

# GENERAL INFORMATION

## ANNUAL SECURITY REPORT

At Cal State L.A., the safety and well-being of the students, faculty, staff and visitors is our foremost concern. The University Police Department strives to promote and maintain a campus environment conducive to academic achievement. In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly The Student Right To Know Act of 1990), campus security policy and crime statistics are available on the web. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, and off-campus jurisdictions that are contiguous, affiliated with, or adjacent to the property of Cal State L.A. The full text of this report can be located on our Campus Safety website as both PDF files and HTML web pages. You may download the complete, printable, PDF brochure to your computer using Adobe Acrobat Reader. This information is accessible at the following website: <http://www.calstatela.edu/univ/police/clery.php>. Copies of the report may also be obtained at the Department of Public Safety, Bungalow C, or you may request a copy by calling (323) 343-3700.

## ATHLETICS PARTICIPATION RATES AND ATHLETIC FINANCIAL SUPPORT

Information about athletic program participation rates and financial support may be obtained at the following website: <http://ope.ed.gov/athletics/index.asp>. A paper copy is available upon request by calling Cal State L.A. Athletics at (323) 343-3080.

## EMERGENCY PROCEDURES

Detailed emergency preparedness information is available on the Public Safety website at <http://www.calstatela.edu/univ/police/>.

### 1. General Building Evacuation Procedures

When a building evacuation alarm sounds (a repetitive bell/horn sound) or when police order a building evacuated, take your valuables and walk quickly to the nearest marked exit. Proceed to a clear area; leave streets and walkways clear for emergency vehicles. Be alert and assist the disabled when necessary. If complete evacuation of the disabled is not possible, move them to fire-protected stairwells (generally located at the end of the corridor) and request assistance from University Police. *Elevators must not be used to evacuate the building.* Please see "EVACUATION POINTS" for designated assembly areas.

#### A. Fire

Activate the nearest fire alarm box. Call University Police (ext. 911) immediately. Give your name, location, and a description of the fire. Follow the building evacuation procedures.

#### B. Earthquake

If indoors, drop, cover and hold, get under a heavy table or desk and hold on, or sit or stand against an inside wall. Protect yourself at all times and be prepared for after shocks. If you need emergency help, call University Police (ext. 911). When the building evacuation alarm sounds, follow the procedures outlined above. If outdoors, move quickly away from buildings, utility poles and lines, and all other structures.

### 2. All Other Emergencies/Emergency Assistance

Contact the University Police by dialing ext. 911. (Routine calls, Police, 3-3700; Health Center, 3-3300.)

### 3. Emergency Phone Locations

Direct emergency lines to University Police are listed below:

Pay phones—Dial 911 at all on-campus pay phones, including those in the student housing complex.

Buildings—Dial 911 at all campus phones. Courtesy phones are found in first floor lobbies of campus buildings.

Parking lots—Direct line emergency phones are found in call boxes in the following locations:

A Deck — North and South

Forensics lot Center Row—North and South

Housing Phase 1—by laundry room, apartment 129, apartment 137, stairs leading to king hall, end of housing loop

Housing Phase 2—by staircase, janitors shop, Paseo Rancho Castilla, Quad Area, Housing Office

La Kretz Wing B

Lot 1—north and south ends of lot

Lot 4—near kiosk

Lot 5—center and west end

Lot 6—near Music Building

Lot 7—South West

Lot 10—entrance to lot

Parking Structure A-2 E-Phones per level, structure has 4 level

Parking Structure B, Levels B and C—east wall of west and center stairways.

Parking Structure C—3 telephones on each level

Housing—

Parking Lot 7A—near stairs by Housing loop

Housing, Phase 1, east—by Apartment 112

Kennedy Library, Palmer Wing—between Fine Arts and Kennedy Library, east side of Palmer Wing

Main walkway—between Health Center and Career Center

Metrolink—platform, and lower platform

Public Safety—south side, near EH&S materials

Track/Field—north end of track

Parking lot phone positions are shown on the campus map centerfold.

## GENERAL EMERGENCY INFORMATION

1. University Police is available seven days a week, 24 hours-a-day to respond to any emergency which may develop. They can be reached by dialing 3-3700 or during an emergency by dialing ext. 911.
2. Please familiarize yourself with the Emergency Survival Guide which is located on pages A1 through A6 of the

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University Telephone Directory. A telephone directory is available in most campus offices.

3. On-campus Emergency telephones are located across the campus and will provide direct access to the University Police. (The locations of the Emergency telephones are designated by the diamonds on the campus map which is illustrated on the back of this schedule.)
4. Please listen attentively to the emergency instructions given by your instructor at the beginning of the first meeting of your assigned classes. The instructor will inform you about the evacuation routes and the evacuation assembly areas for the buildings (see campus map) in which your classes are located. Assembly areas for emergency evacuations are listed on page A5 of the University Telephone Directory.

### EVACUATION POINTS

The pre-designated assembly areas are subject to change as practical based on the nature of the emergency event. During an emergency evacuation, building occupants are to go to the following assembly areas and await further instructions and/or information:

|   |   |
|---|---|
| Administration .....                          | Lawn under mural west wall of<br>Physical Education Bldg. |
| Biological Sciences.....                      | Parking Lot 4   |
| Bungalows .....                               | Athletic Field (Track)                                    |
| Career Center .....                           | Open area east of location                                |
| Engineering & Technology.....                 | Parking Lot 10 - west end                                 |
| Fine Arts.....                                | Parking Lot 8   |
| Golden Eagle.....                             | Rear parking lot west end,<br>along Paseo Rancho Castilla |
| Health Center.....                            | Open area south east of location                          |
| Hertzberg-Davis Forensic Science Center ..... | Parking Lot 1-<br>north of building, central area         |
| Integrated Science Complex .....              | Athletic Field (Track)                                    |
| King Hall .....                               | Parking Lot 8   |
| Library North and Palmer Wing .....           | Main walkway west<br>of Library, Palmer Wing              |
| L.A. County High School for the Arts.....     | Reeder (baseball) Field                                   |
| Luckman Fine Arts Complex .....               | Lawn area south of<br>Parking Lot 6                       |
| Music .....                                   | Area south of Music Building                              |
| Physical Education.....                       | Parking Lot 10 - west end                                 |
| Physical Sciences.....                        | Parking Lot 4   |
| Salazar Hall.....                             | Parking Lot 3   |
| Simpson Tower.....                            | Parking Lot 3   |
| Student Affairs .....                         | Lawn under mural west wall of<br>Physical Education Bldg. |
| Student Housing .....                         | Parking Lot 7A  |
| Theatre.....                                  | Area south of Theatre Building                            |
| University-Student Union.....                 | Area in front of building,<br>along Paseo Rancho Castilla |

For all after hours or weekend emergencies when the University is closed, contact the University Police directly by dialing 323-343-3700.

### RESIDENCE STATUS: FEES

Registration fees are assessed based on the student's residence status as determined by the Office of Admissions and Recruitment. Students who have questions about their residence status should inquire in the Student Information Center, Student Affairs 101. The residence determination date for each quarter is as follows:

|             |              |
|-------------|--------------|
| Fall .....  | September 20 |
| Winter..... | January 5    |
| Spring..... | April 1      |
| Summer..... | July 1       |

### STUDY LOAD

**Undergraduate Students.** Undergraduate students must carry a study load of 12 units for full-time enrollment certification by the university. The recommended full-time study load for undergraduates is 16 units. Students on scholastic probation must limit their study load to 12 units unless an exception has been approved by an academic adviser in their major department or division.

**Graduate Students.** For full-time enrollment certification by the university, graduate students must carry a study load of 12 weighted units of approved prerequisite, corequisite, or graduate program courses (graduate level courses have a weighted factor of 1.5). Upon recommendation of a student's major department or division and approval by the school graduate dean, a student enrolled in any of the following courses may be certified as full-time with a study load of fewer than 12 weighted units: 596, 597, 598, 599, 699, and 900. The maximum study load for students working toward a graduate degree is 16 units per quarter.

### VETERANS' INFORMATION

#### *Veterans and Dependents: Federal and State Programs of Education*

Under Title 38, U.S. code, chapters 30, 31, 32, 33, 35, 106, and applicable Veterans' Administration regulations, all eligible veterans and persons must select and pursue a program of education (degree objective) or training to assist them in attaining an educational, professional, or vocational goal.

All eligible veterans or persons must maintain satisfactory academic progress as defined by the university. (Contact the Enrollment Services, Admin. 146, for information and regulations governing satisfactory progress.) Failure to maintain satisfactory academic progress may subject the eligible veteran or person to termination of education benefits and may require mandatory counseling by the Veterans' Administration before benefits are reinstated. A veteran who is declared eligible for benefits under Veterans' administration regulations must be matriculated and officially enrolled and must have had all prior training evaluated by the University.

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### *Veterans' Responsibilities*

All veterans are responsible for reporting their academic program each quarter they attend. All additions or reductions in units or withdrawal from the university must be promptly reported to the Records Admin. 409. Failure to report changes promptly constitutes violation of federal law and may subject the veteran to a fine or imprisonment or both.

### *Dependents of California Veterans*

Prior to registration, students enrolled under this program must contact the Department of Veterans' Affairs, Division of Educational Assistance, 11000 Wilshire Blvd., Room 5203, Los Angeles, CA 90024, (310) 235-7155, to obtain the required authorization to receive benefits under the Cal-Vet program.

### *Disabled Veterans*

Disabled veteran-students attending Cal State L.A. must contact the Vocational Rehabilitation Division of the Veterans' Administration, (310) 235-7588, prior to registration to obtain a letter of authorization for the current academic year. Veterans attending under this program must obtain special waiver forms from Records Admin. 409, prior to payment of fees each quarter. A V.A. vocational rehabilitation counselor is assigned to Cal State L.A. and can be contacted if questions or problems arise with veteran-students eligible under Chapter 31, Title 38, U.S. Code.

### *Post 9/11 GI Bill*

This veteran's educational assistance act is for individuals that served on active duty on or after September 10, 2001. Veteran-students must file an application to receive benefits under Chapter 33 directly with the VA ([www.gibill.va.gov](http://www.gibill.va.gov)). Those students attending under this program must obtain special waiver forms from Records, Admin 409 prior to payment of fees each quarter.