

ACADEMIC SUPPORT SERVICES

OFFICE OF THE REGISTRAR

Department Website: <https://www.vanguard.edu/academics/registrar>
(<https://www.vanguard.edu/academics/registrar/>)

Mission: The Office of the Registrar provides quality service to the Vanguard community and supports the university mission through implementing academic policy, providing precise reporting, and maintaining accurate academic and institutional records.

ACADEMIC RESOURCE CENTER

Department Website: <https://www.vanguard.edu/resources/academic-resource-center>
(<https://www.vanguard.edu/resources/academic-resource-center/>)

Mission: The Academic Resource Center (ARC) recognizes the unique characteristics of each student and seeks to provide an atmosphere of inclusion and understanding that support your academic growth and personal development. We help empower students to meet three goals: remain enrolled and progress in a program of study, flourish academically, and persist to graduation. We do this by collaborating with and supporting academic departments and university offices to provide programs that fulfill our university commitment to student success and retention.

OFFICE OF DISABILITY SERVICES

Department Website: <https://www.vanguard.edu/resources/disabilityservices>
(<https://www.vanguard.edu/resources/disabilityservices/>)

Mission: The Office of Disability Services at Vanguard University exists to provide representation, access, service, reasonable accommodations, and community support to students with learning, physical, and psychological disabilities through, advocacy, awareness, and collaborative services.

ACADEMIC ACCOMMODATIONS

The Office of Disability Services provides reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process between you, your professor(s) and The Office of Disability Services. If you have a temporary or permanent disability that requires accommodations (this can include but not limited to; attention-related, learning, mental health, vision, hearing, physical or other health impairments), please contact The Office of Disability Services at 714-619-6550 or disabilityservices@vanguard.edu.

SUPPLEMENTAL INSTRUCTION TUTORIAL and MATH LEARNING CENTERS

Students may request peer tutoring through the Tutorial Office located in Scott 295 (714) 619-6479, or online at <http://www.vanguard.edu/student-portal/arc/tutorial-center> (<http://www.vanguard.edu/student-portal/arc/tutorial-center/>). Tutoring is course specific, and is free of charge. Peer tutors can be requested for most CORE requirements. Students should allow up to two weeks to be assigned a tutor. Additional tutorial

assistance in preparing and editing written assignments and research papers is available through the Writing Center located on the second floor of the Heath Academic Center.

WRITING CENTER

Mission: The Writing Center exists to serve Vanguard University's student writers across the curriculum on the undergraduate and graduate levels by providing informed reading and feedback as well as instruction for specific writing weaknesses. Committed to integrating faith and learning in a culturally diverse, Christ-centered collaborative environment, the Writing Center endeavors to assist students with improving their writing skills in concert with their critical command of content and rhetorical structure.

The Vanguard Writing Center is committed to helping undergraduate and graduate student writers across the curriculum. Students from any major may bring writing projects (from shorter expository essays to longer research papers) to a Writing Center appointment and receive informed, thorough feedback from a peer consultant, with special attention given to the author's concerns and the parameters of the specific assignment. The Writing Center is committed to assisting students from all disciplines in a collaborative, Christ-centered environment, and we value students' learning differences and diverse voices. We can help students at any stage of the writing process, including: organizing notes, developing outlines, revising thesis statements, improving organization, or assisting with final editing.

Located on the second floor of the Scott Building, in the Academic Resource Center, the Writing Center houses a specialized library of contemporary literature and reference books for the edification of the Vanguard community.

THE O. COPE BUDGE LIBRARY

Department Website: <https://www.vanguard.edu/academics/library>
(<https://www.vanguard.edu/academics/library/>)

Mission: The O. Cope Budge Library acquires, manages, and promotes the use of information resources in a user-centered environment. The library links students, faculty, and staff to an increasingly global body of knowledge. The library faculty teach critical thinking skills in the research process and promote the ethical use and evaluation of information resources. The library faculty and staff promote personal enrichment, foster multicultural appreciation, and encourage lifelong learning. Through its personnel, resources, and services, the library supports the student learning outcomes, goals, and curriculum of Vanguard University.

The library was constructed in 1963, expanded in 1985, and renovated in 2012 to house a growing collection of educational resource literature. The collection presently consists of more than 200,000 volumes and includes print periodical titles and more than 100,000 electronic books attached to VANCAT, the library's catalog. Also included in the library holdings are music cd's, microforms, and more than 1,700 dvds. The library houses various special collections: The Pentecostal Collection, a Rare Book Collection, the Elizabeth D. Leonard Women's Studies Collection, a Nursing Collection, the Margarita Lima Spanish Collection, the Morris Pike Drama Collection, and the Curriculum and Children's Literature Collection.

Faculty Librarians teach more than 80 instruction classes annually. They not only explain how to use the electronic and print resources

in Vanguard's library, but also teach students how to create effective search strategies and to evaluate the online information that the searches produce. They specifically target each professor's course requirements and design class procedures so that they undergird the focus of each course. Many of the instruction classes are integrated into the Core Curriculum, beginning with the Cornerstone course and ending with different academic Capstone courses. The library subscribes to approximately 100 databases, which provide full-text access to peer reviewed and scholarly journals, electronic books, newspapers, dissertations, other periodical resources, as well as audio and video content. The library web page serves as the portal for these resources, which are accessible to all students, faculty and staff from on and off campus.

Library services include individualized research help from faculty librarians, interlibrary loans that facilitate access to materials nationwide and course reserves for many courses. In addition to its collections, the library has group and individual study areas, and a computer lab. Adaptive technology, fee-based photocopying, a scanner, printers, and a microform reader help to facilitate resource usage. The library is also a gathering place to host special events and partners with academic departments for special presentations.

In addition the library houses the university archives, which holds a collection of yearbooks, catalogs, promotional materials, student handbooks, various SCC and VU memorabilia, as well as historical minutes, memos and publications from all departments within the university.

Faculty librarians, well-qualified staff, and many student assistants provide customer-oriented service within the library 84 hours per week. During the pre-finals week and finals week hours are extended.