

<i>About ASU West</i>	<b>6</b>
<i>Statement of Purpose</i>	<b>7</b>
<i>History</i>	<b>8</b>
<i>Campus Facilities</i>	<b>10</b>
<i>Equal Opportunity and Affirmative Action</i>	<b>11</b>
<i>Student Responsibilities</i>	<b>12</b>
<i>Organization</i>	<b>13</b>
<i>Degrees, Majors, and Concentrations</i>	<b>14</b>
<i>Accreditation and Affiliations</i>	<b>15</b>
<i>Campus and Student Services</i>	<b>16</b>

# General Information



# About ASU West

---

Celebrating its 20th year, Arizona State University West, located in northwest Phoenix, is a vital component of Arizona State University. The campus serves more than 7,100 students, offering a highly personalized, student-centered education.

ASU West is a force in the creation and communication of knowledge through its interdisciplinary teaching, research, and outreach programs. ASU West's faculty are active scholars engaged in a wide variety of research to enhance our community, build new knowledge, and expand the frontiers of science. Research activities are diverse, including quality of life issues in the metropolitan region, applied leadership challenges for public and private organizations, and enhanced teacher education.

Students benefit from ASU West's unique blend of interactive, classroom-based learning communities, community- and field-based learning experiences, and faculty-student research partnerships that address important societal issues.

One of ASU West's hallmarks is the ability to create strong connections between living and learning. Our faculty engages students in the scholarly enterprise through research and creative classroom instruction. They mentor students through these activities in an environment that fosters collaborative research and problem solving.

For example, through our Learning Communities program, we help first-year students develop a sense of campus community. Cohort groups of freshmen take thematically linked courses and work in teams consisting of faculty members, librarians, technology experts, and student mentors. This approach introduces students to university life, while

helping them form lasting bonds with classmates, faculty, and staff.

ASU West offers an interdisciplinary education for undergraduates, as well as an array of professional programs grounded in the liberal arts. We offer 29 bachelor's degree programs, nine master's degrees, and eight professional certificates.

ASU West's academic programs are organized under the following colleges:

- College of Arts and Sciences
- College of Education
- College of Human Services
- School of Management

ASU West's commitment to integrated learning extends to Las Casas, our apartment-style, living-learning based housing facility. Las Casas features faculty and academic advisors who live in the residence, faculty mentors, courses taught on site at the community center, and student affinity groups focusing on topics such as global awareness, leadership, and the arts.

Fletcher Library at ASU West is an invaluable resource to students and faculty. Among the highlights of its collection are 335,000 volumes, 1.4 million microforms, 8,500 videos, and 230 electronic databases. More than half of those databases are available to ASU users from home computers. A range of information and research tools are accessible through the Library's web site.

As a full-service campus, ASU West also includes a child development center, student health center, bookstore, fitness center, credit union, computer center, food service facilities, theater, and meeting rooms. The campus offers valuable resources for the community, including fine arts and cultural

programs, consulting for public and private organizations, workshops, and special events.

Upon graduation, ASU West alumni are prepared to become community leaders. With a deep understanding of social justice, diversity and global issues, our students serve society

in local, regional, national, and international capacities.

The campus is located 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

---

### Introduction

Arizona State University West is committed to the value of education without borders: the idea that learning transcends fields of study, geography, and the age of students. The university conducts research, creative activity, and community service which contribute to a high-quality educational environment and reflect important social issues.

Arizona State University West is a force in the creation and communication of knowledge through its interdisciplinary teaching, research, and outreach programs. The institution provides access to programs defined by the traditions of liberal education that respond to the dynamics of employment and market requirements. Arizona State University West responds efficiently and deliberately to changing social needs.

Arizona State University West is dedicated to evolving a new model of learning, which includes integrated experiences for students, faculty, and community through classroom-based learning communities, field-based educational opportunities, involvement in the community, and faculty-student research partnerships. These academic programs and extracurricular activities address the needs of our diverse student body and the communities we serve.

### Vision

Arizona State University West's vision is to enhance the intellectual, social, cultural, and economic qualities of a diverse, urban environment through research and creative activity and to provide access to a quality liberal arts education for undergraduates, professional programs grounded in the liberal arts, and an array of graduate programs.

### Mission

Arizona State University West offers liberal arts and professional programs, engages in discovering and advancing knowledge, and teaches diverse students in a student-centered, interdisciplinary learning environment as the community-focused metropolitan campus of Arizona State University.

### Core Values

ASU West is committed to:

- High quality teaching
- High quality scholarship and creative activity
- Community engagement and service
- Diversity and inclusiveness

### Hallmarks

- Faculty who engage in the scholarly enterprise through their research and creativity and who mentor students through these

activities in an environment that fosters collaborative research and problem-solving.

- Learning communities that ignite the spark of the interdisciplinary learning process and provide the foundation of the ASU West educational experience.
- Community-embedded learning that capitalizes on an urban location with diverse and unique opportunities for student and faculty learning and goes beyond the traditional classroom and laboratory borders through partnerships with local not-for-profits, governmental agencies, and industry groups.
- A technologically rich environment that facilitates student learning, access to information and access to student support services.
- A curriculum embedded with a deeper understanding of social justice, diversity and global issues, the effective use of technology, information literacy, and community development to prepare students to become responsible citizens attuned to the needs not only of their own communities but those of regional, national, and international communities.
- Graduates who are prepared to connect intellectual and practical issues of social justice and community engagement through multiple perspectives fostered from an interdisciplinary environment in various forms across the academic units.
- A staff committed to the achievement of the campus mission.

### **Campus categories of learning outcomes\***

ASU West graduates are a diverse group, who enter and leave the university with a variety of abilities, needs, and interests. While programs may emphasize different aspects of learning, in some way, all ASU West graduates will:

- Develop the knowledge, skills, and attitudes that lead to life-long learning and enhanced life opportunities.
- Understand and appreciate the diverse nature of people who live together in a world of diminishing distance.
- Apply the technological knowledge, skills, attitudes, and flexibility needed to succeed in a rapidly changing environment.
- Develop the cognitive processes and dispositions necessary to think critically, analyze problems in context, and make sound decisions.
- Acquire and utilize the body of knowledge, and develop the constellation of skills associated with their discipline, interdisciplinary area of interest, or professional field.
- Gather and utilize information to enhance knowledge, and use communication skills to convey meaning effectively.
- Develop basic skills in mathematics, use mathematics in their chosen fields, and understand how technology can be used in analysis.

*\* The campus categories of learning outcomes were endorsed by the ASU West Academic Senate on May 12, 1999.*

## History

2004 marks ASU West's 20th anniversary year. Governor Bruce Babbitt signed legislation officially establishing the campus on April 18, 1984. Two years later members of several western Maricopa County communities, legis-

lators, 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 Metro-center 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. In fall 2001, ASU West became a four-year university campus with the addition of freshman and sophomore classes. Student housing facilities opened in August 2003.

As ASU West celebrates its 20th anniversary, its two decades demonstrate responsiveness to the community, proving an ethos of resolving social issues, creating an involved citizenry, and ultimately creating a better quality of life for all. ASU West's vision is to build on its successful past in ways that enhance the intellectual, social, cultural and economic qualities of a diverse, urban environment, through research and quality programs. This commitment to the community is punctuated by the economic vitality that ASU West contributes.

# Campus Facilities

The campus of ASU West occupies 300 acres between 43rd and 51st Avenues on West Thunderbird Road in Phoenix. 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 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.**

ASU West celebrated a milestone in January 2004 when construction was completed on the second half of CLCC – the first new classroom building to open on campus in more than a decade. Every classroom in the new portion of the building is equipped with a ceiling projector and projection screen, instructor computer, combination DVD/VCR, amplifier, document camera, and assisted listening system. CLCC contains computer classrooms, science laboratories, studios for art, dance and music, a 150-seat lecture hall, 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.

**Student Housing.** Located in the northwest corner of the campus, the Las Casas student housing facility includes two three-story buildings of residential units, a community hall with dining and meeting facilities, and a swimming pool.

**University Center Building.** This facility houses admissions and records, an array of student assistance programs, health services, a preschool, 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, and a divisible, multi-purpose auditorium.

**Welcome and Information Building.** Located west of the 47th Avenue entrance, the Welcome and Information Building houses parking and information services, testing services, and a branch office of the Arizona State Savings and Credit Union.

# Equal Opportunity and Affirmative Action

---

It is the policy of ASU to provide 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, Vietnam-era veteran status, special disabled veteran, or other protected 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 protected 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.

## 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, monitoring, 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.

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.

## Student antiretaliation statement

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint or grievance, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlaw-

ful act, discriminatory practice, or policy are prohibited and subject to university disciplinary procedures. Students with complaints of retaliation should utilize the procedures available under the University Code of Conduct, the Student Code of Conduct, the Graduate Student Grievance Procedure, the Student Employment Grievance

Procedure, the Sexual Harassment Policy, nondiscrimination policies, or other available administrative procedures as appropriate. For assistance with procedures, students should contact the dean of the college if the circumstances relate to a course or academic evaluation, or the dean of students for all other circumstances.

## 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 student 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 from the Student Life office (University Center Building 221) and in the electronic *Student Handbook* - [www.west.asu.edu/studenthandbook](http://www.west.asu.edu/studenthandbook). 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.

To obtain information or to file conduct complaints against a student or student organization, contact the Student Life office in the University Center Building 221 or call (602) 543-8077.

# 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 270](#).

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, and other services.

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.

# DEGREES, MAJORS, AND CONCENTRATIONS

Major	Degree	Administered by
<b>Baccalaureate degrees</b>		
Accountancy	B.S.	Department of Accounting and Information Systems Management
American Studies	B.A.	Department of American Studies
Applied Science	B.A.S.	College of Arts and Sciences
<i>Concentrations:</i> all minors available at ASU West (see list on <a href="#">page 82</a> ), individualized concentration		
Communication Studies	B.A., B.S.	Department of Communication Studies
Criminal Justice and Criminology	B.S.	Department of Criminal Justice and Criminology
Elementary Education	B.A.E.	Department of Elementary Education
<i>Concentrations:</i> early childhood education, bilingual education, English as a second language		
<i>Option:</i> middle-school education		
English	B.A.	Department of American Studies
Global Business	B.S.	School of Management
<i>Concentrations:</i> financial management, information systems management, international studies, leadership and management		
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 <a href="#">page 82</a> ), 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)
Political Science	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> English, history, mathematics, social studies		
<i>Option:</i> 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
<b>Graduate degrees</b>		
Business Administration	M.B.A.	School of Management
Communication Studies	M.A.	Department of Communication Studies
Criminal Justice	M.A.	Department of Criminal Justice and Criminology
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:</i> bilingual education, ESL education, educational technology, reading		
Interdisciplinary Studies	M.A.	College of Arts and Sciences
Secondary Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration:</i> educational technology		
Social Work	M.S.W.	Department of Social Work
<i>Concentration:</i> advanced generalist practice		
Special Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration:</i> infant and young children		

# Accreditation and Affiliation

## Academic Accreditation

Campus	Unit or Program
<p>Arizona State University West is accredited by the Higher Learning Commission and is a member of the North Central Association. For more information, call (312) 263-0456, access the Web site at <a href="http://www.ncahigherlearningcommission.org">www.ncahigherlearningcommission.org</a>, or write</p> <p>Higher Learning Commission 30 N LaSalle St Suite 2400 Chicago IL 60602-2504</p>	<p><b>College of Human Services</b> B.S.W., M.S.W., Department of Social Work Council on Social Work Education</p> <p>Department of Recreation and Tourism Management National Recreation and Park Association/ American Association for Leisure and Recreation Council on Accreditation</p> <p><b>School of Management</b> All programs AACSB International, the Association to Advance Collegiate Schools of Business</p>

## Academic Affiliation and Membership

Unit or Program	Unit or Program
<p><b>Barrett Honors College</b> National Collegiate Honors Council</p> <p><b>College of Arts and Sciences</b> Department of American Studies American Historical Association American Studies Association Modern Languages Association</p> <p>Department of Social and Behavioral Sciences American Political Science Association</p> <p>M.A. Interdisciplinary Studies Association of Graduate Liberal Studies Programs</p> <p><b>School of Management</b> Accountancy Program Institute of Internal Auditors</p>	<p><b>College of Human Services</b> Department of Communication Studies International Communication Association National Communication Association Western States Communication Association</p> <p>Department of Recreation and Tourism Management American Association of Physical Education Health Recreation and Dance American Hotel and Motel Association Arizona Festivals &amp; Events Association Arizona Park and Recreation Association International Festivals and Events Association National Employee Service and Recreation Association National Intramural Recreation Services Association National Recreation and Park Association National Tour Association Resorts and Commercial Recreation and Commercial Recreation Association The Travel Industry Association of America Travel and Tourism Research Association</p> <p>Gerontology Program American Society on Aging Association for Gerontology in Higher Education National Council on Aging The Gerontological Society of America</p>

# 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 class registration processes.

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

For additional information or assistance, call (602) 543-8203, or visit one of these websites: [www.west.asu.edu/admissions](http://www.west.asu.edu/admissions); [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar).

## 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, active participation in political activities affecting the university, provision of student representation on campus committees, and the sponsorship of cultural, educational, and social activities. For further information call (602) 543-8186 or visit: [www.west.asu.edu/asasuw](http://www.west.asu.edu/asasuw).

## ASU Shuttle Service

The ASU West Express is a shuttle bus that makes regular trips between ASU Main 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. Call (602) 543-PARK for more information and ticket prices or visit their website: [www.west.asu.edu/adaff/auxs/parking/expshl/service.htm](http://www.west.asu.edu/adaff/auxs/parking/expshl/service.htm).

## 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 or visiting the web: [www.west.asu.edu/adaff/auxs/bookstore](http://www.west.asu.edu/adaff/auxs/bookstore).

## 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; and referrals and response to harassment

For more information contact (602) 543-5959 or CET's website: [www.west.asu.edu/cet](http://www.west.asu.edu/cet).

## Career Services and Personal Counseling Center

ASU West students are encouraged to acquire skills, knowledge, and support for their career planning and personal development, thus enhancing chances of success in life. Important topics to consider include:

- Career planning and preparation
- Goal setting, self-discovery
- Researching the world of work
- Developing job search skills
- Individual personal counseling appointments
- Personal growth and support groups
- Identifying academic goals
- Strategies for academic success

A wide variety of workshops, groups, and special events are offered throughout the year. Resource room materials and self-paced computerized career guidance tools are available. The Campus Employer Recruitment Program offers students job and internship interviews. Individual personal counseling appointments and career exploration sessions have proved beneficial for many individuals.

For information, call (602) 543-8124, stop by University Center Building 320, or visit [www.west.asu.edu/cspc](http://www.west.asu.edu/cspc).

## 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, visit the University Center Building 190, or visit the web: [www.west.asu.edu/cdc](http://www.west.asu.edu/cdc).

## 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 soft-

ware 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 presenters. Some classrooms are equipped with computers for every student. For additional information, contact Technopolis at (602) 543-8277 or refer to [www.west.asu.edu/it](http://www.west.asu.edu/it).

## 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 numerous artistic events each 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 Services

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, digital printing, duplexing, saddlestitching, covers, and tab inserts with minimal turn-around time. In addition to photocopying, other services include spiral binding, tape binding, padding, laminating, custom cutting, poster making, color copies, shrinkwrapping, thermal transfers, personalized mouse pads, puzzles and tee-shirts, and FAX service. 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. For additional information call (602) 543-5575 or visit the web: [www.west.asu.edu/adaff/auxs/copy\\_center/index.htm](http://www.west.asu.edu/adaff/auxs/copy_center/index.htm).

### **Credit Union**

The Arizona State Savings and Credit Union has a branch office located in the Welcome and Information 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 ASU West students, employees and their families are eligible for membership. For further information call (602) 644-4620 or visit [www.azstcu.org](http://www.azstcu.org).

### **Devils' Den Game Room**

The Devils' Den is located in the basement of the University Center Building Room 117, just west of the Fitness Center near Black Box Theatre. It is furnished with a pool table, ping-pong table, and foosball. Equipment for these games may be checked out through the Fitness Center. Various board games are also available to be checked out for use in the game room at no charge. A current ASU ID card is required to check out equipment and games. There are also couches, tables and chairs, a television with cable access, and a jukebox in the game room. Game room hours: 8:00 a.m. to 8:00 p.m. Monday –Thursday; 8:00 a.m. to 6:00 p.m. on Friday; closed Saturday and Sunday.

### **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 offer a full range of support services, including academic and career advising, registration, and financial aid. The following are examples of academic accommodations which may be secured through the DRC, as appropriate: testing accommodations (including proctors, readers, scribes), interpreters, notetakers, adapted course work materials, and adaptive technology.

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 must be provided to the DRC to substantiate the need for these accommodations.

The Disability Resource Center is located in the University Center Building 130. For further information call (602) 543-8145; TDD (602) 543-4327 or visit [www.west.asu.edu/drc](http://www.west.asu.edu/drc).

### **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](mailto:eventschedule@asu.edu) at least five working days in advance of the event. Space is available on a first-come, first-serve basis. For more information, call Events and Meeting Services (602) 543-7740. AV/media support is provided through Event Scheduling.

Campus catering services must be used 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 foundations, 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 35](#). For additional information call (602) 543-8178 or visit [www.west.asu.edu/financialaid](http://www.west.asu.edu/financialaid).

## Food Services

Food service is provided at Cafe West 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 6:30 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 visit [www.west.asu.edu/adaff/auxs/food\\_services/index.htm](http://www.west.asu.edu/adaff/auxs/food_services/index.htm).

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

## Freshman Experience Office

The Freshman Experience Office in the Division of Collaborative Programs (DCP) is dedicated to ASU West lower division stu-

dents. The Freshman Experience Team focuses on creating and supporting programs and infrastructures that will lead to the success of ASU West freshmen and sophomores. The DCP is home to the following programs:

- Learning Communities
- West Campus Advising Center
- University-College Center
- Freshman Orientation
- Freshman Registration Sessions
- Peer 2 Peer

For further information call (602) 543-4600, visit the University Center Building Room 201, or access the web: [www.west.asu.edu/dcp/dcp.htm](http://www.west.asu.edu/dcp/dcp.htm).

## 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, visit the Faculty and Administration Building S301, or visit [www.west.asu.edu/graduate](http://www.west.asu.edu/graduate) on the web.

## International Student Services Program (ISSP)

The mission of the ISSP is to provide support services aimed at meeting the unique needs of international students throughout their academic program at ASU West and to support campus and community activities that promote international awareness and enrich the educational experiences of ASU West students.

Services include advising international students on immigration and visa matters, admission procedures and credentials evaluation, international student orientation, information workshops, and cultural activities. For more information, visit [www.west.asu.edu/international](http://www.west.asu.edu/international).

Undergraduate students may contact Multicultural Student Services at (602) 543-8201 or visit the University Center Building 220. Graduate students should call (602) 543-4567 or stop by the Faculty and Administration Building S301.

## Kids' Evening Enrichment Program (KEEP)

KEEP offers learning enrichment activities for children, ages 6-12, of ASU West evening students. Call (602) 543-8010 for more information.

## Learning Enhancement Center

The Learning Enhancement Center's peer tutors and writing coaches offer collaborative support to promote students' academic success. LEC resources include a walk-in lab for studying and completing homework for math, science, and business classes. Lab tutors respond to questions or offer clarification for course material. Tutors also conduct small group tutoring and workshops for some classes. In addition, LEC writing coaches offer students an opportunity to discuss writing conventions for application to their own written communication.

The LEC is located in Fletcher Library, LL2. See [www.west.asu.edu/lec](http://www.west.asu.edu/lec) for more information or call (602) 543-6151.

## Library Services

ASU West Library provides resources that support the curriculum of the West Campus with a collection of 335,000 volumes, 1.4 million microforms, 8,500 videos, 15,000 slides, 230 electronic databases and nearly 7,300 serial titles including 4,370 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](http://www.west.asu.edu/library). For library hours and information, call (602) 543-8501.

## 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 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 or visit the web at: [www.west.asu.edu/adaff/fas/finmail.htm](http://www.west.asu.edu/adaff/fas/finmail.htm).

## Multicultural Student Services

Multicultural Student Services (MSS) provides programs that help build a greater understanding and appreciation of cultural diversity. New student orientation, cultural activities, workshops and opportunities for student involvement in campus life assist students to achieve personal, educational, and developmental goals.

The Multicultural Student Services Office is located in the University Center Building 220. For more information, call (602) 543-8148 or visit [www.west.asu.edu/multicultural](http://www.west.asu.edu/multicultural).

## Native American Student Services Programs

Native American Student Services Programs (NASSP) assists Native American students to obtain a university education by providing recruitment and retention services and activities which facilitate their academic success and graduation. NASSP'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 visit [www.west.asu.edu/nativeamerican](http://www.west.asu.edu/nativeamerican) or University Center Building 220.

## 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, faculty, and staff are required to have a current ASU West, ASU Main, or ASU East parking decal to use parking lots at ASU West. ASU West faculty, staff, and student decals are available from Parking Services in the Welcome and Information Building for an annual fee of \$75. Prorated fees are available if purchasing the decal after September 7. Prorated refunds will be given upon request if decals are returned by close of business the last business day in April. Photo ID will be required for refunds. Payment for decals may be made by cash, check, VISA or MasterCard. New decals are required for each academic year. ASU West decals are valid in Lot 59 at ASU Main.

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, north of the Welcome and Information Building.

For more information on parking services, call (602) 543-PARK (7275) or visit the web at [www.west.asu.edu/adaff/auxs/parking](http://www.west.asu.edu/adaff/auxs/parking).

**Travel reduction.** The campus community is encouraged to support travel reduction measures by using mass transit, university shuttle bus, carpooling, bicycling, or walking, whenever possible. Bus schedules and bus tickets are available through Parking Services.

**Carpool program.** Parking Services will assist employees and students in locating a carpool partner or finding the closest carpool space. Special parking privileges are available to registered carpools. For information call (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) 543-3411.

## Residential Life

Residential Life is committed to establishing a living and learning environment by developing programs that promote academic success and personal development while providing attractive, accessible facilities that meet the needs of the campus community.

The new 400-bed residential community, Las Casas, features two 3-story buildings of apartment-style residential units with full kitchens, laundry facilities, classrooms, a multipurpose room and computer lab, a swimming pool, and parking. Amenities will include tutoring services, in-room Internet access, coordinated educational and social activities, and easy access to campus resources. The cost to residents is competitive with rents charged at nearby apartment complexes. For information, contact (602) 543-CASA or visit [www.west.asu.edu/lascasas](http://www.west.asu.edu/lascasas).

## 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 or visit [www.west.asu.edu/adaff/fas/finstud.htm](http://www.west.asu.edu/adaff/fas/finstud.htm).

## 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 enrollment, 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/sa](http://www.west.asu.edu/sa).

## Student Employment

Student Employment provides job opportunities, both on and off campus, for students who desire to work to meet their educational expenses. Students may be eligible for student hourly or Federal Work Study positions. For more information about student employment or to view the jobs currently available, visit [www.west.asu.edu/financialaid/stdemploy.htm](http://www.west.asu.edu/financialaid/stdemploy.htm), call (602)543-8178, or visit the University Center Building 120.

## Student Health Insurance

Students have the option to purchase health insurance through the university. Specific information regarding the insurance, including cost and coverage, is available in Student Health Services located in University Center Building 170, at [www.west.asu.edu/studenthealth](http://www.west.asu.edu/studenthealth), or by calling Student Health Services at (602) 543-8019.

## Student Health Services

All registered students are eligible to use Student Health Services, located in University Center Building 170. Services include, but are not limited to the areas of general medicine, women's health, mental health, health promotion and education, nursing triage, laboratory testing, immunizations, and limited pharmacy services.

Contact Student Health at (602) 543-8019 to schedule an appointment, or to receive information about student health insurance. Information is also available at [www.west.asu.edu/studenthealth](http://www.west.asu.edu/studenthealth).

## Student Life

The Student Life office encourages students to enhance their education by being actively involved in campus life. Several events and activities are held by Student Life to provide a holistic program that meets the social and co-curricular needs of all students in the residence halls and on campus. The office also serves as a resource for student clubs and organizations and the Associated Students of ASU West (ASASUW). Information about student rights and responsibilities and the ASU Student Code of Conduct can also be obtained in Student Life. Additionally, resources and information are available on off-campus housing, student discounts, leadership training, campus posting guidelines, and campus events.

For information call (602) 543-8200, visit University Center Building 221, or visit [www.west.asu.edu/studentlife](http://www.west.asu.edu/studentlife).

## Testing Services

Testing Services, located in the Welcome & Information Building (WIB 102), 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. For additional information or assistance, call (602) 543-8136 or visit [www.west.asu.edu/testing](http://www.west.asu.edu/testing).

## TRiO (SSS) Program

The TRiO (SSS) Program provides undergraduate degree-seeking 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 and writing tutoring, career and 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, visit the program office in the University Center Building 220, or visit [www.west.asu.edu/trio](http://www.west.asu.edu/trio).

## 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 or visit [www.west.asu.edu/ucc](http://www.west.asu.edu/ucc).

## **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 or visit [www.west.asu.edu/veteran](http://www.west.asu.edu/veteran).

## **Wellness and Fitness Facility**

The Wellness and Fitness Facility, located in the lower level of the University Center Building, is available to students, faculty/staff, family members, and alumni on a fee for service basis. Students also have the option of taking credit classes in a variety of fitness programs. 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.

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. Call (602) 543-3488 or visit UCB B119 for more information or to make reservations, or visit the web: [www.west.asu.edu/adaff/auxs/fitness](http://www.west.asu.edu/adaff/auxs/fitness).

## **West Campus Advising Center**

The West Campus Advising Center (WCAC) is located in University Center Building 201. WCAC is a comprehensive academic advising center, staffed with professional advisors to assist the following ASU *West prospective and admitted* students:

- Freshman students
- Undecided sophomores
- Undecided transfer students
- University-College Center students

For appointments call (602) 543-9222. For additional information visit [www.west.asu.edu/wcac](http://www.west.asu.edu/wcac).

## **Women's Studies Resource Center**

As a multi-component program of Women's Studies, the Women's Studies Resource Center supports research pertaining to local, national, and global issues in women's studies. The Center also 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 Women's Studies Resource Center is located in the University Center Building 323. For information call (602) 543-3426 or visit [www.west.asu.edu/wsteam/resource.htm](http://www.west.asu.edu/wsteam/resource.htm).