and employees are eligible for membership. For further information call (602) 543-LOAN.

Margaret Francis Disability Resource Center (DRC)

ASU West is committed to providing a fully integrated and accessible environment for students with disabilities. Professional staff assist students in obtaining the services and support needed to succeed at the university. The DRC works in conjunction with other offices to assist with a full range of support services, including academic and career advising, registration, and financial aid. The following academic support services may be secured through the DRC, as appropriate: readers, testing accommodations (including proctors, readers, scribes), library research aid, interpreters/notetakers, and assistance with adapted course work materials.

Students with disabilities are encouraged to contact the DRC at the beginning of the admission process to discuss service needs. Disclosure of a disability to the university is optional and confidential. However, for students requesting accommodations, qualifying documentation will be required to substantiate the need for academic support services.

The Disability Resource Center is located in the University Center Building 130. For further information call (602) 543-8145; TDD (602) 543-4327.

Enrollment Support Services

Enrollment Support Services (ESS) provides administrative direction for Admission Services, Registration Services, Financial Aid Services, Testing Services, Student

Employment, Veteran Services, and Technical Support and Analysis. ESS units provide a wide range of services to prospective students, applicants, admitted students, graduates, and to the campus community. For further information call (602) 543-8157.

Event Scheduling

An event is any meeting, seminar, or activity that is not an ASU credit course. Reservation forms for student clubs are available at Student Life, University Center Building 226, (602) 543-8200. Event requests for other on-campus groups should be sent by e-mail to eventschedule@asu.edu at least five working days in advance of the event. Space is available on a first-come, first-serve basis.

Meetings, seminars, or events that involve food must use the campus catering services for all activities held on campus or paid for with university funds. For information and help in planning food events call (602) 543-3664.

Financial Aid Services

The Financial Aid Services Office, located in the University Center Building 120, provides information and services about need based and non-need based grants, scholarships, loans, and employment opportunities. Programs are funded by an array of sources including private individuals, the university, alumni, and civic groups as well as the federal and state government. Paying for college is a critical factor for most students, and the goal of Financial Aid Services is to provide options for meeting college costs.

All students seeking financial assistance must complete the FAFSA (Free Application for Federal Student Aid) annually, which is processed through a standard financial needs analysis system. See the “Financial Aid”

section of this catalog on page 34. For additional information call (602) 543-8178.

Food Services

Food service is provided on the first floor of the University Center Building west wing. A diversified menu is available for breakfast, lunch, and dinner Monday through Friday. Normal hours of operation are 7:00 a.m. to 8:00 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. Friday. Catering is available for functions held on campus. For information call (602) 543-3663 or FAX requests to (602) 543-3668.

The Sand Trap, located in Sands 106, provides drinks and snacks Monday - Thursday 9:00 a.m. to 8:00 p.m. and Saturday 9:00 a.m. to 2:00 p.m.

Graduate Studies

The Graduate Studies Office provides students and faculty with application materials, information regarding academic programs, assistance with the application process, and information on Graduate Studies policies and procedures. Information on hiring and management of graduate assistants, program of study, faculty serving on thesis and dissertation committees, graduate academic and tuition scholarships, graduate assistants orientations, and junior/senior workshops can also be obtained through the Graduate Studies Office. For information call (602) 543-4567 or visit the Faculty and Administration Building S301.

International Student Support Services (ISSS)

The mission of the ISSS program is to enhance cultural diversity at ASU West by providing services which meet the diverse needs of the ASU West international student

community and fostering intercultural awareness.

Services include advising international students on immigration and visa matters, graduate credentials evaluation, housing assistance, international student orientation, and cultural activities. An ISSS representative is available in Multicultural Student Services, University Center Building 220. For more information call (602) 543-8201 or (602) 543-4567.

Kids' Evening Enrichment Program (KEEP)

KEEP offers learning enrichment activities for children, ages 6-12, of ASU West evening students. Call (602) 543-8148 for more information.

Learning Enhancement Center

The Learning Enhancement Center provides collaborative support for learning in all academic disciplines. The center offers tutoring in writing, mathematics, and other areas.

For information call (602) 543-6151 or visit the center in the Fletcher Library, lower level 2.

Library Services

ASU West Library provides resources that support the curriculum of the West Campus with a collection of 315,000 volumes, 1.4 million microforms, 7,500 videos, 15,000 slides, 170 electronic databases and more than 5,000 serial titles including 2,800 electronic full-text journals. Approximately 53% of electronic databases are available to ASU registered users from home computers.

The Library is open seven days a week to meet the informational needs of the campus community. Knowledgeable staff members are available to provide reference service and

instruction in the use of the Library's considerable resources. Individual consultations with subject specialist librarians are available by appointment. The Library Instruction Program provides introduction to the tools and resources available for research in an academic discipline, including Internet resources.

A wide range of information and research tools – most accessible from off-campus are available through the ASU West Library web site at www.west.asu.edu/library. For library hours and information, call (602) 543-5717.

Mail/Postal Services

In addition to processing incoming and outgoing university mail and providing an inter-campus courier service, first class, standard mail, priority mail, parcel post, certified, registered, and special delivery services are also provided by Mail Services. Padded manila and utility mailing envelopes are available for purchase through the Mail Services station as are fax transmissions and receipts.

Mail deposited with ASU West Mail Services is delivered to the U.S. Post Office by 5:00 p.m. each day. Mail deposited in the drop box in front of the Faculty Administration Building is picked up by the U.S. Postal Service at approximately 2:15 p.m. each weekday afternoon.

Mail Services hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. They are located in the Central Services Complex. For more information call (602) 543-POST.

Multicultural Student Services

Multicultural Services (MSS) actively supports multicultural students through a variety of retention programs and is committed to building a greater understanding and appreciation of cultural

diversity as an essential part of the educational environment. New student orientation, cultural activities, workshops and opportunities for student involvement in campus life assist students to achieve personal, educational, and developmental goals. A MSS Perspectives Newsletter is published quarterly with announcements of activities, student profiles, and information of particular interest to multicultural students. International Student Support Services is also coordinated within Multicultural Student Services.

The Multicultural Student Lounge is an area for students to meet, study, relax, and exchange ideas with others. Computers are available for students to access e-mail and the Internet.

The Multicultural Student Services Office is located in the University Center Building 220. For more information call (602) 543-8148.

Native American Programs

Native American Programs (NAP) assists Native American students to obtain a university education by providing recruitment and retention services and activities which facilitate their academic success and graduation. NAP's student services include assisting with the transition into the university by providing information and support on a one-to-one basis, as well as introductions and referrals to faculty and staff. For more information call (602) 543-8138 or see the "Division of Collaborative Programs" section of this catalog.

Ombudsperson Committee

The members of the ASU West Ombudsperson Committee have been designated to help students, faculty, staff, and members of the public deal with university-related disputes. Ombudspersons are not authorized to make decisions but to assist parties in a dispute to find a resolution.

For a list of Ombudspersons, see the current *ASU West Schedule of Classes*.

Parking Services

Parking decals. All students, staff and faculty are required to have a current ASU West or ASU Main parking decal to use parking lots at ASU West. ASU West decals are available from Parking Services, University Center Building 105, and Information Desks in the University Center Building and Faculty Administration Building. New decals are required for each academic year and are available beginning in mid-July. ASU West decals are not valid on the ASU Main campus.

Parking lots are designated for specific types of decals. Parking maps (available at the Information Desks and Parking Services) and signage at each lot indicate which type of decal is appropriate for each lot. Visitors are encouraged to park in the visitor lot west of 47th Avenue. Parking tokens for invited guests are available through unit offices. For more information on parking decals call (602) 543-PARK (7275).

Travel reduction. Everyone is encouraged to support travel reduction measures by using mass transit, university shuttle bus, carpooling, bicycling, or walking, whenever possible.

Carpool program. Parking Services will assist employees and students in obtaining a carpool partner or finding the closest carpool space. Special parking privileges are available to registered carpools. For information regarding carpools, Parking Services can be reached at (602) 543-PARK (7275).

Research Consulting Center

The Research Consulting Center (RCC) provides support and supplementary instruction for students who are involved in courses or projects requiring the use of quantitative and qualitative research methods. The center is also a resource for faculty who desire

assistance with research design; collection, management, and interpretation of data; selection of appropriate statistical procedures; and writing and presentation of research. RCC operates a lab in CLCC 104. For information call (602) 543-3410.

Student Accounts

Fee payment and cashiering services are sections of Student Accounts, located in the University Center Building 101. Student Accounts is open for business 9:00 a.m. to 6:00 p.m. Monday - Thursday and 9:00 a.m. to 4:00 p.m. on Friday.

The Fee Payment section is responsible for the acceptance of tuition payments from registered students, assistance with accounts receivable matters and disbursement of pre-approved financial aid checks.

The Cashier's Office handles all cash transactions, graduate application and graduation fees, plus requests for official transcript payments and shuttle tickets. In addition, a personal check can be cashed for up to \$50 per student per day. For more information call (602) 543-6709.

Student Development Services

Student Development Services provides administrative leadership for Student Affairs units that have a primary focus on programming and services to enhance students' co-curricular campus experiences. Specific information about each of the Student Development Services' units is presented in the descriptions for the Career Services and Personal Counseling Center, Disability Resource Center, Multicultural Student

Services, Student Health Services, Student Life, and Student Support Services Program.

Student conduct concerns are managed by the assistant dean of Student Development Services. The *Student Code of Conduct* and related procedures are outlined in the *Student Handbook*. For information call (602) 543-8150.

Student Employment

Student Employment offers positions, both on- and off-campus, that students may be eligible for depending on their circumstances. Contact the Student Employment coordinator at (602) 543-8178 for more information or review the job board located near the Financial Aid Services Office in the University Center Building, 120.

Student Health Insurance

Students may purchase group health insurance. Student Health Services, in the University Center Building 170, can provide information about cost, coverage, and application forms. The premium is due upon payment of registration fees. Further insurance information may be obtained by calling (602) 543-8019.

Student Health Services

Student Health Services, located in the University Center Building 170, promotes wellness through health education programming, early diagnosis intervention and treatment, referrals for specialized medical care, immunizations, and coordinating enrollment in the student health insurance plan. With the goal of supporting students to remain on campus as effective learners and to be academically successful, Student Health Services provides medical triage, treatment of minor conditions, limited women's health care, and assists students to monitor and manage chronic illnesses. Referrals are made for more serious or specialized medical concerns.

Call (602) 543-8019 for hours of service, to schedule an appointment, or to receive information about student health insurance.

Student Life

The Student Life Office encourages students to enhance their education by being actively involved in campus life and their community.

Student activities fairs are held at the beginning of fall and spring semesters. Student activities and events are supported by assisting clubs, student government, and individual student initiatives. Student Life publishes the *Student Handbook*. Resources are available for information on community service opportunities, housing, child care, student discounts, and campus and community events. The office administers campus posting guidelines and distributes student organizations' mail and messages.

For information call (602) 543-8200 or visit the office in the University Center Building 221.

Student Support Services Program (SSSP)

The Student Support Services Program provides undergraduate students with a comprehensive system of learning assistance resources. The resources are designed to strengthen academic success as well as complement a student's overall educational experience. Personalized assistance such as math tutoring, career/graduate school advising, cultural enrichment, faculty-student and community mentorships, and learning strategies for students, is offered to meet the diverse needs of ASU West's student population. Participation in the program is voluntary and free of charge. Students must meet U.S. Department of Education eligibility requirements.

For information call (602) 543-8121 or visit the program office in the University Center Building 220.

Technical Support and Analysis

The unit works with established university teams to guide, build, and maintain a student tracking system; promotes awareness of technology concepts and applications, and coordinates the implementation and maintenance of departmental technology applications; creates and maintains web pages and listserves; implements procedures for service quality measurements; generates statistical analyses and reports; coordinates telecounseling efforts for communicating with prospective and current students; and addresses computerized needs for students with disabilities. For further information call (602) 543-8107.

Testing Services

Testing Services, located in the University Center Building 120, offers information on national and state qualifying examinations such as the GRE, GMAT, MAT, CLEP, LSAT, MCAT, and the U.S. and Arizona Constitution tests. Regularly scheduled exams at ASU West include CLEP, MAT, U.S. and Arizona Constitution tests.

Information on Testing Services is available in Admission Services. For additional information or assistance, call (602) 543-8136.

Transition and Outreach Services

Transition and Outreach Services helps new students adjust to the university environment and promotes higher level education by participating in community outreach events.

ASU West recruiters are involved in community activities and high school visitations to encourage students to pursue a university degree. General academic advisors are available to prospective students for preadmission advising on the ASU West Campus as well as in many community college transfer centers. Transition and Outreach Services also offers campus tours, led by the Community Ambassadors. For information visit the website at www.west.asu.edu/tos or call (602) 543-8217.

University-College Center

Glendale Community College and ASU West have joined hands to create the University-College Center on the campus of ASU West. The Center provides students who are thinking of achieving a bachelor's degree with the courses and information they need to make a seamless and efficient transition to ASU West in the shortest period of time.

In addition to offering classes that will meet a variety of university-wide general studies and graduation requirements, the University-College Center provides students with advising, counseling, and academic support needed for progressing successfully toward a bachelor's degree. Call (602) 543-4222 for information.

Veteran Services

Veteran Services, located in the University Center Building 120, assists veterans eligible for VA educational benefits. Services include enrollment certification, benefits advisement, and assistance with the university admission and registration process. Call (602) 543-8220 for information.

Wellness and Fitness Facility

The Wellness and Fitness Facility, located in the lower level of the University Center Building, is open to students, faculty/staff, family members, and alumni on a fee for service basis. Students also have the option of taking credit classes in step aerobics classes or adult fitness. Non ASU-affiliated individuals may use the facility on a monthly or multiple monthly fee basis.

The 6600 square-foot facility houses a fully equipped weight room, aerobics room, men's and women's locker rooms and is accessible to accommodate individuals with disabilities. Amenities at the facility include aerobics classes, elliptical trainers, lifecycles, treadmills, stairclimbers, weight machines/free weights, and the capability to do fitness assessments and body composition analysis. New members of the facility can receive instruction on equipment usage and program development from any staff member, or they may schedule

an individual session with a personal trainer. Non-members who are interested in body composition or blood pressure assessments may contact the coordinator for a complementary assessment.

The facility also lends recreation equipment to individuals with an ASU ID card for use on campus basketball courts, racquetball courts, sand volleyball courts, and the multi-purpose soccer/football field. These facilities, located west of the Sands classroom building and south of the University Center Building, are available at no charge to ASU and University-College Center faculty, staff, and students. Priority will be given to those who have reservations. Call (602) 543-3488 or visit UCB B119 for more information or to make reservations.

Facility hours

Fall & spring semesters:

Monday - Thursday	6:30 a.m. - 10:00 p.m.
Friday	6:30 a.m. - 7:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.

Summer sessions:

Monday - Wednesday	6:30 a.m. - 9:00 p.m.
Thursday	6:30 a.m. - 8:00 p.m.
Friday	6:30 a.m. - 7:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.

Closed on regular university holidays.

Women's Studies Resource Center

As a multi-component program of Women's Studies, the Women's Studies Resource Center supports research in women's studies, promotes leadership opportunities, serves as a resource and action center, and acts as an advocate for women both within the university and in the larger community. The center has a sizable lounge for casual gatherings, meetings, programs, and positive exchanges. The Women's Studies Resource Center is located in the University Center Building 323. For information call (602) 543-3421.