

CAL STATE UNIVERSITY SAN BERNARDINO
PALM DESERT CAMPUS

RESOURCE GUIDE

2011-2012

WELCOME TO PALM DESERT CAMUS

FROM DEAN FRED JANDT

Dear Incoming PDC student,

Welcome to the Palm Desert Campus. The campus is a branch of California State University, San Bernardino. The campus was established to serve the students of the Coachella Valley. We actually started in construction trailers on the College of the Desert. We just completed our 25th year in the Coachella Valley!

On our permanent campus site, which opened in 2002, you have the advantages of a small campus and all of the advantages of a large university. On the Palm Desert Campus you will find you'll be in smaller classes and be able to get to know your instructors and fellow students. At the same time, you have access to all the resources of a large university.

You should know that all the buildings on this campus were constructed without state funds. They were constructed with funds donated by Coachella Valley residents, foundations and cities. To date, that totals some \$35 million that the Valley has invested in you. Those same Coachella Valley residents, foundations and cities have set up scholarships which are restricted to students on this campus. The community supports this campus and supports you.

We've come a long way from a few classes offered in classrooms at College of the Desert. The Palm Desert Campus now has a spectacular 300-seat theater, state-of-the-art nursing labs, state-of-the-art technology in our classrooms, student health center and a new student services area.

What we need now is your participation in the life of this campus. I encourage you to take advantage of the opportunities that are available to you through the campus. Get involved in student government, attend a lecture, attend a play, represent the campus at an event in the community or volunteer to help our Coachella Valley Health Collaborative and/or our Palm Springs Institute for Environmental Sustainability-organizations which are improving our health in the Valley.

We're not only proud of the physical campus, we also take pride in the supportive climate the campus encourages. Join study groups in your classes; If someone can't find a classroom, offer to show them; even greet people on campus with a smile.

We are all happy you are here. And, we all are here to help you succeed in earning your degree.

Cordially,

Fred E. Jandt, Ph.D.

Dean

Palm Desert Campus

California State University San Bernardino, Palm Desert Campus

ASSOCIATED STUDENTS, INC. WELCOMES YOU

Welcome to the CSUSB, Palm Desert Campus!

On behalf of Associated Students, Inc., at the Palm Desert Campus, I would like to congratulate all of you on your acceptance to California State University San Bernardino, Palm Desert Campus. Here, you will find the support you need and the commitment of the university faculty and staff to help you reach your academic and career goals.

This Student Orientation will not only provide you with essential information about the campus and its courses, but it will give you the necessary tools that will make your academic pursuit successful. It is important for you, as a new student at CSUSB, to become familiar with our campus policies, codes of conduct, and the student support services on offer. At CSUSB, Palm Desert Campus, you will find many people here to help you succeed. Take the opportunity to utilize their assistance and the many resources provided.

Associated Students, Inc., is the recognized voice of the students. We advocate for you and address your interests, needs, and concerns to the CSUSB administration, faculty, and staff. Your acceptance to CSUSB-Palm Desert Campus comes with the added bonus of making you're a valued member of the ASI community. During your time as a student, you will see ASI-PDC present in the various programs and services we support across campus. We encourage you to join us and make a difference.

Associated Students, Inc., has a variety of opportunities for leadership involvement, whether you are majoring in business, psychology, nursing, or communication; there is a place for you in ASI. There is much that we can accomplish for the CSUSB-PDC student body, but it cannot be done without your participation, commitment, and leadership.

Please visit us at the Rancho Mirage Student Center, located in the Rogers Gateway Building. I look forward to meeting each of you throughout the academic year, and wish you all success in reaching your educational and career goals.

You are ASI!

Best Regards,

Christyann Anderson

ASI-PDC Vice President

ACADEMIC CALENDAR 2011-2012

FALL TERM 2011

May 2- Last day to file or refile graduation check for Winter 2012 graduation
without payment of late fee.

May 26- Fall Quarter 2011 Priority Registration June 17

Sept 5- Labor Day, university closed

Sept 14- Beginning of academic year

Sept 21- Last day to withdraw from all classes and receive 100% refund

Sept 22- Classes begin (Saturday classes begin September 24)

Sept 28- Last day to add classes via My Coyote Self-Service

Oct 12- CENSUS: Last day to drop classes without record

Oct 31- Nov 22 Winter Quarter 2012 Priority Registration

Nov 11- Veteran's Day, university closed

Nov 24-27- Thanksgiving recess, university closed

Dec 5- Last day of classes (Saturday classes end Dec 3)

Dec 6-10- Final examinations

Dec 13- Grades due; end of term

Dec 23- Jan 2- Academic recess, campus closed

WINTER TERM 2012

Jan 3- Last day to file or refile graduation check for September 2012 graduation
without payment of late fee

Jan 6- Last day to withdraw from all classes and receive 100% refund

Jan 9- Classes begin (Saturday classes begin Jan 7)

Jan 13- Last day to add classes via My Coyote Self-Service

Jan 14-16- CENSUS: Martin Luther King Jr. birthday, university closed

Jan 30- CENSUS: Last day to drop classes without record

Feb 1- Last day to file or refile graduation check for December 2012 graduation
with payment of late fee

Feb 13- March 5- Spring Quarter 2012 Priority Registration

March 19- Last day of classes (Saturday classes end, March 17)

March 20-24- Final examinations

March 27- Grades due; end of term

March 26-29- Academic recess

SPRING TERM 2012

March 30- Cesar Chavez Holiday, university closed

April 2- Last day to withdraw from all classes and receive 100% refund

April 2- Classes begin (Saturday classes begin March 31)

April 6- Last day to add classes via My Coyote Self-Service

April 20- CENSUS: Last day to drop classes without record

May 1- Last day to file or refile graduation check for March 2013 graduation
without payment of late fee

May 7-23- Summer Quarter 2012 Priority Registration

May 24- June 15- Fall Quarter 2012 Priority Registration

May 26- 28- Memorial Day, university closed

June 11- Last day of classes (Saturday classes end June 9)

June 12-16 Final examinations

June 15-17- Commencement

June 19- Grades due; end of term

SUMMER TERM 2012

June 19- Last day for full refund, Sessions Regular and 6W1

June 20- Classes begin, Sessions Regular and 6W1

June 22- Sept 9- Campus closed each Friday

June 28- CENSUS: 6W1 last day to drop classes without record

July 4-5- Independence Day Holiday, university closed

July 12- CENSUS: Last day to drop classes without record, Session Regular

July 26- Last day of classes, Session 6W1

July 30-31- Final examinations, Session 6W1

July 31- Last day for full refund, Session 6W2

August 1- Classes begin, Session 6W2

August 2- Grades due, Session 6W1

August 9- CENSUS: Last day to drop classes without record, Session 6W2

August 30- Last day of classes, Session Regular

Sept 3- Labor Day, university closed

Sept 4-5- Final examinations, Session Regular

Sept 5- Last day of classes, Session 6W2

Sept 6-10- Final examinations, Session 6W2

Sept 12- Grades due

PALM DESERT CAMPUS OFFICES

FALL, WINTER, SPRING

MARY STUART ROGERS GATEWAY BUILDING

Administrative Offices & College of Education RG 203

Admin: 760-341-2883 x 78115 or 78114

COE: 760-341-2883 x 78145

* Monday – Thursday 9:00am to 6:00pm

Friday 9:00am to 4:00pm

(Closed Saturday and Sunday)

Coyote Bookstore RG 115

760-341-2883 x 78123

* Monday – Thursday 12:00pm- 8:00pm

Friday – Saturday Check with Bookstore for hours.

(Special Hours Posted As Needed)

Rancho Mirage Student Center RG111

760-341-2883 x 78231

* Monday – Friday (Hours Posted)

Open Access Computer Lab RG215

* Monday – Friday 8:00am to 10:00pm

* Hours may vary per quarter – See website, flat screens, or location for current hours.

INDIAN WELLS CENTER FOR EDUCATIONAL EXCELLENCE

Title V Office IW 102

760-341-2883 x 78236

* Monday & Wednesday 9:00am to 2:00pm

Tuesday 1:00pm to 5:00pm

Thursday 12:00pm to 5:00pm

PALM DESERT HEALTH SCIENCES BUILDING

Hixon Information Resource Center HS 103

760-341-2883 x 78112

* Monday, Tuesday, Wednesday 10:00am to 6:00pm

Thursday 12:00pm to 8:00pm

Saturday 10:00am to 1:00pm

Nursing Administrative Office HS120

760-341-2883 x 78127

*Monday – Thursday 8:00am to 5:00pm

Friday 8:00am to 4:30pm

Health Center Clinic

760-341-2883 x 78177

Family Nurse Practitioner: Thursday 1pm – 7pm

Registered Nurse: Tuesday 1pm – 7pm

Counseling Appointments: Wednesday 9am – 5pm

* Hours may vary per quarter – See website, flat screens, or location for current hours.

UNDERGRADUATE ADVISING CONTACTS

Art: Graphic Art & Marketing (in development)

Heather Hundley RG-203D

760-341-2883 x 78140

e-mail address- hhundley@csusb.edu

Business Administration

Accounting Concentration

Rick Lillie IW-112

760-341-2883 x 78158

e-mail address- rlillie@csusb.edu

Management Concentration

Cynthia Schreihans IW-109

760-341-2883 x 78151

e-mail address- cschreih@csusb.edu

Career & Technical Studies Major

Alice Pedersen RG-203C

760-341-2883 x 78109

e-mail address- apederse@csusb.edu

Communication Studies Major

Fred Jandt RG-203

760-341-2883 x 78101

e-mail address- fjandt@csusb.edu

Criminal Justice Major

Ruth Howell RG-203

760-341-2883 x 78110

e-mail address- rhowell@csusb.edu

English Major

Chad Luck IW-111

909-537-3855

e-mail address- cluck@csusb.edu

History Major

Ruth Howell RG-203

760-341-2883 x 78110

e-mail address- rhowell@csusb.edu

Liberal Studies Major

Katherine Thomerson RG-203

760-341-2883 x 78115

e-mail address- kthomers@csusb.edu

Nursing: BSN Program

Karina Quintanilla HS-112

760-341-2883 x 78135

e-mail address- kquintan@csusb.edu

Nursing: RN to BSN Program

Elizabeth Junker HS-123

760-341-2883 x 78127

e-mail address- ejunker@csusb.edu

Nutrition (in development)

Dorothy Chen-Maynard

909-537-5340

e-mail address- dchen@csusb.edu

Psychology Major

Bob Cupp IW-110

760-341-2883 x 78149

e-mail address- rcupp@csusb.edu

General Education & Graduation Requirements

Ruth Howell RG-203

760-341-2883 x 78110

e-mail address- rhowell@csusb.edu

GETTING THROUGH THE FIRST WEEK-CHECKLIST

Getting started at California State University, San Bernardino, Palm Desert Campus represents a new beginning. Here is a checklist to help you make a great start.

- Do you have current issue of the CSUSB Bulletin and Class Schedule?
- Have you activated your MyCoyote? For assistance call the Help Desk at 909-537-7677.
- Have you accessed your CSUSB email? For assistance call 760-341-2883 x 78113.
- Have you checked dates and regulation for dropping and adding classes?
- Do you understand the General Education (GE), major, and elective components that comprise your college degree?
- Have you purchased all assigned textbooks? Log onto the bookstore website at coyotesbookspdc.bkstr.com or call 760-341-2883 x 78123
- Have you made arrangements to purchase a parking permit?
- Have you obtained your Coyote OneCard I.D?
- Stay informed on the latest PDC news and developments by viewing the plasma screens located in every building lobby.
- Tune in to Time Warner Cable Desert Cities Channel 111 weekdays at 1pm and On Demand Channel 110 to watch “Your Cal State Connection” to catch up on what’s happening on the campus.
- It is imperative that you check your university issued email on a regular basis to access important information.
- Check for iPad and iPhone.
- Like CSUSB Palm Desert Campus on Facebook.

FREQUENTLY ASKED QUESTIONES: PALM DESERT CAMPUS

- What is my MyCoyote I.D. number? You are assigned a random number that stays with you throughout your time at CSUSB. It is used to get into MyCoyote and Blackboard.
- Does my parking permit work at the San Bernardino Campus in addition to the PDC campus? Yes
- Can I take a class at the San Bernardino Campus while taking classes at the PDC campus? Yes, you are a CSUSB student who has access to both campuses.
- Is there a separate class schedule for PDC? No, both CSUSB and PDC's class schedules are listed in the same book – PDC is a small section within the book, or you may access it online: <http://pdc.csusb.edu/ClassSchedule.htm>
- Can I work at PDC while attending school there? Yes, if you apply for financial aid and receive “work study” money, you can apply for student assistant positions at PDC. You can also apply to work as a Supplemental Instruction Leader through the Title V program.
- Can I test-out of a course? You must speak to the department in which the course is offered in order to request credit by examination. Each department has different stipulations.

GRADUATE

For general information regarding Graduate Admissions, please call College of Education at the Palm Desert Campus at (760) 341-2883 x78145.

MASTERS IN ACCOUNTANCY- ADVISOR

Rick Lillie, M.S.A. Graduate Advisor (760) 341-2883 ext. 78158
rlillie@csusb.edu

EDUCATION LEADERSHIP (Doctorate)

Dr. Doris Wilson, PDC Advisor (760) 341-2883 ext. 78170 dwilson@csusb.edu

CAREER & TECHNICAL EDUCATION

Alice Pedersen, Program Coordinator (760) 341-2883 ext. 78109
apederse@csusb.edu

EDUCATIONAL ADMINISTRATION

Dr. Thelma Moore-Steward, Chair (909) 537-5646 msteward@csusb.edu
Dr. Doris Wilson, Palm Desert Campus Advisor (760) 341-2883 ext. 78170
dwilson@csusb.edu

READING/ LANGUAGE ARTS

Dr. Diane Brantley, Special Advisor, College of Education (909) 537-5605 or PDC (760)341-2883 ext. 78164 dbrantle@csusb.edu

MASTERS IN PUBLIC ADMINISTRATION- ADVISOR

Jonathan Anderson, M.P.A. Graduate Advisor (909) 537-5759
jfanders@csusb.edu

SPECIAL EDUCATION

Visit our website – http://www.csusb.edu/coe/programs/special_ed/index.htm

CREDENTIAL PROGRAMS- ADVISING

Questions regarding credential Students' status should be directed to the College of Education at the Palm Desert Campus at (760) 341-2883 x78145 or ext. 78109 or the San Bernardino Campus Credential Office (Student Services) at (909) 537-5609.

MULTIPLE OR SINGLE SUBJECT CREDENTIAL PROGRAMS

Alice Pedersen Advisor/ Student Services Officer (760) 341-2883 ext. 78109
Email: apederse@csusb.edu

DESIGNATED SUBJECT/CAREER AND TECHNICAL EDUCATION AND ADULT CREDENTIAL PROGRAMS

Alice Pedersen Advisor/ Student Services Officer (760) 341-2883 x78109

Email: apederse@csusb.edu

Dennis Larney Email: dlarney@csusb.edu

Dr. Thelma Moore-Steward, Chair (909) 537-5646 msteward@csusb.edu

Dr. Doris Wilson, Palm Desert Campus Advisor (760) 341-2883 ext. 78170

dwilson@csusb.edu

A Credential student who wishes to confirm the status of his/her *Application for Credential Recommendation* should contact the Palm Desert Campus College of Education (760) 341-2883 x78145 or x78109, or the San Bernardino Campus Student Services Office (909) 537-5609.

CBEST & CSET 2011-2012

CBEST: www.cbest.nesinc.com

COMPUTER-BASED TESTING: OFFERED YEAR-ROUND AS OF AUGUST 2011
Beginning **August 6, 2011**, the CBEST will be available for computer-based testing year-round by appointment, Monday through Saturday (excluding holidays), on a first-come, first-served basis. Computer-based testing will be offered at over 30 test centers in California and over 250 test centers nationwide. Scores will be reported within 2 weeks of testing.

PAPER-BASED TESTING

Test Date	Regular Registration Deadline	Late Registration Deadline	Emergency Registration Deadline	Scores Report Date
October 1, 2011	September 2, 2011	September 20, 2011	September 27, 2011	October 17, 2011
December 3, 2011	November 4, 2011	November 22, 2011	November 29, 2011	December 19, 2011
February 4, 2012	January 6, 2012	January 24, 2012	January 31, 2012	February 21, 2012
April 14, 2012	March 16, 2012	April 3, 2012	April 10, 2012	April 30, 2012
June 9, 2012	May 11, 2012	May 29, 2012	June 5, 2012	June 25, 2012

CSET: www.cset.nesinc.com

Beginning in **September 2011**, computer-based testing will be available for the CSET: Multiple Subjects examination and CSET: Writing Skills examination. Computer-based testing will be offered at over 30 test centers in California and over 250 test centers nationwide. Computer-based administrations of these tests are available year-round by appointment, Monday–Saturday (excluding holidays), on a first-come, first-served basis. For CSET: Multiple Subjects, scores will be reported within four weeks of testing. For CSET: Writing Skills, scores will be reported within two weeks of testing.

PAPER-BASED TESTING

Test Date	Regular Registration Deadline	Late Registration Deadline	Emergency Registration Deadline	Score Report Date
September 10, 2011	August 12, 2011	August 30, 2011	September 6, 2011	October 11, 2011
November 5, 2011	October 7, 2011	October 25, 2011	November 1, 2011	December 5, 2011
January 7, 2012	December 9, 2011	December 27, 2011	January 3, 2012	February 6, 2012
March 10, 2012	February 10, 2012	February 28, 2012	March 6, 2012	April 9, 2012
May 5, 2012	April 6, 2012	April 24, 2012	May 1, 2012	June 4, 2012
July 14, 2012	June 15, 2012	July 3, 2012	July 10, 2012	August 13, 2012

FINANCIAL AID

1. Prepare- Familiarize yourself with the types of aid available, how much aid you'll need, and whether you're eligible.
2. Apply- With the exception of some scholarships, everyone must use the Free Application for Federal Student Aid (FAFSA) to apply for aid. When you're ready to apply, fill out the online www.fafsa.ed.gov. Make sure you get your application in by March 2nd of every year.
3. Receive- The Department of Education will inform you and CSUSB about your Expected Family Contribution (EFC). Then, CSUSB will tell you how much and what types of aid you qualify for. Check your CSUSB email often – this is the mode by which we communication with you.
4. Repay- If your aid is in the form of loans, become familiar with the repayment process. Loans are legal obligation, so before you take out a student loan, think about the amount you'll have to repay over the years.

We can help you finance your education!

A financial aid consultant will be available to assist students at PDC on Thursday in the PDC Administration Office RG Building.

To set an appointment, please call 760-341-2883 during PDC business hours and select option 1 for an attendant or admissions. To leave a message for financial aid please call 760-341-2883 x 78122 or email at andersoj@csusb.edu.

SCHOLARSHIPS

APPLICATION PROCESS- APPLICATION WILL BE AVAILABLE STARTING NOVEMBER 2011

5 Tips for Applying!

1. Attend a scholarship workshop
2. Fill out on-line scholarship application through your MyCoyote account
3. Fill out FAFSA Financial Aid form on-line (available in January)
4. Notify references you list on your application form that they will receive a recommendation form by email
5. Submit paper applications for Rogers, Desert Outreach and Pathways to Success scholarships

PALM DESERT CAMPUS SCHOLARSHIPS

ATHENA FUND SCHOLARSHIP

Scholarship Amount: \$3,600

Number of Awards Annually: 1

Awarded To: Any PDC student

Scholarship Criteria: 3.0 GPA

BETTY BARKER ENDOWED SCHOLARSHIP

Scholarship Amount: To be determined

Number of Awards Annually: 1

Awarded To: Any PDC undergraduate student

Scholarship Criteria: Financial needs based, 3.0 cumulative GPA, full time student (12 units per quarter) interested in becoming a teacher

COETA & DONALD BARKER FOUNDATION SCHOLARSHIP

Scholarship Amount: \$1,000

Number of Awards Annually: 5

Awarded To: PDC nursing students

Scholarship Criteria: 3.0 GPA, Needs based, demonstrated service to others and commitment to their profession.

STEVE & CATHARINE BRIGGS SCHOLARSHIP

Scholarship Amount: \$1,000

Number of Awards Annually: 6

Awarded To: PDC nursing & allied health students

Scholarship Criteria: Commitment to career in nursing or allied health sciences.
Financial need considered.

JANE STRAUS SCHOLARSHIP

Scholarship Amount: \$1,000

Number of Awards Annually: 1

Scholarship Criteria: Open to English majors

PALM DESERT CAMPUS UNDERGRADUATE SCHOLARSHIP

Scholarship Amount: \$500 to \$3,000

Number of Awards Annually: 10 to 30

Awarded To: Any PDC Student

Scholarship Criteria: Open to all full or part-time PDC students

PALM DESERT- INDIAN WELLS WOMAN CLUB SCHOLARSHIP

Scholarship Amount: To be determined

Number of Awards Annually: 1 or more

Awarded To: Any PDC nursing BSN & MSN student

Scholarship Criteria: 3.0 GPA, fulltime student, financial need is considered but not essential

PALM SPRINGS ENVIRONMENTAL SCHOLARSHIP

Scholarship Amount: \$3,600

Number of Awards Annually: 1

Awarded To: Incoming Freshman from Palm Springs USD

Scholarship Criteria: High School senior who has been accepted by CSUSB to study environmental health or related field.

PATHWAYS TO SUCCESS

Scholarship Amount: \$5,000 for each of 2 years

Number of Awards Annually: 20

Awarded To: Any full time PDC undergraduate student

Scholarship Criteria: Need based

NOTE: This program is in addition to other scholarships awarded directly by the Pathways to Success program- see DIRECT APPLICATION SCHOLARSHIPS below

MARY STUART ROGERS FOUNDATION SCHOLARSHIP

Scholarship Amount: \$3,900

Number of Awards Annually: 20

Awarded To: Any full time undergraduate or credential PDC student

Scholarship Criteria: Merit based

DIRECT APPLICATION SCHOLARSHIPS

There are many independent scholarship programs for Coachella Valley students. Below are just two examples. Apply directly to the organization listed for these scholarships. You can also search for off campus scholarship opportunities using the "Search" feature on MyCoyote. Applications and links will be posted throughout the year for your convenience.

DESERT OUTREACH FOUNDATION SCHOLARSHIP

Scholarship Amount: \$1,000 to \$1,500

Application on-line at: <http://desertoutreachfoundation.org>

PATHWAYS TO SUCCESS

Scholarship Amount: \$5000 to \$10,000

Applications at PDC or on-line at: www.cvpts.com

Student Health Center
PALM DESERT CAMPUS

Student Health Centers in the CSU are established and maintained to facilitate the retention of students matriculated in state-supported programs of the university and to enhance the academic performance of students through accessible and high quality medical care, public health prevention programs, and educational programs and services.

R.D. & Joan Dale Hubbard Student Health and Psychological Counseling Center

As a registered PDC student, basic health services are available through the health services fee paid at the time of registration. Services include immunizations, STD Testing, low cost X-ray and laboratory services, family planning/ consultation, and health education events and activities.

The R.D. and Joan Dale Hubbard Student Health and Psychological Counseling Center is a state-of-the-art facility with up to date technology and equipment. The physical space includes a waiting room, clerical area, exam rooms, counseling office, lab and medical records area.

The Psychological Counseling Center offers individual and couples therapy (married and unmarried students as long as one member is a currently enrolled student) as well as mental health awareness activities around campus.

The health center is located in HS-119 and is open for medical services Tuesdays and Thursdays 1-7pm, counseling services Wednesdays 9am – 5pm. Appointments can be made in person, by phone (760-341-2883) ext: 78177, online at <http://pdchealthcenter.csusb.edu> or email by contacting Tamera Galvin at tgalvin@csusb.edu

PDC HEALTH SERVICES STAFF

Fancy Davis - Family Nurse Practitioner

Jeff Christensen- Licensed Marriage Family Counselor

Tamera Galvin- Office Manager

Peer Educator – Student Assistant

San Bernardino Health Center

All students enrolled at Palm Desert Campus have access to the health center in San Bernardino which offers a broad range of services and is staffed with physicians, family nurse practitioners, registered nurses, medical assistants, psychological counselors, lab, x-ray services and an on campus pharmacy.

Students needing immediate health services can access the SB health center during normal business hours, Mon-Friday 8-5pm. For appointments call (760) 341-2883 ext. 78177 or online at http://pdc.csusb.edu/health_center.html

INTERNSHIPS

An internship is an excellent way for students to gain hands-on experience in the field of their choice. It provides an opportunity to put classroom theory into practice and learn significant skills that give students an edge when they graduate. For more information on the PDC Internship program consult with your Faculty Advisor and log on to <http://pdc.csusb.edu/internships.html>.

INTERNSHIP BENEFITS

- Helps in Career Decision Making
- Assists with Developing Professional Relationships and Networking Opportunities
- Great Experience to add to Resume
- Can Lead to full-time Employment
- Opportunity to gain a Mentor
- Possible Monetary Compensation
- Earn Academic Credit

Job and Internship Database

Coyotelink is your one-stop resource for locating various positions and is exclusively for CSUSB students. Registering for an account grants you instant access to hundreds of opportunities. You will have the availability to search for local opportunities by zip code. Check out the CSUSB Career Development Center at http://career.csusb.edu/jobs_internships/index.html for step-by-step instructions on how to create your free Coyotelink account today. The Career Development Center website also houses samples of exemplary resumes that grant you real results.

LIBRARY SERVICES AT PDC

Palm Desert Health Sciences Building Room 103 is the Helene Hixon Information Resources Center, which houses our campus library services. Our electronic library resources provide students and faculty researchers with access to ideas, information, and creative works on any topic in any field or discipline. Our databases include many full-text journals, newspapers, reference works, and digital books, all of which may be accessed from your home or campus computer.

While our online services support direct access, the world is a complex place, and the most useful resources may yet elude the researcher. Our Librarian and Supplemental Instruction Leaders are available to help you meet this challenge with direct support of your research through reference assistance, not only pointing the way to sources, but empowering researchers by teaching basic information literacy skills that provide the framework for identifying gaps in knowledge, finding appropriate information to fill those gaps, and using it ethically.

If you need specific articles or books not offered in digital form, you may request them on-line through the CSUSB library's Interlibrary Loan Service. A courier will deliver your requested books to the Palm Desert Campus, while journal articles will be converted into digital form and sent to your CSUSB email account at no charge.

if you do not have a Coyote One card, you may obtain one in the Helen A. Hixon Information Resource Center during regular posted hours. Cards may take up to one week to be processed, so please plan accordingly.

DATABASES

PDC Students are given off-campus access to full text databases composed of millions of scholarly, professional, and popular publications on every topic, most dating from 1980 to the present. These provide instant access to the text of millions of articles and newspapers, and a digital book collection provides you with thousands of full text books, accessible from home computers.

RESERVE MATERIALS

Occasionally faculty will prepare a packet of materials or have particular readings reserved in the Hixon Information Resource Center.

For more information about the Hixon Information Resource Center, stop by the HS 103 or call 760-341-2883 ext. 78112.

PRISCILLA AND CHARLES PORTER
HISTORY-SOCIAL SCIENCE RESOURCE ROOM

The goal of the Porter History-Social Science Resource Room is to provide local area educators access to quality instructional materials that will foster the development of social science skills, including history, geography, economics, and political science. The resource room may be used by students who are taking classes at the campus and as a reference library for classroom teachers in the Coachella Valley.

Currently, the facility focuses on materials and activities for teachers in Kindergarten through Grade 8. All of the resource materials are aligned to the California History-Social Science Standards and are housed in a library type format.

PORTER RESOURCE ROOM SERVICES:

- Teacher Forums and Workshops
- Model Lesson Plans
- Materials and activities for elementary school and middle school teachers
- Academic WorldQuest Competition

Undergraduate Liberal Studies majors and teacher credential students use the resources of the Porter Room for assistance in writing lesson plans required in classes such as Geography 300, Economics 311, History 370 History of California, TA 481 Creative Drama in the Classroom, and EELB 533/534, the Methods Class for Teaching Social Studies.

**Located on the third floor of the Indian Wells Center for Educational
Excellence, Room 302**

HOURS:

Open Thursdays from 3:00pm to 5:00pm (during the academic year), or by appointment.

CONTACT INFORMATION:

Dr. Priscilla Porter, Director e-mail: prisporter@aol.com

760-200-5189

Regina Garrison, Porter Room Assistant e-mail: mendiolR@csusb.edu

760-341-2883 ext. 78145

ON-LINE INFORMATION LINKS

Art: Graphic Design & Marketing : <http://art.csusb.edu>

Accounting: <http://pdc.csusb.edu/majorsPrograms/accounting.html>

Business Management: <http://pdc.csusb.edu/majorsPrograms/management.html>

Communication:

http://pdc.csusb.edu/majorsPrograms/communication_studies.html

Criminal Justice: http://pdc.csusb.edu/majorsPrograms/criminal_justice.html

Education Master/Credentials:

<http://pdc.csusb.edu/majorsPrograms/doctorEducation.html>

English: <http://pdc.csusb.edu/majorsPrograms/english.html>

Health Science: <http://health.csusb.edu/>

History: <http://pdc.csusb.edu/majorsPrograms/history.html>

Human Development:

<http://www.csusb.edu/majorsDegrees/undergraduate/baHumanDevelopment/>

Liberal Studies: http://pdc.csusb.edu/majorsPrograms/liberal_studies.html

Nursing: <http://pdc.csusb.edu/majorsPrograms/RN.html>

Nutrition: <http://health.csusb.edu/nutritionFoodSciences/index.html>

Psychology: <http://pdc.csusb.edu/majorsPrograms/psychology.html>

Public Administration Masters Degree:

<http://www.csusb.edu/majorsDegrees/graduate/mpa/>

Ombuds Services: <http://ombuds.csusb.edu/>

BOOKSTORE AT PDC: Now you can rent or buy your books at the PDC Bookstore, or order them online at: <http://www.coyotebookspdc.bkstr.com/>

The store is generally open Fall, Winter, and Spring Quarters on Monday – Thursday, 12pm – 8pm, with extended hours during the first two weeks of class. Summer hours are shortened. Please call for current hours: 760-341-2883 x 78123. Check website: <http://www.coyotebookspdc.bkstr.com/> or flat screens.

PARKING

General Information

Parking permits are required 24/7 (24 hours – 7 days a week) at both the Palm Desert and San Bernardino Campuses. For more information contact Parking Services at 909-537-5912 or parking@csusb.edu.

Parking Enforcement

Parking rules and regulations are designed to provide orderly parking for faculty, staff, students, and visitors; protect pedestrians; and to ensure emergency access to all building. Violation of these regulations can result in parking citations, or immobilization, or towing of your vehicle. ONLY the Department of Parking Services has the authority to waive or grant exceptions to these regulations. Parking Services will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to the number of parking spaces on campus, enforcement of parking regulations is important eve during off-peak periods to ensure availability during peak periods. A concerted effort is made to enforce regulations as uniformly as possible.

HOW TO GET A PARKING PERMIT

Permits may be purchased at the time of registration at the PDC Office, or online.

Daily permits can also be purchased at the permit dispenser (located in Parking Lot A and drive through), and in the bookstore during their regular operating hours. Hours are posted on a quarterly basis but are usually noon to 8pm. The bookstore is open on Fridays from 4pm – 8pm and Saturdays from 9am until 1pm during the Fall, Winter, and Spring quarters. Hours for summer school session vary and are posted.

BUY YOUR PARKING PERMIT ONLINE

Quarterly permits can be purchased by visiting the website,

<https://adminfin.csusb.edu/parkingpermits/cm/index.aspx>.

This service is designed for students with a valid MyCoyote user account (need your MyCoyote number). The cost for permits is \$84.

Violations of the parking regulations include the following:

- No current permit/decal displayed
- Overtime violation
- Unauthorized parking in a disabled space
- Displaying an altered/stole/lost permit/ decal

- Parking in an angled parking space facing traffic
- Improper parking permit display
- Blocking access to a disabled space/ramp
- Unauthorized parking in a services space
- Unauthorized parking in an undeveloped area
- Parking in “Red Zone” or a barricaded area
- Unauthorized parking in a reserved space
- Double parked/parked over line

Note: The summary information listed above does not amend, modify or substitute for CSUSB Parking Rules and Regulations. Copies of these regulations may be obtained by calling Parking Services at 909-537-5912.

You may also request a copy of the regulations by writing to Parking Services at the following address:

California State University San Bernardino

Parking Services Department

5500 University Parkway

San Bernardino, CA 92407

Payment of Parking Citations

Parking citations may be paid at the PDC Administrative if accompanied by the citation Number

Payment may be mailed to:

Bursars Office- California State University San Bernardino

5500 University Parkway, San Bernardino, CA 92407

Parking citations must be paid within 21 calendar days of the date of citation issue. Payments received after that time are subject to an additional fee, a late charge and subject to a DMV vehicle registration hold.

APPEALS

Individuals who receive a parking citation and believe that extraordinary, or mitigating circumstances warrant waiver of their parking fine, may petition the Parking Services Department for reconsideration. Parking citations may be appealed within 21 calendar days of the date of citation issue. The refund request forms and administrative review forms are available in the Palm Desert Campus-Rancho Mirage Student Center on a pamphlet display case against the wall.

RANCHO MIRAGE STUDENT CENTER

Through its programs, workshops, and events the Rancho Mirage Student Center (RMSC) intends to foster a sense of community on the Palm Desert. Its purpose is to create an atmosphere that encourages self-directed activities, individuals social competency and group effectiveness. The mission of the Rancho Mirage Student Center is to promote the full and effective participation of students with all aspects of campus life by providing programs and services that support inclusion and diversity.

The RMSC opened a new renovated facility in January 2010 in RG-111 that houses the Events Office, RMSC Administrative Office and the ASI Vice-President's office. The facility also houses a work station for campus clubs and organizations and a conference room for their use. The conference room can also be reserved by students for use as a place for study groups to congregate or for campus clubs to hold meetings. If you have any questions comments or suggestions for the RMSC, please contact jesse Neimeyer at jneimeye@csusb.edu or 760-341-2883 x 78233.

SERVICES

Community Resource Phone Directory, Free Testing Materials, Discussion/ Peer Support Groups, Complimentary Coffee and Water/Snacks, Conference Room for campus clubs and organizations, Lounge Area with a television, microwave, and several wireless desktop computers.

RANCHO MIRAGE STUDENT CENTER TENTATIVE EVENT CALENDAR

EVENT	DATE	THEME
New School Year Social	Tuesday, October 4 th	N/A
October Social	Monday, October 31 st	Halloween
October Awareness Event (Co-Sponsored with the Hubbard Health Center)	TBA	Breast Cancer Awareness
November Awareness Event (Co-Sponsored with the Hubbard Health Center)	TBA	Smoking Awareness
November Cultural Event	TBA	Native American History

Holiday Canned Food Drive	November 1 st – December 10 th	N/A
December Social	Thursday, December 1 st	Holiday
February Social	Tuesday, February 21 st	Mardi Gras
February Awareness Event (Co-Sponsored with the Hubbard Health Center)	TBA	Sexual Health & Heart Health
February Cultural Awareness Exhibit	February 1 st -28 th	Black History
March Social	Thursday, March 15 th	St. Patrick's Day
April Social	Tuesday, April 12 th	Hawaiian Luau
April Cultural Event	TBA	LGBT History
May Cultural Event	TBA	Cinco de Mayo
June Social (Co-Sponsored with ASI)	TBA	Graduation

SERVICES TO STUDENTS WITH DISABILITIES (SSD)

<http://pdc.csusb.edu/SSD.htm>

Services are provided by

Rosie Garza, M.A. PDC SSD Counselor

To meet with Rosie, please schedule an appointment by calling 760-341-2883 x 78117 or 909-537-5238 e-mail address: rgarza@csusb.edu

TYPES OF SERVICES PROVIDED

- Students who are Deaf or Hearing Impaired a team of qualified Sign Language interpreters provide students who are deaf or hearing impaired with support services.
- Students who are Blind or Visually Impaired, there are a full range of services available to aid students who are blind or visually impaired that assure reasonable accommodation at the university.
- Students who are Mobility Impaired; students who use wheelchairs or have orthopedic limitations may be eligible for a variety of services.
- Students with Psychiatric Disabilities; students attending the university who have a diagnosed psychiatric condition may be eligible for support services or accommodations. Students requesting services must provide the Palm Desert SSD Office with current documentation of the diagnosed condition from a medical or mental health professional. These records will be kept confidential.
- Temporary Disabilities; services are offered to persons experiencing temporary disability from illness, injury, accident or surgery.
- Disability Access; CSUSB-PDC facilities access to students with disabilities throughout the campus with designated parking, handicap ramps and automated opening doors.

APPLICATION FOR SERVICES

The forms for Application for Services including required information regarding documentation of a suspected disability may be downloaded at:

<http://ssd.csusb.edu/policiesProcedures/receivingServices.html>

WORKABILITY IV

ARE YOU A CLIENT OF THE DEPARTMENT OF REHABILITATION?

GREAT NEWS! YOU ARE ELIGIBLE TO JOIN WORKABILITY IV

WorkAbility IV (WAIV) provides education and employment services to the Palm Desert Campus (PDC). WAIV students are eligible to meet with the PDC Services Coordinator and participate in workshops and Job Circles located at the Palm Desert Campus.

For more information please contact:

Rosie Garza, M.A.

Services Coordinator

760-341-2883 ext 78117

rgarza@csusb.edu

TITLE V SUPPLEMENTAL INSTRUCTION

What is Supplemental Instruction?

Supplemental Instruction (SI) is an academic support program that takes a non-remedial approach to learning enrichment that increases student performance and retention. SI sessions are facilitated by a Supplemental Instruction Leader. SI offers regularly scheduled, out-of-class individual drop-in sessions and group review sessions to all students enrolled in a targeted course. Group review sessions are informal seminars in which students review notes, discuss readings, develop organizational tools and prepare for examinations. Students learn how to integrate course content with reasoning and study skills.

Individual and Group Review Sessions

Both individual drop-in sessions and group reviews are scheduled throughout the quarter. At each session, the SI leader will guide the students through the course concepts. SI leaders will help students make good use of their time and share the strategies he or she used to be successful in the course.

Student Benefits

Students who attend SI sessions statically earn better grades. Research shows that students regularly average one half to one full letter grade higher than their classmates who choose not to attend. Students are also able to transfer the skills they learn to other classes that do not offer SI support. SI sessions are free. Students are encouraged to come as often as they like, however, the statistics show that the more students attend, the better their grades are.

How to Know if Supplemental Instruction is Offered for Your Class

If a Supplemental Instruction component is offered for your class, the SI leader will make an announcement about sessions during class time. SI sessions typically start the first or second week of the quarter.

Resources on the Move

Get ALL your questions answered on your time!

Title V Advisor, Maria Haigh, is available around campus on a set date and time. The schedule is announced at the beginning of each quarter. The schedule is also posted online and on the plasma screens.

For more information about this program contact the Title V office at 760-341-2883 x 78236 or by email at PDCTitleV@csusb.edu

STUDY ABROAD PROGRAMS

“Among democratic nations each generation is a new people.” Alexis de Tocqueville

As part of this worldwide new generation you have to be daring and challenge yourself. Take advantage of the opportunity offered by CSU. Consider studying abroad to experience and live your academic journey to its fullest. Think globally, and know that a close look at a foreign society is an important educational skill and an inspirational individual experience.

Think about Study Abroad as an investment for the future.

Today’s competitive job market compels candidates to differentiate themselves. An international educational experience is the ideal approach to do so. Studying abroad will help you build up competence and will give you the knowledge a classroom will rarely offer. In fact, in one of the short term programs, such as the one in Italy, Florence and its neighborhoods is used as a classroom.

Being immersed in the language and in a completely new cultural surrounding is intimidating at first, but it’s a unique chance to acquire new energy. Studying abroad will expose you to a variety of people and viewpoints. You will encounter new challenges, but you will also learn how to face them. Think with an open mind and regard studying abroad also as an investment for your future. This particular opportunity is a special learning experience and a remarkable asset on your resume: it demonstrates to potential employers your motivations, your independence, and your qualifications.

Studying abroad is a base camp for the success of your future. Keep in mind that the spirit of a study abroad experience is that it is an exploration – educationally, socially, personally, and artistically. Experience the study abroad program and see how the experience will open your mind and increase your cultural flexibility.

The International Programs (IP) is a system wide overseas study abroad program of the CSU. IP enables CSU students to pursue academic and career enhancing studies abroad. IP is affiliated with distinguished universities and other institutes of higher education in different countries. Accordingly, all instruction is offered by recognized host universities or by distinguished host country faculty.

The goal of IP is to provide international academic opportunities in the framework of a California State University degree program. Participants pursue course work for CSU resident credit. IP’s guiding principle is that students should be “immersed” in the academic and living environments in their host counties. Financial aid is available. Each CSU campus Financial Aid’s office has a counselor available to talk with you about questions relating to study abroad and financial aid.

<http://ic.csusb.edu/studyAbroadStudents/>

CAMPUS COMPUTERS

There are computer labs in each of our campus buildings. The computer labs in RG 105, RG 107, RG 109, IW 207, and HS 107 are used in conjunction with scheduled classes. Students enrolled in specific classes have access to these systems during their classroom hours. There are also two general use computer labs that are available for students; both of these labs offer a paid printing option. The primary open lab is located in the Helene A. Hixon Information Resource Center in HS 113. The other lab open for general use is RG 215, which serves a dual purpose as a quiet room; this space is open for student use whenever the campus is open. Additionally, Computer Lab RG 109 has a paid printing option that students can use. The campus also has a new Graphics Arts Lab equipped with Macintosh computers.

CLASSROOM EQUIPMENT

All PDC classrooms are equipped with a “Smart Cart” which allows instructors to project PowerPoint presentations, on-line websites, TV/DVD/VCR, and Overhead Projector class materials. These multimedia carts support a wide array of connection/display options to facilitate many types of classroom instruction. Instructions for operating Smart Cart equipment is attached to each system and technical assistance is available for support and training.

DISTANCE LEARNING CLASSES

The campus uses video compression technology to conduct Distance Learning Classes with our San Bernardino Campus. With this technology, we are able to offer out students’ access to classes that can be based either here at PDC or at S.B. Distance Learning courses are classes where your instructor may be physically at another location, but by using video codecs, cameras, and microphones, you are able to interact with him/her as if they were in the same room.

CAMPUS WIRELESS NETWORK

Wireless network access is available throughout the campus. There are two possible network connections available to campus users. One connection type is secure and the other is not. For most users the CSUSB-ACCESS connection will be most appropriate, your laptop computer (or other wireless device) should automatically recognize these networks and offer you a selection choice.

The secure connection, CSUSB-WPA2, is a more complicated configuration and may require additional configuration setting that the CSUSB-ACCESS. See below links for additional information regarding these settings

http://www.uc.edu/ucit/documents/WPA2_INSTRUCTIONS.pdf

(configuring WPA2 for Windows XP)

http://www.umt.edu/it/docs/wireless/pdf%20files/ConfigMSWindos_VISTA.pdf

(configuring WPA2 for Windows Vista)

HOW TO CONNECT TO PDC WIRELESS

After your computer recognizes and you select the appropriate WiFi network, open up your browser (e.g. Internet Explorer, Firefox, etc.)

You will be taken to the campus login portal page where you can enter your username and your password to gain access to the internet. Use your MyCoyote username and password to login.

ACCESSING YOUR BLACKBOARD

To enter BlackBoard go to <http://blackboard.csusb.edu>. Enter the username and password to login. (Hint: The Blackboard login is the same as your MyCoyote login.)

Support is available in HS-103 or you may contact Bill Gray at 760-341-2883 x 78104 or bgray@csusb.edu

ACTIVATING YOUR MYCOYOTE ACCOUNT

MyCoyote is a one stop, self-service portal site at CSUSB that provides integrated services to students.

My Coyote provides a one stop link and authentication for students to check their to-do list, update personal data, add/drop classes, view financial aid status, pay fees and view grades.

STEP 1: Log on to <http://mycoyote.csusb.edu>

STEP2: Enter “Activate Your Account” for instructions and tutorial. The “activation code” was sent in a letter from Admissions that included your Coyote ID and CSUSB email address. If you do not know your activation code or are unable to log in call the Help Desk at 909-537-7677.

ACCESSING YOUR CSUSB EMAIL

STEP 1: Log on to <http://mail.csusb.edu>

STEP 2: Enter your username

Example: For Bob@csusb.edu the username is everything in front of the @ sign.

STEP 3: Enter your password. The last six digits of your Coyote ID number. (If you are unable to log in after entering the correct username and password call the Help Desk at 909-537-7677.

ACCESSING PAWS REPORT (CREDIT SUMMARY)

STEP 1: Log on to <http://mycoyote.csusb.edu>

STEP 2: Click on “PAWS”

STEP 3: Click on “Submit Report”, then “ok” on pop-up

STEP 4: Click on “Results” tab

STEP 5: May need to click on “Refresh” a few times

STEP 6: Click on “View Web”

STEP 7: Click on “Expand All”

PLACES TO EAT

On Campus

Vending machines are located on the first floor of the RG building near the computer labs between room 105 and 107, and in the HS building in the nursing wing side near HS room 120. A soft drink vending machine is also located on the second floor of the RG building next to room 215.

Microwave access is available in the RG building in the Rancho Mirage Student Center Lounge

PDC Bookstore

RG building, first floor, inside the Rancho Mirage Student Center Lounge

Room 113 (760) 341-2883 x 78123

www.coyotebookspdc.bkstr.com

The Village at University Park

1. Carl's Jr
36879 Cook Street, Palm Desert
760-340-9543
www.carlsjr.com
2. Casa Mendoza
36901 Cook Street, Palm Desert
760-341-7877
3. Cold Stone Creamery
36957 Cook Street, Palm Desert
760-565-1990
www.coldstonecreamery.com
4. Lucky's Cook House
36901 Cook Street, Palm Desert
760-610-6871
www.luckyscookhouse.com
5. Roc's Fire House Grille
36891 Cook Street, Palm Desert
760-340-3222
www.rocsfirehouse.com

6. Sushi Café
36901 Cook Street, Palm Desert
760-341-8245
7. University Food Mart
36957 Cook Street, Palm Desert

Other Nearby Restaurants

1. Pizzeria Villagio
37029 Cook St, Ste 101
Palm Desert, CA. 92211
760-779-5050
www.pizzeriavillagio.com
2. Goody's Café
75046 Gerald Ford Drive
Palm Desert, CA. 92211
760-836-3827
3. Jack in the Box
36555 Cook St.
Palm Desert, CA. 92211
760-773-3025
www.jackinthebox.com
4. Starbucks
74836 Technology Drive
Palm Desert, CA. 92211
www.starbucks.com
5. Subway
75048 Gerald Ford Drive
Palm Desert, CA. 92211
www.subway.com

PALM DESERT CAMPUS STAFF DIRECTORY

From on-campus phone dial the 5 digit extension.

From off-campus phones dial 760-341-2883 then the extensions listed below.

Alice Pederson	78109	Education Advisor
Avisinia Rodriguez	78111	PDC Admissions Counselor
Bill Gray	78104	Outreach Coordinator
Cary Tyler	14451	Equipment Specialist
Cathy Koob	78118	Assistant to the Dean
Diane Ainsworth	78106	Budget Analyst
Doris Wilson	78170	Associate Dean
Earl Wilson	78119	Network Analyst
Elizabeth Junker	78127	Administrative Coordinator, Nursing
Errol Wilson	78176	Student Health Clinic Provider
Fancy Davis	78242	Health Center
Francisco Castro	78130	Facilities
Frank Ramirez	78235	Title V Campus Coordinator
Fred Jandt	78101	Dean
Freddie Hooper	78127	PDC Skills Lab Coordinator
Gary Jeandron	78163	Coachella Valley Health Collaborative
Gil Trevino	78133	Technology/ Special Project
Glen Grayman	78162	Executive-in-Residence
Greg Pettis	78168	Palm Springs Institute for Environmental Sustainability
Heather Hundley	78140	Assistant Dean
Hubbard Health Center	78177	Student Health Center
Jason Devries	78174	Facilities
Jenny Almaguer	78236	Title V Administrative Coordinator
Jerdy Sterling	78121	CEL/ OSHER Administrative Assistant
Jesse Neimeyer	78114	Front desk
Jesse Neimeyer	78233	RSMC Office Manager
John Anderson	78122	Financial Aid Consultant
Josaphine King	78135	Bookstore
Karina Quintanilla	78135	Nursing Admissions & Retention
Katrina McDowell	78131	Parking/ Security
Maria Haigh	78146	Title V Admissions/ Academic Advisor
Mike Galloway	78131	Parking/ Security
Mike Singer	78107	Public Affairs

Priscilla Porter	78103	Porter Resource Center Director
Randen Vreeken	78130	Parking / Security
Regina Garrison	78145	Education Assistant
Renee Ruiz	78115	Front desk
Risa Lumley	78112	Librarian
Rosie Garza	78117	SSD Counselor
Ruth Howell	78110	Undergraduate Advising & Registration
Sarah Weber	78123	PDC Coyote Bookstore
Shohreh Esfandiari	78113	Info Technology Consultant
Steve McAdams	14428	Program Administrator: CEL/ Osher
Tamera Galvin	78177/ 78120	Health Center Office Manager/ Assist to Associate Dean
Tina Howe	78105	Campus Administrative Services