



# Student Success Guide

WESTERN COVENANT UNIVERSITY

# Table of Contents

WELCOME.....	6
GENERAL INFORMATION.....	7
Mission Statement .....	7
Faith Statement.....	9
Philosophy of Education.....	10
History of the Institution.....	11
Name of the Institution.....	13
Ethical Values and Standards .....	13
Approval/Accreditation .....	15
1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE) .....	15
2. TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS) .....	16
3. THE STUDENT AND EXCHANGE VISITOR PROGRAM .....	16
University Locations.....	17
Office of the Student Services .....	19
Meet the Team .....	19
The Student Support Organization Chart.....	22
Academic Year 2024-2025 .....	22
Areas of Study and.....	23
Program Directors.....	23
Degree Programs .....	23
School of Business and Economics.....	23
School of Religious Education.....	24
School of Computer Studies.....	24
The Faculty Advisors Organizational Chart .....	25
Academic Year 2024-2025 .....	25
Goals and Tips.....	26
What are your goals?.....	26

<b>Think About These Questions:</b> .....	26
<b>Tips for success:</b> .....	26
Team of Advisors .....	28
Student Support Advisors (SSAs) .....	28
Faculty Advisors (FAs) .....	28
Student Support Services.....	29
Academic Support.....	31
<b>Career Development</b> .....	31
<b>Educational Opportunity Programs</b> .....	31
<b>Holistic Student Support</b> .....	31
<b>Learning Commons</b> .....	31
<b>Library</b> .....	32
<b>Accessibility Resources Services</b> .....	32
Financial Support .....	32
<b>Business Office</b> .....	32
<b>Financial Aid and Scholarships</b> .....	32
<b>Student Employment</b> .....	33
Student Wellness.....	33
<b>University-Community-Connection</b> .....	33
<b>Counseling</b> .....	33
<b>Health and Wellness Services</b> .....	33
<b>LGBTQ+ Resources</b> .....	34
<b>Public Safety</b> .....	34
<b>Student Activities</b> .....	34
Technology Support.....	34
<b>IT Help Desk</b> .....	34
Overview of the Family Educational Rights and Privacy Act (FERPA).....	35
Transfer Credits .....	36
Policies on Transferring Credits .....	36

Maximum Credits Awarded .....	37
Prior Experiential Learning Credit.....	38
Transfer Credit Procedures.....	38
Transferability of Credits and Credentials Earned at WCU .....	39
Statement of Approval.....	40
Organization and Administration.....	41

# WELCOME

Greetings Students!

At the Student Services Office, we are wholeheartedly dedicated to assisting you on your educational journey. Embarking on your university experience is a significant milestone, accompanied by numerous questions, paperwork, and details. To streamline this process, we have meticulously crafted the Student Success Guide, aiming to address your inquiries, facilitate paperwork organization, and manage essential details. Your decision to join us at Western Covenant University is met with excitement, and we are confident that this guide will contribute to a seamless transition into life at our institution.

We encourage you to utilize this comprehensive guide in conjunction with our dedicated staff and other available resources, maximizing the potential of your inaugural academic quarter. Becoming an WCU student offers a splendid opportunity to discover more about yourself, build connections with fellow students and the community, and set the stage for your future career.

As you embark on your educational journey, please do not hesitate to visit us for assistance. Our office is conveniently located in Suite 700 at 3333 Wilshire Boulevard, Los Angeles, California.

Congratulations on this exciting chapter, and a warm welcome to WCU!

Sincerely,

The Student Services Team



# GENERAL INFORMATION

## Mission Statement

WCU exists to serve the Church and community by equipping students to be Christ-like leaders through biblically, academically, and professionally excellent educational programs.

## Institutional Objectives (Goals):

**As a faith community, WCU has the following objectives:**

### Enhance Academic Excellence and Innovation

- Deliver a high-quality, rigorous, and relevant curriculum aligned with industry standards, accrediting bodies, and regulatory agencies, particularly State of California BPPE and TRACS.
- Support faculty and student engagement in research, critical inquiry, and continuous improvement to foster academic excellence and lifelong learning.

### Promote Ethical and Culturally Sensitive Leadership

- Prepare graduates to lead with integrity, respect for diversity, and a commitment to ethical practices, reflecting the university's Christian values and mission.
- Encourage community involvement, social responsibility, and cross-cultural understanding among students and faculty.

### Strengthen Student-Centered Support Systems

- Ensure accessible, comprehensive support services that enhance student retention, success, and well-being, addressing the academic, personal, and spiritual needs of students.



- Implement career development initiatives, mentorship programs, and skills training to help students transition into their professional fields effectively.

#### Foster a Dynamic Learning Environment with Technological Integration

- Invest in cutting-edge learning technologies and resources to enhance online and on-campus instruction, promoting flexible and engaging educational experiences.
- Establish partnerships with educational and industry leaders to create experiential learning opportunities that bridge theory with practical application.

#### Uphold Continuous Institutional Improvement and Compliance

- Regularly evaluate and improve institutional policies, programs, and operations to align with TRACS and BPPE standards, demonstrating transparency and accountability.
- Implement assessment mechanisms to measure student learning outcomes, institutional effectiveness, and goal attainment, ensuring ongoing progress toward mission fulfillment.

#### Expand Global and Community Engagement

- Strengthen community partnerships, volunteer opportunities, and service-learning programs to foster impactful student engagement locally and globally.
- Enhance cultural and academic exchange programs to prepare students to navigate a globalized workforce while remaining rooted in the university's mission and values.



## Faith Statement

1. Bible to be the inspired and only infallible and authoritative Word of God
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, future return to his earth in power and glory to rule over nations.
4. The man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
5. We believe that there is a personal devil that is a father of liars, seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing of the human body in answer to believing in prayer.
9. The Church is the body of Christ, of which He is the Head, and it is composed of all true believers.
10. In the sanctifying power of the Holy Spirit by who's indwelling the Christian is enabled  
to live a holy life.
11. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.



# Philosophy of Education

WCU maintains its Educational Philosophy that is reflected in the curriculum and operation of the institution. The Board and faculty annually review it. WCU's educational philosophy is as follows:

The quality of the educational experience at WCU is fostered by the close human and intellectual relationships between students and faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breadth of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity, and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate all knowledge's contingency and realize that education is a life-long process.

WCU's special character emerges from its commitment to effective teaching, high standards of scholarship, and ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

## History of the Institution

WESTERN COVENANT UNIVERSITY was founded in 2004 by Dr. Frank F. Turner as a theological university that provides undergraduate and graduate programs in Religion and Theism Studies. WCU received the approval to operate from the State of California's Bureau for Private Postsecondary Education (BPPE).

Dr. Frank F. Turner is the university's founding and first president; and he served until 2006. In early 2005, the university established its second teaching campus in San Diego, California. A few months later, the main campus was moved to Summit Valley, California. The university became California's institution of religious learning. However, after 2 years of operation, unexpected circumstances that were beyond the control and authority of the university happened; and this has resulted in the university to be inactive for a few years.

In 2014, Dr. David Oh felt a spiritual calling to revive the university. Thus, Dr. Oh began to lead WESTERN COVENANT UNIVERSITY in Los Angeles, California as a mission-oriented university. Dr. David Oh was then installed as the second president and the chief executive officer of the university. The university, although mission-oriented, started to offer undergraduate business and information technology programs, and graduate programs in religion; with its location in 1930 Wilshire Boulevard.

In 2015, the university was moved to a bigger and better location to accommodate the increasing number of enrolments. The new location in 680 Wilshire Place was more suitable for most students because of its accessibility and safe neighborhood.

Because of President Oh's dedication and unparalleled leadership, the university has been striving towards providing a Christ-centered education for the next generation. The improved quality of education, along with the university's distinguished and friendly faculty members, plus the very helpful staff, resulted the university in gaining recognition among local and international students.



In April 2016, WESTERN COVENANT UNIVERSITY received the approval from the United States Student and Exchange Visitor Information System (SEVIS) to issue I-20 for qualified international students. This was a big move for the university because it opened doors for international student admissions, aid international students to qualify for international student visas (F-1), and most of all, contribute to the American economy by promoting educational tourism in the country. The influx of international admissions requires a much bigger teaching facility, and a much better learning environment for the university's multicultural population. Hence, on the 1st of July in 2022, the university moved to a new campus, and its current address, 3333 Wilshire Boulevard.

Two years after, WESTERN COVENANT UNIVERSITY was nominated for accreditation and gained its candidacy status with the prestigious national accreditation board for Christians Colleges and Schools, the Transnational Association of Christian Colleges and Schools (TRACS). And then in the year 2020, WCU received its full accreditation and membership with TRACS.

A year after, in 2021, WESTERN COVENANT UNIVERSITY gained approval to offer nationally accredited business and computer undergraduate programs. Thus, Bachelor of Arts in Business Administration (B.A.B.A.) and the Bachelor of Science in Computer Science programs (B.S.C.S.) were opened. At present, WCU has an estimated 117 enrolled international students in undergraduate programs; of which 89% are studying in the B.A.B.A.

In the last quarter of 2022, once again, WCU received another fortunate news. This time, the Master of Business Administration (MBA) program with tracks on Global Business and in Information Technology and Systems Management is approved together with the Distance Education Program. In the Summer Quarter of 2023, WCU opened and offered classes for the MBA program. Plus, all programs are available for the Distance Education Mode of Learning.



## Name of the Institution

The name of the institution, “Western Covenant University,” (WCU) clearly reflects its mission. “Western” indicates the location of the institution, namely the west side of the U.S. and the word “Covenant” appears both in the Old and New Testaments.

WCU currently offers two master’s degree program: Master of Arts in Religion (MAR), and the Master of Business Administration (MBA); and two bachelor’s degree program: Bachelor of Arts in Business Administration (BABA) program and Bachelor of Science in Computer Science program (BSCS); and one certificate program in Pattern Making and Sewing (PMS). According to the standards set forth by the State of California, the nomenclature “university” can be used for institutions offering master’s programs or higher.

## Ethical Values and Standards

WCU’s ethical values center on a strong commitment to Christlikeness. These values are based upon the Word of God and adhere to biblical principles as understood and taught in the Evangelical community of faith.

In this vein, as members of the WCU community we endeavor to

- honor God and commit us to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a multicultural society
- transcend the limitations and errors of the prevailing culture, choose and hold to the path for biblically true life.



In order to develop continuously as a community growing in truth, Christian character, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the twenty-first century.



# Approval/Accreditation

## 1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)

The University received approval to operate on July 19, 2003 by the Bureau for Private Postsecondary and Vocational Education (BPPVE). The University was fully approved on October 18, 2004 by the Bureau for Private Postsecondary Education (BPPE) as a private postsecondary institution. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Western Covenant University (WCU) may not imply that the Bureau endorses programs, or that Bureau approval means the Western Covenant University (WCU) exceeds minimum state standards.

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE). More information about BPPE can be obtained at <http://www.bppe.ca.gov> or at:

Mailing Address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private  
Postsecondary Education 1747  
North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897



## 2. TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

Western Covenant University was awarded accredited status as a Category III institution by the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], on May 21, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### Transnational Association of Christian Colleges and Schools

15935 Forest Road, Forest, Virginia 24551 Email: info@tracs.org

Phone Number:

(434) 525-9539

Website: tracs.org



## 3. THE STUDENT AND EXCHANGE VISITOR PROGRAM

The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS). It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

### The Student and Exchange Visitor Program

The United States Immigration and  
Customs Enforcement Tel: (703) 603-3400

Fax: (202) 915-0818

Email: [sevp@ice.dhs.gov](mailto:sevp@ice.dhs.gov)

Web: <https://www.ice.gov/sevis>

**SEVP**  
**STUDENT AND EXCHANGE  
VISITOR PROGRAM**



U.S. Immigration  
and Customs  
Enforcement



# University Locations



## Main Campus in Los Angeles, CA

3333 Wilshire Blvd. Suite 700

Los Angeles, CA 90010

E-Mail: [info@wcuniversity.edu](mailto:info@wcuniversity.edu)

Tel. 213-293-1771

Fax. 213-896-7265



## Teaching Site in San Diego, CA

4542 Ruffner St., Suite 200

San Diego, CA 92111

E-Mail: [info@wcuniversity.edu](mailto:info@wcuniversity.edu)

Tel. 213-293-1771

Fax. 213-896-7265

# Office of the Student Services

## Meet the Team

**Lydia Khali, M.B.A.**  
*Dean of Admissions*  
[lydia@wcuniversity.edu](mailto:lydia@wcuniversity.edu)



Miss Khali is dedicated to ensuring that prospective students receive guidance tailored to their chosen programs. Her responsibility includes overseeing the admission process to ensure that enrolled students not only demonstrate high potential but are also committed to serving their communities. With a focus on maintaining the quality of student admissions, she actively contributes to increasing enrollment and endeavors to guarantee that all students experience a fulfilling educational journey at Western Covenant University.

**Sonia Aydin, M.Sc.**  
*Director of Student Support and Services*  
[soniakhali@wcuniversity.edu](mailto:soniakhali@wcuniversity.edu)



Assistant Professor Sonia Aydin serves as the Director for Student Support and Services. In this role, she meticulously oversees and coordinates comprehensive programs dedicated to elevating the overall student experience. In collaboration with program directors and faculty members, A/Prof. Aydin addresses students' individual needs, provides guidance, and actively contributes to the creation of a supportive environment conducive to learning and personal growth.

**Jason Lee, M.B.A.**  
*Chief Finance Officer*  
[neungmo.lee@gmail.com](mailto:neungmo.lee@gmail.com)



Mr. Lee collaborates with other university leaders to allocate funds effectively, allowing for the enhancement of student support services, scholarships, and infrastructure. He plays a vital role in maintaining reasonable tuition fees and optimizing the allocation of resources to benefit students directly. Additionally, Mr. Lee works to secure partnerships and financial aid opportunities, easing the financial burden on students and expanding access to educational resources; ensuring the quality of education that WCU provides is competitive to the demands of the current times.

**Allain Fonte, D.B.A.**  
*Director of Academic Support*  
[allainfonte@wcuniversity.edu](mailto:allainfonte@wcuniversity.edu)



Dr. Fonte oversees programs and services aimed at enhancing students' academic success. This includes bridging gaps and solving issues between faculty and students, assisting in study skills development, and managing resources to assist students in achieving their educational goals. Dr. Fonte collaborates closely with faculty, staff, and other support services to address academic challenges, provide guidance, and create a supportive learning environment. He ensures that students have the necessary tools and support for a successful academic journey.

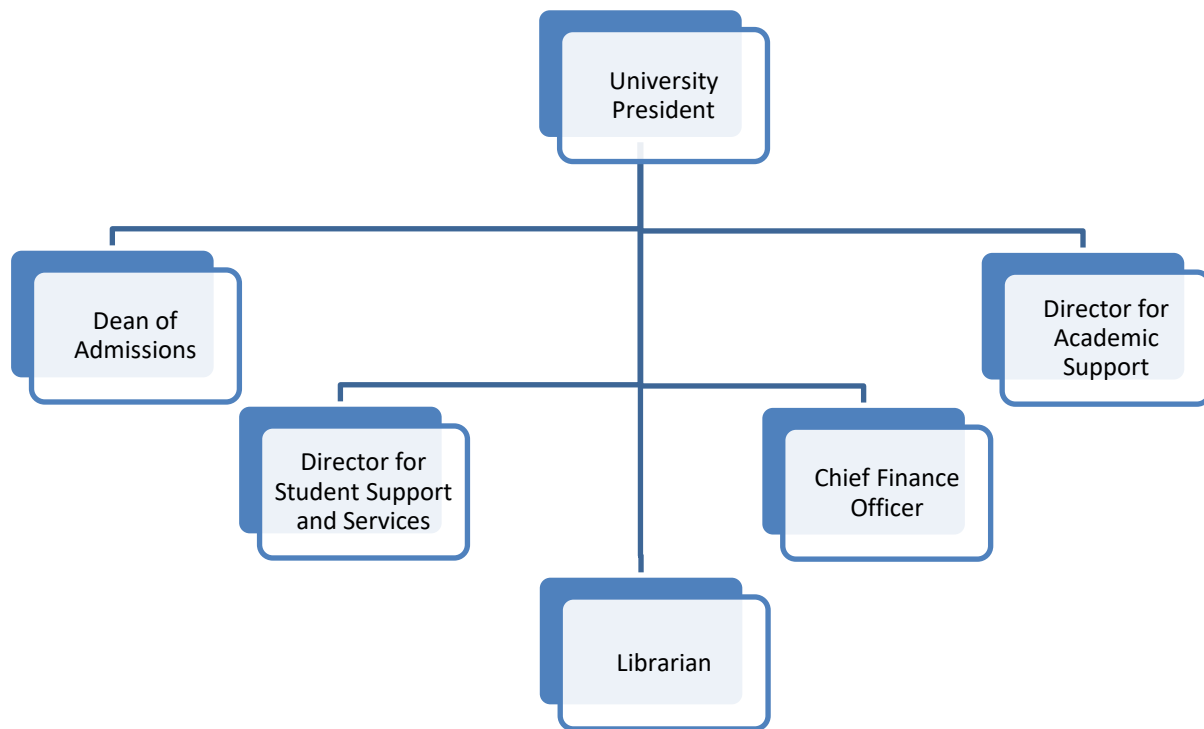
**Sophia La Monica Fernandez, M.I.L.S.**  
*Director of Library Services*  
[sfernandez@wcuniversity.edu](mailto:sfernandez@wcuniversity.edu)



Ms. Fernandez serves as a valuable resource and facilitator of academic success within the educational institution. Beyond managing and organizing library resources, Ms. Fernandez actively engages with students to assist in their research endeavors, providing guidance on effective information retrieval, evaluation, and citation. She contributes to information literacy education, empowering students to navigate and critically assess the vast array of resources available to them. She also works with faculty members to integrate research skills into the curriculum, ensuring students develop the necessary competencies to excel in their academic pursuits.

# The Student Support Organization Chart

## Academic Year 2024-2025



# Areas of Study and Program Directors

## Degree Programs

### **School of Business and Economics**

- Bachelor of Arts in Business Administration
- Master of Business Administration



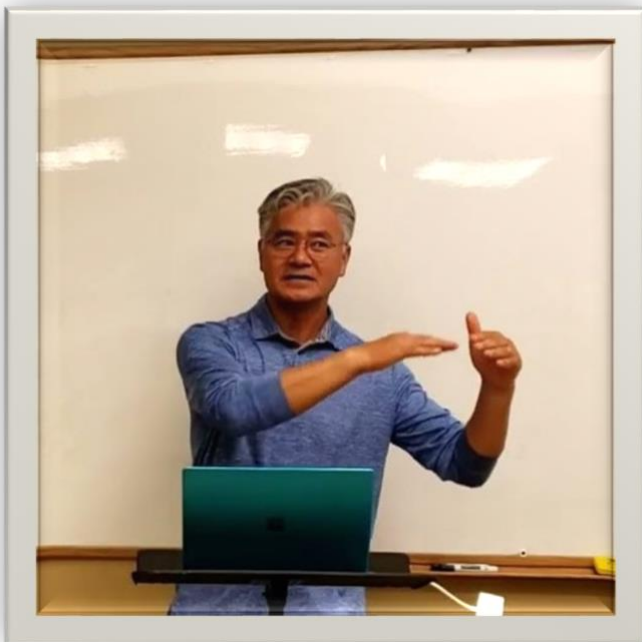
Edward Goold, D.B.A.  
Program Director  
School of Business and Economics

Email: [edwardg@wcuniversity.edu](mailto:edwardg@wcuniversity.edu)  
Phone: +1-213-293-1711  
Office: 4542 Ruffner Street,  
Suite 200,  
San Diego, CA 92111

Office Hours: By Appointment only

## School of Religious Education

- Master of Arts in Religion



Christian Wee, Ph.D.  
Program Director  
School of Religious Education

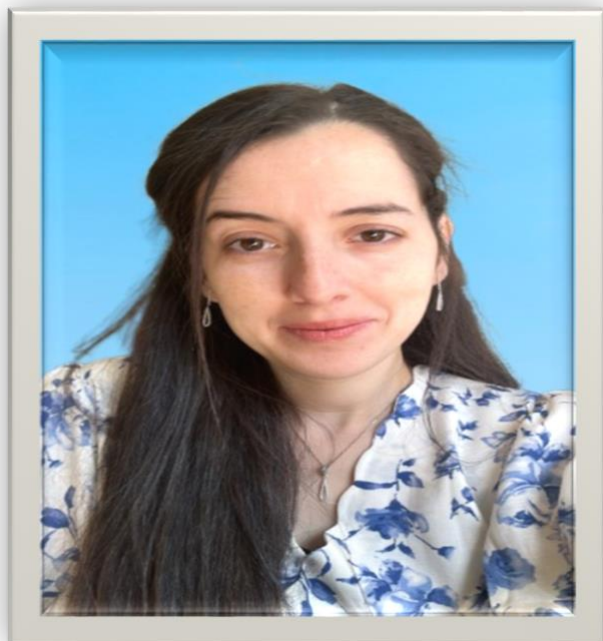
Email: [christianwee@wcuniversity.edu](mailto:christianwee@wcuniversity.edu)

Phone: +1-213-293-1711  
Office: 3333 Wilshire Blvd,  
Suite 700,  
Los Angeles, CA 90010

Office Hours: By Appointment only

## School of Computer Studies

- Bachelor of Science in Computer Science



Sonia Aydin, M.Sc.  
Program Director  
School of Computer Studies

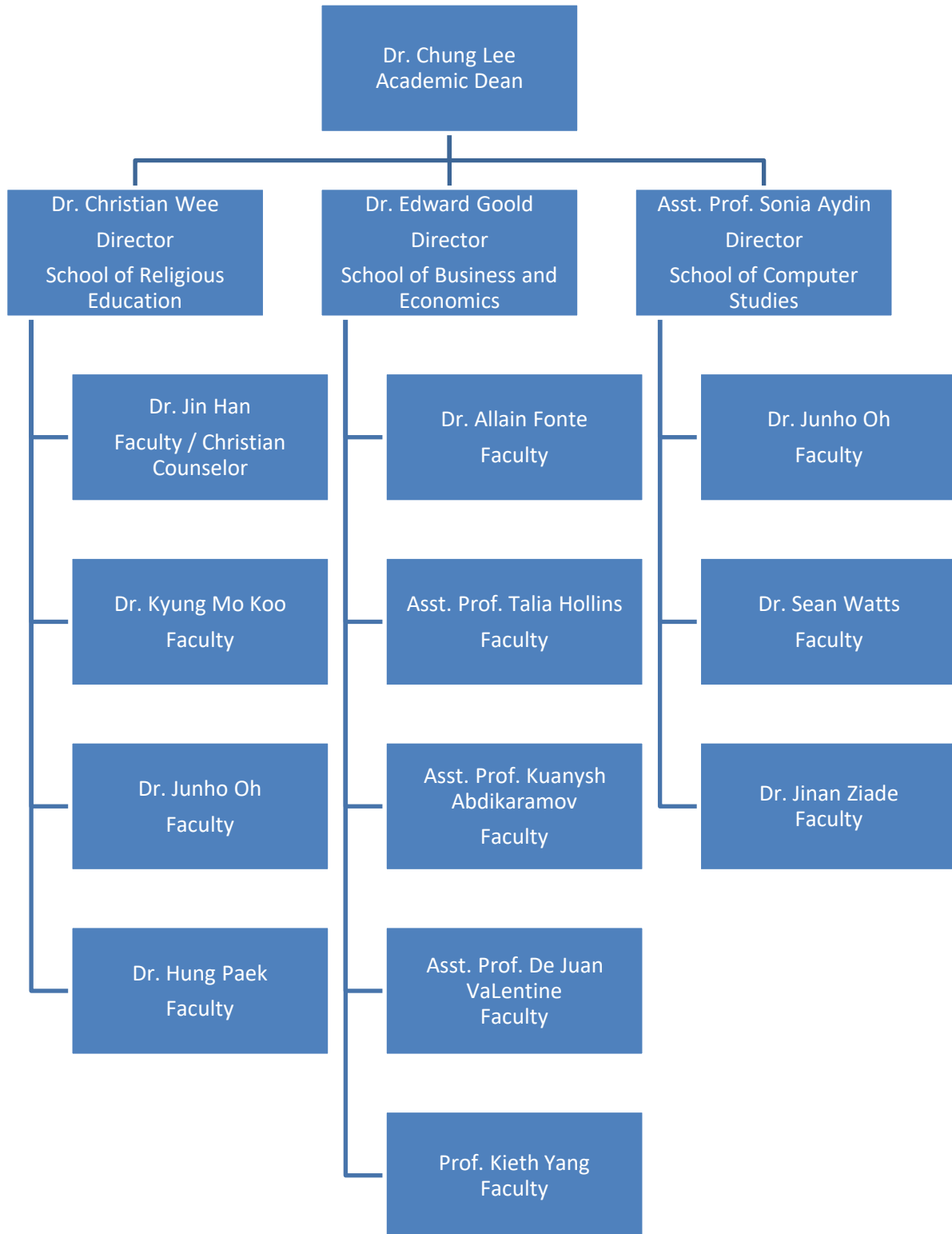
Email: [soniakhali@wcuniversity.edu](mailto:soniakhali@wcuniversity.edu)

Phone: +1-213-293-1711  
Office: 3333 Wilshire Blvd,  
Suite 700,  
Los Angeles, CA 90010

Office Hours: By Appointment only

# The Faculty Advisors Organizational Chart

## Academic Year 2024-2025



# Goals and Tips

## What are your goals?

Understanding your career objectives initially allows you to make informed choices regarding your major and coursework, strategically plan extracurricular involvement such as joining student clubs or participating in job shadowing, and maintain a sense of motivation throughout your academic journey.

### **Think About These Questions:**

- What knowledge do you possess about this profession?
- What educational background and skills will be essential?
- Are there job opportunities available in the field?
- What income can you anticipate?
- Is this career suitable for you, aligning with your interests, skills, personality, and values?

Additionally, consider the relevant major that will pave the way to your desired career. Just as in home remodeling, where you would assess the necessary projects before acquiring the essential skills, selecting a major after determining your career goals ensures alignment, avoiding a situation where you learn skills unrelated to your ultimate objectives.

### **Tips for success:**

#### A. Tips for a Successful Transition to College:

- Take charge of your education by adopting an independent learner mindset.
- Recognize the significance of your commitment level and behavior in class.
- Establish connections with professors, faculty advisors, and your Student Support Advisor (SSA) for valuable assistance.



- Be proactive and seek help when needed.
- Manage your time effectively, considering academic obligations and balancing other responsibilities like family, work, and student activities.
- Create a system to track essential deadlines and test dates from your syllabi.

#### B. Goals and Advice:

- Make informed decisions by consulting your SSA or faculty advisor before dropping courses, as it may impact your progress.
- Plan for the future by setting goals for the semester, the year, your overall college experience, and your career.
- Build a support network of individuals, family, and friends who encourage your educational goals.
- Engage in campus life by participating in clubs and activities, fostering new connections and experiences.
- Stay connected to campus through regular checking of your student email and updating contact information.
- Approach college with a professional mindset, viewing professors as supervisors, group work as an expectation, and grades as performance feedback.
- Familiarize yourself with campus policies and procedures outlined in the Student Handbook, available online at <https://wcuniversity.edu/our-catalog/>.
- Communicate any excused absences to professors and fulfill your responsibilities despite any authorized time away.



# Team of Advisors

## Student Support Advisors (SSAs)

- Professional staff members at the student support offices on both campuses in Los Angeles and San Diego that can be met by scheduling an appointment.
- These staff members collaborate with incoming students, offering guidance on placement scores, scheduling initial classes, and discussing educational goals.
- They support students in major changes, address academic challenges, aid with registration issues such as prerequisite errors, guide decisions regarding schedule adjustments, and offer information on college policies and procedures.
- Additionally, they provide support throughout the transfer process, covering aspects like school exploration, adhering to timelines, and completing applications.

## Faculty Advisors (FAs)

- Professors within a specific major possess specialized knowledge about that program and career trajectory.
- These faculty members assist students in choosing classes, electives, and internships, offering guidance on academic achievement, transfer possibilities, and employment prospects.
- Each student is assigned an advisor based on their major, and students receive notification of their advisor via email at the beginning of their first semester or when they change their major.



# Student Support Services

The university student's services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at WCU.

**Academic Counseling and Guidance:** The academic counseling services assist students in reaching their educational goals by: providing orientation for a successful academic experience at WCU; helping to clarify career and academic goals and assisting with course selection and program planning.

Student Records are confidential and are maintained and released in accordance with applicable law. The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which:

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student. If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem



cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem. Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student. Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 2014;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

Student Record Retention Policy Record Retention Period Students' applications for admission Five years. High school transcripts Five yrs. Transcripts from prior colleges/universities attended Permanently Registration forms Five years. Add/drop forms Five years. WCU transcripts Permanently Application for graduation Five years. Change of grade form Five years. Grade report forms Five years.

# Academic Support

## **Career Development**

Supports students and graduates in achieving their educational and career objectives. Offers assistance in exploring college and career options, creating resumes and cover letters, conducting job searches, building professional networks, and refining interview skills.

## **Educational Opportunity Programs**

Offers students access, academic guidance, and additional financial support through services such as academic advising, collaborative learning workshops, and mentorship and networking opportunities.

## **Holistic Student Support**

Student Support Advisors (SSAs) offer skilled planning, precise direction, and steadfast assistance as you formulate, pursue, adjust, and achieve your educational objectives. Collaboratively, you and your SSA function as a team, gaining a comprehensive understanding of the direction and significance of your college education.

## **Learning Commons**

Provides academic tutoring services where both professional and peer tutors assist students across various subject areas, encompassing reading and writing for essays, academic research, and intercultural ministry and missions.



## **Library**

Offers students, faculty, and staff access to information resources and services that cater to the requirements of all academic programs; additionally, supports personal development, learning, and leisure needs of individuals.

## **Accessibility Resources Services**

Offers support throughout the campus to students facing physical, emotional, and/or learning challenges.

# Financial Support

## **Business Office**

Creates invoices, gathers payments, including deferred payments, Certificate of Enrolment Forms, applies scholarship discounts to student tuition, and dispenses overpayment refund checks.

## **Financial Aid and Scholarships**

Aids students in obtaining sufficient funds to cover educational costs by looking for scholarship offers from church members and volunteers, and assisting students in applications for external grants and loans.



## **Student Employment**

The Office of Student Support Services offers support in locating on-campus work-study and student assistant roles, as well as part-time positions off-campus.

# Student Wellness

## **University-Community-Connection**

Links students with community resources to access comprehensive services like healthcare, childcare, transportation, family counseling, employment counseling, financial support through tax preparation, FAFSA preparation, financial counseling, and various other support services, collaborating with a range of public and nonprofit partners.

## **Counseling**

Helps all students adjust to college life and address any personal challenges or barriers.

## **Health and Wellness Services**

Offers fundamental first aid, health evaluations (with a registered nurse available on-site and weekly visits from a physician), and recommendations for further treatment, wellness programs, and counseling.



## **LGBTQ+ Resources**

Resources for the LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer) promote fostering understanding and engagement among students, faculty, and staff of diverse identities.

## **Public Safety**

Tasked with ensuring the well-being of the university community by implementing measures for crime prevention and control, managing parking regulations, and preventing potential hazards. Additionally, issues student IDs and parking passes.

## **Student Activities**

Provides student-led clubs, organizations, activities, and special events as valuable supplements to a student's formal classroom education.

# Technology Support

## **IT Help Desk**

Manages all computer-related assets owned by the university, including hardware, software, printers, toner, servers, and network connections. Offers academic lab support, Wi-Fi assistance, and email support for students.



# Overview of the Family Educational Rights and Privacy Act (FERPA)

Student records are confidential and are maintained and released in accordance with applicable law.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which: Contain information directly related to a student, maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;



2. Confidential letters of recommendation on file prior to January 1, 2014;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

## Transfer Credits

### Policies on Transferring Credits

WCU has not entered into any articulation or transfer agreements with any other college or university. However, the University may accept transfer credit coursework earned at previously attended colleges and universities if the course and course grade meet the transfer requirements of the program to which it is being transferred. Coursework from international institutions will require thorough documentation evidencing equivalency to the standards set by the U.S. Department of Education for accredited institutions.

WCU will accept transfer credits from other postsecondary institutions subject to the following conditions and limitations:

Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.



## Maximum Credits Awarded

Undergraduate Level. A maximum of 75% of the credits required may be awarded for a combination of transfer credit and standardized exam credit.

Master Level. No more than 20% of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:

- Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
- Credits to be validated and transferred must meet the following criteria:
  - i. The student must complete 12 academic hours in residency at WCU with a 2.5 grade point average.
  - ii. The qualifications of each professor must be verified through the office of the Chief Academic Officer.
  - iii. A course must fit the appropriate major or be applied as a general elective.
  - iv. A full course description from the college catalog must be provided.

The student may be required to pass a WCU validation exam for the course to be transferred.

- i. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
- ii. Credits accepted in transfer must be at the grade level of 'C' or higher.
- iii. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student's grade point



average.

- iv. Courses acceptable for transfer need not be identical with a course offered at WCU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at WCU may not expect to receive full transfer for his/her previous work.

## Prior Experiential Learning Credit

Western Covenant University does not award any credit for prior experiential learning.

## Transfer Credit Procedures

Students desiring to transfer credits from other institutions must have official transcripts from all post-secondary institutions on file and must confer with the Chief Academic Officer before or during their first semester at WCU. Upon review of the transcript, the Program Director will complete a transfer evaluation.

WCU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on WCU transcripts until 9 hours are satisfactorily completed.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's degree program at WCU. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education. The University has not entered into an articulation or transfer agreement with any other college or university.



## Transferability of Credits and Credentials Earned at WCU

The transferability of credits you earn at WCU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate, you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending WCU to determine if your credits, degree or certificate will transfer

# Statement of Approval

This University Student Success Guide is hereby approved for publication under **Board Resolution No. 016-11-15-2024** on November 15, 2024, at St. James the Great Board room of Western Covenant University.

The information published herein is verified and approved as the most recent policies, regulations, and procedures of Western Covenant University. Please note that changes and updates may occur in the future as deemed appropriate by the Academic Committees, Finance Committees, and Student Support Committees. Such changes, once approved by the Board of Trustees, may not be reflected in this document as updates to the Catalog are published annually every November of the Academic year.

For the most accurate and up-to-date information, it is advisable to verify specific details with the respective committee responsible for the area of concern.

Signed:

테디 최

**Teddy Choi, Ph.D.**

Chairman of the Board of Trustees  
Western Covenant University



# Organization and Administration

## Academic Year 2024-2025

President:	<b>David Oh, Ph.D.</b>
Chief Academic Officer:	<b>Chung Lee, Ph.D.</b>
Chief Financial Officer:	<b>Jason Lee, M.B.A.</b>
Program Director for School of Business and Economics:	<b>Edward Goold, D.B.A.</b>
Interim Program Director for School of Computer Science and Technology	<b>Sonia Aydin, M.Sc.</b>
Program Director for School of Religious Education	<b>Christian Wee, Ph.D.</b>
Registrar and Director of Records / San Diego Teaching-Site Director	<b>Hong Sik Kim, D.B.A.</b>
University Librarian	<b>Sophia Fernandez, M.I.L.S.</b>
Dean of Admissions and Students Services	<b>Lydia Khali, M.B.A.</b>
Director of Assessment, Planning, and Development	<b>Allain Fonte, D.B.A.</b>

