Dear New Oxy Student:

Welcome to Occidental College! All of us at Occidental are looking forward to your arrival this fall.

This mailing contains important information about items requiring your attention this summer. Please review the materials and complete the forms, either online or using the paper forms in the rear pocket, returning them in the envelopes provided. Note that most of the forms are due by Tuesday, July 1. We have given you some additional time to complete your health information forms, due Tuesday, August 5. Without all of this information we cannot process your matriculation at Oxy, and you will be unable to register for classes.

We want to encourage you to jumpstart your experience by participating in an off-campus adventure with our pre-orientation program, OxyEngage. All OxyEngage trips will take place from August 19 to 21; you will need to arrive at Oxy the day before your program begins. Space is limited and registration opens Monday, June 2. For more information, go to oxy.edu/oxyengage.

In early August you will receive an email from the Residential Education and Housing Services Office, which will include your housing assignment. The residence halls will open for first-year and transfer students at 8 a.m. Friday, August 22.

We hope your family also will join us at Orientation. The Orientation program begins Friday, August 22 at 8 a.m. The family portion will end at 12 p.m. Sunday, August 24. More information regarding Orientation can be found on Oxy’s website.

This summer we would like first-year students to read The Speech: The Story Behind Dr. Martin Luther King Jr.’s Dream, by Gary Younge (2013), available from Amazon.com and other booksellers in print and electronic forms. It will provide the foundation for a year-long campus-wide discussion of emancipation as a goal of human activity, in the U.S. and around the globe, in the past, present and future. For more information, go to oxy.edu/orientation/fall/first-year-summer-reading.

We are delighted that you will be attending Occidental and we look forward to meeting you. Between now and your arrival in August, have a great summer.

Sincerely,

Barbara J. Avery, Ed.D.
Vice President for Student Affairs and Dean of Students
Go Online
Most of the information in this booklet and all necessary forms are available at oxy.edu/new-students.

To Do Checklist

ASAP
☐ Request final official transcripts from your high school (showing graduation date) or most recent college.
☐ Activate Oxy computer account using your activation code | my.oxy.edu
☐ Activate your Oxy email through Oxyconnect (Google Apps for Oxy) | oxyconnect.oxy.edu
☐ Activate authorized users (parents or guardian) on your online student business services account to receive your electronic billing statements | my.oxy.edu, Student Services tab.
☐ Choose Cultural Studies Program (CSP) Seminar preferences. Descriptions of seminars can be found at oxy.edu/core-program/courses/fall-semester. If you choose to apply for CSP 1, the California Environment Semester (CES), you must do so between June 12 and June 19. Registration for all other CSP seminars opens at 8 a.m. PDT on June 23. See page 8 for instructions on how to register.

By June 19
☐ Deadline for students applying for admission to California Environment Semester.

By June 20
☐ OxyEngage pre-orientation program registration form | oxy.edu/oxyengage, “Forms” link. Fee required.
  (optional)

By July 1 (Access forms online at oxy.edu/new-students and use the enclosed return envelopes.)
☐ Deadline for registering for all CSP Seminars: 11:59 p.m. PDT (Pacific Daylight Time) July 1.
☐ Request for Accommodations Form (if applicable). Please seal in separate Accommodations Form envelope (enclosed).
☐ Religious Information Form (optional)
☐ Waiver of FERPA Privacy Rights Form: Log into MyOxy and click on FERPA form on your gateway
☐ Student Photo Release
☐ Select meal plan (see page 14)

By July 12
☐ Advising Information Form
☐ Master Promissory Note and Truth in Lending Documents for Federal Direct, Perkins and Oxy Loans (if applicable)
☐ Loan entrance interview (if applicable)

By August 1
☐ If you would like to waive Oxy health insurance, you must complete the online waiver process before this date. The information and instructions for doing so will be sent to all incoming students in June via email, which will contain a link to the website with the electronic waiver application process.

By August 5
☐ Health Forms | Please seal in separate Health Forms envelope (enclosed).
  ☐ Health History (completed by student)
  ☐ Financial Responsibility and Permission for Treatment (signed by student and parent/legal guardian)
  ☐ Immunization Record (completed by healthcare professional)
  ☐ Authorization to Share Health Information
  ☐ Mutual Arbitration Agreement
  ☐ Physical Exam (completed by healthcare professional for those participating in NCAA, club sports and study abroad)
Do This First: Activate Your Oxy Computer Network (Oxynet) Account

All Oxy students receive a computer account to access the College’s computer network and various online services, including your email mailbox, protected online material and services, and computers in the public computing labs on campus. Please follow the steps below to activate your account.

Go to my.oxy.edu, and log in with the Oxynet ID and initial password below. Once you enter your initial password, you will need to change it. You cannot use the initial password again. After changing your password, you will be given the option to set up security questions that will allow you to reset your password if you forget it. You must activate this account first.

Your OXYNET ID and INITIAL PASSWORD are:

Health Insurance Card: Come to Oxy with a copy of your health insurance card, regardless of whether you are purchasing Oxy insurance or have a different health insurance plan, as you will need it to access health services on- and off-campus.

Do This Second: Activate Your Oxy email (Oxyconnect) Account

Once you have activated your Oxnet account, log into your email account by going to oxyconnect.oxy.edu and, when prompted, type in your Oxnet ID as your username and your newly created password. The first time you log in, you’ll need to accept Google’s terms of service and complete a Captcha. Be sure to check your Oxy email regularly.

If you run into any problems, the Technology Helpdesk can be reached at helpdesk@oxy.edu or (323) 259-2880. When you call, please be sure to have your Oxnet ID and initial password available, as the Helpdesk will need them in order to verify your identity.
OxyEngage

Each summer, the OxyEngage pre-orientation program offers a great way for incoming students to explore, connect and encounter through one of three types of experiences that take place in and around Los Angeles. All trips take place the week prior to Orientation, August 19-21. All participants must arrive on campus one day prior to the start of their program. Space is limited. Priority deadline for registration is June 20. For more information, contact oxyengage@oxy.edu or go to oxy.edu/ oxyengage.

Think About It

In our commitment to a safe, welcoming and respectful campus environment, Oxy requires all new first-year and transfer students to take Think About It before arriving on campus.

Think About It is an interactive, online course that addresses the interconnection between substance abuse, hookup culture and sexual violence.

Students must complete the course by Friday, Aug. 8, 2014. If you fail to complete Think About It by the August 8 deadline, you will not be able to pass Clearance, which will prevent you from enrolling in the fall semester.

Accessing the Course

On Aug. 1, 2014, all students will receive an email about the course and a link to access it. If you do not receive an email, please access Think About It by visiting this website: campusclarity.com. Select “Get Started,” and enter your Oxy email address. Shortly after, a confirmation email with a link to the course will be sent to your Oxy email account. Please set aside approximately 2 1/2 hours to complete the course.

In order to access Think About It, you will need a computer with internet capabilities and Flash Player. If you are unable to access a computer with the necessary features prior to the deadline, please contact the Dean of Students Office at (323) 259-2661.

Need Help?

For technical support provided by Campus Clarity, please call (800) 652-9546.

Oxy FYRE

Oxy FYRE is mandatory for all incoming first-year students, with the purpose of helping new students make a successful transition to Occidental, both academically and personally. The program meets once a week for six weeks, and will educate you about ideas and concepts that are critical to your success in college and beyond. You will register for Oxy FYRE during New Student Orientation.

Special Note to Transfer Students

Welcome to Occidental! We are excited that you have chosen to come here for the remainder of your college career.

While most of the information here applies to both first-year and transfer students, we do want to mention a few points applicable specifically to transfer students.

Please note that transfer students do not need to rank preferences for a CSP seminar. You also are under no obligation to complete the summer reading assignment.

Although you begin Orientation at the same time as first-years, you will have some specialized sessions during Orientation to discuss transfer of credits and academic advising specific to you. As a transfer student, you will register prior to the first-years. To ensure proper Core assignments and transfer units, please make sure your most complete transcripts are sent to the Registrar’s Office as soon as possible. After this information is reviewed and credited toward your Core requirements, you may wish to make an appointment with the Core Office to discuss how to satisfy any additional Core requirements.

As a transfer student, you may have clear ideas about your academic program, and off-campus study can be an important part of that. Planning for program prerequisites and discussing programs
with your academic advisor and an International Programs advisor is an essential part of the process. Cross-cultural study proposals are due in early September for spring and in late January for fall. The Research Abroad proposal process for the following summer begins in October. International Programs is open all summer to help students with their proposals. Please contact the IPO with any questions at (323) 259-2533 or at ipo@oxy.edu.

**Special Notice to Parents: Federal Privacy Laws**

The Federal Family Education Rights and Privacy Act (FERPA) prohibits the release of student information to anyone but the student without the student’s written permission to do so (this includes parents and guardians). The online FERPA document will allow the staff of Occidental College to discuss information regarding your student account (including billing, delinquency, payment history, refunds and collections) as well as issues handled by the Dean of Students Office (conduct, disabilities, other records) and the Registrar’s Office (academic records) with the person(s) the student has designated. Your student must log into myOxy, go to the gateway channel and select Online FERPA Authorizations to complete the online form.

**Important Dates 2014-15**

(For the complete calendar, go to [oxy.edu/registrars-office/academic-calendar/2014-2015-academic-calendar](oxy.edu/registrars-office/academic-calendar/2014-2015-academic-calendar))

August 22 ............ Residence halls open; first-year Orientation begins
August 25 ............ Transfer and exchange student registration
August 26 ............ First-year student registration
August 27-29 ........ Clearance
August 27 ............ First day of classes
September 1 ........ Labor Day holiday
October 13-14 ......... Fall break
November 10-14 ...... Registration for spring semester classes
November 26-28 ..... Thanksgiving holiday
December 3 ........... Final day of classes
December 8-13 ...... Final exams
December 14 .......... Residence halls close
January 19 .......... Residence halls open
January 20-22 ......... Clearance
January 20 .......... Classes resume
February 16 .......... Presidents Day holiday
March 9-13 .......... Spring break
April 30 .............. Last day of classes
May 4-9 .............. Final exams
May 10 .............. Residence halls close for non-seniors
May 17 .............. Commencement
## Contact Us

### Academic Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Program, John Swift</td>
<td><a href="mailto:coreprogram@oxy.edu">coreprogram@oxy.edu</a></td>
<td>(323) 259-2783</td>
</tr>
<tr>
<td>Registrar’s Office, Victor Egitto</td>
<td><a href="mailto:egitto@oxy.edu">egitto@oxy.edu</a></td>
<td>(323) 259-2686</td>
</tr>
</tbody>
</table>

### Placement Tests

<table>
<thead>
<tr>
<th>Subject</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics and Chemistry</td>
<td><a href="mailto:advisingcenter@oxy.edu">advisingcenter@oxy.edu</a></td>
<td>(323) 259-1341</td>
</tr>
<tr>
<td>Languages</td>
<td><a href="mailto:advisingcenter@oxy.edu">advisingcenter@oxy.edu</a></td>
<td>(323) 259-1341</td>
</tr>
<tr>
<td>Music</td>
<td><a href="mailto:alyford@oxy.edu">alyford@oxy.edu</a></td>
<td>(323) 259-2861</td>
</tr>
</tbody>
</table>

### Academic Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Center, Vic Egitto</td>
<td><a href="mailto:advisingcenter@oxy.edu">advisingcenter@oxy.edu</a></td>
<td>(323) 259-1341</td>
</tr>
<tr>
<td>Undergraduate Research Center</td>
<td><a href="mailto:urc@oxy.edu">urc@oxy.edu</a></td>
<td>(323) 259-1414</td>
</tr>
</tbody>
</table>

### Student Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office</td>
<td><a href="mailto:deanofstudents@oxy.edu">deanofstudents@oxy.edu</a></td>
<td>(323) 259-2661</td>
</tr>
<tr>
<td>Student Accounts</td>
<td><a href="mailto:stuaccts@oxy.edu">stuaccts@oxy.edu</a></td>
<td>(323) 259-2610</td>
</tr>
<tr>
<td>Student Loans</td>
<td><a href="mailto:stuloans@oxy.edu">stuloans@oxy.edu</a></td>
<td>(323) 259-2509</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:finaid@oxy.edu">finaid@oxy.edu</a></td>
<td>(323) 259-2548</td>
</tr>
<tr>
<td>Residential Education &amp; Housing Services</td>
<td><a href="mailto:resed@oxy.edu">resed@oxy.edu</a></td>
<td>(323) 259-2531</td>
</tr>
<tr>
<td>Campus Dining</td>
<td><a href="mailto:dining@oxy.edu">dining@oxy.edu</a></td>
<td>(323) 259-2629</td>
</tr>
<tr>
<td>Emmons Student Wellness Center</td>
<td><a href="mailto:oxywell@oxy.edu">oxywell@oxy.edu</a></td>
<td>(323) 259-2657</td>
</tr>
<tr>
<td>Campus Safety</td>
<td><a href="mailto:cconde@oxy.edu">cconde@oxy.edu</a></td>
<td>(323) 259-2941</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td><a href="mailto:helpdesk@oxy.edu">helpdesk@oxy.edu</a></td>
<td>(323) 259-2880</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="mailto:bookstore@oxy.edu">bookstore@oxy.edu</a></td>
<td>(323) 259-2828</td>
</tr>
<tr>
<td>Postal Operations Center, Lori Sultzer</td>
<td><a href="mailto:sultzer@oxy.edu">sultzer@oxy.edu</a></td>
<td>(323) 259-2894</td>
</tr>
<tr>
<td>Office of Religious &amp; Spiritual Life</td>
<td><a href="mailto:young@oxy.edu">young@oxy.edu</a></td>
<td>(323) 259-2621</td>
</tr>
<tr>
<td>Intercultural Community Center</td>
<td><a href="mailto:icc@oxy.edu">icc@oxy.edu</a></td>
<td>(323) 259-2522</td>
</tr>
<tr>
<td>Office of Student Life</td>
<td><a href="mailto:stulife@oxy.edu">stulife@oxy.edu</a></td>
<td>(323) 259-2918</td>
</tr>
<tr>
<td>Campus Card Office</td>
<td><a href="mailto:cardoffice@oxy.edu">cardoffice@oxy.edu</a></td>
<td>(323) 341-4885</td>
</tr>
</tbody>
</table>
Enrollment/Clearance

Clearance is the online process by which students officially enroll at Occidental each semester. Clearance is required of all students, and must be completed by 5 p.m. Friday, August 29. (A $100 late clearance fee will be assessed if you miss the deadline.) Here’s how to enroll for fall 2014:

1. To access your Clearance form, log on to myOxy (my.oxy.edu), choose the Student Services tab and find the Clearance channel. You will need to have set up your Oxy network account and have your username and password from Information Technology Services (ITS) to access myOxy.

2. Check to see if you have any “holds”—that is, matters that must be resolved with individual College departments before you can enroll. (For entering students, these most likely would be Student Accounts, Financial Aid, Residence Life or student health forms.) Holds will be available beginning August 13. This gives you 10 business days before Clearance begins to resolve any holds.

3. If you have no holds on your Clearance form, skip to No. 5.

4. Contact each department listed as a hold on your form to resolve whatever the issue might be. Please allow time for the department to remove the hold once its requirements have been satisfied.

5. Once all holds are removed, you can submit your Clearance form beginning August 27 by clicking the “Enroll Me” button on the form and following the directions. Please note that Clearance forms cannot be submitted until August 27.

6. Congratulations! You have successfully completed Clearance and will be officially enrolled at Occidental. You will receive a confirmation email sent to your Oxy account after you have successfully submitted your Clearance form. (If you do not receive an email confirmation, you did not complete Clearance.)

Academic Advising

All first- and second-year students have two resources for advising: an assigned faculty advisor and the Advising Center. Be sure to fill out the Advising Information Form, available via OxyConnect, by July 12. For more information, go to oxy.edu/advising-center.

Registration at Occidental

Summer Limited Registration

If you will be taking any courses in mathematics, chemistry, Spanish, French or German, you should take the appropriate online placement exam(s) during the summer prior to Orientation. Once you have taken the placement exam, you will be able to pre-register into the course you have placed into by contacting the Advising Center. The Advising Center will have your placement results and can register you into the appropriate class. Limited summer registration closes August 8.

Go to oxy.edu/registrar-office/registration/placement-exams for information on placement exams.

General Registration

The process for registration relies on both the web and one-to-one communication between students, faculty and administration.

Step 1

The registration process starts with advising. All first- and second-year students, prior to declaring a major, meet with an advisor in the Advising Center. This is the time to talk about not only the courses being taken next semester but your entire remaining schedule.

Step 2

The next step is to choose classes and register online. At this point you should select a regular load (16 units, 4 units per course) of classes that you want to take next semester, keeping in mind that you need to meet both Core and major requirements.
Step 3
The third step is to talk to your advisor or the Advising Center about alternatives to your schedule, if necessary. You can continue to access online registration and revise your schedule through the last day to add classes (the end of the first week of classes).

Step 4
Students add and drop courses after classes begin.

Registering for Your Core Course

All Occidental students must complete a Core Program of required courses, in addition to their academic major, in order to ensure a broad education in the liberal arts and sciences. For a summary of Core requirements, go to oxy.edu/academics/course-catalog/core-program.

In your first year you will take one Cultural Studies Program (CSP) seminar in each semester. These are graduation requirements and cannot be dropped or deferred.

In fall 2014, we will offer about 35 individual CSP seminars. To see their individual descriptions, please visit the Core Program at oxy.edu/core-program/courses/fall-semester. They include CSP 1, the California Environment Semester (CES), an intensive “lab” course whose 32 students register for a total of 16 units of credit (a full semester’s course load) in CSP, economics, geology and biology. If you are interested in CES, please visit the course’s web page at oxy.edu/core-program/courses/csp-1-california-environment-semester. Students wishing to enroll in CES will be asked to apply to it separately from the general registration process for CSP, as described below.

Application for CES opens June 12 and closes June 19. Registration for other CSP seminars opens online at 8 a.m. PDT on June 23 and closes at 11:59 p.m. PDT on July 1. The longer you wait, the lower the odds are that you will get into one of your top choices. To register for your fall semester CSP, please follow the steps below.

1. Choose your preferred CSP seminars in advance.
   Even if you intend to apply for CES, admission to it is not guaranteed, so you should have a backup list of 8 to 10 seminars, ranked in the order of your preference.

2. If you wish to apply for CES, please write a brief (100–150 words) application in response to the following prompt: “Please tell us why you would like to be part of the California Environment Semester.”

   Send this by email to Prof. Bevin Ashenmiller (bevin@oxy.edu) at any time after May 20, but no later than 5 p.m. PDT on Thursday, June 19. The three instructors of CES will select a seminar of no more than 34 individuals from these applications, and you will be contacted with the result before Monday, June 23.

   Note: If you want to apply for CES but will be unable to send or receive email between June 19 and 22, please contact Prof. Ashenmiller well in advance to arrange for alternative forms of communication.

   • If you are selected for CES, you are done with the CSP registration process. You will be enrolled in CSP 1, Geology 105, Biology 110 and Economics 101 for the fall semester. Please note that this is your entire fall semester’s course load, and you will not be able to add any more 4-unit courses to your schedule (you may add up to two more units of fractional courses when you arrive in August, if you wish). You will receive further information about the CES schedule from the three professors later in the summer.

   • If you are not selected for CES, you may ask to be placed on a wait list. If you wish to do this, contact Prof. Ashenmiller directly. Whether or not you choose to be placed on the wait list, you will need to register for a conventional 4-unit CSP seminar. Follow the steps described next and prepare a list of CSP preferences by 8 a.m. PDT on Monday, June 23.
3. To register online for your CSP (other than CES):
   a) Prepare your ranked list of preferred CSP seminars. Make a note of the 4-digit CRN (Course Reference Number) for each course on the list. The CRN can be found at “Course Counts” at counts.oxy.edu (choose Fall 2014 on the “Semester” menu and Cultural Studies Program on the “Subject” menu); it’s the number at the far left of the row for each course, and clicking on it will also give you the course description.

   [Note: If available seats remain in CSP 1 (CES) after June 20, they will appear as open. If you decide at this point that you would like to enroll in CES, you may do so on a first-come, first-serve basis. Remember that if you enroll in CSP 1, you will also be enrolled in Geology 105 (with lab), Biology 110 (with lab) and Economics 101. You may not take CSP 1 without taking these co-requisites. This will constitute your full load of 4-unit courses for the fall semester.]

   b) At 8 a.m. PDT on Monday, June 23, registration will open. You should go to my.oxy.edu, enter your username and password and complete the following steps:

   • Go to the Academic tab.
   • Select Add or Drop Classes from the Registration Tools.
   • Enter the following six-digit PIN when prompted: 201805.
   • Select 2014 Fall Semester from the Select a Term menu and click on Submit.
   • Near the bottom of the screen, enter the four-digit Course Reference Number (CRN) for your chosen CSP.
   • Click on Register.

   If the seminar is already full, the system will tell you that it is closed. If this happens, select your next choice until you are registered into a CSP. THERE ARE NO WAIT LISTS FOR CSP SEMINARS OTHER THAN CES (CSP 1).

   When you have successfully registered for your CSP seminar, you will see a screen that says Current

   Schedule. This is your confirmation of the CSP that you selected. Please make sure that the CSP is accurate.

   Note: If you will be unable to go online at 8 a.m. PDT on June 23, please contact the Advising Center in advance at (323) 259-1341 (or to make an appointment, go to oxy.edu/advising-center) to arrange alternate means of registering. We understand that students in widely different time zones may have to begin registration at unusual hours, but we hope that you’ll see this as an adventure rather than a hardship. If you encounter difficulties while trying to register online, please call the Office of the Registrar at (323) 259-2686.

   Please do not attempt to register for any other classes at this time. Registration for additional courses takes place at Orientation, when you are on campus. If you have questions or problems, please call the Advising Center at (323) 259-1341.

   Students who do not register for a CSP seminar by the deadline date of July 1 will be placed into a seminar by the Core director.

   Placement Exams for Selected Courses

   Placement examinations for calculus, chemistry, language and music theory classes are part of the Orientation process. A schedule of placement exams will be included in the Orientation materials you will receive when you arrive in August. See oxy.edu/registrar-office/registration/placement-exams.

   Other Academic Services

   Academic Common
   oxy.edu/library

   Center for Academic Excellence
   oxy.edu/center-academic-excellence

   Academic Mastery Program
   oxy.edu/academic-mastery-program

   Scientific Scholars Achievement Program
   oxy.edu/ssap

   Undergraduate Research Program
   oxy.edu/undergraduate-research-center
Disability Accommodations

Students seeking accommodation for a documented physical, learning, psychological or other disability (including chronic illness) must apply to the Dean of Students Office. They should begin this process by completing the Disability Accommodations form. Please submit the Request for Accommodations Form to the Dean of Students Office with appropriate documentation by July 1. For more information regarding documentation requirements, as well as the form, please go to oxy.edu/disability-services.

Documentation can be sent to the following:
Mail: Dean of Students Office, AGC 111
1600 Campus Road, Los Angeles, CA 90041
Fax: (323) 341-4927, Attention: Dean of Students Office

Please go to oxy.edu/new-students for information about housing and other accommodations.

Diagnostic Testing

Students who have not been previously diagnosed and who have reason to suspect they may have a learning, medical or psychological disability are encouraged to meet with an administrator in the Dean of Students Office to review the process for requesting accommodations. The Dean of Students Office will assist students in making arrangements to be tested by a qualified professional. The cost of the evaluation is the responsibility of the student.

College Policies and Procedures

You can find Occidental’s policies and procedures regarding disabilities at oxy.edu/disability-services. For more information, call (323) 259-2969.

Your New Home

Residential Education and Housing Services will send an email to your new Oxy account in early August that will include your housing assignment and your roommate’s name and contact information. We are unable to provide housing to new students before Friday, August 22, when residence halls open and Orientation begins. (The only exception is for students participating in OxyEngage.)

For questions regarding housing and for updated information please visit us at:
Facebook: search “Oxy Housing”
Twitter: twitter.com/oxyhousing
Or go to oxy.edu/life-oxy/housing

Residence halls close on December 14 at 10 a.m. for winter break, and reopen on January 19 for the start of spring semester. Students can leave belongings in their rooms over winter break. Students living in Newcomb Hall will be asked to store their belongings in their closet, with a lock, during winter break to allow for housing of students staying on campus during this time.

Packaging and Mailing Information

If you are shipping your things to Occidental prior to your arrival, send them prepaid no earlier than August 9 to: (You may use your class year at the beginning of the semester but then switch to the mailbox-number format.)

(YOUR NAME)
CLASS OF 2018
OCCIDENTAL COLLEGE
1600 CAMPUS ROAD, (YOUR BOX NUMBER)
LOS ANGELES, CA 90041-3314

Questions? Call the Postal Operations Center at (323) 259-2894 or go to oxy.edu/postal-operations.

If you have questions about what to bring to campus, please go to oxy.edu/residential-education-housing-services/residence-halls/what-bring.

Card Key Access/Student ID Cards

All campus residence halls are equipped with locks accessed via the Oxy ID card. If you are moving into a residence hall, you need to obtain your ID card on your Orientation/move-in day. It is highly recommended that you submit your own photo using our Self-Submit Photo (SSP) program.
via Moodle beginning the first Monday in July (instructions below).

If you prefer to have your photo taken on campus and will be in the Los Angeles area, you may visit the Card Office (2nd floor of the Johnson Student Center, Iron Man Room) to have your photo taken beginning the first Monday in July.

**Student ID Cards**

Whether using the Self-Submit Photo (SSP) program or having the photo taken on campus, each student is issued an official Oxy ID card at Orientation/move-in. In addition to building, room and event access, your student ID serves as a debit card for your meal plan, laundry, vending, bookstore and Student Activity Center purchases. Just present it each time you make a transaction. A charge applies for all damaged or lost cards. Your ID card is for your use only and may not be used by others.

**Student SSP program (Self Submit Photo) Instructions**

To utilize the “SSP” Program, your approved photo needs to be submitted via Moodle* on or before **July, 25, 2014.** As soon as you arrive at Orientation, your card will be pre-programmed with your meal plan, laundry, vending, bookstore and Student Activity Center purchases. Just present it each time you make a transaction. A charge applies for all damaged or lost cards. Your ID card is for your use only and may not be used by others.

1. Follow this link moodle.oxy.edu/  
2. Log into Moodle using your OXY user name and OXY password (credentials). Then go to “My Courses.”  
3. Select “Enroll Me,” then select “Click Here to Upload your Oxy ID Photo [2014].”  
4. Select “Add Submission” to upload photo.  
5. Select “Upload File” and choose the picture you would like to submit of yourself that meets the satisfactory ID requirements list in the program.

6. Under “Save As,” type your last name, first name and graduating year: i.e., “doejohn2018.”
7. Select “Upload File.”
8. Select “Save Changes” and you are done!

Your photo will then be graded by the Card Office as “SATISFACTORY” or “NOT SATISFACTORY.” If it is “NOT SATISFACTORY,” an email will be sent to you requesting corrections to the photo.

*Moodle is accessible through your MyOxy portal and is the main hub for all of your classes. Please log in with your username and password, or go to moodle.oxy.edu.

Questions? Email cardoffice@oxy.edu.

**Substance-Free**

Community members will find College policies regarding the use of alcohol, drugs and smoking at the Student Handbook website: oxy.edu/student-handbook. Please note, all first-year residence halls are substance-free.

**Cars and Parking**

First-year students are allowed to have a car on campus. All parking on campus is free, but all cars must be registered with the Campus Safety Office, display a valid parking permit and be parked in an appropriately marked space. You will be able to register your car and get your permit upon arrival for Orientation. There is no charge for a parking permit. Visitors must obtain a visitors parking permit; however, permits will not be necessary on the first day of Orientation. For more information, contact Sgt. Conde at (323) 259-2941 or cconde@oxy.edu.

For information about the Zipcar program, go to oxy.edu/emmons-student-wellness-center/transportation-campus.

For information on Bike Share, go to oxy.edu/asoc/environmental-stewardship/bike-share.

**Laundry and Linen**

The College does not provide linen or linen service. Residential Education and Housing Services works closely with Residence Hall Linens to provide extra-long linens for purchase. More information
regarding this will be mailed to you. Laundry facilities equipped with sinks and ironing boards are available in each residence hall. Washers and dryers in all halls are equipped with card readers for payment (coins are not accepted). See oxy.edu/student-handbook/res-ed-housing-policies/.

**Kitchens**

For information about kitchen facilities, please go to oxy.edu/student-handbook/res-ed-housing-policies/.

**Emergency Preparedness**

Occidental is committed to providing a safe, secure and healthy environment for all members and guests of the campus community. While Occidental’s park-like setting is a peaceful one, we are ever mindful of our location in a major metropolitan area.

**Disaster Preparedness**

Occidental has established a standing committee on emergency preparedness to plan and prepare for various emergencies. If a major emergency should occur, Occidental will carry out its Emergency Operations Plan, which details response procedures for a variety of possible scenarios. For more information, go to oxy.edu/campus-safety/emergency-preparations-response-plans.

**Safety**

Occidental’s Campus Safety Department provides security and emergency response services for the College 24 hours a day, seven days a week, with 11 full-time, unarmed, uniformed officers who patrol the campus on foot, on bicycles and in marked cars. All officers are certified in first aid and CPR. For more information, go to oxy.edu/college-policies/health-safety.

**Getting Information**

Should you need to contact your student after regular business hours or on a weekend, call Campus Safety at (323) 259-2599 and they will assist you in contacting the student.

**Culture of Care**

Occidental’s proactive approach to assisting students in distress is called the “culture of care.” For more information, please go to oxy.edu/dean-students-office/culture-care.

**Other Student Services**

**Intercultural Community Center**

oxy.edu/intercultural-community-center

**The Center for Gender Equity**

oxy.edu/center-gender-equity

**Project Sexual Assault Free Environment (Project SAFE)**

oxy.edu/project-safe

**Clubs and student organizations (including the Greek system and student government)**

oxy.edu/student-life

**Religious and spiritual life on campus**

oxy.edu/office-religious-and-spiritual-life
Charging to Your Student Account

A debit account called Bengal Bucks may be opened for purchasing items in the bookstore or the student activity center. This allows you to charge campus purchases to your student ID card account. A Bengal Bucks account must be established and have funds in it prior to use. Go to the link at oxy.edu/card-office/oxy-debit-accounts to establish your account or to add funds. Any unused funds roll over for use in future semesters.

Health Insurance

All entering students must complete and return all health forms prior to registration. They will become a part of the student’s permanent medical record and will be held in strict confidence at the Emmons Student Wellness Center. Please complete the forms found online at oxy.edu/new-students and return them to Emmons in the envelope provided by August 5. Failure to complete this requirement on time may jeopardize your registration, and you will incur late fees.

Occidental College requires all students to have adequate health insurance coverage, and is implementing what is called a hard waiver system. That means students with adequate individual or family health insurance coverage can apply to waive out of purchasing the Occidental student insurance plan that is provided through United Healthcare. In order to waive out of the Oxy insurance plan, you must complete the online waiver process before August 1. The information and instructions for doing so will be sent to all incoming students in June via email, which will contain a link to the website with the electronic waiver application process.

For more information, go to oxy.edu/emmons-student-wellness-center or email oxywell@oxy.edu.

As a reminder, regardless of whether you purchase Oxy student health insurance or have an individual or family health insurance plan, you will need to have a copy of your insurance card with you when you arrive on campus.

Paying Your Way Charges

The charges for the 2014-15 academic year are (based on the maximum board plan):

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
<th>Cost Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$46,952</td>
<td>$23,476</td>
</tr>
<tr>
<td>Room</td>
<td>$7,650</td>
<td>$3,825</td>
</tr>
<tr>
<td>Board</td>
<td>$6,100</td>
<td>$3,050</td>
</tr>
<tr>
<td>Student Body Fee</td>
<td>$300</td>
<td>$150</td>
</tr>
<tr>
<td>Renewable Energy &amp; Sustain</td>
<td>$20</td>
<td>$10</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>$250</td>
<td>$125</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>(may be waived)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Room

Oxy offers four types of housing. For more information, please contact the Housing Services Office by going to oxy.edu/residential-education-housing-services.

Board

For information on campus dining, please go to oxy.edu/campus-dining.

Miscellaneous Charges

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
<th>Cost Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room (Standard)</td>
<td>$7,650</td>
<td>$3,825</td>
</tr>
<tr>
<td>Regular Single</td>
<td>$10,300</td>
<td>$5,150</td>
</tr>
<tr>
<td>Triple</td>
<td>$6,370</td>
<td>$3,185</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
<th>Cost Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Plan A</td>
<td>$6,100</td>
<td>$3,050</td>
</tr>
<tr>
<td>Meal Plan B</td>
<td>$5,800</td>
<td>$2,900</td>
</tr>
<tr>
<td>Meal Plan C</td>
<td>$5,190</td>
<td>$2,595</td>
</tr>
</tbody>
</table>
How Billing Works
To receive your bills, you must set up your online student business account. Your first billing notice will be emailed to your Oxy email account (and any authorized account user) on July 15. **Once you activate your account it is your responsibility to add any authorized users to your account prior to July 15 so they too may receive billing notifications.** More than one authorized user can be added to any student account.

To activate your account, go to my.oxy.edu, click on the Student Services tab and click on Student Accounts. Accessing the link will activate your account. For more information on your student account, visit Student Business Services at oxy.edu/student-business-services/ebill/quick-guidefaq.

Residential Meal Plans
Please select your meal plan via MyOxy after June 1: Log in and go to the Student Services tab, Student Business Services channel (in the center of the page). Click on "Meal Plan Select Form."

Please select your plan between June 1 and July 1. If you do not select a plan by July 1, you will automatically be placed on meal plan A—the largest plan.

If you decide to change your plan, you may do so using the same form. Changes will only be reflected on your billing statement once per month, on the date the bill is issued (usually on or about the 10th). Online changes are accepted through Friday, August 29. After that date, changes are accepted for a fee until the deadline of September 12 at 5 p.m.

**NOTE:** Complete information about 2014-2015 meal plans will be available by June 1. You may wish to visit the Campus Dining website before selecting your meal plan; go to the link at oxy.edu/campus-dining/meal-plans/residential. If you have special dietary needs, go to oxy.edu/campus-dining/nutrition.

Payment Plans
The College offers two payment options: the Semester Payment Plan and the Monthly (deferred) Payment Plan. All students are automatically assigned the Semester Payment Plan. If you want to participate in the Monthly Payment Plan, you must sign up through our Ebill website: ebill.oxy.edu. Participation in the payment plan is on a semester basis. You will need to sign up again in the spring if you want to once again be able to pay in installments.

**Semester Payment Plan**
Payment of all regular charges is due prior to the beginning of each semester. First semester charges, less financial aid credits, if any, are due no later than Aug. 1, 2014. Second semester charges, less financial aid credits, if any, are due no later than Jan. 2, 2015.

**Monthly Payment Plan**
Annual charges may be paid in 10 monthly installments, five each semester. For fall semester, monthly installments are due by the first of the month, August through December. For spring semester, monthly installments are due by the first of the month, January through May. There is a fee of $50 per semester to participate in the Monthly Payment Plan. In order to have the option of paying in five installments, you must enroll in the plan prior to the first due date: August 1 for fall and January 2 for spring. More information is available online at oxy.edu/new-students.

Financial Aid
Grants, scholarships and loans are reflected on your billing statements and result in a reduction in the amount you owe. Financial aid credits reflected on your bill are those that have been awarded up to the time the billing statement was generated.

Federal Work Study awards and Occidental Work Awards are paid directly to the student as they earn them and are not reflected on the billing statement. Subsequent adjustments to aid will appear on the next billing statement.
For questions regarding Federal Perkins Loans, Occidental Low Interest or Occidental No Interest Loans, please contact Student Loans at (323) 259-2509 or stuloloans@oxy.edu, or see oxy.edu/student-business-services/student-loans. For questions regarding all other financial aid (including Federal Direct Loans and PLUS Loans), please contact the Financial Aid Office at (323) 259-2548 or finaid@oxy.edu. For frequently asked questions, go to oxy.edu/student-business-services/ebill/quick-guidefaq.

Payment Methods
Occidental accepts personal or cashier’s checks, cash (if paying in person at the cashier), money orders, ACH (electronic checks), debit cards or electronic funds transfer (EFT/Wire Transfer). For more information, go to oxy.edu/student-business-services/student-accounts/making-payment.

Refunds
Refunds on a student account can be made only if the account has an actual credit balance. The refund request form must be submitted by Wednesday at 8 a.m. to receive the refund check by Friday after 1 p.m. Any checks not picked up from the cashier by the close of business one week later will be mailed to the student’s campus mailbox or local mailing address. The student account Refund Request form can be found at MyOxy under the Student Services tab.

Withdrawal Policy
Students who withdraw during the semester may be eligible for refunds, depending upon the time of the withdrawal. Students must give written notification to the registrar of their decision to withdraw and complete all withdrawal procedures in order to be eligible for any refunds. For important dates to remember for payments and refunds, go to oxy.edu/student-business-services/important-dates.

Tuition Insurance
A serious illness or accident that forces a student to leave Occidental before the semester is completed can be financially costly. To protect against this possibility, Occidental offers an optional Tuition Refund Plan (TRP).

If you wish to participate in this optional plan, it is vital that you submit an application with payment directly to A.W.G. Dewar before the first day of classes. The cost of this plan for the 2014-2015 academic year is $488 for a campus resident and $380 for an off-campus student. For more information, please contact Dewar at (617) 774-1555, at trp@dewarinsurance.com or go to collegerefund.com.

Online Master Promissory Notes and Truth-in-Lending Documents for Perkins and Oxy Loans
If you have been awarded assistance through the Federal Perkins Loan Program, the Occidental College No-Interest Loan Program or the Occidental College Low-Interest Loan Program, borrowers are asked to electronically sign their master promissory note online. You will only sign this promissory note once and it will apply to all disbursements made to you from this program. In addition, you are required to review truth-in-lending documents. You may complete your forms after July 1, 2014 by going to oxy.edu/student-business-services/student-loans and logging on to CPS-E-sign. (Please note that you will need to disable your pop-up blocker to gain access to this site.) You will need your FAFSA PIN to electronically sign the promissory note. If you do not remember your PIN or did not apply for one, go to: pin.ed.gov.

Online Loan Entrance Interviews
Before taking out a student loan, it is important to understand the basic principles of borrowing, including all of the borrower rights and responsibilities. Federal law requires that borrowers complete loan counseling before obtaining the federal Perkins loan. At Occidental this counseling is conducted online so that borrowers can fully focus on the important aspects of funding their education with a student loan. Borrowers may complete their mandatory entrance counseling after July 1, 2014 by going to oxy.edu/student-business-services/student-loans, logging on to Financial Counselor, and choosing either the Entrance Interview or Exit Interview link. You will need your Social Security number and your date of birth to login.
Please see the links below for PDFs of forms you will need to fill out and return as soon as possible. All forms can also be found at oxy.edu/new-students.

Waiver of FERPA rights
oxy.edu/registrars-office/forms

Health forms
oxy.edu/emmons-student-wellness-center/health-forms

Disability Accommodations Form
oxy.edu/disability-services