



Warner Pacific College
 2219 SE 68th Avenue
 Portland, OR 97215
 503.517.1001 (o)
 503.517.1350 (f)

Warner Pacific College MEASLES (RUBEOLA) IMMUNIZATION RECORD/EXEMPTION FORM

Last Name: _____ First: _____ MI: _____ ID#: _____
 Address: _____ City: _____ State: _____ Zip: _____ Country: _____
 Home Phone: (____) _____ Student's Cell Phone: (____) _____ Citizenship: _____
 Birth date: ____/____/____ Gender: Male Female Preferred e-mail: _____

FOR ALL STUDENTS BORN AFTER DECEMBER 31, 1956

Oregon State Law requires all college students taking twelve or more credit hours to show proof of receiving a **second-dose** of measles-containing vaccine. Please comply with this law before you arrive at Warner Pacific College by providing the required evidence on this form and returning it to the Health & Wellness Center.

Note: The vaccine will not be administered on campus. Students will **not** be allowed to register for classes after their first semester if they have not provided evidence of compliance on this form.

- ❖ I have had **two doses** of a measles-containing vaccine. These vaccines were on or after my first birthday and were at least 30 days apart.

Dose #1 _____
 Mo/Yr _____

Dose #2 _____
 Mo/Yr _____

- ❖ I have had **two doses** of a measles-containing vaccine, but do not know the date of my first measles immunization. **My second measles immunization was received during or after December 1989.**

Dose #2 _____
 Mo/Yr _____

EXEMPTIONS FROM ABOVE REQUIREMENT

AGE EXEMPTION

_____ I was born before 1957, and therefore I am considered immune.

Initials

NON-MEDICAL EXEMPTION

_____ I am claiming a "non-medical personal exemption" and have attached the "**Vaccine Education Certificate of Completion**" form verifying that I have watched the video "Vaccine Education Module: College Measles" created by the Oregon Health Authority.

Initials

Directions: Go to: www.healthoregon.org/vaccineexemption. Click on the link **For College Students: College Measles Module**. This will take you to the video. Watch the video and at the end you will be able to create a certificate of completion to then sign and turn in with this form.

MEDICAL EXEMPTION

_____ I certify that the above-named student should be exempt from the requirement for the second dose of a measles-containing vaccine based on one of the following:

Initials

- ❖ History of disease Date: _____
- ❖ Immune titer shows immunity to measles Date: _____

The following medical reason:

_____ which constitutes a medical contradiction in accordance with the advisory committee on immunization practices of the U.S. Public Health Services for measles vaccine.

Signature of Physician, Nurse Practitioner, or Health Department Official

Date

Telephone Number

Student Signature: _____ **Date:** _____

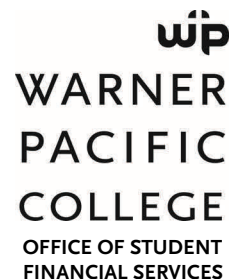
Year & Semester of Entry: 20 ____ Fall Spring Summer



STUDENT INFORMATION

LAST Name: _____
FIRST Name: _____ M.I.: _____
WPC ID #: _____

**FINANCIAL
INFORMATION
RELEASE
FORM**



What is the purpose of this form?

In accordance with the Family Educational Rights and Privacy Act (FERPA), Warner Pacific College is committed to protecting students' rights to privacy regarding their financial information. However, financial information may be released to another individual, if the student consents, by completing this form and returning it to the Office of Student Financial Services.

Upon receipt of this signed form, a note will be placed in the student's record indicating to whom release has been given. The release code created by the student must be provided in order to receive specific information.

This authorization will remain in effect for approximately one year after the student graduates or ceases enrollment, or until such time as the student updates or revokes it by completing a new release form.

STEP ONE Instructions: ALL STUDENTS must complete this section. **PLEASE PRINT LEGIBLY**

Student Contact Information:
Cell Phone # _____ Email (Non-WPC) _____

Release Code:
To obtain access to specific personal information, individuals (including the student) must provide the student's Release Code. **It is the student's responsibility to provide the code to approved individuals listed below.**

Please create your release code and write it in the space provided:

Release Code _____

STEP TWO Instructions: Please complete the information below and provide your signature in step three as appropriate.

I hereby give Warner Pacific College permission to release financial information to the following individual(s). Please include each individual (up to four different individuals) for whom you wish to give financial information access. If no access is permitted, indicate N/A on line #1 below and complete steps one and three.

Person #1 _____ Relationship _____
Person #2 _____ Relationship _____
Person #3 _____ Relationship _____
Person #4 _____ Relationship _____

STEP THREE

Student Signature _____ Date _____



STUDENT INFORMATION

LAST Name: _____
FIRST Name: _____ M.I.: _____
Student SSN: _____
WPC ID #: _____ DOB ____/____/____

Student Financial Agreement and Initial Disclosure



Federal regulations concerning the Truth-in-Lending Act require the following technical disclosure of terms of payment and credit.

The payment of a student’s obligation to Warner Pacific College is governed by the Student Financial Agreement and Initial Disclosure which each student is required to sign prior to enrolling in classes.

A monthly statement is sent to the student if there is a balance due on account. If the amount called ‘amount due’ is paid in full by the due date shown on the statement, no late payment penalty charge will be assessed. Payments, credits, or charges received or made after the Statement Date will appear on the next statement.

GENERAL PROVISIONS:

- My student account reflects a balance I owe for educational services obtained from and the associated costs of attending Warner Pacific College (WPC or the College).
- When I register for class, I incur charges and am responsible for payment of these charges whether or not I attend.
- Warner Pacific College is a non-profit institution of higher education. As such, I understand that this agreement constitutes an extension of credit solely for my use toward the pursuit of educational services at the College and I agree to undertake any financial obligations and repay any debts that may arise under this Agreement. I understand that any student loan(s) obtained to pay for these educational services may not be dischargeable in bankruptcy.
- This agreement will be in effect until I have fulfilled all financial obligations to the College, and Warner Pacific College has terminated this agreement.

REPAYMENT:

- I promise to pay the College the principal and any late fees, fines or penalties by the due dates stated on my student account statements and in applicable College catalogs and/or websites.
- If payment is made by check and the check is returned, I agree that a fee of \$25.00 may be charged to my student account.
- If I expect financial aid to pay all or part of my financial obligations to the College, I understand that it is my responsibility to meet all requirements for disbursement to my student account. I authorize the College to use the financial aid to pay for all education costs charged to my student account for my entire period of enrollment and/or attendance at the College.
- I understand that it is my responsibility to ensure that all requirements of grantors, lenders, employers and other third-party payers are met on a timely basis.
- I understand that despite my expectations for payment from financial aid or other sources that I am ultimately responsible for all charges incurred.
- I understand that my financial aid may be adjusted due to eligibility. I agree to pay back to the College any amounts that I am not eligible for under applicable financial aid guidelines as a result of adjustments.

See next page for additional provisions and required signatures

FAILURE TO PAY:

I hereby agree that if I fail to make the minimum payment amount(s) in accordance with the accepted payment arrangement created with the Office of Student Financial Services and/or pay the College the full amount of monies owed, all the following conditions will apply:

1. The College may assess a 1.5% service charge based on the amount due each month the amount due remains unpaid.
2. The College shall place a temporary hold on my access to register for future courses until the balance of my WPC student account is current.
3. The College shall place a temporary hold on the release of my academic transcripts (both official and unofficial) until the balance of my student account is paid in full.
4. The College may refer my outstanding debt to an external agency for collection.

COLLECTION:

- If my tuition, fees, or other charges remain unpaid, I understand that my account and debt information may be sent to an outside collection agency. I agree to be held responsible for paying collection agency fees which may be based on a percentage at a maximum of 50% of the debt, and any other costs and expenses, including reasonable legal fees incurred in such collection efforts.
- This agreement shall be construed in accordance with Oregon State law and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Multnomah County, State of Oregon, regardless of my domicile at the time of bringing such suit. In the event of litigation, I agree to pay all costs associated with such litigation, trial, or appeal, including but not limited to, attorney and legal fees.
- The College and/or the external collection agency may report my delinquent debt to national credit reporting agencies. This action may negatively impact my credit history and score.
- For purposes of collecting on my debt to the College, I hereby give the College and any of its external servicers permission to contact me using any information I have provided to the College, including but not limited to, my home, business or cellular phone numbers, electronic mail addresses and postal addresses.

REFUNDS AND WITHDRAWALS:

- I understand that I must abide by the official College policies regarding withdrawal from the College. Withdrawal from the College, whether voluntary or at the request of the College, does not exempt me from payment in full for charges incurred while attending the College.
- I understand that in the event I withdraw from the College, I must make arrangements with the Office of Residence Life to cancel my residential lease if applicable. Refunds for room and board charges will be based on the date I check out of my residence.
- I understand that in the event I withdraw from all courses or am dismissed from the college, a pro-rated amount of tuition and fees, **except applied music and housing related fees**, will be refunded based on the schedule published in the College catalog. Any refund may be reduced by the tuition deposit, room reservation deposit, and meals consumed. Additional charges may arise from the terms and conditions of a residential lease.
- I understand any balance created by my withdrawal from the College will become immediately due and I must pay in full or make arrangements for payment with the Office of Student Financial Services.

SIGNATURE(S):

This Agreement creates a legal obligation to pay tuition and required/applicable fees. All parties who bear financial responsibility must sign below. I have read the above conditions and understand my financial responsibility to Warner Pacific College.

Student Signature _____ Date _____

Parent Signature _____ Date _____

(Required if student is under the age of 18 at the time of enrollment)

STUDENT INFORMATION

LAST Name: _____

FIRST Name: _____ M.I.: _____

WPC ID #: _____

Student Cash Management Authorization Statement



What is the purpose of this form?

Title 34 part 5 of the code of Federal Regulations was established to ensure that federal financial aid (Title IV funds) is used for its intended purpose and delivered to students in an efficient manner. Signing the following statement and authorization(s) gives the Office of Student Financial Services of Warner Pacific College the written authorization that is needed in handling the student's account with Title IV funds that are related to account charges and credits.

The following authorization(s) signed by the student is (are) valid for the award year in which it was obtained and for as long as the student is enrolled at the school. The student has the right to rescind any previously granted authorization(s) by written request, with the rescindment being applicable toward funds not yet credited toward account charges. Students must complete a new authorization form and return it to the Office of Student Financial Services to rescind previous authorization(s).

I have read, understand, and have received a copy of the following explanations concerning the crediting of Title IV financial aid funds to my student account. I understand that my written authorization is needed to credit my account with Title IV funds for any charges other than those allowable by law which include tuition, fees, room and board. I understand that any authorization given is valid for the current 2017-2018 award year and thereafter until I rescind that authorization in writing using the form available in the Office of Student Financial Services.

Instructions: Please read the description of each authorization carefully and provide your signature below each authorization as appropriate. (Two signatures may be required)

AUTHORIZATION ONE

AUTHORIZATION TO PAY OTHER CHARGES

Definition: 34 CFR specifically states that Title IV program funds (the majority of federal aid sources) may only be credited to a student's account for allowable charges, which include current tuition, fees, room and board. Before crediting Title IV funds to pay for other charges, including books, parking pass charges, parking tickets, and other institutional charges, the College must have written authorization from the student.

I (student) hereby authorize Warner Pacific College to use my Title IV financial aid funds to pay for other educational related expenses that may be charged to my student account, including books, parking pass charges, parking tickets and other institutional charges.

Student's Signature: _____ Date: _____

AUTHORIZATION TWO CHOOSE ONE OF THE FOLLOWING OPTIONS:

AUTHORIZATION TO RETAIN CREDIT ON ACCOUNT

Definition: 34 CFR specifically states that if the student has a credit balance resulting from Title IV funds, the College must disburse the credit to the student, unless the student specifically requests that the funds remain on the student account.

I (student) hereby authorize Warner Pacific College to retain on my student account any credit resulting from Title IV funds disbursed to me. I realize that I may request a portion or all of the credit at any time through the normal College process established for releasing credit balance funds to students. My intent in leaving the credit on account is to apply it toward future charges, or for the convenience of managing my personal funds. I understand that the College is required to issue a refund to me at the end of each academic year and that I may re-deposit end of year refunds with the College to be held on account for the next academic year.

OR

AUTHORIZATION TO REFUND CREDIT ON ACCOUNT

I (student) hereby authorize Warner Pacific College to issue a refund for any credit balance shown on my student account resulting from Title IV funds disbursed to me. I realize that the College is offering two methods for funds availability and I must choose one of these options on the reverse side of this form.

- HOLD:** Hold the credit balance on my account in advance payment of future charges.
- REFUND:** Please refund my credit balance to me using the method indicated on the reverse side of this form.

Student Signature: _____ Date: _____

STUDENT INFORMATION

LAST Name: _____
FIRST Name: _____ M.I.: _____
WPC ID #: _____

**Automatic
Payment Plan
Authorization
Form**



GUIDELINES:

- A payment will be deducted in an on-going basis until the student gives written notification of termination of this payment authorization to the Office of Student Financial Services or until the end date listed below.
- Credit Card Transactions resulting in declination of the card will be attempted again until approved. If not approved within 7 days, account will be subject to a \$25.00 service charge and possible termination of payment plan.
- A timely monthly payment must be received without interruption. Failure to meet approval requirements (i.e. repeated declination and/or deactivation of card) may result in retroactive service charges, plan termination, and possible collection action.
- A non-refundable enrollment fee equal to 5% of the balance financed will be charged to the student's account at the time the plan goes into effect.
- **Any unpaid balance after completion and/or termination of this payment plan is the responsibility of the student.**

STEP ONE Instructions: Complete payment method and plan information below. **PLEASE PRINT LEGIBLY**

Payment Method

Credit Card: Visa MasterCard (Circle one) Charged on the _____ day of each month

Card #: _____ Credit Card Expires: _____

Verification Code (Last three numbers below the signature line on back of credit/debit card) _____

Plan Information

Balance: \$ _____ 5 % Enrollment Fee: \$ _____ Total: \$ _____

Plan Length: _____ Months Monthly Payment: \$ _____

Beginning: _____, 20____ and ending: _____, 20____.

STEP TWO Account Holder Information

Name of Account Holder: _____

Address of Account Holder: _____

_____ Phone # of Account Holder: _____

Email Address—receipts will be emailed to this address: _____

STEP THREE

I give permission to the Office of Student Financial Services at Warner Pacific College to process a monthly payment from the above credit or debit card, to be applied to the above named student account, as per the information provided. I have read and understand the guidelines listed above. I understand that if my account is placed with a collection agency, I am responsible for all additional collections fees.

Student Signature _____ Date _____

Account Holder Signature _____ Date _____
(if person other than student)

SFS Approval _____ Date _____

Network Access and Acceptable Use Policy

1. Statement of Purpose

Warner Pacific College's computer resources and information network are vital for the fulfillment of the academic, research, and business needs of our community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member exercise responsible, ethical behavior when using these resources. Misuse, even by a few individuals, has the potential to disrupt the legitimate academic work of students and faculty, as well as the business processes of the institution.

The policies that follow outline the principles that govern our academic community in the appropriate use of computer resources and its information network. Unless otherwise stated, these policies apply to all members of the College community and to all College owned or managed computers and network equipment, as well as all information contained therein. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

These policies do not override any existing Warner Pacific College policies as outlined in the Student, Faculty, or Staff Handbooks and are intended to be congruent with all applicable local, state, and federal laws. Use from within the College network by individuals or organizations other than staff, students, or legitimate affiliates is not permitted.

2. Privacy Statement

Warner Pacific College takes reasonable precautions to maintain privacy and security within our electronic systems. However, the College cannot guarantee that these efforts will always be successful. Therefore, users must assume the possibility of breach of College privacy and security systems. The College does not intend to sell, swap, rent, or otherwise disclose for purposes outside the scope of ordinary College functions a user's name, mailing address, telephone number, email address, or other personal information. While the College makes reasonable efforts to protect information provided to us, we cannot guarantee that this information will remain secure and are not responsible for any loss or theft.

Users may not view, use, or otherwise access another person's personal user data unless:

- He or she has such person's consent;
- Such use is necessary to provide technology support services; or
- Such use is necessary, as determined in the sole discretion of the College, to responsibly manage College technology resources or investigate a potential violation of law, College policy, or of this Network Access and Acceptable Use Policy.

The College manages its technology and information resources in compliance with applicable law, including the Family Educational Rights and Privacy Act (FERPA).

3. Copyright Statement

As an institution dedicated to pursuits of the mind, Warner Pacific College recognizes and respects intellectual property rights. Our commitment is to provide an environment that supports the teaching and learning activities of our faculty, staff, and students. To that end, all members of the community are expected to comply with applicable laws regarding copyright and intellectual property and to exercise in good faith the principles of "fair use" in education. The respect of copyright includes all media, including without limitation: print, audio, video, and digital. The College does not permit or support the illegal use or reproduction of copyrighted materials in any form.

Additionally, Warner Pacific College intends to fully comply with all software licenses and takes reasonable steps to assure these intellectual property rights are respected. Users of the College's computers and network resources must comply with all software licenses.

4. Handling of Accounts

The College does not permit the sharing or transfer of passwords or personal identification numbers (PINs) between any individuals. Such action is deemed unacceptable and may result in disciplinary action. If it becomes necessary for an authorized third person to access a user's files or data (as in the case of illness or changing of positions); this must be handled by the system administrator with the permission of the user's supervisor or a member of the Executive Council.

The Office of Information Technology generally removes user accounts, and all data found in user accounts under the following circumstances:

- Upon an employee's termination for any reason (after the employee's supervisor has reviewed the account);
- Upon a student's graduation, leave of absence, withdrawal, or dismissal, and at the end of each academic year;
- Upon a potential student's non-enrollment by the last day of classes in any given semester;
- Upon a post-graduate user's completion of his or her course of study, or upon his or her leave of absence, withdrawal, or dismissal; and
- Upon a legitimate affiliate's termination of affiliation with the College (after the affiliate's sponsor has reviewed the account).

5. Acceptable Use of Computer Resources

Acceptable and responsible use of the College computer and network resources requires that all users follow these guidelines:

- Respect the copyright and license provisions of all programs and data made available on the campus computers and the Internet;
- Respect the copyright of all materials with respect to their incorporation into software, presentations, multimedia applications, and Internet servers;
- Respect the rights of others by not tampering with their accounts, passwords, programs, or data.
- Use only those computer IDs and passwords for which the user is authorized, and use them only for the purposes for which they are intended. Do not share computer accounts or passwords with others;
- Avoid misusing or overusing the network, printing resources, and other shared computing resources;
- Avoid the misuse of College computing and network resources for private, commercial, or political purposes unless such arrangements have been made in advance with the appropriate College official.

Warner Pacific College prohibits unauthorized use or misuse of College email addresses for any purpose, including unauthorized use or misuse of campus electronic mail lists.

All users should respect and preserve the privacy of personal and institutional data to which they may have access by:

- Choosing an obscure or hard password that contains both letters and numbers and changing it frequently;
- Providing security for the computer systems and networks for which they are responsible, including, but not limited to, providing for prevention of unauthorized access or destruction of programs and data, and providing for adequate backups;
- Logging out or securing their workstation when stepping away from a computer to ensure personal account security and to protect the security of our College systems.

6. Unauthorized or Inappropriate Uses

Unauthorized use of technology resources is prohibited and, in many cases, may be a violation of the law. We are guided by the law in noting that unauthorized use includes, but is not limited to, the following types of activities:

- Harassment or threats to individuals or classes of individuals;
- Interference or impairment to the academic activities of others;
- Unauthorized access or unauthorized use of the resources of others;
- Carnage or impairment of College technology resources;
- Unauthorized commercial or political activities;
- Violation of local, state, or federal laws; and
- Anything deemed inappropriate by College policies or regulations, as determined in the sole discretion of the College.

It is the user's responsibility to promptly report any suspected unauthorized or inappropriate use of Warner Pacific College technology resources to the user's supervisor or the Director of Information Technology. Warner Pacific College has the right to investigate such uses, including the inspection of data stored or transmitted on the network or stored on any College owned desktop or laptop computer. If a use is determined to be in violation of this or any other College policy, appropriate measures will be taken which may include, but are not limited to, verbal or written warning, permanent or temporary suspension of user privileges, deletion of files, disconnection from the College's network, referral to the appropriate disciplinary process, and cooperation with appropriate law enforcement officials or agencies.

7. Network and Internet Use

Any computing device that is attached to the Warner Pacific College computer network must comply with the College's security policies, including current Windows patches and updated antivirus software. Since most College computer systems are connected to the Internet, it is essential for each user to recognize his or her responsibility in using these services and systems. The "Internet" is not a single network; rather, it is a group of thousands or individual networks that allow traffic to pass among them. The traffic sent out to the Internet may actually traverse several different networks before it reaches its destination. Therefore, users of the Internet must be sensitive to loads placed on other systems and participating networks.

Each network or system (e.g., accounting, payroll, or the student system) has its own set of policies and procedures. Actions that are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks/systems.

Access to the network is a privilege that may be revoked at any time, with or without warning, for abusive conduct. Such abusive conduct includes, but is not limited to:

- Using the network for any purpose that violates local, state or federal law;
- Using the network to make unauthorized entry to Warner Pacific College's or other computational information communication resources;
- Use of another person's account on the computer systems;
- Tampering with or moving network cabling or routing devices;
- Use of software or hardware designed to disrupt the security of the network or devices on the network or to spy on the network traffic of other users;
- Knowingly engaging in any activity that spreads computer viruses and/or SPAM mailings to campus computers or other computers on the Internet. This includes users who do not take adequate precautions against, or seek IT support in taking adequate precautions against, viruses and the proliferation of viruses;
- Impersonating another user in the use of the computers, networks or in email or other messages;
- Use of abusive or otherwise objectionable language in either public or private messages;
- Sending of messages that are likely to result in the loss of the recipient's work;
- Sending of "chain letters," novelty messages or lengthy unsolicited messages to individual accounts and/or lists or addresses;
- Distribution of unsolicited advertising and any other types of use that would cause congestion of the networks or otherwise interfere with the work of others;
- Unauthorized use or abuse of College mail lists and listserves; and
- Removal of any equipment from its designated location (clusters, labs, classrooms, offices, etc.).

8. Email and Distribution Lists

This policy applies to the College's standard campus email system, which is currently MS Exchange. All members of our campus community are expected to have and regularly check their email accounts. Warner Pacific College email is an official channel of communication between administration, faculty, and students.

While widely used as a primary method of communication between members of our campus community, all users should keep in mind that email is not a secure means of communication. No system connected to the Internet is completely safe from attack or infiltration. Warner Pacific College encourages all members of the community to be cautious in email communications and not send information over email that is highly private, sensitive, or potentially offensive to other members of the community.

Warner Pacific College owns the email system and its contents. Email on this system is not private communication, and users should have no expectation of privacy. Although it may choose to do so, the College does not generally monitor the contents of email sent to or from College servers, except to identify and correct problems with email delivery or receipt, to work with email system problems, or to deal with misconduct or security issues. An electronic log of who sends and receives email through College servers is maintained for a short period of time and used to analyze trends, create summary statistics for internal planning purposes, and to otherwise aid in maintaining system performance and security. Email-related information is generally stored on a temporary basis and released only if required by law or deemed necessary, in the College's sole discretion, to internal investigations of potential violations of College rules, policies or regulations. Lost or deleted email cannot be recovered.

Users should regularly monitor their email storage volume and cull their messages, keeping only those of lasting value or importance.

Due to the importance, purpose, and frequency of email communication, the College wishes to guide students and employees in the use of email distribution lists. This should not be construed as an attempt to prevent communication, but to properly use our technology for the benefit of the institution.

The purpose of email distribution lists is to provide an efficient method to disseminate information directly related to Warner Pacific College activities to multiple relevant recipients. As such, system-wide distribution lists may not be used for non-College communications, including, without limitation, selling, forwarding of jokes, "chain letter" style email messages, remembrances, or medical updates.

In the event the above policy is not followed, a first offense may result in a written warning and a second offense may result in the loss of network privileges.

9. Network Monitoring

The College network is monitored by individuals or software to ensure optimal service. In the event of an outage during non-business hours, users should call extension 1399 and leave a message as to the nature of the outage.

10. Off-Campus Access to Systems and Networks

Only authorized College students, faculty and staff are allowed access to Warner Pacific College systems and networks. Access should be secured by encryption, VPN, gateway authentication, or other necessary means as directed by the Director of Information Technology. Computer-to-computer dial-in access is prohibited.

11. Network Security Policy

Users must comply with any network security policy developed by the Director of Information Technology, including requirements regarding firewalls, filtering, VLAN restrictions, and routing.

12. Bandwidth Usage

The campus network is a resource for the entire College community. Academic use of the network takes priority over recreational use. Users must comply with the College's bandwidth policies and restrictions, which are

developed and updated by the Director of Information Technology. These bandwidth policies may include restrictions related to certain Internet activities that may interfere with academic use of the network. These restrictions may include, without limitation, prohibitions on downloads such as:

- MP3 music downloads;
- Video and audio streaming; and
- Online or network gaming.

13. Social Networking

We believe in treating people with respect and adhering to ethical and responsible practices. Employees and students are expected to follow Warner Pacific College's community covenant and lifestyle agreement when representing the College or while on campus, to accept responsibility for the appropriateness of their own conduct, and to show personal integrity at all times.

Electronic media in its various formats is a communication tool used widely among private parties and a growing number of organizations. Warner Pacific College regularly and actively engages the various types of electronic media including, but not limited to: Facebook, LinkedIn, and Twitter as a way to connect to and stay involved with the community at large.

Employees and students are expected to conduct their personal affairs in a manner that is aligned with the College's employment standards and lifestyle agreement and does not adversely affect the College's own integrity, reputation, or credibility. Employees and students should refrain from using electronic media to make inappropriate, unprofessional or adverse comments, suggestions, or innuendo related to or referencing their association with Warner Pacific College. If you identify your association with Warner Pacific in your social networking, the College reserves the right to take issue with texts, posts, or blogging that it deems inappropriate, unprofessional, or adverse. Negative or inappropriate remarks may be injurious to the College, its reputation, and the long-standing position and image built in our community.

Social media references that could be viewed as malicious, obscene, threatening or intimidating, that disparage other employees, students or other campus associates may also be found as a violation of our harassment policy.

Pictures, posts, or texts on a social media or personal site that associate an individual with a violation of the community covenant or lifestyle agreement may serve as a prompt to initiate an investigation into the matter.

Employees found in violation of this policy are subject to disciplinary action up to and including termination. Students found in violation of this policy are subject to disciplinary action up to and including suspension or dismissal from Warner Pacific College. Nothing in this policy should be construed or applied to prohibit employees' rights under the National Labor Relations Act.





Network Access and Acceptable Use Policy Confirmation Statement

The function of Warner Pacific College's communications and data networks is to carry material in support of the academic, business, and research enterprises of the institution. This material may include (but is not limited to) news, electronic mail, and ancillary data relevant to the aims and objectives of the College.

In order to receive an electronic mail account, you must read Warner Pacific College's Network Access and Acceptable Use Policy and complete and sign the form below. Your signature will indicate your willingness to abide by the College's policies.

I have been provided with a current copy of the Warner Pacific College Network Access and Acceptable Use Policy. By signing below, I agree to follow these policy guidelines and understand that failure on my part to do so may result in termination of my electronic mail account and/or other actions as may be specified by this or other Warner Pacific College policies. I also certify that I am either a currently enrolled student attending classes at Warner, or a currently employed faculty or staff member, or a legitimate affiliate of the College. Failure to fill out any information below, including the signature, may result in delay of network access.

Name: _____
(Last) (First) (Middle initial) (Former Last Name)

Contact phone number: (_____) _____ - _____

I am a:

Student --- Student ID #: _____ ADP Cohort: _____

Anticipated Graduation Date (Month and Year): _____

If you are a resident student:

Building Name: _____ Room /APT #: _____ Campus Mailbox #: _____

Faculty/Staff --- Staff ID #: _____ Department: _____

Affiliate/Vendor --- Company (if applicable): _____

Campus Contact Person: _____

Network connection instructions are available at <http://helpdesk.warnerpacific.edu>

Your College email address will be the primary means of distributing College related information to you. Once you receive your default password, you are required to change it. Warner Pacific College does not provide email addresses to individuals or organizations outside of the Warner Pacific College community. Your email address may be included in campus directories.

Signature: _____ Date: _____

For internal use only
WSN: _____
UN: _____