Do you need to talk to us? Here’s how!

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Congratulations on your acceptance to SUA! We hope that you will be joining our Soka community this coming August as a member of the class of 2017. The purpose of this booklet is to help answer the questions that you may have and to assist you in taking the necessary steps to enroll at SUA. We look forward to seeing you in a few short months.

In this brochure you will find the following information:

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**I HAVE BEEN ACCEPTED TO SUA ... NOW WHAT DO I DO?**

### 1. Tuition Deposit

In order to guarantee your position in the entering class of 2017, you must mail to SUA a tuition deposit of US$400 postmarked on or before May 1, 2013. Checks or bank drafts should be payable to Soka University of America. The tuition deposit will be credited directly to your tuition and is not refundable. Please mail the deposit to:

Soka University of America  
Attn: Student Accounts  
1 University Drive  
Aliso Viejo, CA 92656

### 2. Final Transcript

All accepted students must provide SUA an official, final high school transcript showing final grades and notation of high school graduation. All accepted students who are currently attending college must provide SUA an official college transcript reflecting final grades from their last term. Please have your school forward the transcript to the SUA Admissions Office. You will not be able to register for classes in August if this document is not on file at SUA. Please mail to:

Soka University of America  
Attn: Admissions Office  
1 University Drive  
Aliso Viejo, CA 92656

### 3. Residence Hall Questionnaire

An online questionnaire will be used for the purpose of assigning you to a residence hall and to a roommate. It will be available online from June 10, 2013 to July 1, 2013 and is located at [https://housing.soka.edu](https://housing.soka.edu). **Login by using the username and password you were issued during the admission application process.**

If you are unable to complete an online form and wish to have a paper copy of the questionnaire mailed to you, please email housing@soka.edu.

Your housing placement details will be available to view online on July 16. In addition to viewing your housing details, you will have the opportunity to begin communicating with your future roommate.

### 4. Financial Aid

All students, who have applied for financial aid and have a completed Financial Aid file, should have access to their Financial Aid awards online by the end of April. To view your financial aid, including to accept or decline any aid you were offered, you will need to login to the school system, Learn, at [http://learn.soka.edu](http://learn.soka.edu), using the username and password you were issued during the admission application process. Please review your awards carefully. For further details on a particular award, you can click on the award for a more detailed description and instructions. If you have any questions please contact Cindy Cohen, the Financial Aid Advisor, at (949) 480-4042 or via email at ccohen@soka.edu. It is also important to remember that federal regulations require that freshmen loans and grant disbursements be held 30-45 days. Therefore, any refund expected to be used towards books and supplies will be delayed during your freshmen year. You and your family should plan accordingly.

### 5. Billing

Students are responsible for full payment of tuition, fees and all other debts due to the University. Billing for SUA is done on a session basis. Families have two options when paying their SUA bills:

Option 1: Families must pay the amount due for the first session in August and for the second session in January.

Option 2: Families may make five monthly payments by participating in the Five-Payment Plan for each session. The payments begin in August for Fall and again in January for Spring.

The direct costs for the 2013-2014 academic sessions are:

- **Tuition (per session)**: $13,975
- **Room & Board (per session)**: $5,458
- **Health insurance (if required)**: $718
- **Total direct costs (per session)**: $20,004

A brochure explaining the SUA Tuition Payment Plan options will be sent to you at the end of June, when families will be able to select a payment option of their choice.

*This amount is per session and is based on the 2012-2013 Academic Year premium cost and is subject to change for 2013-2014.*

### 6. Student Health History Form

All incoming students **MUST** complete the Student Health History form that is included in this packet. This form inquires about your family history and immunization records and must be completed by your doctor. The vaccines and skin test are a mandatory medical requirement for enrollment. Please update/complete these prior to coming to the university. Sometimes it takes a while to obtain all the necessary vaccinations, so be sure to schedule an appointment with your doctor as soon as possible!
7. Student Health Insurance

All incoming students MUST HAVE health insurance. SUA offers health insurance through Health Net. For an annual fee of $1142 (This amount is based on the 2012-2013 Academic Year premium cost and is subject to change for 2013-2014), this basic indemnity plan provides an illness/injury benefit that includes a zero deductible, a co-payment of $10 for generic prescription drugs, and a maximum benefit of $50,000.00 per illness/injury. All international students are required to purchase SUA health insurance. Domestic students may waive the health insurance fee by submitting a waiver and providing a current copy of the student’s insurance card. You will receive the Health Insurance Election/Waiver form, along with a brochure outlining the details of SUA health insurance coverage in May. Please submit the Health Insurance Election/Waiver form by July 1.

8. Photograph

Please send a digital photo (minimum 800x600 pixels) by July 1 to Diana Ueda at due@sokea.edu. This photo will be used for the Student Photo Directory that faculty, staff and other students may use to help them identify and get to know you.

9. International Student Visa Information

In order to obtain an F-1 student visa, international students must first receive their I-20 form from Soka University of America. However, please note, SUA cannot issue the I-20 form until we receive from you the completed Certification of Finances form, which was part of the SUA admission application. When you receive the I-20 form from SUA it will come with complete instructions on how to obtain your F-1 student visa. If you have any questions, please contact Margaret Kasahara at (949) 480-4135 or via e-mail at mkasahara@soka.edu. If you will be away from home for the summer before coming to SUA, please make sure that Margaret Kasahara also has your summer mailing address and contact information.

10. Summer Communications Planned for Incoming Students

This Packet
Student Affairs sends:
• Welcome to SUA brochure
• The Student Health History Form
• Meningococcal Disease Advisory and Notification

April
Financial Aid:
• Financial Aid Award Letters are available online (http://learn.soka.edu)

May
Admissions needs:
• $400 Tuition Deposit due May 1st
Student Affairs sends:
• Student Health Insurance Election/Waiver form
• SUA Health Insurance brochure
• Other Orientation information

June
Student Accounts sends:
• Brochure explaining the SUA Tuition Payment Plan options

International Student Services sends:
• I-20 forms for student F-1 visa

Student Affairs:
• Residential Life Guide is available online (http://www.soka.edu)
• Residence Hall Questionnaire is available online (http://housing.soka.edu) from June 10

July
Student Affairs:
• Housing and roommate notification is available online at housing@.soka.edu on July 16
WELCOME TO SUA

NEW STUDENT ORIENTATION

One of the first steps in becoming a student at SUA is to attend Orientation, which is required for all incoming students. Orientation will begin August 6, 2013 and will occur throughout the fall block period. We understand that moving to a new location or attending a new school means that there will be a number of changes in your life. Participation in Orientation ensures that your transition to SUA is as smooth as possible. Students will take placement exams, receive academic advising and register for their classes. They will also receive information on a variety of student services and learn about campus life. Furthermore, Orientation provides an opportunity to meet and bond with other new students and make new friends.

Should you have any questions regarding Orientation, or should you encounter an unforeseen emergency that prevents you from attending Orientation, please contact the Director of Student Services, Hyon Moon, at (949) 480-4139 or via e-mail at hmoon@soka.edu. Special arrangements must be made to begin your life at SUA.

Given that students are required to attend Orientation, students MUST check-in by Tuesday, August 6, 2013.

Check-in and Check-out Dates

Check-in: Monday, August 5, 2013
Tuesday, August 6, 2013
9:00 am to 5:00 pm

Check-out: Sunday, May 25, 2014

Note: The residence halls will not be available for move-in before the designated check-in date and time.

Parents - Save the Date!

Many of you may be accompanied by your parents. We strongly encourage them to attend the Campus Tour for Parents, Parent Orientation, and President’s Welcome Reception. All of these events will occur on the same day on Wednesday, August 7, 2013. Please note that the President’s Welcome Reception is a ticketed event. Each student may invite up to two guests and will receive their tickets upon check-in.

Events for Parents: Wednesday, August 7, 2013

- 11:00am & 1:00pm - Campus Tour for Parents
- 2:30pm - Parent Orientation
- 5:00pm - President’s Welcome Reception

Note: Exact times of these events may change

RESIDENTIAL LIFE

Residence Halls

All students are required to live on campus during the academic year.

Residential Life encourages individual and group responsibility through strong positive community development. SUA aspires to create and maintain a healthy Living-Learning community where residents share purposeful common academic, residential, and social components of the undergraduate experience.

As a member of the Living-Learning community, students will have unique educational opportunities through the Faculty in Residence and Scholars in Residence Programs, while developing meaningful connections with fellow students. Residents also have opportunities to influence their living environment through participation in special programs and activities as well as leadership roles in governance of halls.

The residence hall community offers the following features: Living Room, Multi Purpose Room, Exercise Room, Kitchenette, Computer Room, and a Multi faith Room for residents of all faiths to use. Some of the unique features of each room are room-controlled temperature and private bathrooms with bathtub and shower. Each room also offers the following for each resident: a desk with hutch for books, a chair, wardrobe closet, twin-sized bed with extra long twin mattress (38 inches x 80 inches) with 12 inches x 80
inches under bed storage space, data port, digital cable TV, cable/satellite service, and a telephone with voicemail.

**Roommates**

All first year students will share a room with another student from their incoming class. Although the residence halls are coeducational (coed), the rooms are not and two students of the same gender will occupy each room. Students are to complete the online Residence Hall Questionnaire which will be used to assist us in rooming assignments. If requesting a specific roommate, it must be mutually requested. Matching preferences are difficult to guarantee, but we will make every effort to match you with a roommate closest to your preferences based upon the information we receive.

For questions related to housing, please contact Michelle Hobby-Mears, Director of Residential Life and Student Activities at (949) 480-4134 or via e-mail at mhobby-mears@soka.edu.

**Themed Housing: Scholars Peak**

First year students are presented with an opportunity to apply to a themed community housing known as Scholars Peak. It is an alternative to the traditional residence hall environment where residents on this designated floor unite towards the common goal of academic excellence. It is a unique, vibrant community which allows a maximum of 16 residents the opportunity to complement their education by developing their educational interests, enhancing personal relationships, and creating meaningful connections with faculty and staff. Scholars Peak provides residents with a range of exciting activities including intercultural programs, academic workshops and community service projects. If you are interested in applying to Scholars Peak, please follow the instructions on the Residence Hall Questionnaire and submit your interest accordingly.

**STUDENT ACTIVITIES**

Students at SUA play active roles in all aspects of university life. The Office of Student Activities provides a vast selection of events and programs which include educational, recreational, social, team building and service learning opportunities. These activities are developed to meet the diverse interest of the student community.

In addition, students have opportunities to take part in clubs, organizations, student governance, as well as community activities and events.

Students will receive the SUA Student Handbook/Planner during Orientation in August, which will provide details about the various student activities.

**HEALTH SERVICES**

The mission of Health Services is to provide, create and maintain an environment of promoting preventative health practices. These services include, but are not limited to, first aid, treatment of acute illnesses, health maintenance and screening. Our clinic is staffed with a nurse practitioner and receptionist, and a supervising physician available by phone. For after-hour/weekend services, the Saddleback Memorial Medical Center (SMMC) and Saddleback Family and Urgent Care Medical Group are available in close proximity. Our network of referral physicians is on staff at SMMC.

Please note that the Student Health History form and Health Insurance Election/Waiver form must be submitted prior to enrollment at SUA.

**BANKING INFORMATION**

Capstone Federal Credit Union’s automatic teller machine (ATM) is located in the Student Center, providing a convenient opportunity for students to withdraw money or make deposits to their accounts with Capstone. Those students who have accounts with other banks can also use Capstone’s ATM, but will be charged a small transaction fee. Many other local banks (i.e. Bank of America, Chase, Citibank, Wells Fargo, Union Bank) are located near the campus, and are never more than a shuttle ride away, so students can use their ATMs as well.

Capstone representatives and other local bank representatives will be on campus during the first week of Orientation for anyone interested in opening an account.

**DINING SERVICES**

SUA understands the importance of dining as part of the total experience of living on campus. SUA’s dining service is dedicated to the creation of a custom restaurant experience. We want your experience to be like eating at your favorite café or bistro back home.

To ensure satisfaction, a comment/suggestion box is maintained. Either the General Manager or the Executive Chef will respond to every comment card. In addition, you can send an e-mail with suggestions or personal recipes. And for those that feel more comfortable talking in person, the management team is always present during meals.
WELCOME TO SUA

ATHLETICS AND RECREATION

The SUA Athletics Department is committed to providing a positive, challenging, competitive and fair athletic experience that emphasizes the principals of personal integrity, sportsmanship, wellness and fulfillment of the student-athletics potential. SUA is a member of the National Association of Intercollegiate Athletics (NAIA) and California Pacific Conference (CALPAC) and offers four intercollegiate sports for both men and women: Cross Country, Swimming, Soccer and Track/Field. As a member of NAIA, students will able to attend conferences and compete in championships.

Our Recreation Center is a state of the art facility which includes two full basketball courts, three weight rooms, racquetball courts, and other multi-purpose areas for free-play, clubs and classes. The Athletic Complex also hosts an Olympic-sized 50-meter pool, six tennis courts, an all-weather 400-meter track, and two multi-purpose fields to accommodate intramurals, team sports and other activities. There is also a separate studio, complete with mirrors and wood flooring for yoga, aerobics and dance classes. Each of our facilities is open to our students without charge for regularly scheduled hours. Students have direct input into the recreational offerings that are made available.

Students can contact Mike Moore, Director of Athletics and Recreation, at (949) 480-4155 or via e-mail at mmoore@soka.edu about any questions concerning athletics and recreation.

OTHER STUDENT SERVICES

Disability Services

SUU is committed to ensuring equal educational opportunity and human dignity for students with learning, physical/medical, and psychological/psychiatric disabilities. Please go to http://www.soka.edu/student_life/student-services/disability-services for more information on our Disability Services Polices and Procedure.

If you have a disability and would like to request accommodations and services at the University, please contact the Director of Student Services, Hyon Moon, at (949) 480-4139.

Counseling Services

Student life is marked by many changes. For some students, coming to SUA may be their first time away from home. Other students may be leaving one academic community and adjusting to a “new home” at SUA. Still others are beginning to ask themselves difficult questions about relationships, career, emancipation, and similar issues. We understand that these dilemmas are normal part of developing into adults. To assist, SUU’s Counselor offers various types of assistance to help students “sort out” career and personal issues that sometimes affect academic performance.

The Counselor understands that all students may not be comfortable with “traditional services” of individual and/or group counseling. As a result, a more holistic approach is taken to ensure that students are empowered to discuss problems and conflicts in either formal or informal settings.

SUU Counselor also works with the Residence Hall staff and collaborates with faculty and staff on a wide range of student life issues.

Career Services

During the college years, much of student development focuses on identifying career goals. Career Services seeks to support students not only in identifying these goals but by ensuring that they are prepared to achieve them. Services such as individual career planning, job/graduate school searches, cover letter and resume writing, interviewing skills, and salary negotiation will be offered periodically during the student’s time at SUA. A career counselor will be available for both individual and group help as students adjust to the demands of school and the always changing world of work and career.

Community Service and Internships

Many SUA students come with a desire to be a part of the larger community that surrounds the campus. The office of Community Services and Internships was created to aid them in their endeavors. The office tries to create opportunities for students to intern and or gain work experience as well as participate in service learning activities. The program is student specific and is a hybrid of internships, community service and volunteer opportunities.
FREQUENTLY ASKED QUESTIONS

1. **Must I live on campus?** Yes. Students are required to live on campus. Under certain circumstances, however, students may petition to live off campus. Please contact the Director of Residential Life, Michelle Hobby-Mears, at (949) 480-4134.

2. **Can I send some of my belongings early?** Yes. If you want to send some of your belongings early, please send to:

   Soka University of America  
   Student’s Name (your name)  
   Student Storage  
   1 University Drive  
   Aliso Viejo, CA 92656

   Your belongings will be stored in mailroom until your arrival on campus. However, residence halls will not accept any students’ belongings prior to check-in dates.

3. **Can I arrive prior to the check-in date, Monday, August 5, 2013?** The residence halls will not be available for move-in before the designated check-in date and time.

4. **Can I room with my friend?** As we are unable to guarantee your request, please consider that one of the great benefits of university life is making new friends. You can make a request to room with another freshman on your Residence Hall Questionnaire. The person you wish to live with will need to list your name on their questionnaire, as well.

5. **Can I bring appliances?** While microwaves, electric hotplates and stoves are not permitted in rooms, residents may have UL approved mini refrigerator units no larger than 2.7 cubic feet. For convenience, residents have access to a refrigerator, microwave and convectional oven in the residence hall pantry.

6. **Can I bring a television or stereo?** Two television sets or two stereos will leave very little extra space in your room. We suggest you contact your roommate to decide what would be best for both. TVs will need to be QAM/ATSC digital cable ready. Analog TV service is not provided. We will provide you with your roommate’s contact information if available.

7. **Can I bring a bicycle?** Yes. Or you may find it more convenient to purchase a bicycle once you arrive. Please stop by the Residence Hall Front Office to register your bicycle. All halls contain conveniently located bicycle racks and special storage rooms. Locks are recommended. No bicycles are permitted in resident rooms.

8. **Can I bring my religious belongings/paraphernalia/items?** Students should feel free to bring articles that reflect their faith. As for practicing your faith in your room, you will need to be aware of the possibility that your roommate may not be of the same faith. Residents will need to communicate with their roommates about their lifestyle and practices. All of this is common for life in a residence hall. We also have multi-faith rooms in the residence halls for everyone, regardless of religion, to have their personal time to express their faith.

9. **Can I rearrange furniture in my room?** Yes. However, the furniture must remain within the room and be returned to its original location prior to checkout at the end of the academic year. Furniture in the public areas is not to be moved into resident rooms. If available, students may request that their beds be set up loft-style or bunk-bed-style.

10. **Are pets allowed in the residence halls?** Pets are not allowed except for aquarium fish. Aquarium tanks must not exceed 10 gallons.

11. **Will I have a phone in my room?** Yes, students are provided with a university CISCO IP with Ethernet cable for their room. Each student is responsible for the assigned phone equipment.

12. **Will I need a car to get around?** For those students who may not have their own transportation, the shuttle service is available on a daily basis seven days a week. This shuttle service provides transportation to and from the Aliso Viejo Town Center, shopping malls near the campus, nearby parks, the beach and other entertainment spots around town.

13. **Is parking available on campus?** Yes, all campus citizens with cars must have a parking permit. Permits can be secured from the Director of Security, Cliff Mosher at cmo@soka.edu.

14. **How and when do I register for classes?** During Orientation you will receive academic advising and receive training on how to register online.

15. **What if my name/address/e-mail changes?** It is important for the University to know if your information changes. To change your name, address, or e-mail, please contact the Office of the Registrar at (949) 480-4045 or nyoshimura@soka.edu.
Soka University’s academic calendar is composed of blocks and semesters. Blocks are approximately three and a half weeks in length, while semesters run for approximately fifteen weeks.

**SUA Academic Calendar 2013-2014**

**Fall Session 2013**
- Fall Block begins (Freshmen Only) ............... August 12
- Fall Block ends ........................................ August 30
- Labor Day holiday ................................. September 2
- Fall Semester begins .............................. September 5
- Thanksgiving holiday .............................. November 28-29
- Instruction ends ........................................ December 6
- Final Examinations begin ....................... December 9-10
- Final Examinations end ......................... December 16
- Winter holiday ...................................... December 17-January 3

**Spring Session 2014**
- Winter Block begins ............................... January 6
- Martin Luther King Jr. holiday .................. January 20
- Winter Block ends .................................... January 29
- Spring Semester begins ......................... February 3
- President’s Day holiday .......................... February 17
- Spring Break ............................................. March 17-21
- Instruction ends ....................................... May 12
- Final Examinations begin ....................... May 14
- Final Examinations end ......................... May 20
- Commencement Ceremony ..................... May 23

**ENTERING STUDENT “TO DO” LIST**

- Send tuition deposit ($400) post marked before May 1st
- Send final high school transcript
- Accept or decline Financial Aid award letter online (if applicable)
- Complete online Residence Hall Questionnaire by July 1st
- Send a picture of yourself by July 1st
- Get vaccinations and complete Student Health History form by July 1st
- Complete Meningitis form by July 1st
- Complete Health Insurance Election/Waiver Form by July 1st (Domestic Students - If you waive, please submit a copy of your insurance card)