

**Master's Program in
APPLIED WOMEN'S STUDIES**
Transforming KNOWLEDGE into REAL – WORLD SKILLS

**APPLIED WOMEN'S STUDIES PROGRAM
HANDBOOK
Academic Year 2008 – 2009**

**Applied Women's Studies Program
Claremont Graduate University
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Claremont, CA 91711
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Academic Calendar 2008-2009

* Dates appearing in this calendar, or referred to in other parts of this Bulletin, are subject to change.

Fall 2008 Semester

Registration* for Fall classes (Regular and Module 1)

April 25 – August 1

Registration* for Module 2 April 25 – October 24

Tuition payment-in-full or payment due date August 26 (Tuesday)

New international student orientation August 27 & 28 (Wednesday & Thursday)

Labor Day Holiday (CGU closed) September 1 (Monday)

Fall classes begin (Regular and Module 1)

September 2 (Tuesday)

Last day to make a change (add / drop period). Students not enrolled in any course this semester by this date will be withdrawn from CGU.

September 16 (Tuesday)

Payment due date September 26 (Friday)

Last day for students to file their "Intent to Receive a Degree" form in the Office of Admissions and Records for a Fall degree

October 2 (Thursday)

Last day to drop classes without a "W" on your transcript October 14 (Tuesday)

Module 1 ends October 25 (Saturday)

Payment due date October 26 (Sunday)

Module 2 begins October 27 (Monday)

Last day for **scheduling** final oral exams (dissertation defense) November 14 (Friday)

Registration* for Spring 2009 classes November 19 – December 19

Last day for final oral exams (dissertation defense) for Fall degrees November 21 (Friday)

Payment due date November 26 (Wednesday)

Thanksgiving break (CGU closed) November 27 & 28 (Thursday & Friday)

Classes resume after Thanksgiving break December 1 (Monday)

Final date for completion of all requirements (except current master's coursework) including payment of any fees for degrees to be awarded for Fall.

Final date to file dissertations / theses and master's final approval forms in the Office of Admission and Records.

December 12 (Friday)

Last day of classes (Regular and Module 2) December 13 (Saturday)

Exam week -- exam schedules are determined by individual programs December 15 – 19

Semester ends. Last day to complete any registration-related transactions for Fall semester

December 19 (Friday)

Fall semester grades due from faculty in Office of Admission and Records by noon

January 5, 2009 (Monday)

Martin Luther King, Jr. Holiday (CGU closed) January 19 (Monday)

Spring semester begins (Regular and Module 1) January 20, 2009 (Tuesday)

Awarding of Fall degrees

January 20 (Tuesday)

Deferred company / sponsor payment plan due date March 26

Spring 2009 Semester

Registration* for Spring classes (Regular and Module 1) November 19 – December 19 (2008)

Registration* for Module 2 November 19 – March 23

New international student orientation January 13 (Tuesday) **Subject to change.**

Martin Luther King, Jr. Holiday (CGU closed) January 19 (Monday)

Spring classes begin (Regular and Module1)

January 20 (Tuesday)

Awarding of Fall Degrees January 20 (Tuesday)

Tuition payment-in-full or payment due date January 26 (Monday)

Last day to make a change (add / drop period). Students not enrolled in any course this semester by this date will be withdrawn from CGU.

February 3 (Tuesday)

Last day for students to file their "Intent to Receive a Degree" form in the Office of Admissions and Records for a Spring degree

February 20 (Friday)

Payment due date February 26 (Thursday)

Last day to drop classes without a "W" on your transcript March 3 (Tuesday)

Module 1 ends March 14 (Saturday)

Spring Break March 16 – 20

Classes resume following Spring Break March 23 (Monday)

Module 2 begins March 23 (Monday)

Last day for **scheduling** final oral exams (dissertation defense) March 23 (Monday)

Payment due date March 26 (Thursday)

César Chávez Day (CGU closed) March 27 (Friday)

Last day for final oral exams (dissertation defense) for Spring degrees April 3 (Friday)

Final date for completion of all requirements (except current master's coursework) including payment of any fees for degrees to be awarded for Spring. Final date to file dissertations / theses and master's final approval forms in the Office of Admission and Records.

April 17 (Friday)

Registration for Summer April 20 – May 18

Registration for Fall April 20 – August 7

Payment due date April 26 (Sunday)

Last day of classes (Regular and Module 2). May 9 (Saturday)

Exam week -- exam schedules are determined by individual programs.

May 11 -15

Semester ends. Last date to complete registration-related transactions for Spring.

May 15 (Friday)

Commencement -- awarding of Spring degrees May 16 (Saturday)

Summer classes begin (Regular and Module I)

May 18 (Monday)

Spring semester grades due from faculty in Office of Admission and Records by noon

May 22 (Friday)

Deferred company / sponsor payment plan due date August 26

IMPORTANT TELEPHONE NUMBERS

If you are making on – campus calls, just dial the 5 digit extensions. If you are calling from off campus, dial 62 before extensions that begin with a 1 and dial 60 before extensions that begin with a 7 (e.g. 78305 will be 607-8305). When calling an off –campus number from an on campus number, dial 9 before phone number.

Campus Safety	73344
Admissions	18170/72000
Office of Alumni Affairs	18069
Audio-Visual	18028
Career Services	18174
Chicano/Latino Student Affairs	18177
Diversity Office	18044
Facilities	18706
Financial Aid	74034
Health Services	18337
Baxter Medical Center	
<i>Health Education Outreach</i>	18170
<i>Monsour Counseling Center</i>	18222
Off – Campus Emergency Health Services	18202
Urgent Care in Montclair	
Pomona Valley Community Hospital	625-4848
Emergency	
CGU Graduate Housing	865-9600
Human Resources (JOBLINE)	18039
Huntley Bookstore	607-7916
Information Technology	71502
Intercollegiate Women’s Studies Center	18174
Susan Castagnetto, Coordinator	18274
<i>Eva Cerecerez, Program Assistant</i>	78018
<i>Cindy Eiland, Secretary</i>	18274
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Office of the Provost and VP of Acad Affairs	18025
Planned Giving Office	18068
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Prospect Management and Research	78978

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Student Accounts	79406
CGU Writing Center	72613
<i>Applied Women's Studies Program</i>	72635
<i>Linda Perkins</i>	18612

Off Campus Phone Numbers	
Police, Fire and Medical Emergencies	
Claremont Police Department	911
Pomona Valley Medical Center	399-5411
Emergencies	865-9500
Ambulance (Private)	865-9600
Urgent Care Center (Montclair)	622-1273
	625-4848

Community Help	
Alcoholics Anonymous	
Planned Parenthood Association	624-2712
Project Sister – Sexual Assault and Crisis	985-0065
Prevention Center	
	626-HELP

Transportation	
Amtrak Train	
Claremont Transit Store	800-872-7245
Dial a Ride	800-743-3463
Greyhound Bus Lines	623-0183
Inland Express Shuttle	624-4564/800-229-9424
Metrolink	626-6599
Omnitrans Bus	800-371-5465
Yellow Cab	800-966-6428

The Applied Women's Studies Program

*W*elcome to the CGU M.A. in Applied Women's Studies Program. This handbook contains important information, some of which is not available elsewhere. It should be used in conjunction with the CGU Bulletin and other information supplied by the office of the Registrar. Students may discuss and verify all aspects of their program with their advisor, the Chair, the Registrar, etc., as may from time to time be useful. This handbook is subject to change as needed. It is our intention to keep it up to date.

The Master's In Applied Women's Studies

The aim is to create a master's degree, which will meet the needs of students interested in a rigorous program that examines the connections between feminist theory and social change in the real world. The underlying goal is for each student to develop in conjunction with her/his advisor, a course of study that combines feminist theory, epistemology and gender research with the substantive knowledge and practical skills required to respond to the needs of an increasingly complex global society. Upon completion of the M.A. in Applied Women's Studies, students will be prepared for careers in community organizations, government and private sector, as well as further academic endeavors.

UNIT REQUIREMENTS

Students are required to complete a minimum of 36 units of graduate course work. Basic requirements include the following:

Required Core Courses (8 units)

AWS 300 Feminist Research Applications
AWS 301 Feminist Theory and Epistemology
(Or a course in Feminist Theory and Feminist Philosophy)

Required Analytic Tools and Applications (4 units)

Quantitative or Qualitative course – possible examples below

Course will need to be approved by your advisor.

HIST 347 Intro to Archival Studies

Or

MGT306 Quantitative Methods

Or

CLST 302 Field Research Methods

Internship

Internship students will cover reading on the social issue on which their internship is centered, maintain field notes on their experience and produce a paper that integrates the readings, observations and gender analysis. Please refer to page 11 for internship guidelines.

INTERNSHIP GUIDELINES

The Applied Women's Studies Program encourages internships that are directly related to the field of women's studies focusing on the student's area of concentration within the degree program.

In addition to providing an opportunity for the student to apply feminist theories or bodies of knowledge and gain hands – on experience while developing skills that will further his/her career, the internship should provide computer and field research, public presentations, grant writing, report writing and data collection experience.

The adviser for the internships is the Director of the program or, upon approval by the program advisers, a professor who specializes in the student's field of interest and who is willing to advise the student during the internship period.

Proposal

The student is responsible for the submission of a proposal to the internship advisor specifying details regarding the internship opportunity (i.e. the duties given to the student, time schedule, hours per week and the immediate supervisor in the organization). Interns should be able to complete 100 hours of internship time for an entire semester.

Instructions for AWS students: Please fill out the internship proposal form before meeting with your internship adviser for approval. This proposal should be signed and dated by your internship adviser before you start your internship. It is important that a copy of the proposal should be turned in to the AWS office so we can communicate with the internship organization for your evaluation.

Mid-Term

The student is encouraged to communicate with the internship advisor during the semester. Meetings with the advisor should be scheduled as needed. A mid-term update enables the advisor and the organization to negotiate and or improve the student's involvement and development in the field. This update can be a critical reflection paper on the students' experiences, comments and concerns regarding the first half of the internship period.

Final

A final paper should be submitted to the advisor at the end of the internship period. It should include a summary of activities and responsibilities of the student as well as a critical reflection of the experience of working with the organization and the merging of r

A 3- 5 page final paper should be submitted to the advisor at the end of the internship period. This paper should be a critical reflection of the learning experience of the student during the internship period. This paper should be turned in with the internship supervisor evaluation form to the internship advisor.

Research Methodology

(ex. quantitative research methods, survey research methods, legal research methods, field and institutional research methods.)

Aside from the required Applied Women's Studies 300 where you learn the basic skills in feminist research methods, there are other departments (School of Politics and Economics, School of Behavioral Sciences or School of Education) that offer qualitative and quantitative research methods courses that may interest you. Courses offered may vary by semester so check the current class schedules of other departments by semester.

Substantive Field of Concentration (12 units)

The substantive field courses represent a concentration in an area, that will provide an opportunity for students to develop expertise in an area of interest (e.g. educational policies, environmental issues, women's leadership, etc.) The field courses may cluster within a center/school or cut across disciplinary boundaries depending upon the needs of the student.

Electives (8 units)

Electives can support either the concentration or the applied aspect of a student's course of study. (Note: No more than two electives can be taken at the upper division undergraduate level).

COURSES

Courses offered by the University, and selectively by the five undergraduate Claremont Colleges and the Claremont School of Theology, are open to graduate students. Those numbered 200 and above carry graduate credit. Courses and seminars numbered from 300 to 499 normally serve as the primary programs for graduate students. All 200 courses are usually open only to masters' and first year doctoral students. In exceptional cases, graduate credit may be granted to individual students for undergraduate courses numbered 100 to 199, which is not a regular part of the graduate curriculum in a given field. Students receiving approval from their advisors to take such courses for graduate credit are required to do work of graduate caliber.

In addition to general courses, Claremont Graduate University offers individualized instruction on a wide range of topics through tutorials and independent study supervised by faculty. Students are thus provided an opportunity to pursue part of their studies through reading and research in their special area of interest. These are: Tutorial Reading (397) and Independent Study (398) on the master's level.

EXTENSIONS OF TIME

The normal time limit for a masters' degree student to complete the requirement is nor more than five years from the date of initial enrollment regardless of the student's course load per semester. Extensions of time will be granted only upon signed permission of the student's faculty advisor and the dean of the school in which the student is enrolled. Extensions in the MA programs are normally one year.

PROGRAM OUTLINE/FINAL APPROVAL OF DEGREE/FEES

The Academic Calendar for 2003 – 2005 can be found at the beginning of this handbook and it is the students' responsibility to check the Academic Calendar for degree deadlines (including those for payment of fees and filing intent to receive degree forms). The intent to receive a degree form can be found at the Student Services website under Degree Completion Forms: <http://www.cgu.edu/pages/179.asp>.

TRANSFER OF CREDIT

Depending on the student's program, units may be transferred toward their program from another accredited graduate institution. The maximum number of units that maybe transferred into Claremont Graduate University is six (6) semester units for MA students. Instructions to transfer credit and the Transfer of Credit Form can be found at the Student Services website under General Forms/ Requests/Services: <http://www.cgu.edu/pages/179.asp>

Satisfactory Academic Progress

"Satisfactory Academic progress" refers to maintaining an appropriate (as distinct from minimally acceptable) academic record and reaching the various stages of progress in the department at or near the time expected of the majority of students. Cases of students not maintaining satisfactory progress will be reviewed by the department advisor and department director, who will take appropriate action.

The department takes satisfactory progress into account in awarding financial support. Students should also be aware that CGU maintains a policy on satisfactory academic policy for eligibility for financial aid. Information is available in the financial aid office.

FINANCIAL APPEAL

Fill out a financial appeal form to appeal late registration fees; late change fees, and tuition refund amounts. Please attach all needed documentation as well as a typewritten explanation of why an exception should be made in your case.

ACADEMIC PETITION

Students who wish to petition academic policies must submit the Academic Petition Form to the Registrar's Office along with a written explanation of why an exception should be made in their case. In most cases, only the signatures of the student and his/her advisor are needed. In cases which degree requirement issues are involved, such as research tools or qualifying examinations, the signature of the department chairperson is also required.

CHANGE OF DEGREE OR FIELD

Students who are planning to change their degree program (from single to dual degree or vice-versa) or planning to change their field of study (i.e. history to education, etc.), should fill out the Change of Degree or Field form and deliver it to the Registrar's Office. The Change of Degree or Field Form can be found at the Student Services website under General Forms/ Requests/Services: <http://www.cgu.edu/pages/179.asp>

CHANGE OF NAME OR ADDRESS

Students needing to change their name or address should fill out the Change of Name or Address form and deliver it to the Registrar's Office.

INCOMPLETES

A student who has received an Incomplete will be required to make up the work by such time as is stipulated by the instructor after consultation with the student, but in no case later than one calendar year from the time at which the work was originally due. If the Incomplete is not made up within the specified time, it will become a permanent part of the student's record (PI). If a student feels that he or she cannot complete the work for the class in the time allotted, he or she can file a petition for extension of incomplete grade.

TRANSCRIPTS

To process your request submit the following needed information to the Registrar's office: Name (previous if applicable)

Current or Former Student (if former student, your last date of attendance)

Social Security Number

Current Address

Daytime Phone Number

Address for Mailing Your Transcript

An official transcript is \$5.00 and an unofficial is \$2.00.

Mail your signed request to:

Registrar's Office
Claremont Graduate University
160 E. 10th Street
Claremont, CA 91711-6161.

Student request for interpreting procedures and/or making exceptions to department policies should be addressed to the Program Director, who in most cases can, if needed, in consultation with the Student's advisor, provide a ruling. If necessary, a student may petition the Governing Committee for ruling or exception.

POLICY AND PROCEDURES FOR VIOLATIONS OF STANDARDS OF ACADEMIC HONESTY

The ideal of academic honesty is crucial to the integrity of a college or university; conversely, academic dishonesty undermines the very basis upon which institutions of higher education are organized and function. All students at Claremont Graduate University are expected to meet the highest standards of honesty in the performance of their academic work. Toward that end, Standards of Academic Honesty and procedures to enforce these standards fairly are hereby adopted.

The Standards of Academic Honesty proscribe (but are not limited to) the giving or receiving of unauthorized help in examinations or other assignments, plagiarism and other unacknowledged or undocumented use of source material, and forgery.

VIOLATIONS OF STANDARDS

A student shall be subject to discipline for any violation of the Standards of Academic Honesty.

DISCIPLINARY SANCTIONS

Sanctions available would be those appropriate to the violations and will include, but not be limited to, any one of the following: an official reprimand; a requirement to repeat an assignment, an examination, or a course; a requirement to complete an alternative assignment or examination; a failing grade for an assignment, an examination, or a course; suspension; or expulsion from the Graduate University.

COMMITTEE ON ACADEMIC HONESTY

1. A Committee on Academic Honesty (CAH) is established.
2. Its primary purposes shall be, in accordance with the procedures outlined below, to receive and evaluate evidence of alleged violations of the Standards of Academic Honesty and to make recommendations for the disposition of cases involving alleged violations. The Committee shall also make recommendations to the Provost of the Graduate University (hereafter, the Provost) and to the Faculty of the Graduate University for changes in standards and procedures, as it deems appropriate, and shall report annually to the Faculty of the Graduate University.

3. The Faculty Grievance Committee is charged with the responsibility of carrying out the duties of the Committee on Academic Honesty. In order to fulfill these duties and responsibilities, the Grievance Committee must, at the beginning of each academic year, identify two of its members who will serve, along with two graduate students recommended by the Graduate Student Council and a designated representative of the administration, as the Committee on Academic Honesty. If the Graduate Student Council fails to make a recommendation within a reasonable time, the Provost will appoint students to the CAH.

PROCEDURES

In cases of an alleged violation, these general procedures will be followed:

A faculty member who believes that a student has violated one or more of the Standards of Academic Honesty will promptly so inform the student and present the student with the reasons for this belief.

If, after learning the student's response, the faculty member continues to believe that a violation has occurred, the faculty member shall proceed in one of two ways:

If the faculty member deems the alleged violation to be minor, the faculty member may attempt to resolve the matter in a manner satisfactory to both the faculty member and the student. If the matter is so resolved, the faculty member shall report the matter and its resolution to the Provost. If the student is not satisfied with the faculty member's proposed disposition of the allegedly minor violation, the student may independently appeal the issue to the CAH.

If the faculty member deems the alleged violation to be more serious, the faculty member will refer the matter to the CAH, normally within two weeks, giving reasons for the faculty member's belief that a violation has occurred. In that report, the faculty member may recommend a penalty.

If a faculty member refers an alleged violation to the CAH, or if a student dissatisfied with the penalty imposed by a faculty member for an alleged minor violation appeals to the CAH, the CAH will promptly inform the student and the faculty member in writing, and will consult with them as to the necessity for or desirability of a hearing. If a hearing results from this consultation, the CAH will schedule one as soon as possible, normally within two weeks.

Following the hearing, or in the absence of one, the CAH will promptly decide whether the alleged violation has or has not occurred and will submit a written report of its findings to the Provost, normally within two weeks. If it decides that a violation has occurred, the CAH will include in its report its recommendation of a penalty which it considers appropriate. This penalty may be the one recommended by the faculty member or some other penalty in conformity with paragraph 4. The CAH will also transmit the relevant files to the Provost.

The Provost will then review the case and decide whether to accept or reject the recommendation of the CAH, to modify it, or to remand the case to the CAH for further determinations. The Provost will advise the student, the faculty member and the CAH in writing of the action taken, normally within two weeks of receiving the case.

If the Provost decides to impose a penalty (of whatever kind), the student, within a reasonable time, may appeal this decision to the President.

If the student appeals, the Provost will promptly transmit the relevant file and the recommendation to the President. The President may concur in the decision of the Provost, may choose to modify the decision, may dismiss the case, or may decided to remand the

case to the CAH for further determinations. In all actions by the President but the last, the case will be considered closed.

DEGREES AWARDED

If evidence arises that an academic degree was earned in violation of the Standards of Academic Honesty, a faculty member may recommend to the Provost that the degree be revoked. The Provost may then refer the matter to the CAH for its recommendation. If the CAH, after an appropriate hearing, recommends to the Provost that the degree be revoked, the Provost will forward his or her own recommendation to the Graduate University faculty, then to the President who, in turn, will forward his or her own recommendation to the Board of Fellows. The Board will have final authority in decisions regarding revocation of a degree.

Approved by the Graduate Faculty, 12/14/87

Edited to reflect title and organizational changes, 11/11/88

Edited to reflect change from Equity and Grievance Committee to Grievance Committee, 7/15/94

STUDENT ACADEMIC SERVICES

AWS OFFICE

The Applied Women's Studies Office is located in the School of Arts and Humanities at 121 E. Tenth Street. Please feel free to contact the department staff at (909) 621-8612 or email aws@cgu.edu.

CGU E-mail Account

All students are responsible for setting up the CGU e-mail account that is assigned to each Student at the beginning of your time at CGU. The majority of our communication will be through this e-mail account therefore you are required to check it regularly.

Instructions for subscribing to AWS mail list:

- 1) From the email account you wish to receive messages to, send an email to lyris@lyris.cgu.edu
- 2) Leave the subject line blank.
- 3) In the body of the email write: subscribe aws
- 4) Lyris will send a confirmation request. You need to reply and send the message. This is spelled out in the confirmation request.

FINANCIAL AID

Institutional financial aid is awarded for one year only and is NOT automatically renewed. Each student must reapply by February 15th in order to be considered for aid for the following year. Applications can be obtained from and returned to the Applied Women's Studies Office. All students should consult the Financial Aid Office about their eligibility for Work-Study grants. International students may be ineligible for some funds, but should explore all options.

CGU awards fellowship awards on the basis of merit to support distinguished students in their degree programs. The University may also consider other factors in addition to merit in awarding aid. Most frequently, institutional support is granted in the form of tuition fellowship. The Provost and Vice – President for Academic Affairs makes all the institutional awards on the recommendation of the department faculty. Preference is given to students with full graduate standing. Students with conditional standing are ineligible.

For more information on financial aid at CGU, please visit http://administration.cgu.edu/financial_aid/.

STUDENT ACCOUNTS

The CGU Student Accounts Office handles payments, the distribution of invoices and other support services related to a student's account. We offer two plans for payment of tuition and fees. One option is to pay in full at the onset of each term. The other option is to enroll in the monthly payment plan through Academic Management Services (AMS). Payments can be in the form of a cashier's check, money order, personal or corporate check, cash (although not acceptable through the mail), credit card (Visa and MasterCard, Discover) or wire transfer.

To ensure that students receive updated information on a regular basis regarding their account, we mail invoices during the first week of each month to those students who

had activity posted to the account in the past 30 days or who have an outstanding balance. Invoice data is a compilation of many different departments that utilize the student's account as a way of charging or reimbursing a student. Tuition charges are assessed at the beginning of each semester regardless of the start date of the course (i.e. module courses). Students are responsible for the balance due on each monthly invoice. Any *anticipated* adjustment to a student's account that is not reflected on the current invoice is not considered until the change is actually noted on the account. All payments must be received by close of business in the Student Accounts Office by the due date noted on the invoice or a Late Payment Fee will be assessed. If a due date falls on a weekend or holiday, the payment is due the following business day. Students who disagree with a Late Payment Fee charge that was assessed to their account may appeal the charge in writing to the Student Accounts Office within 30 calendar days of the original charge.

ACADEMIC COMPUTING

The Office of Information Technology provides a wide variety of services and resources to CGU students and faculty. Housed in the Academic Computing Building, the Academic Computing Center offers campus-wide networking utilizing a 1 Gigahertz Ethernet backbone and 100 Megahertz to the desktop. A range of Internet and Unix applications are supported by Sun SPARC Servers and Win2K servers. Win2K servers provide campus support for application, print, and file sharing.

There are two student-accessible computer labs located in the Academic Computing Building. They contain many Win2K PC Desktop systems, as well as Macintosh (or compatible) Power PC's running System 9.x. Scanning, printing, and multimedia facilities are also available for student use. This facility houses the staff of academic computing, faculty offices, classrooms, a teaching terminal room, and a decision laboratory. Satellite computing labs are available for more specialized computer usage for various departments at CGU.

Regular workshops are offered on computer applications and the communication facilities provided by the University's connection to wide-area networks. The network connects CGU with the rest of The Claremont Colleges and, through the Internet, to the rest of the worldwide research and education community. Many software packages and programs are available, including a variety of statistical and multimedia packages. A number of standard software applications are provided on the personal computers. CGU is a member of the Inter-University Consortium for Political and Social Research (ICPSR), the Center for Research in Security Prices (CRSP), and the International Financial Statistics (IFS), which provide access to current data sets from a wide variety of sources. Students can order and use these data sets for research.

LIBRARIES

Claremont City Library. All the facilities of the Claremont City Library at 208 N. Harvard Ave. (621 –4902) in the Claremont Village are available to you as a resident – free of charge. Take your identification card or other evidence in order to establish status as a qualified borrower.

Honnold – Mudd Library of the Claremont Colleges (Ext. 18150). This library is the main library for the colleges and students and their families may use it. The Honnold Library houses the main social sciences and humanities collection. The Libraries' holding include more than 2 million volumes. Collections in libraries of affiliated institutions either on or adjacent to the campuses also are available to graduate students.

Denison Library (Scripps College, ext. 73942) houses collections in the humanities and fine arts. Denison Library has the Ida Rust Macpherson Collection that focuses on the history and accomplishments of women.

Seeley Mudd Science Library (Pomona College, ext. 73492) and **Sprague Library** (Harvey Mudd College, ext. 73920) house collections in the sciences and engineering.

LIBRARY HOURS OF OPERATION

The hours of operation are subject to change. Call or check the websites for information on hours of operation.

ILL/LINK+

The Libraries offer Interlibrary Loan Service and maintain partnership, which provides access to books, articles and materials not held in our collections. These partnerships included SCELIC, G4, LINK+, and the Center for Research Libraries in Chicago. The collections of two affiliated institutions in Claremont, the Claremont School of Theology and Rancho Santa Botanic Garden, are included in Blais and are available to the students, faculty and staff of The Claremont Colleges.

WRITING CENTER

Harper Hall 14 (607-2635)

The Writing Center is committed to fostering an intellectually stimulating environment for CGU students during all phases of the writing process. We provide a supportive audience for graduate student writers and offer transdisciplinary programs that encourage collaboration and communication. Our goal is to help students negotiate the challenges of graduate-level writing while encouraging them to develop their own critical voices and editorial skills.

The CGU Writing Center offers individual consulting sessions to CGU students at every stage of graduate work. Consultants help students with study skills, language development, papers, proposals, qualifying exams, applications, articles, dissertations, etc. Staff members are available both in person and online, and students can use the service free of charge for eight hours per semester. Writing Center consultants are trained CGU students with teaching experience.

Literary Style Manuals: All written work at CGU (e.g. papers, theses, critiques, and dissertations) should conform to the style guidelines in one of the following:

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed. (or most current). Chicago: University of Chicago Press, 1987.

The Chicago Manual Style, 14th ed. (or most current). Chicago: University of Chicago Press, 1993.

Please visit <http://writecenter.cgu.edu> for more information.

HUNTLEY BOOKSTORE

In addition to selling textbooks and other course materials required for class, the bookstore has an extensive selection of general reading title in stock as well a wide variety of student and office supplies, gifts, sundries and snack foods. The computer store offers academic pricing for computers and software, and stocks peripheral needs at competitive

prices. Online ordering for textbooks, computers and general merchandise is available on the website. A full service ATM is located in the foyer of the store.

As one of the Central Services' of the Claremont Colleges, the Huntley Bookstore reports to the President of the Claremont University Consortium, an umbrella organization providing support services for all of the colleges. Approximately 8,000 square feet is dedicated to sales floor use, where major emphasis is placed on a comprehensive trade book department, which serves the community at large as well as the students, faculty and staff. The bookstore also serves as supplier of expendable office supplies to the offices of the Claremont Colleges. These items are sold at discounted rates, and free delivery service is provided. For in-stock items delivery is generally made on a next day basis. The building also provides office spaces for the Campus Newspaper and a repair facility for computers.

Huntley Bookstore is a member and strong supporter of The National Association of College Stores, the California Association of College Stores, the Western Bookstore Association and the American Booksellers Association.

For more information, visit <http://www.huntley.claremont.edu>.

CAREER SERVICES

The Office of Career Services is located at 1017 N. Dartmouth (621-8177). It provides a variety of services for CGU students and Alumni, such as a network of contacts with corporate and academic employers for students seeking employment or internships. Students are encouraged to utilize this office when preparing materials for employment (e.g. vitae, dossiers, letters of recommendation, etc.) Forms for faculty letters of recommendation should be obtained from the Office of Career Services. Faculty letters are kept on file in placement folders and student dossiers are mailed to employers upon request

COUNSELING

The Monsour Counseling Center is located at 735 N. Dartmouth Ave. The services of the center are available to all undergraduate and graduate students free of charge. You can make an appointment or drop in; there is usually no wait. One – on – one counseling is offered as well as a variety of group workshops on such issues as:

Learning study skills

Learning to work in small groups

Stress management

Eating Disorders

Depression and Loneliness

The members of the counseling staff are professional psychologists. All inquiries and discussions are completely confidential. The counselors and psychologists are bound by law to keep all records, files and the conversations with the client confidential unless the client threatens to hurt another person or threatens to commit suicide. Nothing leaves the office, not even to parents or administrators of the client's school or work.

PARKING AND REGISTRATION

Student automobiles must be registered with the Campus Security Office located at 251 E. 11th Street, Ext. 18170. There is no charge for graduate Students. A motorcycle is considered a vehicle and is subject to the same campus registration rules as an automobile.

Overnight parking on Claremont Streets is illegal and will result in ticketing. Special permission for visitor cars can occasionally be obtained by calling telephone number 399 – 5415.

The City of Claremont requires that all bicycles be licensed. Licenses may be purchased at Campus Safety. The fee is \$2.00 per year or prorated for part of that period. Take your serial number, bicycle and wheel size and exact change. If you acquire a second hand bicycle, you must apply for a transfer of licenses into your name within 10 days of taking possession.

AREA RESOURCES

GRADUATE STUDENT MEMBERSHIP FOR GYMS AND SPORTS FACILITIES

Athletic facilities and equipment are available for use by graduate students at Ducey Gym (Claremont McKenna College, 607-2904) and through Pomona College's Rains Center. Graduate students are welcome to participate in the College's club sports program.

Fees for use of the Rains Center are: \$75 per semester; \$100 for two semesters; and \$130 for the year, if purchased in the Fall semester. Fees include all Rains Center facilities and swimming pools, except swim program is separate in the summer. Please come to Rains Center at 220 E. 6th Street for more information. Open 8 a.m. - 12 p.m. and 1 p.m. - 4 p.m. during the school term and 1 p.m. - 4 p.m. during the summer.

CMC's DUCEY GYM: \$30 per semester.

Claremont McKenna College

The Club Sports Office

607-2904

Located at the corner of 6th Street and Mills Ave.

Pomona College Rains Center: \$75 per semester.

621-8016

Located at 220 E. 6th Street, east of college way.

Pitzer College Gold Center: \$1 per session

Located on the Pitzer Service Road on the east side of the Pitzer College campus.

POOLS

Scripps College.

Located south of Frankel/Routt dorm. Open to the public.

HMC Pool

Located on 12th Street. Show your CGU I.D.

DINING

Graduate students may take their meals at any of the Claremont Colleges Dine Halls. DCB (Declining Cash Balance) cards may be purchased at Campus Dining Service, Steele Hall, 11th and Dartmouth, Ext. 72323 or you can pay cash at the door for individual meals. Breakfast: \$4.75; Lunch: \$7.00; Dinner: \$9.00.

Hagelbarger's is located in Harper Hall also offers a variety of food choices and features a salad bar, soup bar, Starbucks coffee. Menus are sent out through email every week.

HOUSING

ON CAMPUS HOUSING

Claremont Graduate University owns and operates a few rooms and apartments on campus. These units are rented on a first come, first served basis at the time a unit becomes available. Consequently, the on-campus units are usually rented to students after they have arrived in Claremont. The Housing Office does not maintain a waiting list but may refer to the Housing Inquiry Forms, if necessary, to find replacement tenants. If you are interested in on campus housing, contact the Housing Office:

1263 H. Dartmouth Avenue

Phone: 627-2609; Fax: 621-8063

Office hours: M-F, 8:30 a.m. – 5:00 p.m.

Use the Housing Referral Service

To assist students in locating off-campus accommodations, the CGU Housing Office operates a **Housing Referral Service**. The Housing Referral Service is a two-part advertising service that benefits both tenants and landlords.

Landlords: Advertisements from local landlords who are trying to fill their vacancies are submitted to the Housing Office. There is no fee for landlords to advertise through the Housing Office, so we usually get the ads before they go to the newspapers! The ads are placed in advertisement notebooks that are available for review 7 days/24hours on the porch of the Housing Office.

Tenants: Students may complete a [Housing Inquiry form](#) and send or fax it to the Housing Office. These forms may be made available to landlords or other students who may be looking for prospective roommates. Submission of a Housing Inquiry form does not guarantee placement, but may help to facilitate housing prospects that conform to your requirements.

The CGU Housing Office does not inspect any of the facilities advertised nor does it interview or screen landlords, tenants, or roommates. Both students and landlords are advised to adequately screen prospective parties and make a physical inspection of the premises prior to entering into a contract. Agreements for housing should be made in writing.

Some off-campus housing opportunities are listed for your convenience at <http://www.cgu.edu/pdf/offhous.pdf>.

Check out the local newspapers.

Community and regional newspapers are excellent resources for finding housing. These newspapers can be found at most local newsstands. *The Claremont Courier* can also be purchased on campus at Huntley Bookstore and the Housing Office. For more information, contact *The Claremont Courier* at (909) 621-4761 or *The Inland Valley Daily Bulletin* at (909) 987-9200 or <http://www.dailybulletin.com>.

CLAREMONT BANKING FACILITIES

Bank of America 3339 Yale Avenue, 865- 2424

California Bank and Trust 102 N. Yale Avenue, 624-9091

Washington Mutual Bank 400 N. Indian Hill Blvd.624-9001

Foothill Independent Bank 223 W. Foothill Blvd., 621-0519

PFF Bank and Trust 393 W. Foothill Blvd., 888-342-5733

On Campus

Bank of America ATM Machines are located at Huntley Bookstore, Campus Security and Smith Campus Center (Pomona College).

POSTAGE AND MAILING

The Main Post Office in the Claremont Village on 2nd and Yale can handle all your postal needs.

There are also local Mailing Centers that can assist with packaging and shipping. A few Claremont locations are:

Claremont Heights Postal Center, 2058 N. Mills, 626-7624

Village Postmark, 112 Harvard, 626-1999

Mail Boxes, 310 N. Indian Hill, 621-2112

CGU Mailroom, Harper East, Room 6

Outgoing mail and duplicating services are available in Harper Hall East on the lower level, room E6 (621-8177). The hours of operation are M-F from 8:30 –12:00 and 1:00-5:00. Fax, photocopying and binding are available at low cost. A campus mail drop and postage metering are also available.

MEDICAL AND HEALTH SERVICES

EMERGENCY CARE

In cases of serious illness or injury, care is available in the Emergency Room at:

Pomona Valley Medical Center, 1798 N. Garey Avenue, Pomona, 865-9500

Urgent Care Center, 8891 Central Avenue, Montclair, 625-4848

Urgent Care Center, 9695 Baseline Road, Rancho Cucamonga, 980-2273

Emergencies at any other time can be handled by the Pomona Valley Hospital Medical Center, 1798 North Garey, Pomona, CA. Tel. no: (909) 865-9500. Members of your family are NOT ELIGIBLE for care at Baxter.

COMMUNITY HEALTH SERVICES

PLANNED PARENTHOOD CLINIC. The Pomona branch is located at 1900 Royalty Drive, Suite 25 (620-4268). Another branch is in Upland at 918 W. Foothill Blvd. (985-0065). Planned Parenthood provides clinic, birth control counseling, pregnancy testing, pelvic and breast examination, VD testing and treatment, confidential AIDS testing, vasectomy/sterilization, blood testing for anemia, physical examinations and a pre-natal

clinic. Charges are on a sliding scale depending on your financial status. Office hours vary according to the service desired.

TRI-CITY MENTAL HEALTH is located at 2008 N. Garey in Pomona (623-6131). This clinic offers out – patient mental health and counseling services.

PROJECT SISTER is located at 102 N. Harvard in Claremont (626-HELP) and offers a para –professional counseling service for rape victims and their families, workshops, support groups, escort service for victims to the police department, hospital, court, training in self – defense, monthly meetings, referral service, and legal advocacy programs. The 626-HELP is a 24-hour emergency hotline. For non – emergency call 623-1619.

DENTAL SERVICES

Reduced-rate dental care (30% - 40% less than private) can be obtained at:

Loma Linda School of Dentistry

24777 University Avenue, Loma Linda, CA 92350 (824-4675)

Private dentists can be located by calling THE AMERICAN DENTAL ASSOCIATION at 1-800-287-8237 to find a dentist at www.ada.org.

MEDICAL INFORMATION BY TELEPHONE

The Los Angeles County Health line is 1-213-250-8055.

GENERAL SAFETY AND CAMPUS SECURITY

Security personnel are on duty 24 hours a day year round. They provide a full range of safety services including escort services, apprehension and arrest of suspects, enforcement of all federal, state and local laws as well as college policies and regulations, parking and traffic enforcement, response to medical emergencies, and traffic accidents. If you are calling Campus Safety regarding a non – emergency situation, please dial Ext. 18170 or 621 – 8170 off – campus. In emergency situations, please call Ext. 72000 or 607-2000. The Campus Safety office is located at 251 E. 11th Street, Claremont, CA 91711.

COMMUNITY RESOURCES

Claremont offers many cultural and educational opportunities beyond the immediate college surroundings. International Place has a variety of catalogs describing courses in English and other academic subjects, sports, dances, ceramics, paintings, etc. Some of the courses are free; others have nominal fees. You can contact the agencies below directly.

CULTURAL EVENTS AND RECREATION

Current plays, concerts, other musical events, exhibits and movies are listed in the following newspapers:

The Calendar section of the Sunday Edition of the Los Angeles Times. This edition also includes a separate section of the television listings for the week ahead.

The Inland Valley Daily Bulletin, especially for area movie listings.

The Claremont Courier is published Wednesday and Saturday. The Saturday edition includes a calendar for the week ahead.

Student newspapers. Collage is the main 5 – college newspaper. There are other student newspapers published by individual colleges. There are free and available at Huntley Bookstore as well as other campus points such as the libraries, dining halls and provide coverage of campus oriented events.

The Claremont Colleges Calendar is published monthly and can be obtained by calling Ext. 18028.

The City of Claremont Park and Receptions Department (<http://www.ci.claremont.ca.us/>) sponsors a wide variety of sports events, craft classes and miscellaneous activities for men, women and children of all ages. Further information can be obtained at Memorial Park, 840 N. Indian Hill Blvd. (399-5491).