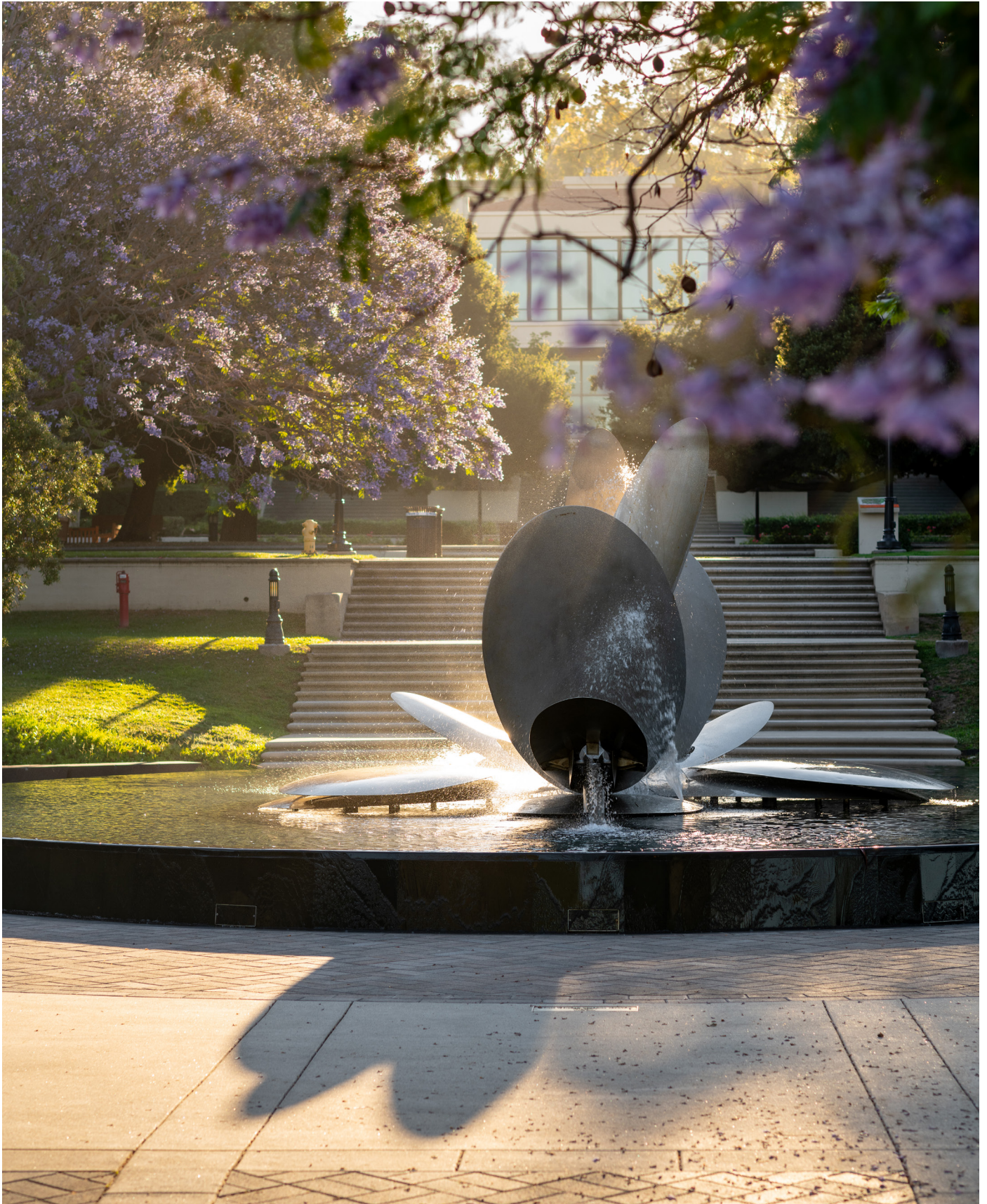


Navigating **OXY** Guide

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● INTRODUCTION

A What is this guide?

Hey there. Welcome to the Navigating Oxy Guide. We're so glad that you are here and that you opened up this little booklet. We hope it will change your life! Well, that might be wishful thinking. But we hope that it will at least help you make the most of your experience at Oxy. It's filled with insider information on how to be successful while you're here, and what to do when you don't feel so successful. You can think of this guide like the "cheat codes" to Oxy.

You've already received tons of information during New Student Orientation, but this guide will help you as you dive deeper into your time here. Read a copy while you relax at the ICC (What's the ICC? See pages 5 and 24), throw a copy in your bookbag to read while you take the Bengal Bus to Target (how do you catch the Bengal Bus? See page 29), or keep a copy on your nightstand to read before you go to bed (this guide doesn't emit blue light!).

In this guide, we'll answer some of your burning questions like How do I make new friends? and How do I get a job? We'll also answer questions that you didn't even know you had. Feel free to read it cover to cover. Or, just jump to the section that you need. There's a handy-dandy table of contents at the front that lists all of the main sections of the guide. And at the end, there's a tip sheet on all the acronyms you'll start hearing around campus.

We tried to keep each section short and to the point, covering key information. But don't worry, if you want to know more about a topic, you'll find QR codes throughout the guide that lead to pages on the Oxy website with more detailed information. This is our first edition and we know the guide may not have covered every question you have. If you have any suggestions or tips for the next edition please email oxy@oxy.edu, we welcome your feedback!

B Where should I go for more help & information?

1 Campus Map & Accessibility










Scan this code to access the interactive map of campus. You can use this map to find all of the academic buildings, residence halls, and even our campus gardens! The map also includes highlighted routes and paths that are ADA (Americans With Disabilities Act) accessible.



















2 Important Offices

There are many places and offices on campus that you will visit during your time at Oxy. Here is a list of some of the most important student-facing offices that will help you be successful here:

Office	Description	QR Code
AGC	AGC — aka the Arthur G. Coons Administrative building. While not an office, this building houses a number of important offices, like the Financial Aid Office, the Registrar, and the Office of the President.	

Office	Description	QR Code
BEST	BEST (Bias Education & Support Team): provides students who have witnessed and/or experienced a bias incident an opportunity to be heard and supported. BEST does not have a physical office because it is a team of faculty and staff from across campus. However, you can visit REHS or the ICC to connect with the BEST chairs.	
Card Services	Card Services: helps students with all of their Student ID Card needs, including card replacement, Bengal Bucks, and meal plan changes. Located in the JSC, 2nd Floor.	
Care Team	Care Team: a cross-disciplinary group of staff and faculty who work to support the well-being and success of Oxy students by identifying individual students of concern and developing holistic, personalized responses. The Care Team does not have a physical office because it is a team of faculty and staff from across campus. However, you can visit the Dean of Students Office in Berkus Hall to connect with the Care Team chair.	
Civil Rights & Title IX Office	Civil Rights & Title IX Office: receives and responds to reports alleging violations of Occidental College's civil rights policies, including the Sexual and Interpersonal Misconduct Policy and the Discrimination, Harassment, and Retaliation Policy. Located in the AGC, 1st Floor.	
Dean of Students	Dean of Students: strives to create and promote a community that supports the success of students both in and out of the classroom. Located in Berkus Hall.	
Emmons	Emmons — Counseling Services: provides short-term individual therapy, walk-ins (M-F, 2-4 p.m.), group therapy, drop-in chats, crisis support, consultations (including for off-campus referrals), dietary services, and psychiatry services. Located in the Emmons Wellness Center.	
Emmons Wellness Center	Emmons Wellness Center — Medical: provides medical care to all students (M-F 9 a.m.-12 p.m. and 1- 4 p.m. for in-person visits) including care for illnesses, injuries, or emergency contraception. Located in the Emmons Wellness Center.	
Fellowships Office	Fellowships Office: connects current Oxy students and alumni to non-Oxy sources of funding that support a range of activities suitable for a wide variety of majors, personal goals, and professional interests. Located in the HCC (Hameetman Career Center).	
Financial Aid	Financial Aid: dedicated to helping students with the financial aid process during your four years at Oxy. Located in the AGC, 1st Floor.	

Office	Description	QR Code
HCC	HCC (Hameetman Career Center): provides personalized assistance to help students connect their interests and skills with a variety of career opportunities in Los Angeles and beyond. The HCC is attached to the AGC building, and the main entrance is across from the Tiger Cooler.	
ICC	ICC (Intercultural Community Center): uplifts and supports students who identify as BIPOC (Black, Indigenous, and People of Color) and LGBTQIA+ (Lesbian, Gay, Bi, Trans, Queer and/or Questioning, Intersex, and Asexual). Located just off campus at 1501 Campus Road.	
IPO	IPO (International Programs Office): provides services and programming for international students and facilitates education abroad (study and research) and off-campus study experiences for all students. Located in Johnson Hall.	
ITS	ITS (Information Technology Services) Helpdesk: your one-stop shop for technology support, whether you need help with your computer, software access, printing, wireless, or classroom AV. Located in the Academic Commons.	
Library	Library: helps students by supporting teaching, learning, research, and other forms of intellectual engagement. Located in the Academic Commons.	
ORSL	ORSL (Office for Religious & Spiritual Life): supports students, faculty, and staff in their pursuit of a vibrant and meaningful religious and spiritual life while engaging religious pluralism with a commitment to mutual respect, awareness, and dialogue. Located in Lower Herrick.	
Pre-Health Advising	Pre-Health Advising: supports students and alumni interested in pursuing evidence-based social careers in medicine, allied health, and the biotech industry by offering individualized advising sessions and group workshops to help achieve their professional goals. If you are planning to pursue a career in health and medicine, visit their office! Located in the HCC.	
Pre-Law Advising	Pre-Law Advising: guides pre-law students in making well-informed decisions and building important skill sets. Located in Weingart 109A.	
Project SAFE	Project SAFE: provides resources, advocacy, and educational programming related to issues of sexual assault, dating violence, sexual harassment and exploitation, and stalking. Located in the Stewart-Cleland Hall Lower Lounge.	

Office	Description	QR Code
Registrar	Registrar: helps students with most academic issues including transcripts, registration, and grade processing. Located in the AGC, 1st Floor.	
REHS	REHS (Residential Education & Housing Services): partners with students to shape and nurture their living community. Located in Berkus Hall.	
SLICE	SLICE (Student Leadership, Involvement, & Community Engagement): brings together programs focused on leadership, activities, and community engagement to foster a robust student experience on and off campus. Located in the Johnson Student Center (JSC).	
SPC	SPC (Student Progress Committee): interprets and enforces academic policies, making decisions on a student's academic standing, and alerts students to progress issues that may affect their graduation. SPC does not have a physical office because it is a team of faculty and staff from across campus. However, you can visit the Registrar or the Associate Dean for Student Academic Affairs for more information on SPC.	
Student Business Services	Student Business Services: makes it easy for students (and parents) to access student accounts and pay bills online. Located in the AGC, 1st Floor.	
URC	URC (Undergraduate Research Center): provides resources to support students' research, scholarship, and creative work. Located in the Library, 2nd Floor.	
Writing Center	Writing Center: offers all students resources to support their writing at any stage in the writing process, for any task or genre, and in any discipline. Located in the Academic Commons.	



MONEY, FINANCES, & JOBS

A How does financial aid work?

If you are a student receiving any sort of financial aid here at Oxy, you are going to want to get to know the folks in the Office of Financial Aid. You've probably interacted with (or at least gotten an email from) them during the application process, but you aren't done yet. **Each year students are required to reapply for financial aid**, not because it's fun but because we want to make sure the assistance you are getting is responsive to you and your family's current financial circumstances.



It's important to know that while financial aid is highly personal, it is also highly regulated, mostly by the federal government. This means that meeting deadlines and completing documents completely and accurately is really the only road to success. It also means that the Office of Financial Aid may at times have to give you some difficult news because of policies and regulations outside its control, even though it is always trying to help you! To make sure you are the most prepared for the financial aid process each year, follow these four steps:

<p>Step 1</p>	<p>Complete the FAFSA for the next academic year by March 2</p>	<p>Your FAFSA is partially completed from the information you submitted last year. Review and update your information, then sign and submit your FAFSA. Make sure to list Oxy, federal school code #001249.</p>
<p>Step 2</p>	<p>Complete the CSS Profile for the next academic year by March 2</p>	<p>The CSS Profile application allows us to review your eligibility for Oxy need-based grants, loans, and work study. Remember to list Occidental College, CSS code #4581.</p>
<p>Step 3</p>	<p>Complete the Student Supplemental Application for the next academic year by March 2</p>	<p>Complete this online application through your financial aid student portal; it takes only a few minutes. Access your financial aid portal through myOxy under Student Services.</p>
<p>Step 4</p>	<p>Submit supporting documentation via IDOC by March 2</p>	<p>Submit all supporting documentation, which includes but is not limited to parent(s) tax forms, student tax forms, and W-2s, via the online IDOC portal.</p>



Following these four steps should work in most cases, but we know life comes with twists and turns. What do you do if your ability to pay to come to Oxy changes in the middle of the year or your financial aid offer doesn't quite cut it? You can submit an appeal online when you are able to document a significant change in financial circumstances. You can find a list of special circumstances and guidance on the appeal process at oxy.edu/financial-aid/special-circumstances

There are many more intricacies to dive into about financial aid, so we encourage you to visit the Office of Financial Aid (they always have candy) on the first floor of the AGC or contact them via email at finaid@oxy.edu with any questions you might have.

B How do I get a job?

1 Finding a job on campus

If you're hoping to earn some money while on campus, or if your financial aid package includes work study, there are some things you should know about finding a job and working while you're at Oxy. There are lots of opportunities to earn money with on-campus jobs, paid research opportunities, ASOC positions, and other student positions. Before we get too far, first let's get on the same page about the differences between a regular campus job and a work study award.

a Oxy Work Study

This Oxy-funded award is available to students who demonstrate financial need. It's called "work study" and reduces your tuition bill. However, you won't receive the money upfront — you'll earn it by working an on-campus job. On-campus jobs are not guaranteed, so you'll need to apply.

b Federal Work Study

Federal work study is similar to Oxy work study. The only difference is that this award is funded by the U.S. federal government and it is limited to students who are U.S. citizens or permanent residents.



A note about loans. Did you know you can accept, decline, or reduce any or part of the loans offered in your financial aid offer? You can!



3 Student Employment

If you do not have an Oxy or federal work-study award but are still looking to work on campus while you're here, fear not! There are opportunities for you to find employment at Oxy or, later in your academic career, earn money for research work.

4 Where do I start?

<p>Apply for a job!</p>	<p>For a list of open positions here, scan the QR code.</p>	
<p>Complete the application for student employment</p>	<p>Complete the application for student employment. Most jobs require this application, and you can submit the same application for different campus jobs. You'll want your student A-number and class schedule handy when completing the application. To download the application, scan the QR code.</p>	
<p>Prepare your documents!</p>	<p>You'll need to complete an I-19, W-4 and DE4, and for that you'll need original documents proving you are you. These documents could be a valid and unexpired passport or the combination of a driver's license and Social Security card. If you don't have any of these documents, you can find a full list of acceptable documents on page 2 of the I-9 Form on the Human Resources website. If the on-campus position will be your first on-campus position, you will need to complete a Student Employment New Hire Packet. You can pick up the New Hire Packet from the HR office (in AGC on the ground floor) or email studentemployment@oxy.edu. This packet includes the Form I-9 and Tax Forms (W-4 and DE-4).</p>	

5 First-Year STEP Program

The First-Year **S**tudent **E**mployment **P**reparation (**STEP**) program provides a limited number of paid job opportunities for first-year students who have received a work-study financial aid offer. STEP jobs for first-year students are exclusively offered through the HCC, at the beginning of fall semester only, with all placements completed by Oct. 1. Contact careers@oxy.edu for more information about the program.



6 Paid Research Positions

Do you want to get paid to do research? Undergraduate research is a big thing here at Oxy. You don't have to know what you want to do right now but, as you start to figure out what you want, just know that there are many ways you can get involved! We suggest talking to your classmates, your faculty advisor, or a professor with whom you may find yourself connecting. Or, if you like to get your information by reading/feel shy but are still curious, you can also learn about it here: oxy.edu/academics/student-research/urc/how-get-research-oxy



Why consider doing undergraduate research?

Research experience is great because it gives you hands-on experience, helps build your relationships with faculty mentors, promotes critical thinking and creativity, and contributes to social justice and positive change.

7 Summer Opportunities

I love living on campus — can I work here over the summer?

If you're hoping to live and work on campus over the summer, below are some programs to check out:

- InternLA:** Gain real-world work experience over the summer with Los Angeles-based nonprofit organizations. Students selected for an InternLA internship receive an educational stipend and need-based on-campus housing for the duration of the program. InternLA internships are for 10 weeks beginning in late May and ending in early August. Info sessions for this program typically occur in the fall, so be sure to read emails from the HCC! oxy.edu/internla


- UEP & UEPI Summer Internship Program:** Learn more about the intricacies of Los Angeles through a full-time paid position for 10 weeks working for nonprofit community-based organizations on affordable housing, food studies and urban agriculture, public health, and immigration rights & social justice. oxy.edu/academics/areas-study/urban-environmental-policy/jobs-internships/uep-uepi-summer-internship-program


- Undergraduate Research Center's Summer Research Program:** Each summer, over 100 students from across the College conduct faculty-mentored research for 10 weeks. Support for the program is provided by the College and by endowments, grants, and gifts from many sources. Applications are due at the start of the Spring Semester. Learn more at oxy.edu/urc.


- Check the online job board.** All Summer Student Positions are posted on the Student Employment website. Students are allowed to work 8 hours per day, 40 hours per week, during summer employment only.
- Talk with your supervisor** — some offices may need student workers over the summer.

8 Working Off-Campus

You can totally get an off-campus job, but we do not recommend it. Unlike your Oxy supervisors, you may find that your employer won't be flexible when your academic schedule really needs 100% of your attention. You worked hard to be here, and we encourage you to make the most of the many on-campus and College-sponsored opportunities while you're here. Students who are here on F-1 Visas are not able to work off-campus.

9 Other Tips on Jobs and Working

- Help! I'm nervous about reaching out to an office.
- We've got you! Here's a basic email draft to get you started:
 - Dear (name of hiring manager or department),
My name is __ and I am a __ year at Oxy. I am interested in __ position. Attached is my complete student employment application. Thank you.
- You can work in the following departments even if you don't have a work-study award (you can find a complete list on the Student Employment website):
 - Green Bean, ASOC, Admission Office, Telefund, ITS, Campus Dining, NPP, TA's and Research Assistants, Media Services

Tip: Campus Dining is a great place to start! They hire 40 to 50 students each year and no previous experience is necessary. Campus Dining jobs are open to all students.

Still have questions? Visit oxy.edu/offices-services/human-resources/student-employment.



C How do I pay for this whole college thing?

1 Paying Your Bills

A not-so-thrilling but still important part of your journey into this next stage of life is taking care of business, aka paying your bills. By now, you should have already received information on how to set up your myOxy account and access your eBill, as well as setting up an authorized user if a family member will be paying for some or all of your tuition and fees. But if not, here's your big, bold reminder: **Regardless of how your Oxy education is funded, it is your responsibility, as the enrolled student, to make sure your tuition and fees are paid on time. So, make sure that your eBill is available to those who need access to make payments and view statements!**

Paying your first bill on time is an important part of the **Clearance process**, but it's also just the beginning. **Clearance is a required process for every student** by which students officially enroll at Oxy each semester. It requires that you are cleared by all departments — that is, you've taken care of business across campus, from required registrar forms to bill payment. Prior to the start of each semester you can check to see if you have any Clearance holds via MyOxy. Clearance is serious and a late policy is strictly enforced. What's the late policy? Glad you asked.

- The \$100 Late Clearance Fee will be assessed to your student account if you have not completed Clearance by the stated deadline each semester.
- Failure to complete Clearance has serious consequences, which may include one or more of the following: cancellation of meal plan; eviction from residence hall; revocation of financial aid; or dis-enrollment from the College.

Yikes! So, please, don't be late, and keep an eye out for emails from the Student Accounts office regarding this process!

What else is found in my student billing account?

- Enroll in a payment plan: Participation in the payment plan is on a semester basis so you must enroll in the payment plan at the start of each semester — August 1 for fall and January 1 for spring.
- Your 1098-T: a tax form that you or your guardians who claim you as a dependent will want to access.

Learn more about billing and review FAQs: oxy.edu/offices-services/student-business-services

Need help? Contact the Student Billing Office

Phone: **(323) 259-2610**

Email: stuacct@oxy.edu

During regular business hours (M-F 9 a.m.-5 p.m.) you can also go to the Student Business Office, located on the ground floor of the AGC, near the Office of Financial Aid suite. If you're down there, any staff member you see will be happy to point out the office. It's good practice to set up an appointment before heading down.

2 Bengal Bucks

Bengal Bucks offers the convenience of an Oxy debit account without requiring a full meal plan. You may open or add to a Bengal Bucks account online in your myOxy portal. **Bengal Bucks are completely voluntary and are separate from your meal plans.** You can use Bengal Bucks buy things in the dining facilities, Bookstore, and on-campus vending. Read more at oxy.edu/bengal-bucks.

3 Banking Options

The campus cashier's office doesn't deposit checks, so you may want to set up direct deposit. If you don't already have a checking account with a bank, setting one up is very simple. This is your money, so you want to have access to it!

Banks on or near campus:

Glendale Area Schools Credit Union — on-campus ATM in mailroom

Chase Bank — 2175 Colorado Blvd.

Bank of America — 2263 Colorado Blvd.

● LIVING ON & NEAR CAMPUS

A Top 10 Things You Need to Know About Living on Campus

1. Completing your roommate agreement is essential.
2. Help is an email away — don't be afraid to make relationships with staff on campus.
3. Follow up with your new friends! Grab lunch or coffee or make that study date.
4. Room Draw for your sophomore year is in February — pay attention to your emails for more information.
5. It is vital that you create time and space for **in-person conversations** and communication with your roommates and your friends, especially in times of conflict. It's best not to rely on social media and texts for all of your communication.
6. Save time and do your laundry at night — you're less likely to have to wait for empty washers or dryers.
7. Most bathrooms on campus are communal, so it's helpful to bring a shower caddy to carry your toiletries back and forth.
8. Join a club, sport, or intramural sport; this is the easiest way to make connections and friends.
9. Get off campus. Explore life outside the Oxy bubble. Get to know the historic neighborhoods of Eagle Rock and Highland Park.
10. August and September are some of the hottest months in L.A. Invest in a fan to help stay cool!

B What do I need to know about living on campus?

Welcome to living on campus. It's great! And sometimes hard. Just like the rest of your college experience. If you're a first-year, you are most likely living in an all-first-year residence hall. Enjoy this time, get to know your classmates, stay up late, talk, eat, commiserate, and learn together in this complex new community. There are 13 residence halls, five of which first-years live in, and a myriad of ever-changing Themed Living Communities. Each hall has its own culture and community to explore. You'll start your Oxy residential experience living in a College-assigned residence hall, but in the spring semester, you will choose where you'll live for your sophomore year. You can find information about the different residence halls, TLCs and the room draw process on the REHS website.



1 Meeting New People & Having a Roommate

One of the scariest questions you might be asking yourself is “Am I going to make friends?” The answer is undoubtedly yes! Will it be without awkwardness or challenging moments? Probably not. But, will it be worth it? Also yes! Here are tips from our ResLife staff about putting yourself out there and making the most of your first year on campus.

Tips from REHS:

- We know that for many this will be the first time that you share a room with one or two other individuals. We are here to help you navigate this! While it is different from your home, it will be some of the most exciting times you will experience at Oxy.

- In the digital era we live in, we rely on our phones for everything, including communication. Commonly we see Oxy students navigating challenges via text messages and social media. While social media can be incredibly helpful in our lives, it often lacks context and feeling, which makes it easy for things to be misconstrued. It is vital that you create time and space for **in-person conversations and communication** with your roommates and your friends, especially in times of conflict. Your RA is here to help you navigate these kinds of conversations, so please seek them out should you need any assistance with navigating any challenges.
- Fill out your roommate agreement right away! So much of the friction that you and your roommate may feel can be addressed in advance by creating your agreement early. If you're not sure how to have this conversation, talk to your RA. They can help you fill it out together.
- Communication is really helpful — don't let frustrations build up. Your RA can help you communicate with your roommate(s). Are you starting to sense a theme?
- Oxy is an incredibly diverse community, and this is especially true in your residential living experience. You will meet students from different backgrounds, states, countries, and life experiences. Experiencing and embracing differences helps you build resilience, and will best prepare you for life after Oxy.

2 Winter Move-Out, Summer Move-Out, and Summer Storage

Before you know it, winter break will be upon us and the residence halls will close, requiring all students to leave campus. As the song goes, you don't have to go home but you can't stay here...except in very specific circumstances (winter athletes, international students, etc.). Students who are staying over winter break will be required to move into Newcomb Hall for the break before returning to their assigned rooms at the beginning of spring semester. If you are a student who has brought a car to campus, you are able to keep your car on campus during the break, but once it's stored, it will not be accessible to you until the college reopens in January.

If you are not a part of a summer program here on campus, you will move out at the end of spring semester. This means clearing out all of your belongings and cleaning your room. If you will not be needing your car over the summer, you can store it on campus. Just complete the Vehicle Storage form (you'll need your car's make, model, year, and license plate number). Once the form has been submitted, you are free to park in a designated storage parking lot. oxy.edu/student-life/rehs/summer-storage.



Tip: Get together with your classmates to share storage space and boxes to save money. The College does not have the ability to allow students to move in or out before or after the scheduled arrival and departure days, so plan accordingly. This may include seeking off-campus arrangements. The Academic Calendar is a great tool for students to better understand the important dates for the academic year. The calendar includes the move-in and move-out dates, which are helpful for students who may need to arrange flights to and from campus.

4 Room Draw

Selecting your room for next year happens each spring through a process called Room Draw. REHS has a great website outlining the process of Room Draw, timelines, how they can help you find a roommate if you're struggling to do so on your own, and what to do if you plan to study abroad or live off-campus. Information about Room Draw is shared with students in February of every year, so please keep an eye on your email at that time. oxy.edu/student-life/rehs/room-draw



C Who can help me in residence halls?

1 Residential Education & Housing Services (REHS)

Resident Advisors and staff members are all about creating a welcoming community where everyone feels included and accountable for each other. The people who work in REHS are super helpful and supportive. They help you develop skills you can use for the rest of your life, no matter where you end up. And of course, they're here to make sure that you feel safe and comfortable while you're living on campus.

2 Resident Directors (RDs)

Each residence hall or house is overseen by a professional staff member called the Resident Director (RD). The RD oversees the residential student life experience in your hall, and provides guidance and mentorship for the Resident Advisors (RAs) who also work with you. At Oxy, all RDs have their master's degree in counseling or education administration, are passionate about the Oxy experience, and have deep experience with supporting students. Should you experience any problems or challenges, your RD is there to assist you.

3 Resident Advisors (RAs)

We know that sometimes challenges arise when living with 150 of your closest friends all under one roof. When challenges come up, your RA is there to help! It's the whole reason they get to live in the biggest room on the floor by themselves — so they have space to talk through and manage all the happenings of the residence hall. They can give you tools to manage roommate conflicts big and small, point you in the right direction if you have concerns, and even help you decide which outfit to wear for a night out. Lean on these folks and never be afraid to reach out.

4 Campus Safety

Occidental College's Campus Safety team is here for you! They patrol on foot and in cars 24/7, and offer safety escorts if you feel unsafe walking alone at night. The Campus Safety team is professional and ready to help. You can reach Campus Safety at **(323) 259-2599**. **Tip: Save that number in your cellphone right now!**

Other campus safety measures include the card access systems to secure residence halls and academic buildings, blue-light emergency phones around campus, and staff certified in first aid and CPR.

E What are some of the basics?

Is this your first time living on your own ... aka adulting? While at Oxy, you are going to have a lot of support in many aspects of your life, but this is also a time to really nail down some of those adulting skills, like doing your own laundry, navigating new relationships, and knowing what to do when something breaks. REHS has created guides specific to first-year halls to show you how to control the climate, what to do if something breaks, and information about laundry. If your room is missing its guide, ask your RA for a copy.

1 When Things Break

When things break, the wonderful group of people who make up the Facilities department are available to help. Your first step is to visit oxy.edu/student-life/rehs/work-order-requests to place what's called a work order request. If this page does not answer your question, check with your RA.



2 Mail & Packages

Postal Operations (aka the mail room) is located on the 1st floor of the Johnson Student Center building. Student workers are available at the customer counter for your mailing needs. Every student receives a mailbox with a combination lock that turns left-right-left.

If you have problems with your combo, please contact Evan Salce at **(323) 259-2894**. For more FAQs, visit oxy.edu/offices-services/postal-operations/faqs



3 Fall and Spring Break

The residence halls stay open during Fall and Spring Break, but you have the freedom to come and go as you please. Campus Dining may have adjusted hours, and will communicate this to you as we approach these breaks, so make sure you check your emails.

F What do I do when I'm hungry?

1 Meal Plan

The main way you will get food on campus is through your meal plan. To use your meal plan, pick what you want to eat from one of the dining areas on campus and use your Oxy ID at the cashier. Purchases are deducted from your account balance and you can always add more funds online if you run low. Unused funds at the end of the semester may be transferred to an account for continuing usage. Visit the website for more information on how the meal plan works at Oxy.



2 Marketplace (MP)

The Marketplace is the main dining hall located directly off the quad of campus. You can go online to check what's being served and what its hours are every day. Check out the dining website for all things dining!



3 Cooler

The Cooler is a second dining option on campus that serves quick meal options. The Cooler is more of a late-night dining facility for students' second dinner cravings. Find its hours on oxy.edu/campus-dining.

4 Green Bean

The Green Bean is a student-run coffee shop on campus that is dedicated to sustainability. It uses sustainable resources and packaging, and encourages customers to order drinks "for here" or bring their own reusable cups to receive a discount. It also has a filtered water tap to fill a reusable water bottle and encourages proper waste sorting, including composting food waste.

5 Local grocery stores and dining

We're located within walking distance of two wonderful Northeast Los Angeles (NELA) neighborhoods, Highland Park and Eagle Rock. In Eagle Rock, there are a number of restaurants and cafes along Eagle Rock Boulevard and Colorado Boulevard. In Highland Park, the two main streets of activity are York Boulevard and Figueroa Street. Check out the "Living in Los Angeles" section on page 29 for more.

Sometimes called “baby Target,” there is a small Target at 4211 Eagle Rock Blvd., which is about 20 minutes walking from campus. There you can find many essentials, including groceries. Another nearby option is Sprouts Farmers Market, a health foods grocery store, at 2245 Yosemite Drive, which is about 25 minutes walking from campus.

Ⓞ What do I need to know about living off-campus?

Oxy has a three-year live-on-campus requirement, which means that **all students must live in college-owned housing for their first three years**. With approval, **a limited number of juniors may be given the opportunity to live off-campus**.

Even when you live off-campus, you’re still a Tiger. You can still purchase a meal plan and eat at the Marketplace, go to campus events, get career advice from the HCC, and everything else you’re used to doing on campus — it’s just a bit further away. However, living off-campus may impact your financial aid package. For more information please visit the Financial Aid website or contact them directly.


Because of our housing requirement, you don’t need to think about this too much yet. But if you’re curious to learn more, you can start here: **oxy.edu/student-life/rehs/living-campus**





● COMMUNITY & WELLNESS

A Top 10 Tips to Take Care of Yourself This Semester

1. Identify your doctors and urgent care locations early, before you may need to use these services. Familiarize yourself with what Emmons Wellness Center has to offer, at oxy.edu/emmons. Emmons provides Oxy students with medical services, individual and group counseling, and access to health promotion resources and supplies.
2. Make time for rest.
3. Hydrate. Seriously, drink enough water every day.
4. Familiarize yourself with the online student success center, oxy.edu/student-success. It's a great resource and can point you in the right direction if you are struggling and are not sure who to talk with.
5. Introduce yourself to your professors after class. Getting to know your professor is a great way to feel more comfortable in class sessions as well as helpful to creating an open dialogue about your needs for learning. This also makes it easier to communicate if you are going to miss a class session for any reason.
6. Taking personal time to center can be incredibly restorative and is very common among Oxy students. It is 100% normal to spend time exploring campus by yourself, take a day trip to a local café, or get some quiet time in a private room. Balance is key to the college experience, and you should always make sure to honor your needs and rest when you can!
7. Take a moment to register for TimelyCare here: timelycare.com/oxy. This is a free virtual healthcare platform available to all Oxy students 24/7. It provides urgent mental health and physical healthcare, as well as scheduled medical and counseling appointments, plus lots of resources for well-being. Download the app and register now, so you have access when you need it! 
8. Save the confidential mental health helpline number in your phone. All Oxy students can call **(323) 341-4141** anytime, 24/7, to speak with a mental health professional about a mental health crisis, emotional distress, trauma, or substance use issues.
9. Familiarize yourself with and understand your health insurance plan. Whether or not you have the Oxy Student Health Insurance Plan (Oxy SHIP), if you need assistance Emmons can help you navigate insurance plan issues, coverage, and in-network providers. It's always good to know this stuff before you need it, so you're prepared when the time comes.
10. Check out student clubs that offer ways to tend to your mental, emotional, and spiritual health. Student clubs range from wellness groups that focus on mental health and wellness to spiritual groups that teach meditation. The College also has a labyrinth available for students to use weekly in the Herrick Interfaith Center and Chapel.

B How do I make friends?

You will meet some of your closest friends while you're in college. It may seem overwhelming at first, especially if you are shy or introverted. But don't worry. Everyone else is feeling anxious about making friends too! Here are some tips to help you on your way.

1 Introduce Yourself

The first step to making friends is to make a connection. An easy way to do this is to introduce yourself. This can open a door to further conversation and the possibility of new friendships. While it can be tempting to wait for someone else to introduce themselves first, remember they are probably struggling with the exact same anxieties. If you don't take the first step, they might not either! Try something like, "Hi, my name is ... We have biology together," or, "Hi there. This is my first student org meeting." This gives a small opening for conversation to start.

Tip: At Oxy, it is common to introduce yourself with your name and your personal pronouns. Scan this QR code to learn more about what pronouns are and why they matter.



2 Take Initiative

Yes, talking to new people can be scary, but making friends is worth being a little uncomfortable. Try showing up to class early to strike up a conversation. Getting to class ten minutes early can give you time to settle in and chat with your fellow classmates. You can make a comment about a homework assignment or something going on over the weekend. Say something like, "What did you think of the reading last night?" or "I'm kind of nervous about the quiz!" Every time you find yourself sitting next to a stranger in class, introduce yourself. Even if you are shy, you can take initiative by simply smiling when another person makes eye contact with you. This could be enough to prompt an extroverted person to say hello, which could be the start of a beautiful friendship!

3 Take Risks and Take Note

Putting yourself out there to make friends will be one of the most rewarding parts of your Oxy experience, but it may also come with challenges. That's ok. We have purposefully built a diverse community, full of students with different backgrounds and different perspectives. This means you will have so many opportunities to engage in interesting conversations, learn from your peers and be challenged in your own assumptions. We encourage you to not shy away from difficult conversations and opportunities to engage in discussions with other students different from you. **Remember:** approach each conversation in good faith with respect and an eagerness to listen.

College is about making mistakes, questioning your assumptions, and sometimes being uncomfortable.

4 Show Up and Get Involved

You will find tons of opportunities to get involved, join a student org, volunteer in the community, fuel your creativity, or work toward social justice. Here are just a few of the things you can do to put yourself out there and meet new people.

- Invite people to hang out
- Say yes to invitations
- Go to campus events
- Try to talk to one new person every day
- Do your homework in social spaces
- Start or join a study group
- Join a club or student org
- Join a club or intramural sports team
- Participate in one of the Oxy traditions

5 Student Clubs and Orgs

You probably were involved with clubs and orgs (Oxy shorthand for student organizations) before you came to college. Maybe you served on student government, volunteered for an important cause, wrote articles for the school newspaper, led a cultural group, or had a passion for dance. Here you will find these opportunities to get involved and more!

With close to 100 active student organizations on campus, you're bound to get inspired. The Involvement Fair, aka the iFair (more on that soon), happens at the start of every semester and is a great chance to see what clubs are looking for new members.

If you don't find a club that matches your interests, you could even start your own organization! All you need to start your own club is two people. For more information, visit the SLICE website. Working closely with student organizations and student government, SLICE helps Oxy students develop their leadership skills, discover their identity, and engage in the community.



6 Athletics and Club Sports

Stay active while making friends at Occidental College. You can join a variety of intramural and club sports like ultimate Frisbee and basketball, or work out at the fitness center with cardio and strength equipment. Take classes like yoga or dance or take advantage of the beautiful Southern California climate and hike with friends. There are over 200 home varsity contests, so come out and support our Tigers! To learn more about everything that Oxy Athletics has to offer, scan the QR code.



7 Oxy Traditions

In the 132 years since Oxy enrolled its first students, the College has accumulated a unique mix of traditions, rivalries, and myths. Below are some of the ways that you can get involved with these traditions.

- **Convocation:** During Convocation, we welcome the newest members to our academic community while celebrating the kickoff of the new academic year with enthusiasm and joy. First-year students process through the quad to the beat of the taiko drum ensemble while they are cheered on by faculty, administrators, and trustees in academic regalia. The program features welcoming remarks by the college president and a performance by the Glee Club. The event is followed by a community-wide celebration on the quad (including lunch!) for everyone.
- **iFair:** Each semester, Oxy clubs, organizations, and departments come together to help students explore involvement opportunities, identify shared interests, and exhibit student support services. To find out more or to reserve a table for your org, scan the code.
- **Homecoming:** Oxy's beloved tiger, Oswald, invites you to Homecoming, which includes a food truck festival on the Quad, the Spirit Car Parade and the chance to cheer on your friends during athletic contests throughout the weekend.
- **Apollo Night:** A campus-wide talent show presented by the Black Student Alliance.
- **Dance Pro:** The annual spring show of the Dance Production Club (Dance Pro), which was established in 1948 and is now the largest club on campus, with over 10% of our student body participating.
- **Founders Day:** An annual celebration on April 20, the day in 1887 when Occidental's incorporation papers were officially signed by the California secretary of state.



- **Io Triumphe (sounds like: yo tri-um-fay):** Many enthusiastic calls have been used at athletic events in Occidental's history, but the most popular one today is "Io Triumphe," introduced to Occidental in 1905 by Frank P. Beal '1907 of Albion, Michigan, where the call was used by Albion College. According to Albion College history, the words "Io Triumphe" probably were borrowed from the Latin poems of the Roman writer, Horace. Both Roman troops and citizens used the phrase to mean literally "Hail, Triumphal Procession" or less formally, "Hurrah, O Triumph." Through the years at Oxy, "Io Triumphe" has moved beyond use solely at athletic events to other occasions, and it is often used as a salutation or cheer (and no, the words to Io Triumphe are not Latin).
- **Moonlight Breakfast:** A new tradition begun under the administration of President Elam at which he and other senior staff members serve delicious pancakes and other breakfast treats to students who are studying for their final exams late into the night.

D How do I take care of myself?

Your health and well-being is critical to your personal and academic success, here at Oxy and beyond. Here are some of the resources and services that Oxy provides to support your holistic well-being.

1 Physical Health

Emmons Wellness Center provides medical services Monday-Friday by appointment, which can be scheduled via email (emmons@oxy.edu) or phone, (323) 259-2657. Walk-ins are also an option, depending on availability. You can access 24/7 mental health and crisis support via phone, **(323) 341-4141**. Details on all of these supports are available on the Emmons website, oxy.edu/student-life/resources-support/emmons-wellness-center.



2 Athletic Facilities

You have access to a number of the athletic facilities, even if you aren't on a sports team. Run laps around the Bill Henry Track, take a dip in the De Mandel Aquatic Center during open swim hours, or lift weights in the Alumni Gym Fitness Center. Visit the Oxy Athletics website for operating hours and access information.



3 Fitness Classes

Fitness classes offer a fantastic opportunity to engage in physical activity, socialize with like minded individuals, and even earn an additional unit of credit. To enroll in a fitness class, follow the standard course registration process by accessing Course Counts under "Physical Activities." Our diverse range of fitness classes includes karate, Zumba, spin cycle, yoga, and dance, ensuring there's something for everyone. These classes typically convene once a week for an hour, striking a balance between minimal time commitment and substantial benefits.

E Community of Care

Oxy emphasizes a community and culture of care to support the well-being of its students. This includes programs and resources such as wellness coaching, mindfulness meditation, peer health educators, and an overall focus on fostering a supportive and inclusive campus community. By prioritizing mental health and well-being, we strive to create an environment where students can thrive both academically and personally.

1 Emmons Counseling

Emmons Wellness Center is your go-to spot for taking care of your mental health. It has different ways to support you, like individual counseling, group therapy, walk-in chats, and crisis support. You can talk to someone in person or online, and everything is private and free for all students, no matter what kind of insurance you have. The center also has a 24/7 helpline, (323) 341-4141, and drop-in hours. Visit the Emmons website or stop by the center for more information.



2 Disability Services Office

We provide equal access to education for Oxy students with documented disabilities. Unlike what you may have experienced in high school, college students are required to reach out to disability services to request support. Students can apply for academic and/or housing accommodations through the Disability Services website. Additionally, 1:1 meetings with an academic success coach are available for students who need help with organization, time management, study skills, etc. Students who are dealing with a short-term disability (like an injury from playing a sport) can also be supported by this office. Please visit our website for more information: oxy.edu/offices-services/disability-services



3 TimelyCare

Oxy has partnered with TimelyMD to offer TimelyCare, a virtual health platform for students that provides 24/7 access to medical and emotional support — totally free. You can use it from your phone or computer anywhere in the U.S. There are yoga and meditation sessions and group conversations on various health and well-being topics available too. Download the app now!



4 Religious and Spiritual Well-being Resources

The Office for Religious and Spiritual Life (ORSL) is located on the lower floor of the Herrick Interfaith Center and Chapel. ORSL promotes spiritual well-being by offering students opportunities to engage in meditation, prayer, and conversation. The Chapel is open Monday through Friday from 9 a.m. to 5 p.m. for individuals to engage in personal reflection, prayer and meditation. On Wednesdays, people are invited to walk our labyrinth as a way of engaging in contemplative prayer or walking meditation. In addition, ORSL offers grief support through a student grief group facilitated by Rev. Dr. Susan Young, Director for Religious and Spiritual Life. ORSL also supports student religious and spiritual groups meet regularly. These groups include the Buddhist Meditation Club, Hillel, the Muslim Student Association, InterVarsity Christian Fellowship, InterVarsity Athletes, the Newman Catholic Community, and Progressive Christians Uniting. Rev. Dr. Young is also available to meet privately and confidentially with students who are looking for personal support. Finally, Muslim students are invited to contact Rev. Dr. Young at young@oxy.edu to receive 24-hour access to the Muslim prayer room located in Lower Herrick.

5 Campus Safety

Campus Safety is here to make sure everyone feels safe and secure while they're on campus. They are available around the clock to respond to emergencies, monitor the campus, provide safety escorts, and, when needed, enforce campus policies. Many students find Campus Safety services to be extremely beneficial, like the late-night safety escorts from, say, a friend's off-campus house or a night at the library. They also operate the all-important lost and found, so the next time you're not quite sure where you left your ID, check with Campus Safety. They can be reached any time of day at **(323) 259-2599**.

6 The Civil Rights and Title IX Office

The Civil Rights and Title IX Office receives and responds to reports alleging violations of Occidental College's civil rights policies, including the Sexual and Interpersonal Misconduct Policy and the Discrimination, Harassment, and Retaliation Policy. It is located on the ground floor of the AGC and is there to support you if you have experienced any prohibited conduct (like discrimination or harassment). You can learn more about the resources available to you at oxy.edu/civil-rights-title-ix, or stop by the office in AGC.



7 Project S.A.F.E.

Located in Stewart-Cleland Hall Lower Lounge, Project S.A.F.E. is Oxy's sexual and dating violence prevention and intervention program. With a dedicated team of professional staff, students can also receive support and education from peer advocates. Learn more about Project S.A.F.E. at oxy.edu/project-safe or stop by the office during open office hours!



8 The ICC

Just down the block from the Academic Commons, at 1501 Campus Road, is the Intercultural Community Center, aka the ICC. The ICC seeks to uplift the experiences of BIPOC, LGBTQIA+, low-income and/or first-generation college students through intersectional programming, individualized support, and identity-based resources. The ICC also serves as a home away from home for students where you can hang on the couch with friends, study, or get to know the amazing staff. It's a great space to build community for students — try to attend an event or visit the house at least once this semester!

9 Other Resources

There are many other staff and offices across campus that are happy to help support you throughout your time at Oxy. Check out the list of important offices at the beginning of this guide for more details. The Student Success Website has a wide range of resources to support you in your pursuit of personal and intellectual growth. oxy.edu/academics/student-success



Oxy also has a variety of off-campus resources if you need services outside of Emmons. These resources include various urgent care clinics and therapists nearby as well as specialized support groups. If you need help accessing any of these resources, you can complete an Off-Campus Referral Request online for mental health therapy or medical providers and specialists in the area. Check out the website via this QR code for more info.



F Who Do I Call in an Emergency?

Campus Safety is available 24/7 for any issues or concerns a student may experience. It can be reached at (323) 259-2599. All students are encouraged to add this number to their personal phone.

1 911

If you are experiencing a true emergency, always call 911. Then, when you are able, notify either Campus Safety or the RA on-call that you have called for emergency services.

2 REHS Staff

On **evenings and weekends**, RAs serve on-call to assist with any issues or concerns students may experience in the residence halls. Common issues for which a student would reach out to the RA On-Call include a lockout, roommate conflict, noise concerns, or some type of disturbance within the community. The phone number to reach the RA On-Call is posted on every exterior door to the residence hall. Should you not be able to reach the RA On-Call, please contact Campus Safety for any concerns at **(323) 259-2599**. The RA On-Call also has the ability to consult with Campus Safety, as well as professional on-call staff who are able to assist with any issues and concerns impacting the residence hall environment.

G Mental Health/Medical Support After-Hours & Weekends

For medical services after-hours, there are local urgent care clinics that accept a variety of insurance (including OSHIP) and 24/7 emergency rooms. For after-hours medical care, please visit our list of off-campus providers, which you can access by following this QR code.



You can also utilize TimelyCare for urgent virtual medical care. Download the app and be sure to register your account with your Oxy email address.

There are also 24/7 nurse lines/advice lines provided by most health insurance carriers. This phone number is usually found on the back of your health insurance card.

If you are experiencing a mental health crisis or need urgent emotional support, call Oxy's 24/7 confidential mental health helpline at **(323) 341-4141** or utilize **TimelyCare's TalkNow** service to be connected to a mental health professional. Download the TimelyCare app before you're in crisis, and the resources will be available to you faster when the need arises. Additional resources for mental health crises are listed below:



1 988 Suicide & Crisis Lifeline (call or text 988)

The 988 Lifeline provides 24/7, free and confidential emotional support for people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. **988lifeline.org**

2 Crisis Textline (text 741741)

Text HOME to 741741 from anywhere in the United States, anytime, 24/7, for any crisis. A live, trained crisis counselor receives the text and responds, all from a secure online platform. **crisistextline.org**

3 The Trevor Project

Chat, call, or text to be connected with a crisis counselor, 24/7, from anywhere in the U.S. The Trevor Project is staffed by trained counselors who understand the challenges LGBTQIA+ young people face.

thetrevorproject.org/get-help

Chat: **thetrevorproject.org/webchat**



Text: Text START to 678678

Call: **(866) 488-7386**



● ACADEMICS & FACULTY

● A Top 10 Tips to Have a Great Academic Year

1. Review the academic calendar and make note of important dates and deadlines. Add deadlines to your Google calendar where you can add a notification option to email you of the upcoming deadline at least one week in advance. Take note of when midterms and finals are scheduled - the pace of your workload may pick up. Plan ahead to allow yourself more time to work and make use of study breaks. 
2. Meet with your academic advisor! Go to their office hours, schedule regular check-ins and follow through.
3. Need help? The online Student Success Center (oxy.edu/student-success) is a phenomenal resource. Familiarize yourself with the pages and start there! Learn about programs like peer tutoring in all subjects, including language; the Academic Mastery Program, which focuses on biology, chemistry, math, and physics; or even schedule a one-on-one academic coaching session with a staff member to work on whatever skill you specifically want to address. 
4. Academic departments put on hundreds of free events each semester — go to them! It's a great way to explore your academic interests and meet other people with similar interests.
5. Visit office hours for each of your classes' professors at least once early in the semester. Introduce yourself and get a sense of how they see the course fitting in the overall college program.
6. Look for student groups in your area of academic interest. They are a great way to meet more advanced students and get advice.
7. Visit the Writing Center! The Writing Center offers all students resources to support their writing at any stage in the writing process, for any task or genre, and in any discipline. Students can work 1:1 with peer Writing Advisors or Faculty Specialists. It's an invaluable resource and they can help you with the transition to college-level writing.
8. Keep an open mind and take courses in lots of different areas. You may find that a course that you took only because it fulfilled a Core requirement ends up introducing you to the subject you decide to major in.
9. Explore campus to find what study spot works best for your study habits, like a quiet corner of the library to minimize distractions or a table in the Green Bean if you enjoy studying with friends.
10. You might have times where you feel overwhelmed — the transition to college is no joke. When you feel this way, try to be honest with yourself about your workload limitations. You may need to drop a class, request an extension, or change your schedule if work starts to pile up too high. Addressing this early in the semester will save you many headaches later. Your academic advisor can help you navigate these challenges. You just need to be real with yourself.

Bonus tip: Read your emails! Prioritize reading emails from the President's Office, the Registrar's Office, the dean of students, the dean of the College, your professors, the Office of Financial Aid, and student accounts, as there are so many important academic deadlines that are critical to a your success.



● LOS ANGELES

A How do I engage with Los Angeles as an Oxy student?

Los Angeles is a dynamic city filled with activities for Oxy students to enjoy. Whether you venture off campus to participate in an internship, volunteer with a community partner, attend concerts, sports games and other fun events, or enjoy some of the fantastic restaurants, food trucks and shops in our local area, engaging with Los Angeles will become an integral part of your time as a student at Oxy.

B Getting Around in L.A.

1 Cars & Ride-Shares

Driving is a popular and accessible mode of transport at Oxy. Because **parking a personal car on campus is free** (with a permit) for all four years, and electric vehicle charging stations are available on campus, many students opt to bring a car to campus.

If you have a valid driver's license, you can also rent one of the on-campus Zipcars, parked on Bird Road. All you need to do is sign up for an annual subscription through the Zipcar website ([zipcar.com/universities/occidental-college](https://www.zipcar.com/universities/occidental-college)).



2 Public Transportation

Oxy students can register for a free and unlimited U-Pass (student TAP Card) on the Student Activities website, which grants access to all L.A. Metro trains, buses, and local transit systems.



Another option is Metro Micro, a cheap alternative to ride-share services when traveling within specific zones in L.A. County. The service is available through the Metro Micro app and costs only \$1 per ride, making it a great option for cheap, fast, and sustainable travel. Just use the app, order your ride, and get picked up by Metro Micro vehicles!

3 Bengal Bus

Ride the Bengal Bus for FREE and get around our neighborhood easily on weeknights! From 6 -10 p.m. Monday thru Saturday, the student-run Bengal Bus acts as a local ride-share service for students, faculty, and staff. They also do **airport shuttles** and offer weekly trips to cool spots in L.A. Just text/call **(213) 349-5464** to request a ride within 7 miles.

4 Bike Share

Want to travel sustainably and get a workout in? Check out Oxy's Bike Share. They provide free week long bike rentals and low-cost bike repairs. You can find them camped out on the quad most days or follow them on instagram @oxybikeshare to find out their location and get peddling.

5 Summer & Winter Break Parking

So you brought a car to campus but aren't sure you want to drive it all the way back home over winter or summer breaks? You can leave it here! You just need a valid Oxy parking permit and must **complete the vehicle storage form on Campus Safety's website**. A note that the popular Berkus Hall parking lot spaces are limited and available on a first come, first served basis. For those participating in on-campus storage, make sure to remove any personal items in your cars from view and ensure that all doors and windows are locked before you leave.

6 Local Mechanics

One of the benefits of attending school in a major metropolitan area is easy access to any and all resources you may need. If you run into any car trouble, our campus is in close proximity to several mechanics, including One Stop Auto Care, Vic Auto Repair and Body, and G&R Auto.

C Exploring Our Neighborhood

1 Eagle Rock and Colorado Boulevard

Oxy is sandwiched between two Los Angeles neighborhoods, Eagle Rock and Highland Park. A short walk from the campus, Eagle Rock Boulevard is lined with casual mom-and-pop diners, a coffee shop dedicated to dog owners, and plenty of must-have errand spots like CVS, Walgreens, Target, and several grocery stores. A short walk up Eagle Rock Boulevard will take you to Colorado Boulevard, a major L.A. street that runs from Griffith Park through Glendale, Pasadena, and all the way to Monrovia. In our cozy neighborhood stretch of Colorado Boulevard, you'll find options for boba tea, baked goods, poke bowls, and a variety of delicious restaurants.

2 Highland Park and York Boulevard

Less than half a mile from the library is Highland Park's York Boulevard (tip: Start at Oxy Arts and head east!). This vibrant neighborhood is an exciting scene for food, art, music, and sustainable fashion. Exploring this eclectic neighborhood will lead you to long-standing mom-and-pop businesses, small artsy shops, street murals, trendy restaurants, and mini-markets. Walking along York Boulevard, you'll find food trucks dedicated to vegan sushi or build-your-own mac and cheese bowls, women-owned art shops, the best Taiwanese food you'll ever have, taquerias, a coffee shop dedicated to cyclists, vintage stores, and music venues. It is also home to our very own Oxy Arts, a community-based arts hub that exhibits work by our talented student artists as well as professional L.A. artists. South of York Boulevard, you can find Figueroa Street, a vibrant street full of thrift stores, speakeasies, cafes, restaurants, and the coolest bowling alley, Highland Park Bowl.

3 Finding Your Culture in Los Angeles

Los Angeles is a sprawling neighborhood-oriented city with one of the most diverse populations in the country. Each neighborhood has its own special draw or niche, which can be food, fashion, nature, or cultural enclaves. Exploring Los Angeles can provide you with an opportunity to connect with your cultural identity or learn about a community you might be less familiar with.

Located near downtown Los Angeles is Chinatown, a historic neighborhood with incredible restaurants, shops, and famous landmarks. Check out Chinatown for the Lunar New Year Parade or Lantern Festival, or for Mandarin and Szechuan cuisine. Koreatown, otherwise known as K-town, is a food-rich neighborhood lined with restaurants and Korean markets. Visit Little Tokyo for the Japanese American National Museum, the annual Nisei Week in August, or countless Japanese shops specializing in video games, anime, food, and more. Head over to Little Armenia for Barnsdall Park, a historical cultural art park, or for a bite to eat

at an establishment run by Armenian business owners. Thai Town celebrates the Thai New Year by closing down the streets for a parade. It is also a historic neighborhood that celebrates Thai heritage, food, crafts, and entertainment. Connect with your Filipino culture by visiting Historic Filipinotown, the only designated community for Filipino culture and heritage outside of the Philippines. Stop by a kosher restaurant or Jewish deli in Pico-Robertson, the center for the Jewish community in L.A. and home to over 20 synagogues and temples for Shabbat or high holiday services. Leimert Park is recognized as the city's center for African American art and culture, bustling with crowds each weekend to watch live performers or attend public exhibits. To check out more options, visit [10 Neighborhoods Celebrating Different Cultures in Los Angeles \(theculturetrip.com/north-america/usa/california/articles/10-neighborhoods-celebrating-culture-in-la/\)](https://theculturetrip.com/north-america/usa/california/articles/10-neighborhoods-celebrating-culture-in-la/)



4 Getting Outdoors

Our college is full of life: countless flowers scattered around campus, the loquat trees that fruit every spring, the sweet scent of chamomile filling the paths from upper to lower campus, chickens in our Food Energy and Sustainability Team (F.E.A.S.T.) Garden, or the community of local coyotes and squirrels that also call Oxy their home. Stroll to Fiji Hill at the top of campus for an incredible 360-degree view of Los Angeles, a popular spot for watching the sunset. Travel 10 minutes away to Debs Park for hiking trails that lead to ponds full of frogs, fish, and turtles. Within a 10-mile drive of campus you can hike at Millard Canyon or Eaton Canyon and enjoy waterfalls at the end of each hike. (Sometimes it's a trickle, but after rainfall, we recommend taking a dip.) Head to Scholl Canyon for hiking trails and magnificent views of the city, or rent some camping gear from the SLICE Office to spend the night under the stars in the Angeles National Forest. Moving to a big city by no means requires sacrificing your precious time outdoors.

5 Student Activities Center

With the help of our Student Activities Center (SAC), Oxy students can engage with Los Angeles in a multitude of ways. Located on the bottom floor of JSC, outside of SLICE, SAC sells discounted tickets to theme parks, sporting events, and movie theaters, and rents out supplies like hammocks and camping equipment. SAC collaborates with other on-campus departments, such as the Bengal Bus and the Sustainability Fund, to provide access to activities both on campus and around Los Angeles. Check its website for a great listing of museums, attractions, and recommended sights.





● COMMUNICATIONS & TECHNOLOGY

● **A** How does email work at Oxy?

Email is the most common form of communication at Oxy. Your Gmail account gives you easy access to messages from professors, club leaders, administrative staff, and the rest of the Oxy community. Check your email for news about upcoming events, notifications about your assignments, important College deadlines, updates about campus policies, and more helpful information. If there is a College emergency, you will receive a text alert.

1 **Tip: Read. Your. Email.**

That's it. Just read your email. Important information that you need to know will be shared through email at Oxy. If you read your email, it will make it so much easier for you to have a successful experience.

2 **How to Send an Email...to Your Professors**

Academia (the world of colleges and universities) has its own customs and traditions you should be aware of. College emails are probably more formal than what you're used to. Certainly, they are more formal than a text message you would send to a friend. So treat your emails more like formal communications, and always include the following components: Subject Line; Greeting; Body Text; and Sign-Off.

a Subject Line

All emails need a subject line. Not only does a subject line help the professor but it also keeps your email out of the spam folder. The subject line should be simple and reflect the content of your email. Something like "Question about [Class Name] paper" or "Meeting request" is appropriate.

b Greeting

Start your email to your professor with a "Dear" or "Hello." Some professors may think that "Hi" or "Hey" are too casual to be used in this setting. The salutation should be followed by the professor's title and last name (e.g., Dear Professor LastName). This might seem overly formal to you, but it is an important way to show respect for your professors and their position and training. Most instructors should be addressed as "Professor" or "Doctor" followed by their last name. Unlike your teachers in high school, professors rarely go by "Ms.," "Mrs." or "Mr." These salutations may be problematic because it may be ignoring a faculty member's years of education for their doctorate degree and can be perceived as gendered and patriarchal. If your professor prefers to be called by their first name or something else, they will let you know.

c Body Text

This is where you will describe the issue or question you are emailing about. But first, provide some context. Some professors have many students and may need some context to be able to place you and answer your question. This is especially true if you're emailing them for the first time. The easiest way to help them figure out who you are is by telling them which of their courses you're in and which day/time your class meets (if it has multiple sections). You can leave this part out if you are absolutely sure that your professor knows you by name. Professors get a lot of emails, so make sure your request is simple and to the point. State your question clearly so your professor doesn't have to read the email multiple times to figure out what you need. You can also help by briefly listing the steps you have already taken to try to address your need. These include things like checking the syllabus (an absolute MUST before sending any professor an email), asking a classmate, and referencing the course materials.

d Sign-Off

End your email with a sign-off followed by your name. A simple “Best,” “Cheers,” or “Thanks” will do, followed by your first name. You should be sending your message from your oxy.edu email address. If your oxy.edu email address doesn’t contain your full last name, you might want to include your first and last name in your sign-off. This will make it easier for the professor to find you in their system.

After you send your email, be patient! Remember, even though your message may seem like an emergency, if you email your professor at 2 o’clock in the morning, they will not email you back right away. One last tip: It’s a good idea to read through your message and doublecheck your grammar and spelling (especially the spelling of your professor’s name) before you hit send.

3 How to Send an Email...to a Staff Member

The basics that you need to know for communicating with college staff are similar to those for communicating with your professors (see the previous section). Be thoughtful and respectful in your email, and refer to the guidelines for emailing your professors. One thing that is different for staff is that most of them are more comfortable with students addressing them by their first names. Of course, if the staff member is the president of the College or has earned their doctorate, you probably want to be more formal and use their title (like “Dean” or “President”) or “Dr.” in your greeting.

Keep in mind that most staff work during regular business hours (9 a.m.-5 p.m.), Monday through Friday. So it might take a little while for them to respond to you if you email them outside of business hours. If your issue is more urgent, you might try stopping by their office. It’s always great to meet folks face to face, and a lot of offices at Oxy have candy for visitors!

B What other websites and software programs should I know about?

The Information Technology Services (ITS) department provides tech support for Oxy’s technical infrastructure and offers assistance to students with device registration, secure information management, computer specs, printers, and course communications. Students can access software like Microsoft Office, SPSS, STATA, Matlab, and Mathematica via the Virtual Computer Lab.



Professors may use Canvas and/or Google Drive for course materials and assignments, and occasionally hold sessions or office hours via Zoom. For any tech-related issues, contact ITS (helpdesk@oxy.edu) for assistance.

1 my.oxy.edu

MyOxy is an online portal where students can access many services. You will mainly use this portal to register for courses, check your grades, and see your class schedule. This is also where you can access your financial aid package and monthly e-bill. You also have access to facility work orders, if something in your residence hall needs fixing, and care reports, via the SEAN system, for your peers.

2 Canvas

Canvas provides you with everything you need for your courses in one place. Professors create a dedicated Canvas page that contains all the essential materials and information for each course. This includes the syllabus, grading contract, readings, handouts, and assignments. In addition, professors use Canvas to send out course-related announcements and updates, keeping students informed about important sessions. One of the notable advantages of Canvas is that you can submit assignments and quizzes through the platform.

3 Google Suite

Google Suite is the go-to solution when it comes to efficiently organizing your academic schedule, completing assignments, and communicating with professors. The primary tools within Google Suite that students rely on are Google Email (Gmail) and Google Drive. Your Oxy email account gives you access to Gmail and the Google Suite. Gmail is a user-friendly email platform that contains a comprehensive database of student, faculty, and staff email addresses, making communication a breeze. Google Drive offers a highly effective method of organizing coursework into folders and creating documents for writing papers or taking notes. You can also create Google spreadsheets, slideshows, and documents in the Google Suite, which can be shared with your peers for collaborative projects, peer tutoring, or shared notes. Professors occasionally use Google Drive to distribute course materials by sharing documents or folders.

4 Handshake

Handshake is an invaluable tool for you to start your professional journey. The platform can help you discover internship and employment opportunities and communicate with the career center team. Through Handshake, you can easily filter through job and internship listings based on your interests, location, and experience. Similar to LinkedIn, Handshake allows you to create a personalized profile for employers to view, showcasing your past professional experiences and making it easy to apply for positions through Handshake. One of the most beneficial aspects of Handshake, according to students, is the networking connection it provides with the career center. You can schedule appointments with career counselors to discuss any career-related concerns or questions.

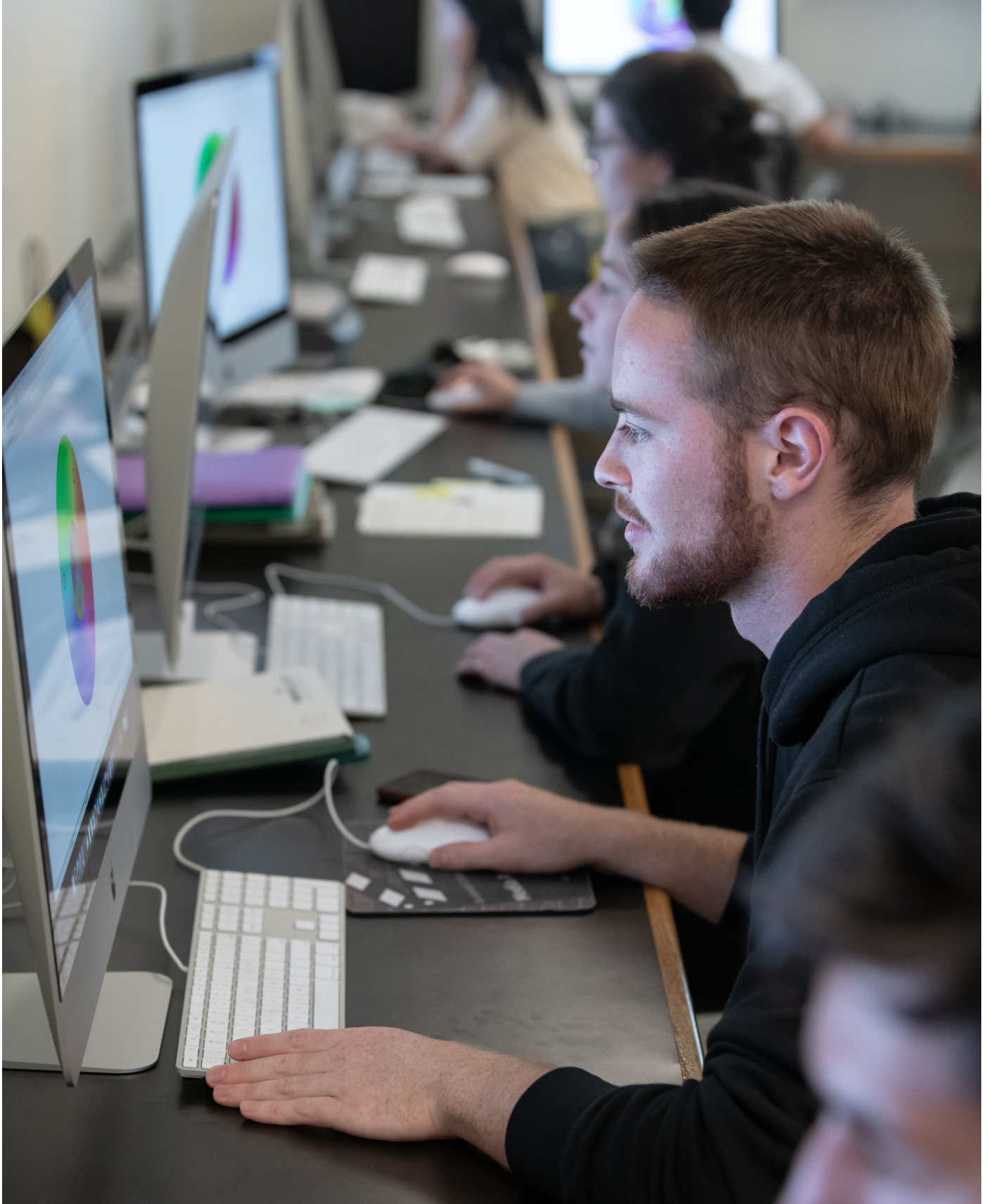
5 Microsoft Office

All students are given free access to Microsoft Office with their Oxy email address. It includes access to Powerpoint, Word, and Excel. Most professors will require students to submit papers in .docx format instead of pdf; .docx is available through Microsoft Word. Excel is very useful for STEM classes, and professors typically will teach you how to use the software.

6 Printer Drivers

Though you can bring your own printer with you to campus, you have access to a bunch of printers on campus, so it won't be necessary. To use Oxy printers, you'll need to install "drivers" on your computer. Steps to download these drivers are on the Oxy website. You also can print from the computers in the Library.





● BACK MATTER

Ⓐ Acknowledgements

In order to make this guide super useful for you, we talked to tons of other students, staff, and faculty and asked them what they thought you needed to know. Although there are too many folks to list here individually, we thank them for their time and insight! Thank you especially to the students who provided feedback on early drafts, including the Student Marketing Advisory Committee, the Office of Equity & Justice student assistants, the summer Admission Office interns and the ICC Equity Ambassadors. We also want to specifically thank the Office of Admissions, the Office of Marketing and Communications, and the Office of Equity & Justice for leading this project and for dedicating many hours to help bring it to fruition. Finally, thank you to the Student Class Issues Alliance, a student org at Vassar College that wrote the original Navigating Vassar Guide, for planting the seed of this idea at Oxy.

Ⓐ Land Acknowledgment

A Land Acknowledgment is the practice of recognizing and honoring the history of the lands we occupy. Acknowledgment is a simple and powerful way of showing respect. It is a step toward correcting the narratives and practices that erase Indigenous peoples history and culture, and it is a way of inviting and honoring truth.

Occidental College occupies the ancestral, traditional, and contemporary lands of the Tongva people, otherwise known as the Kizh (“Keech”) people. The Tongva have been in Southern California for at least 10,000 years, and they are a significant part of the fabric of today’s Los Angeles. The name Tongva can be translated in English to ‘people of the earth.’ Keeping Tongva culture alive means educating today’s people about the earth and treating it with respect and reverence as the Tongva people historically did.

Through this acknowledgment, we honor the ancestors of this land, their lives, their legacies, and their descendants. In the spirit of honor and respect, we also recognize the Native elders of this land — past, present, and emerging. We are also mindful that hundreds of tribes were drawn to Los Angeles through the federal Urban Relocation Program, and many generations remain here today because of the strength and resilience they’ve embodied.

As part of this acknowledging of the land, we can reflect on our own history, recognizing that we are here because of the sacrifices forced upon those Indigenous ancestors by genocide and settler colonialism. Each of us can also learn more about the Indigenous communities and history in our locations, and form meaningful connections with the descendants of those whose lands we inhabit. A Land Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. This is an important part of the work of Occidental College, and the work that all of us in the Oxy community do together.

Ⓐ List of Acronyms & Abbreviations

You will encounter a lot of acronyms, initialisms, and abbreviations here at Oxy. Below are just a few that may be helpful as you are navigating Oxy and using this guide.

- **AGC:** Arthur G. Coons Administrative Center
Located in the center of campus, the AGC is the main administrative building at Oxy. Many important offices are located here, including the President’s Office, the Registrar, the HCC, and the Office of Equity & Justice.
- **ASOC:** Associated Students of Occidental College

- **BIPOC:** Black, Indigenous, and People of Color
- **CEAC:** Campus Events Advisory Committee
A committee made up of stakeholders from across campus (facilities, dining, Campus Safety, SLICE, REHS, master calendar, etc.) that helps coordinate large-scale events on campus.
- **CCBL:** Center for Community-Based Learning
- **The Cooler**
The Tiger Cooler is a grill/coffee bar and a lounge/multi purpose space. It is located inside Samuelson Pavilion (SamPav) across from the Marketplace.
- **DEB:** Diversity and Equity Board
An official student-led branch of ASOC that works toward empowerment and improved conditions for structurally marginalized groups on and off campus.
- **DHR:** Discrimination, Harassment, and Retaliation
- **HCC:** Hameetman Career Center
- **he/him/his/she/her/hers/they/them/theirs**
A common practice at Oxy is for folx (folks) to introduce themselves in new spaces with pronouns (e.g., “she/her/hers” or “she series”). This helps to create an inclusive environment in which people know how others in the room identify. Also, we try to stay away from using language that upholds stereotypes and/or oppressive cultures (For example, using “you all” instead of “you guys”).
- **ICC:** Intercultural Community Center
- **ITS:** Information Technology Services
- **IPO:** International Programs Office
- **JEID:** Justice, Equity, Inclusion, & Diversity
- **JSC:** Johnson Student Center
Located in the center of campus, the JSC is home to the Green Bean, the Card Office, and the SLICE Office, among others.
- **LGBTQIA+:** Lesbian, Gay, Bi, Trans, Queer and/or Questioning, Intersex, and Asexual
- **MP:** The Marketplace
The College’s primary dining facility. Food is available throughout the day for dine-in or takeout.
- **MSI:** Multicultural Summer Institute
A four-week academic/residential program for about 50 incoming first-year students. It enrolls students from a variety of ethnic, regional, and cultural backgrounds who have expressed interest in issues of multiculturalism.

- **MyOxy**
The portal through which many services are accessed. Within myOxy, you can access the SEAN system, student class schedules, pay information, and more.
- **NPP:** Neighborhood Partnership Program
- **Oxy:** the official nickname for Occidental College
- **REHS:** Residential Education & Housing Services
- **SAC:** Student Activities Center
One of the ASOC Student Services. Located in the first-floor lobby of the JSC. Offers discounted movie and amusement park passes.
- **SEAN:** Student Early Alert Notification (SEAN) system
An online tool that assists faculty members in communicating with students when they have concerns related to academic performance. When a faculty member submits a SEAN using the online form, an email alert is sent to 1) the student, 2) the student's faculty advisor, and 3) key people in Academic and Student Affairs. For students who participate in an intercollegiate sport, their coach will also receive the initial SEAN alert. When a student receives a SEAN alert, they are asked to respond using an online form.
- **SLICE:** Student Leadership, Involvement & Community Engagement
- **SST:** Student Success Team
A team of staff and faculty that meets weekly to discuss how best to serve students of concern.
- **UEP/I:** Urban and Environmental Policy Department/Institute
- **URC:** Undergraduate Research Center







