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About ASU at the West campus

Celebrating its 21st year, the West campus of Arizona State University fulfills the university's mission of discovery, purpose, and community engagement. Located in north-west Phoenix, ASU at the West campus offers an interdisciplinary education for undergraduate and graduate students, as well as an array of professional programs grounded in the liberal arts. The campus serves more than 7,300 students and offers 30 bachelor's degree programs, nine master's degrees, and eight professional certificates.

The colleges at ASU's West campus are a force in the creation and communication of knowledge through interdisciplinary teaching, research, and outreach programs. 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 a remarkable 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 our 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.

ASU academic programs at the West campus are organized under the following colleges:

- College of Human Services
- College of Teacher Education and Leadership
- New College of Interdisciplinary Arts and Sciences
- School of Global Management and Leadership

ASU students graduating from these colleges are prepared to become community leaders. With a deep understanding of social justice, diversity and global issues, our students and alumni serve society in local, regional, national, and international capacities.

The university's commitment to integrated learning extends to Las Casas, an apartment-style, living-learning student residence at the West campus. 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's West campus is an invaluable resource to students and faculty. Among the highlights of its collection are 331,000 volumes, 1.4 million microforms and 9,600 videos. Users may access more than 74,000 print and e-journals, and nearly 4 million monographic titles available through the ASU libraries. A range of information and research tools are accessible through the Library's Web site.

Our full-service campus features 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.

The campus is located between 43rd and 51st Avenues on West Thunderbird Road in the city of Phoenix, easily accessed from Interstate 17 and the Loop 101.

Statement of Purpose

Introduction

Arizona State University is a new American university. We embrace the educational needs of the entire population, not just a select group. We are a force for discovery, turning students into thought leaders who will shape the future. We take responsibility for the economic, social and cultural health of the communities we serve, and we conduct research by considering its impact on the public good.

Arizona State University's West campus 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 that contribute to a high-quality educational environment and reflect important social issues.

The colleges at ASU's West campus are 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's West campus responds efficiently and deliberately to changing social needs.

Arizona State University's West campus 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's West campus 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's West campus 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

Arizona State University's West campus 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 ASU's West campus 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*

Graduates of ASU's West campus 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 graduates of ASU's West campus 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 Academic Senate at the West campus on May 12, 1999.*

History

The year 2004 marked the 20th anniversary of ASU's West campus. Governor Bruce Babbitt signed legislation officially establishing the campus on April 18, 1984. Two years later members of several western Maricopa County communities, legislators, and the Arizona Board of Regents (ABOR) joined in the groundbreaking ceremony for the West campus. The groundbreaking 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 Board of Regents 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's West campus.

Direction for ASU's West campus was set in the ABOR's first edition of the *Arizona*

University System Mission and Scope Statements, published in July 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 Board of Regents 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 Regents on March 31, 1989. The first phase, consisting of seven buildings and 600,000 gross square feet, opened in the spring of 1991.

ASU's West campus received its initial accreditation from North Central Association of Colleges and Secondary Schools (NCA) in August 1992. In fall 2001, ASU's West campus became a four-year university campus with the addition of freshman and sophomore classes. Student housing facilities opened in August 2003.

For more than two decades of existence, the campus has demonstrated 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's West campus 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's West campus contributes.

Campus Facilities

The West campus occupies 300 acres between 43rd and 51st Avenues on West Thunderbird Road in Phoenix. Its architecture and courtyards 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 100-200 and serves as an auditorium for a variety of programs, faculty lectures, and public forums.

Classroom Laboratory/Computer Classroom Building.

West campus 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, sci-

ence 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 services, 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, gender identity, sexual orientation, age, disability, newly separated veterans, 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, newly separated 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, gender identity, 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’s Tempe campus 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 unlawful act, discriminatory practice, or policy are prohibited and subject to university discipli-

nary 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 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. 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

The West campus is part of Arizona State University, a multicampus institution with locations throughout Metropolitan Phoenix. Arizona State University is part of a three-university system governed by the Arizona Board of Regents. The vice president and provost of the West campus provides executive leadership for the continuing development and management of the campus and reports to the executive vice president and university provost of Arizona State University. The 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 269](#).

There are four schools and colleges at the West campus administered by deans. These academic units develop and implement the teaching, research, and service programs of the institution, aided by the Fletcher 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 at the West campus, and numerous university committees serving the needs of a rapidly growing institution.

DEGREES, MAJORS, AND CONCENTRATIONS

Major	Degree	Administered by
Baccalaureate degrees		
Accountancy	BS	Department of Accounting and Information Systems Management
American Studies	BA	Department of Language, Cultures, and History
Applied Computing	BS	Department of Integrative Studies
<i>Concentrations: database systems, digital media and graphic design, network and distributed processing</i>		
Applied Science	BAS	Department of Integrative Studies
<i>Concentrations: all minors available at West campus (see list on page 83), individualized concentration</i>		
Communication Studies	BA, BS	Department of Communication Studies
Criminal Justice and Criminology	BS	Department of Criminal Justice and Criminology
Elementary Education	BAE	Department of Elementary Education
<i>Concentrations: early childhood education, bilingual education, English as a second language</i>		
<i>Option: middle-school education</i>		
English	BA	Department of Language, Cultures, and History
Global Business	BS	School of Global Management and Leadership
<i>Concentrations: financial management, information systems management, international studies, leadership and management, marketing</i>		
History	BA	Department of Language, Cultures, and History
Integrative Studies	BA	Department of Integrative Studies
<i>Concentrations: all minors available at West campus (see list on page 83), individualized concentration</i>		
Interdisciplinary Arts and Performance	BA	Department of Interdisciplinary Arts and Performance
<i>Concentrations: media, music, performance studies, theater/performance, visual art</i>		
Life Sciences	BS	Department of Integrated Natural Sciences
Nursing	BSN	College of Nursing
Political Science	BA, BS	Department of Social and Behavioral Sciences
Psychology	BA, BS	Department of Social and Behavioral Sciences
Recreation and Tourism Management	BS	Department of Recreation and Tourism Management
Secondary Education	BAE	Department of Secondary Education
<i>Academic specializations: English, history, mathematics, social studies</i>		
<i>Option: middle-school education</i>		
Social and Behavioral Sciences	BA, BS	Department of Social and Behavioral Sciences
<i>Emphases: interdisciplinary social sciences, interdisciplinary behavioral sciences</i>		
Social Work	BSW	Department of Social Work
Sociology	BA, BS	Department of Social and Behavioral Sciences
Spanish	BA	Department of Language, Cultures, and History
Special Education	BAE	Department of Special Education
Women's Studies	BA, BS	Women's Studies Program
Graduate degrees		
Business Administration	MBA	School of Global Management and Leadership
Communication Studies	MA	Department of Communication Studies
Criminal Justice	MA	Department of Criminal Justice and Criminology
Educational Administration and Supervision	MEd	Department of Graduate Studies and Professional Development
Elementary Education	MEd	Department of Graduate Studies and Professional Development
<i>Concentrations: bilingual education, ESL education, educational technology, reading</i>		
Interdisciplinary Studies	MA	New College of Interdisciplinary Arts and Sciences
Secondary Education	MEd	Department of Graduate Studies and Professional Development
<i>Concentration: educational technology</i>		
Social Work	MSW	Department of Social Work
<i>Concentration: advanced generalist practice</i>		
Special Education	MEd	Department of Graduate Studies and Professional Development
<i>Concentration: infant and young children</i>		

Accreditation and Affiliation

Academic Accreditation

Campus

Arizona State University at the West campus 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 www.ncahigherlearningcommission.org, or write:

Higher Learning Commission
30 N LaSalle St Suite 2400
Chicago IL 60602-2504

Academic Affiliation and Membership

Unit or Program

Barrett Honors College

National Collegiate Honors Council

College of Human Services

Department of Communication Studies
International Communication Association
National Communication Association
Western States Communication Association
Department of Criminal Justice and Criminology
Academy of Criminal Justice Sciences
Department of Recreation and Tourism Management
American Association of Physical Education
Health Recreation and Dance
American Hotel and Motel Association
Arizona Festivals & 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

Unit or Program

College of Human Services

BSW, MSW, Department of Social Work
Council on Social Work Education
Department of Recreation and Tourism Management
National Recreation and Park Association/
American Association for Leisure and Recreation Council on Accreditation

School of Global Management and Leadership

All programs
AACSB International, the Association to Advance Collegiate Schools of Business

Unit or Program

College of Human Services, cont.

Department of Social Work
Association of Baccalaureate Social Work Program Directors, Inc
The National Association of Social Workers
The National Association of Deans and Directors of Schools of Social Work
Gerontology Program
American Society on Aging
Association for Gerontology in Higher Education
National Council on Aging
The Gerontological Society of America

New College of Interdisciplinary Arts and Sciences

Department of Language, Cultures, and History
American Historical Association
American Studies Association
Modern Languages Association
Department of Social and Behavioral Sciences
American Political Science Association
MA Interdisciplinary Studies
Association of Graduate Liberal Studies Programs

School of Global Management and Leadership

Accountancy Program
Institute of Internal Auditors

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)
- Registration for classes
- Residency classification for tuition purposes
- Transcripts (unofficial and official)
- Withdrawals

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

Alumni Association

The ASU Alumni Association is a volunteer-led organization committed to serve and unite alumni for the purpose of advancing the interests of Arizona State University and its alumni. This is accomplished through a variety of services, programs, events, and publications.

College alumni advisory boards and chapters provide a network to reach, connect, and celebrate alumni and to build lifelong relationships with alumni and the university. Active alumni involvement demonstrates a commitment to higher education while preserving and promoting the traditions and standards of excellence that characterize ASU.

To get connected today, or for more information call (602) 543-ALUM.

Associated Students

Associated Students of ASU's West campus (ASASUW) is the student government of the campus. 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.

ASU Shuttle Service

The ASU Express is a shuttle bus that makes regular trips between the Tempe campus and West campus and between the Tempe campus and East campus 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 the West campus Cashier's Office, the Tempe campus Cashier's Office, West campus Parking Services, and Tempe campus 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/.

Bookstore

The West campus 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 Tempe campus 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: bookstore.asu.edu.

Campus Advising Center

The Campus Advising Center (CAC) is located in University Center Building 201. CAC is a comprehensive academic advising center, staffed with professional advisors to assist the following *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/dcp/wcac1.htm.

Campus Environment Team

The Campus Environment Team (CET) at West campus 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's mission 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.

Career Services and Personal Counseling Center

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 Sun Devil Career Link Program

offers students job and internship interviews. Individual personal counseling appointments and career exploration sessions are beneficial for many individuals.

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

Child Development and Family Studies Center

In partnership with Phoenix Headstart and West campus, 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 the campus. 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.

Computing Facilities and Services

Information Technology 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.

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) 543-8278 or refer to 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 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. The center provides course

packets and copyright permission acquisition services. Other services include spiral binding, steel back binding, padding, laminating, custom cutting, poster making, color copies, shrinkwrapping, thermal transfers, personalized mouse pads, puzzles and T-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.

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, Costco memberships, a vehicle buying assistance service, a telephone account access system, automated teller machines and more. All ASU students, employees and their families are eligible for membership. For further information, call (602) 644-4620 or visit www.azstcu.org.

Devils' Den Game Room

The Devils' Den is located in the second floor Student Lounge of the University Center Building. It is furnished with pool, ping-pong, and foosball tables. Equipment for these games may be checked out through the ASASUW office located in University Center Building, Room 226. A current ASU ID card is required to check out equipment. For information call (602) 543-8186.

Margaret Francis Disability Resource Center (DRC)

ASU 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 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 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.

Event Scheduling

An event is any meeting, seminar, or activity that is not an ASU credit course. Reservation forms for registered student organizations are available at Student Life, University Center Building 221, (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. 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) 543-3663.

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.

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 3:00 p.m. Friday. Catering services are available for functions held on campus. For information call (602) 543-3663 or visit www.west.asu.edu/adaff/auxs/food_services/index.htm.

The Sand Trap, located in Sands 115, provides grab and go drinks, sandwiches, salads, and snacks plus a Starbucks coffee bar. Hours are 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 lower division students. The Freshman Experience team focuses on creating and supporting programs and infrastructures that will lead to the success of freshmen and sophomores. The DCP is home to the following programs:

- Campus Advising Center
- Learning Communities
- Student Success Program
- University-College Center
- Freshman Orientation
- Freshman Registration Sessions
- Freshman Early Warning System
- Peer 2 Peer
- Summer Academy

For further information call (602) 543-4600, visit the University Center Building Room 201, or access the web at 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 westcgi.west.asu.edu/acadaffairs/gradstudies on the web.

International Student Services Program (ISSP)

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

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 S301E.

Kids' Evening Enrichment Program (KEEP)

KEEP offers learning enrichment activities for children, ages 6-12, of West campus evening students. Call (602) 543-8010 for more information or visit www.west.asu.edu/multicultural/KEEP.

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 for more information or call (602) 543-6151.

Library Services

Fletcher Library provides resources that support the curriculum of the West campus with a collection of 331,000 volumes, 1.4 million microforms, 9,600 videos, and 15,000 slides. As participants in the shared resources environment of ASU libraries, users may access more than 74,000 print and e-journals and nearly 4 million monographic titles. Approximately 95% 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 Fletcher Library web site at library.west.asu.edu. 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, priority mail, parcel post, certified, registered, and special delivery services are also provided by Mail Services. Padded manila and utility mailing envelopes and U.S. postage stamps 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 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.

Native American Student Services Programs

Native American Student Services Programs (NASSP) assists Native American students to obtain a university education by providing outreach and retention services and activities which facilitate their academic success and graduation. Student services include assisting with the transition into the university by providing one-to-one information and support regarding tribal financial aid opportunities, communication resources, and referrals to campus services. For more information, call (602) 543-8138 or visit www.west.asu.edu/nativeamerican or University Center Building 220C.

Ombudsperson Committee

While all faculty and staff within the university community serve to facilitate matters, the Ombudsperson Committee members have been designated to serve as impartial fact-finders and problem-solvers. They have no power to reverse or change decisions but

have conciliation skills to help resolve matters. For a list of Ombudspersons, see the current *Schedule of Classes*.

Parking Services

Parking permits. All students, faculty and staff are required to have a current West campus parking permit in order to utilize the parking lots on campus. West campus parking permits may be purchased at www.west.asu.edu/adaff/auxs/parking or at the Parking Services office in the Welcome and Information Building. The annual cost for a parking permit is \$75. The cost is prorated if purchased after September 7th. Payment for permits may be made by cash, check, VISA, or MasterCard. New permits are required for each academic year.

Prorated refunds will be given upon request if permits are returned before the close of business on the last business day of April. Photo ID will be required for refunds.

West campus permits are valid in Lot 59 at the Tempe campus and in some lots at the East campus. Tempe campus and East campus parking permits are valid in student lots at West campus.

Parking lots are designated for specific types of permits. Parking maps (available at the Information Desks and Parking Services) and signage at each lot indicate which type of permit 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.

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 107. For information call (602) 543-6117.

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 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.

Student Accounts

Fee payment and cashing are services 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.

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 and to contribute to the learner-centered environment of the campus.

The Dean of Students Office is located in the University Center Building 301. Visit Student Affairs at www.west.asu.edu/sa for further information.

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/stdemply.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, 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.

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 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's West campus (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 for 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.

Sun Card

The Sun Card office provides ID cards for students and university employees. The fee for a Sun Card is \$25.

Sun Dollars. Sun Dollars is a pre-paid services account managed by the Sun Card Office. It works similar to a bank debit card except that cash cannot be withdrawn (however, refunds are available when you leave ASU). Deposits are made to the account and then accessed by presenting your Sun Card to make purchases at the West campus Bookstore, Food Services, Copy Center, and Fletcher Library.

For more information, call (602) 543-5000, visit www.suncard1.com, or stop by University Center Building 140C.

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, and MCAT. Regularly scheduled exams include CLEP and MAT. For additional information or assistance, call (602) 543-8136 or visit 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 grad-

uate school advising, cultural enrichment, faculty-student and community mentorships, and learning strategies for students, is offered to meet the diverse needs of our 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.

University-College Center

Glendale Community College and ASU's West campus have joined hands to create the University-College Center on the West campus. 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 the university 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.

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.

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 6,000 square-foot facility houses a fully equipped weight room, aerobics room, men's and women's locker rooms, and is accessible to individuals with disabilities. Amenities at the center include elliptical trainers, life-cycles, treadmills, stairclimbers, weight machines/free weights, and the capability to do fitness assessments and body composition analysis. A variety of specialty classes including yoga and aerobics are offered each semester.

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 www.west.asu.edu/adaff/auxs/fitness.

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/ws/wrc.