

Student Services

Alumni Affairs

Jagels Building, 165 E. Tenth Street
Claremont, CA 91711
Website: www.alumni.cgu.edu
E-mail: alumni@cgu.edu
Phone: (909) 607-7149

The Office of Alumni Affairs is dedicated to nurturing lifelong relationships between Claremont Graduate University and its alumni. The Office of Alumni Affairs engages alumni, students, and faculty through distinctive programs and services that promote loyalty, advocacy, and participation in the education, research, and community service activities of the University.

The Office of Alumni Affairs, in collaboration with the academic Schools and Centers of CGU, sponsors alumni activities on campus and in regional communities throughout the year. Alumni also remain connected with CGU through the online alumni community www.alumni.cgu.edu. In addition, alumni receive a lifetime subscription to *The Flame* magazine, and are eligible for alumni benefits through the CGU Career Center, Preparing Future Faculty and Learning Communities Program, and the libraries of the Claremont Colleges. Alumni are encouraged visit our website to share their accomplishments, submit address changes, and to keep informed of alumni and campus events. Students who are interested in alumni programs or volunteer opportunities are invited to contact the Office of Alumni Affairs.

Bridges Auditorium

450 N. College Way
Office: (909) 621-8031
Fax: (909) 607-7774
Bridges Event Information: (909) 621-8032
Website: www.cuc.claremont.edu/bridges

The Mabel Shaw Bridges Music Auditorium seats 2,500 and is administered by the Claremont University Consortium on behalf of The Claremont Colleges. Located at the corner of Fourth Street and College Way, the auditorium is the site of major convocations and live performances, ranging from speakers, ballet performances, and rock concerts. Tickets are available at the Bridges Box Office or may be purchased by telephone at (909) 607-1139. For event information, call (909) 621-8032.

Campus Safety

Campus Safety Office
251 E. 11th Street
Office: (909) 621-8170
From campus phone: 72000

Campus Safety personnel are on duty 24 hours a day year-round to help provide safety and security for students, faculty, and staff. Campus Safety is staffed by 22 full-time and 35 part-

time employees who are specifically trained and responsible for a full range of public safety services including: crime reports; apprehension and arrest of suspects; enforcement of all federal, state, and local laws, as well as college policies and regulations; responding to suspicious activity/persons, medical emergencies, fire emergencies, traffic accidents, and safety hazards; parking enforcement; escort services; and a host of related security services.

The department has an active crime prevention unit to help provide the community with comprehensive programs promoting the elimination and reduction of crime. However, it must be recognized that ultimately, each individual is responsible for his/her own safety and security. In this regard, the following suggestions are highly recommended:

- Report all crimes and suspicious activity/persons immediately (ext. 72000). Prompt reporting may assist in apprehension and prevention of future crimes.
- Keep your residential/office door(s) locked and do not prop open exterior doors.
- Exercise good judgment when walking alone at night.
- Request escort service when traveling alone on campus at night (ext. 72000).

All students, faculty, and staff must register their cars and motorcycles with Campus Safety every academic year. Vehicle registration is available for new students at fall registration; students can register vehicles at Campus Safety any time. Temporary parking permits are required for visitors and are available at no charge at Campus Safety any time.

Campuswide lost and found is located in the Campus Safety Office.

Chicano/Latino Student Affairs Center

757 College Way
Office: (909) 621-8044
From campus phone: 18044
Website: www.cuc.claremont.edu/chicano/index.asp

The Chicano/Latino Student Affairs Center (CLSA) is committed to the retention and graduation of Chicano/Latino students at the Claremont Colleges. Programs are provided throughout the year that allow students the opportunity to enrich their cultural identity, social development, and their leadership role in the college community. CLSA encourages and supports social responsibility and community-building. Chicano/Latino Student Affairs offers services and activities that celebrate the history, heritage, and culture of Chicanos and Latinos in the United States, the Caribbean, and the Americas. CLSA is housed in the Claremont University Consortium Student Services Building.

Disabled Student Services

James Whitaker
Vice President for Student Services and
Dean of Students/Student 504 Coordinator
Harper East
Office: (909) 621-8965

Claremont Graduate University is committed to offering auxiliary aids and services to students with verifiable disabilities, in compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. To ensure that individual needs are addressed, students with disabilities are encouraged to contact the dean of students.

Graduate Student Council

E-mail: gscboard@cgu.edu

The Graduate Student Council (GSC) provides a formal link among the students, faculty, and administration and is composed of members from each department of the University, a part-time student representative, international student representative, and one ex-officio member, the vice president for student services and dean of students. The council controls a budget determined by the University and allocates funds to projects of value and interest to students, including travel and research grants. All council meetings are public. The council earnestly seeks to represent the opinions of the students and to ensure the quality of student life and experience at Claremont Graduate University.

Hagelbarger's

Hagelbarger's is an informal gathering place for students, faculty, and staff. The facility offers a continental breakfast, lunch, and dinner menu. Catering services are also available. Hagelbarger's hours of operation are 8:00 a.m. to 8:00 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays when CGU classes are in session.

Health Insurance

The University encourages all students to obtain comprehensive medical coverage to supplement the limited services available through the medical center and the counseling center. One such program, available through the Colleges, is described in a brochure available in the Office of the Vice President for Student Services and Dean of Students and at the Student Health Service Office. International students should refer to the "Information for Applicants" section on medical requirements.

Health Services

While Claremont Graduate University does not assume responsibility for total care of its students, it cooperates with the other Claremont Colleges in providing limited health and counseling services to all graduate students through the Student Health Service Center and the Monsour Counseling and Psychological Services (MCAPS). A new wellness center opens in fall 2005.

HEALTH SERVICE

Student Services Building

757 College Way

(909) 621-8222

From campus phone: 18222

Website: www.cuc.claremont.edu/shs

The Student Health Service has moved to the new Claremont University Consortium Student Services Building located

immediately south of Eighth Street and College Way. It is the primary outpatient healthcare center for all students at The Claremont Colleges. The Student Health Service is open 8:30 a.m. to 5:00 p.m., Monday through Friday, while school is in session, with extended hours until 7:00 p.m. on Wednesdays. It is closed during the summer, winter break, and spring break. Appointments are highly recommended for all visits and can be scheduled in advance by telephone. Phones open at 8:00 a.m. for appointments. If you call early, same-day appointments are usually available.

There is no charge for regular scheduled appointments or emergency care. Emergency care is available during regular business hours for serious illness or trauma as determined by the triage nurse (e.g. bleeding, possible fracture, and allergic reactions). A \$10 charge will be assessed for any missed appointment not cancelled two hours in advance. Walk-in students will be seen in the order of arrival during the hours of 8:30 – 10:30 a.m. and 2:00 – 4:00 p.m. There is a \$10 charge for walk-ins. Please be prepared to wait as patients are seen between appointments.

Students do not have to pay for fees at the time of service. Referral for subspecialty consultation, hospitalization, and surgery can be arranged by the Student Health Service but will not be financed by the University and payment is the responsibility of the individual student. An accident and sickness medical-expense insurance plan is available to students to protect against major costs. Check with your Dean of Students Office for more information or use the link on our website.

COUNSELING SERVICES

Monsour Counseling and Psychological Services (MCAPS)

757 College Way

Office: (909) 621-8202

Monsour Counseling and Psychological Services (MCAPS) is located in the Claremont University Consortium Student Services Building located immediately south of Eighth Street and College Way. MCAPS has a staff of psychologists, consulting psychiatrists, and graduate psychology interns who provide therapeutic and educational services, including individual, couples, and group therapy. Workshops and groups on a variety of topics also are available. Referrals to other counseling resources are often made for more extensive or ongoing help. There is no charge for the services of the psychologists at the Center; however, in most cases there is a charge for the services of the consulting psychiatrists.

Housing

Office of Real Estate and Housing Services

1229 N. Dartmouth Avenue

Office: (909) 607-2609

E-mail: lindar@cuc.claremont.edu

You may visit the Office of Real Estate and Housing Services in person or see the webpage. See www.cuc.claremont.edu and click on "Programs and Services," scroll down, and click "Real Estate." The webpage has information about both on- and off-campus housing. If you have additional questions after reviewing the webpage, you may contact the housing coordinator by e-mail or phone.

Huntley Bookstore

Huntley Bookstore of The Claremont Colleges
Corner of Eighth Street and Dartmouth Avenue
Website: www.huntley.claremont.edu

The Bookstore was established in 1969 with a gift from Mr. and Mrs. Earl W. Huntley. In addition to selling textbooks and other course material required for classes, the bookstore has an extensive selection of general reading titles in stock as well as 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. Store hours are 8:30 a.m. to 5:30 p.m. Monday through Thursday; 8:30 a.m. to 5:00 p.m. Friday; and 10:00 a.m. to 5:00 p.m. Saturday.

International Place

International Place of The Claremont Colleges
390 E. Ninth Street
Office: (909) 621-8344
Director: Charlene Martin
E-mail: cmartin@claremontmckenna.edu

The International Place of The Claremont Colleges (I-Place) is an intercollegiate center for international students, United States students, scholars, faculty, and staff. I-Place seeks to increase international and multicultural understanding and friendship through programs for the entire community, such as Thursday lunch programs on global issues and the annual Spring International Festival.

The center also offers services for international students such as airport pick-ups, orientation programs, homestays, support groups, workshops on career and INS issues, and individual assistance. I-Place houses the student International Club. The Lounge, open daily from 9:00 a.m. to 5:00 p.m., is located on the Claremont McKenna College campus, one block east of Honnald Library on Ninth Street.

Libraries

The Claremont Colleges are served by a centrally administered system of four libraries whose holdings are available to all members of the academic community. Honnold/Mudd Library houses the main social sciences and humanities collections; Denison Library, on the Scripps campus, houses collections in the humanities and fine arts; Seeley G. Mudd Science Library, on the Pomona campus, and Sprague Library, on the Harvey Mudd campus, house collections in the sciences and engineering. The Libraries' holdings include nearly 2.5-million volumes. Collections in libraries of affiliated institutions either on or adjacent to the campuses also are available to graduate students.

The Libraries also have extensive holdings of journals, magazine, and newspapers: currently we provide online electronic access to over 12,000 titles and we receive more than 4,000 titles in paper. Honnold/Mudd is a depository for publications issued by the United States government and has extensive holdings of publications from the State of California, the United

Nations, other international agencies, and Great Britain. The Libraries have a large collection of microforms, including some 31,000 reels of microfilm and more than 1.1 million other units of microtext. Included in these holdings are long runs of newspapers, early printed books from England and the United States, and anthropological source materials in the Human Relations Area Files. The Asian Studies Collection at Honnold/Mudd Library has a large collection of Asian-language materials. Among the Libraries' special collections are the Oxford Collection, comprising books about the university and the city of Oxford, and the Renaissance Collection, which focuses on the life and work of Angelo Poliziano, both accessible from Special Collections in Honnold/Mudd Library; the Ida Rust Macpherson Collection at Denison Library, which focuses on the history and accomplishments of women; and the Woodford Collection at Seeley G. Mudd Science Library, which includes rare and historical geology books.

The Libraries' large collection of electronic resources provides ready access to a wide variety of bibliographic, full-text, and multimedia information. Through the World Wide Web, it is possible to search Blais, the online catalog, or any of hundreds of databases including services such as Lexis-Nexis Academic and Social Science Citation Index. Full-text resources include electronic books and journals, as well as specialized resources such as Early English Books Online, Congressional Quarterly's CQ Library, and the New Grove Dictionary of Music and Musicians. Thousands of digitized primary source materials, including a growing number of materials from the Libraries' Special Collections, are also accessible. Most of these resources are available via the Internet to students, faculty, and staff of The Claremont Colleges in their labs, offices, and homes, as well as in the Libraries.

The Libraries offer Interlibrary Loan service and maintain partnerships, which provide access to books, articles, and other materials not held in our collections. These partnerships include 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 Ana Botanic Garden, are included in Blais and are available to the students, faculty, and staff of The Claremont Colleges.

The Libraries are partners with the Claremont Colleges in learning, teaching, and research. Library resources are available to all members of The Claremont Colleges academic community. Reference staff in each of the four libraries provides assistance with locating and using both traditional and electronic information sources. The Libraries also offer reference assistance online. One of the major activities of the Libraries is teaching students how to find, evaluate, and effectively use information. Tours, demonstrations, and instruction for classes and other groups, as well as individual appointments for instruction and research assistance, may be scheduled in each of the libraries. Classes in Honnold/Mudd Library are held in the Keck Learning Room, the Libraries' state-of-the-art, hands-on teaching facility.

Small collections at individual colleges serve specialized needs. At Claremont Graduate University, for example, the George G. Stone Center for Children's Books serves the field of education.

Mail and Duplicating Services

The mailroom, located in the basement of Harper East, offers most services provided by the U.S. Postal Service. Photocopying and fax services also are available to students.

Minority Mentor Program

Office: (909) 607-7433 or (909) 621-8577

E-mail: mmp@cgu.edu.

The Minority Mentor Program (MMP) is a network of minority students at Claremont Graduate University. MMP is dedicated to the social, cultural, and academic well-being of students of color. Through its mentor-protégé pairings, MMP seeks to provide first-year students with a sense of connectedness by matching them with a more advanced student. Student pairs meet at least twice each semester during the academic year. In addition to providing students with a mentor, MMP also offers workshops that focus on academic and professional development, a student research conference, events such as rap sessions, and informal gatherings. For more information about this program, please contact the MMP Office.

Office of Black Student Affairs

139 E. 7th Street

Office: (909) 607-3669

Fax: (909) 621-8969

Website: www.cuc.claremont.edu/obsa

The Office of Black Student Affairs (OBSA), through its academic services and cultural programs, helps create a campus environment for students of African descent that will help them attain their undergraduate and graduate degrees. OBSA also helps students develop appropriate educational plans, mature career paths, emotional autonomy, coping skills, feelings of self-worth and independence, a positive ethnic identity, mature relationships with peers and with the opposite sex, and a responsible lifestyle. OBSA's programs and services include Academic Strategies Workshops, the New Student Retreat, Black History Month programs, leadership training, speakers series, and poetry readings. All programs and services are open to all students of The Claremont Colleges.

Office of Career Management

Graduate Student Professional Development Building

1263 N. Dartmouth Avenue

Office: (909) 621-8177

E-mail: career.center@cgu.edu

Website: www.cgu.edu/ocm

The Office of Career Management has primary career guidance, counseling, and development responsibility for CGU students and alumni—those seeking careers in business, government, or non-profit institutions. Under the Graduate Student Professional Development function and in conjunction with the Preparing Future Faculty Program at the University, the Center is also focused on assisting those individuals who are pursuing careers in higher education. The Career Center provides a range of services designed to enhance students' job search and career management skills. Such services include counseling; on-line résumé and job posting; full-time, part-

time, and internship employment listings; eight school-specific career management newsletters; a career resources library; corporate recruiting; a program of on-campus company visits and programs; and skills-development workshops.

In addition the Career Center maintains ongoing career marketing, alumni, and corporate networking programs to position CGU professional graduates, strengthen corporate relationships, and ensure a continuous pipeline of employment opportunities.

Students are encouraged to make early contact with the Career Center and to refer to the website for ongoing information and announcement of department activities.

Office of the Chaplains

McAlister Center for Religious Activities

919 N. Columbia Avenue

Office: (909) 621-8685

Dedicated to empowering and enhancing spiritual life at The Claremont Colleges, the Interfaith Office of the Chaplains directs the programs of McAlister Center for Religious Activities. Assisting students in making contact with members of their community of belief, the chaplains—Protestant minister, a Catholic priest, and a Jewish rabbi—coordinate a wide range of events, programs, and pastoral counseling for the Jewish, Catholic, Protestant, Muslim, Zen, Latter-Day Saints, Christian Science, Unitarian, and other communities. The chaplains also direct The Claremont Colleges Community Service Center, which provides diverse volunteer opportunities in the local area.

Located within McAlister Center are the Community Service Center, a meditation chapel, a library, a fireside lounge, and the chaplains' offices.

Office of Information Technology

Audio Visual Department

Phone: (909) 607-3695

E-mail: audio.visual@cgu.edu.

Help Desk

Academic Computing Building, room 109

Hours: 8:30 a.m. - 5:00 p.m., Monday through Friday.

Phone: (909) 621-8174

E-mail: helpdesk@cgu.edu

Information technology services are provided to all CGU students and faculty by the Office of Information Technology (OIT).

Services include:

- Classroom technology
- Computing labs
- Network services
- Help desk

OIT has outfitted all but one of the 24 classrooms with technology to support our students and faculty. Classroom-based technology includes networked instructor stations, LCD projectors, and access to CGU's wireless network. In addition to classroom-based technology, students and faculty can request a variety of "loaner" equipment through the Audio Visual

Department including laptops, digital cameras, portable data projectors, and a video camera.

The Help Desk is available for students who have difficulty connecting to the services listed below. OIT cannot work on students' personal equipment.

OIT maintains four computing labs for student use. In ACB 111 and 113 and the Humanities Resource Center, there are both PC and Mac machines available, some equipped with scanners. Each PC has the Microsoft Office Suite, FrontPage, Internet access, floppy drive, and a CD-ROM; other software packages are available. See individual machines in the lab for a list of installed and supported software. In the Burkle Building lab there are PCs only. Students may also bring in their laptop computers and plug them into the CGU network from these and other labs.

All students can access the following services provided by the Technical Services Department in the Office of Information Technology:

E-mail. All students receive an e-mail account with an "@cgu.edu" address. Each account holds a maximum of 50MB of items and is accessible via cgumail.cgu.edu. E-mail accounts are protected from spam and viruses by the Postini spam filtering solution. Additional services available through the e-mail system include an address book, a to-do list, and a calendar. CGU student E-mail accounts expire six months from the end of the term in which their final degree is posted. However, as a graduate of CGU, students may receive a lifetime CGU alumni e-mail forwarding address, which directs e-mail to your personal or business e-mail account. This e-mail forwarding service is available through Alumni Affairs.

Web File Services (WFS). Students receive 100 MB of file storage space available via the Internet at wfs.cgu.edu. Files stored on WFS are password protected, but can be shared with others to facilitate collaboration.

Wireless Networking. Students can use their CGU user ID and password to access the CGU networked resources via the campus wireless network. Users without a CGU user ID are passed directly through to the Internet.

Preparing Future Faculty & Learning Communities Program

The Preparing Future Faculty & Learning Communities Program (PFF/FLC) provides resources for students to join their colleagues in exploring the skills and knowledge needed to obtain a position and succeed as a member of the faculty of the future. Program goals include preparing students:

- for an academic career
- to teach at a variety of institutions
- to be outstanding researchers of the 21st Century

PFF/FLC programs include an orientation for new students, the Professional Development Practicum for first-year and second-year students, and the PFF Fellows Program, which is a Faculty Learning Community for CGU students only.

Fellows are selected each spring for the following academic year. PFF supports the hiring of CGU students and alumni as adjunct professors through its Academic Job Search (AJS) system. Visit <http://ajs.cgu.edu/>.

Sports

Ducey Gym

Claremont McKenna College

Office: (909) 607-2904

The Club Sports Office

Rains Center & Pomona College

Office: (909) 621-8016

From campus phone: 77928

Athletic facilities and equipment are available for use by graduate students at Ducey Gym. There is a charge for the use of some facilities. Graduate students are welcome to participate in the Claremont Colleges Club Sports Program. The Claremont Colleges have established a Club Sports Office under the administrative supervision of the Claremont University Consortium to assist club sports teams in scheduling fields and facilities for practice and competition. The office also schedules and provides a trainer to attend home events for selected sports. To be eligible to use a Claremont College field or facility or receive funding from the associated students governments, a club sport must be registered with the Club Sports Office. The Club Sports program administrator is available to direct and assist in the registration process. The program administrator will maintain copies of all required records, forms, and waivers, and will coordinate the scheduling and use of fields and facilities. Individual club sports are responsible for their own funding, membership, coaches or advisors, equipment, and transportation. Copies of the Claremont Colleges Club Sports Handbook are available in the Club Sports Office.

Writing Center

The Claremont Graduate University Writing Center

Harper Hall 14

Office: (909) 607-2635

E-mail: writecenter.online@cgu.edu (for online submissions)

Website: writecenter.cgu.edu

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, and other transdisciplinary communication concerns. 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. The Writing Center also offers workshops on various writing issues. Consultants are available to teach directed writing practice at the request of department heads.