

# Cendara University Student Handbook

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## Welcome Message

Dear Cendara University Students,

Welcome to Cendara University! We are excited to have you as part of our vibrant, diverse, and innovative community. This handbook is designed to be your guide to campus life, helping you navigate academic expectations, student support resources, community standards, and the myriad opportunities available. If you have any questions, please reach out to Student Affairs at [student.affairs@cendara.edu](mailto:student.affairs@cendara.edu).

Wishing you a successful year ahead,

**Dr. Susan A. Forelli**  
Vice President for Student Affairs

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## Campus Overview

Cendara University is located in the thriving city of Larkspur, blending urban energy with the serenity of a landscaped, modern campus. Founded in 1927, Cendara is home to over 8,000 undergraduate and graduate students. Our campus includes:

- **Arches Academic Complex:** Home to the Faculty of Sciences and lecture halls.
  - **Silverleaf Library:** Centrally located with extensive study spaces and digital resources.
  - **Aspen Residence Hall:** A state-of-the-art dormitory for first-year students.
  - **Willows Student Center:** Hub for student organizations and recreational activities.
  - **Cendara Athletics Pavilion:** Fitness center, swimming pool, and courts.
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## Academic Policies

### Academic Standards

All students must maintain satisfactory academic progress, defined as a minimum cumulative GPA of 2.0 for undergraduates and 3.0 for graduate students, and complete at least 67% of attempted credits per semester.

### Grading System

Cendara University uses the following grading scale:

Grade	Percentage	GPA Points	Description
A	93-100%	4.00	Excellent
A-	90-92%	3.70	
B+	87-89%	3.30	Very Good
B	83-86%	3.00	Good
B-	80-82%	2.70	
C+	77-79%	2.30	Satisfactory
C	73-76%	2.00	
C-	70-72%	1.70	
D	60-69%	1.00	Marginal Pass
F	0-59%	0.00	Fail

### Attendance Policy

Students are expected to attend all scheduled classes. Absences exceeding 20% of class meetings may result in grade penalties or withdrawal from the course.

Medical or emergency absences require official documentation.

### **Academic Integrity Policy**

- **Plagiarism:** All work must be original. Copying or paraphrasing without citation is prohibited.
- **Cheating:** Using unauthorized materials during exams or assignments is strictly forbidden.
- **Collaboration:** Only permitted when expressly authorized by the instructor.
- **Consequences:** Violations may result in a failing grade, formal warning, suspension, or expulsion.

### **Course Registration and Withdrawal**

- Registration opens twice a year: May 10 for Fall, November 15 for Spring.
  - Add/Drop Period: First two weeks of the semester.
  - Withdrawal deadline: End of Week 10. W on transcript, no impact on GPA.
  - Late withdrawal requests require approval from the Dean of Students.
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## **Campus Life**

### **Student Organizations**

Cendara students pursue passions through 90+ clubs and societies, including:

- **Cendara Debate Society**
- **Women in Robotics**
- **Black Student Union**
- **Green Thumb (Environmental Club)**
- **International Students Association**
- **Chess and Go Club**

You can start a new organization by submitting a proposal to the Student Life Office.

### **Residence Life**

- **Residence Halls:** Aspen, Birch, Linden, and Juniper Halls.
- **Room Assignment:** Incoming first-years guaranteed housing; upperclass students apply via housing lottery.
- **Resident Advisors (RAs):** Each floor has an RA for support and community events.
- **Quiet Hours:** 10:00 PM – 8:00 AM weekdays; midnight – 9:00 AM weekends.

## Dining Services

- **Dining Halls:** Oakleaf Commons and Willow Café. Vegetarian, vegan, and gluten-free meal options available.
- **Meal Plans:** All resident students must purchase a meal plan (Silver, Gold, Platinum).
- **Hours:** 7:00 AM – 10:00 PM weekdays; 8:00 AM – 9:00 PM weekends.

## Campus Events

Signature campus events include:

- **Welcome Week:** Social, academic, and orientation activities for all new students, August 28 – September 2.
- **Spring Carnival:** April 21–23 — music, food trucks, inflatables, and art showcases.
- **Research Expo:** November 3 — student research presentations and guest speakers.
- **Cultural Night:** March 10 — celebrating campus diversity with performance and cuisine.

## Athletics & Recreation

- **Varsity Teams:** Falcons (Basketball, Soccer, Volleyball, Track & Field)
  - **Intramural Sports:** Flag Football, Ultimate Frisbee, Table Tennis, Badminton
  - **Fitness Classes:** Yoga, Zumba, HIIT, Aqua Aerobics offered at Cendara Athletics Pavilion.
  - **Outdoor Trails:** 3 miles of walking and jogging paths through Cendara Arboretum.
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## Student Resources

### Library Services

- **Silverleaf Library:** 120,000 print volumes, 400,000 digital items, 100 study carrels.
- **Hours:** 8:00 AM – midnight (Mon–Thurs), closes at 10:00 PM Fri–Sun.
- **Services:**
  - Research consultations
  - Laptop loans
  - Group study rooms (reserve online)
  - Printing and scanning

### Health & Wellness Center

- **Location:** West end of Arches Academic Complex

- **Hours:** 8:30 AM – 6:00 PM (Weekdays)
- **Services:**
  - General health (routine check-ups, immunizations)
  - Sexual health and counseling
  - Telemedicine appointments

### Counseling Services

- Confidential mental health support
- Free short-term individual counseling
- Support groups on topics such as stress, anxiety, and academic pressure
- Workshops and outreach programs

### Career Development

- **Resources:**
  - Resume and cover letter reviews
  - Mock interviews
  - Alumni networking events
  - On-campus career fairs (Fall and Spring)
- **Internship and job search portal available at** careers.cendara.edu

### Technology Support

- **IT Help Desk:** helpdesk@cendara.edu, (473) 555-0197
  - **Services:**
    - Free campus Wi-Fi (use login: studentID@cendara.edu)
    - Computer labs in Academic Complex and Library
    - Software downloads (Microsoft 365, Matlab, Adobe Creative Suite)
    - 24/7 emergency tech support
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### Code of Conduct

Cendara University expects all students to uphold principles of respect, responsibility, and integrity. The following are strictly prohibited:

- **Harassment, discrimination, or hate speech** of any kind
- **Violence, threats, or intimidation**
- **Theft or destruction of property**
- **Alcohol or drug use** on campus (unless permitted at registered, age-verified events)
- **Academic dishonesty** (see Academic Integrity Policy)

Violations are subject to investigation and disciplinary action, including warnings, probation, suspension, and expulsion. Appeals can be made through the

Office of Student Conduct.

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## Safety & Security

- **Campus Safety Office:** Located in Willows Student Center (open 24/7)
- **Emergency Contacts:** (473) 555-0111 (emergency), (473) 555-0120 (non-emergency)
- **Safe Ride Program:** Free rides from 6:00 PM to 2:00 AM daily
- **Blue Light Phones:** 25 locations across campus for immediate assistance
- **Fire Drills & Emergency Procedures:** Conducted each semester—see posted instructions.
- **Personal Property Tips:**
  - Lock doors and bikes at all times.
  - Report suspicious activity.
  - Register laptops and valuables with Campus Safety.

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## Diversity & Inclusion

Cendara University is committed to building a welcoming and equitable community. The Office of Diversity, Equity, & Inclusion (ODEI) leads campus-wide efforts in:

- **Bias incident reporting and response**
- **Support for affinity groups (LGBTQ+, cultural groups, first-generation students)**
- **Workshops on cultural competence and allyship**
- **Scholarships and mentoring for underrepresented students**

For more information, contact [odei@cendara.edu](mailto:odei@cendara.edu) or visit their office in the Willows Student Center.

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## Important Contacts

Office	Location	Phone	Email
Student Affairs	Willows Student Center, 2nd Fl.	(473) 555-0150	<a href="mailto:student.affairs@cendara.edu">student.affairs@cendara.edu</a>
Academic Advising	Arches Complex, Room 104	(473) 555-0172	<a href="mailto:advising@cendara.edu">advising@cendara.edu</a>
Residence Life	Birch Hall, Lobby	(473) 555-0166	<a href="mailto:reslife@cendara.edu">reslife@cendara.edu</a>

Office	Location	Phone	Email
Health & Wellness	Arches Complex, West End	(473) 555-0184	healthcenter@cendara.edu
Counseling Services	Willows Student Center, 3rd Fl.	(473) 555-0135	counseling@cendara.edu
Campus Safety	Willows Student Center, 1st Fl.	(473) 555-0111	safety@cendara.edu
Diversity, Equity & Inclusion	Willows Student Center, 1st Fl.	(473) 555-0243	odei@cendara.edu
Library	Silverleaf Library, Main Desk	(473) 555-0142	library@cendara.edu
IT Help Desk	Academic Complex, Room 017	(473) 555-0197	helpdesk@cendara.edu

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**For questions or updates to this handbook, please contact student.affairs@cendara.edu.**