



Rudolf Steiner College Student Handbook

Academic Year 2015-16

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Revised: 8-25-2015

This Handbook does not constitute a contract between the student and Rudolf Steiner College (RSC). RSC has made every effort to provide student with complete and accurate information, but the College reserves the right to modify, amend, or revoke its contents. For information on academic policies, regulations, and requirements, refer to the RSC Catalogue.

Rudolf Steiner College is a full member of the Association of Waldorf Schools of North America (AWSNA). The College has been approved to operate as a degree-granting institution in the State of California by the Bureau for Private Postsecondary Education, and is authorized under federal law to enroll nonimmigrant students. Rudolf Steiner College has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission, 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748- 9001. This status is a preliminary pre-accreditation affiliation with the Commission awarded within the five year period allowed to achieve Initial Accreditation. Candidacy is an indication that the institution is progressing toward Initial Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

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WELCOME

From the Dean of Academics:

Welcome to our 2015-16 academic year. We are looking forward to a year with many opportunities for rich learning experiences, community activity, friendship, and collegueship. Enjoy spending time on our beautiful campus and connecting with fellow students.

We, the faculty and staff of Rudolf Steiner College, are dedicated to supporting you in your studies here and in your preparation for your future. We encourage you to take full advantage of your time as a Rudolf Steiner College student and the learning opportunities you will encounter within and outside the classroom.

From the Dean of Student Life:

Welcome to our beautiful campus. This handbook contains useful information that will help you have an enjoyable and rewarding experience at Rudolf Steiner College. Please read it through and keep it accessible for reference during your time here. Our office is here to provide any assistance you may need. Please feel free to contact us any time with question, concerns, or ideas.

OUR PHILOSOPHY AND MISSION

Rudolf Steiner and Anthroposophy

Dr. Rudolf Steiner (1861–1925), a native of Austria, was a scientist, philosopher and a researcher into the nature of the human being and of the world. He wrote over forty books and gave about 6000 lectures, most of which have been transcribed and published in book form. His collected works comprise over 350 volumes and cover almost every area of human inquiry and activity, including philosophy, religion, history, natural science, mathematics, medicine, education, the arts, architecture, economics, and social organization.

Steiner’s worldview, which he called Anthroposophy (“true knowledge of the human being”), is based on an understanding of the human as ultimately a spiritual being. He held that modern life must be transformed on the basis of this understanding. From Steiner’s indications in various fields, practical and artistic applications of Anthroposophy (also called “Spiritual Science”) have been developed. These include biodynamic agriculture, anthroposophically extended medicine, an approach to working with people with developmental challenges, Waldorf Education, the Threefold social order, and organic architecture.

The General Anthroposophical Society, based in Dornach, Switzerland (near Basel), is founded on Rudolf Steiner’s teachings and work. The Society has about 50,000 members around the world; about 4500 of these are members of the Anthroposophical Society in America.

Rudolf Steiner College and its Mission

Rudolf Steiner College was founded in 1976 as a center for the study of Anthroposophy and its various practical initiatives. It soon became, and today remains, a major center for the education of persons interested in becoming teachers in Waldorf schools. The official mission statement of the College is as follows.

Rudolf Steiner College strives to provide a creative educational environment for men and women of diverse ages and backgrounds who seek a deeper understanding of the challenges of modern life and wish to develop new capacities as a basis for their life’s work, for social service and cultural renewal.

Founded on the spiritual scientific work of Rudolf Steiner, the College has as its mission to provide programs that:

- Awaken independent thinking and healthy judgment about the deepest issues of human life, school powers of perception
- Cultivate and enrich artistic faculties
- Develop social sensitivity
- Strengthen capacities for practical life

Rudolf Steiner College has as a major focus the preparation and certification of teachers for vocations in Waldorf Education. The College also offers programs which develop insights and skills that can lead to practical application in a variety of professions in the arts, sciences and education.

The College aims to serve as a resource center for Rudolf Steiner's work, providing continuing education, fostering research, presenting workshops and conferences, and publishing and making accessible books and other related materials. A further goal is to serve the broader educational community and bring Rudolf Steiner's contributions into the dialogue on education and other issues of global concern.

The view of the human being as an individuality encompassing body, soul, and spirit is central to the programs of the College, along with emphasis on the cultivation of the inner life as a source of strength, creativity, and initiative. Programs strive to address the student's quest for the knowledge, insight, and moral imagination needed to bring balance and healing to human beings, communities, and the earth itself.

The College Campus Today

At present, the College campus in Fair Oaks occupies about thirteen acres bounded on the north by Fair Oaks Boulevard and on the south by the beautiful American River Parkway and the campus of the 400-plus student Sacramento Waldorf School. The College campus includes classroom buildings, administrative buildings, a large assembly hall, a central kitchen and dining room, a bookstore, crafts and woodworking rooms, a movement tent, two student dormitory residences, a library, a student commons, a working biodynamic farm, a beekeeping facility, and a flowform pond. It is also the home of Meristem, an innovative initiative for young adults with on the autism spectrum.

The majority of classes are held on the northern side of campus, in classrooms in Stegmann Hall, Philadelphia Hall, and Emerson.

GENERAL STUDENT LIFE INFORMATION

College Programs and Other Offerings

The College offers a variety of degree, certificate, and professional programs. Please see the College Catalogue and College website for detailed information.

Programs include:

- Residential Waldorf Teacher Education Program (includes foundation studies; specialization in early childhood or grades);

- Weekend/Summer Waldorf Teacher Education Program (based in San Francisco): three-years with weekends in San Francisco during the academic year and a three-week summer session on Fair Oaks campus (specialization in early childhood, grades, or high school);
- The Summer Waldorf Teacher Education Program on the Fair Oaks campus (specialization in early childhood, grades, or high school);
- Waldorf Teacher Education for Subject Teachers, three-year program with three-week summer session and five-day spring session each year (specialization in Handwork).
- Remedial Education program
- Master of Arts: Concentration in Waldorf Education

The Biodynamic Gardening Apprenticeship work-study experience (takes place on the campus under the auspices of Raphael Garden).

Summer professional development courses include:

- One-week “Art of Teaching” courses in grades 1-8
- “The Waldorf Approach Applied in the Public Classroom”

The calendar also includes courses in Anthroposophy, crafts, the arts, and Biodynamic farming, and Consciousness Studies.

Throughout the year, the College offers evening and weekend courses and workshops open to the public on wide range of subjects including Waldorf Education, early childhood education, parenting, Biodynamic agriculture, beekeeping, esoteric Christianity, world religions, nutrition, eurythmy, and the relation of the human being to the stars. We invite you to explore our range of offerings.

Courses and Schedules

The College’s course catalogue is available online at the College website: www.rudolfsteinercollege.edu. It is the best source for an overview of requirements of programs and includes information about academic policies including withdrawal, leaves of absence, attendance, grievances, and student achievement. Schedules for classes will be available at registration.

Change of Address

Please notify Admissions of a change of address, telephone number, or email address. Federal regulations require that international students register a change of address within ten days.

Financial Aid

RSC makes every effort to keep tuition rates affordable. A large number of our students receive some form of financial aid. The Financial Aid Office is available to provide individual guidance on financing your education. Resources for financial aid include:

- RSC Scholarships

- AWSNA grants for teachers in independent schools
- Qualified students in several matriculated programs may be eligible for Federal loans
- Payment plans

The Dean of Student Life, Laura Scappaticci, may be contacted at Laura@steinercollege.edu.

International Students

As part of our commitment to cultural diversity, the College is dedicated to the acceptance and support of international students. RSC is authorized by law to enroll international students in approved full-time programs and to issue I-20 student visas to them.

International students have access to a range of support services through the College. For more information please contact Ronald Koetzsch at Ronald.Koetzsch@steinercollege.edu.

Student ID Cards

All students registered in matriculated programs will be issued an official RSC photo ID. The cards are issued as part of the registration process. The student ID card may be used to receive a discount at the Bookstore and on admission fees to certain RSC events and workshops.

There is no charge for the initial ID card. If you lose it, the replacement fee is \$5.

Alumni Association

We encourage our graduates to join our Alumni Association and remain connected with RSC and with classmates after graduation. Please see the Dean of Student Life Laura Scappaticci for more information (Laura@steinercollege.edu).

Automobiles

There is a 15 mph speed limit on campus. Please observe stop signs.

Valuables of any kind should not be left in vehicles. RSC does not take responsibility for the theft of a vehicle or any of its contents.

Children

For their safety, all children under 14 years of age on campus must be directly supervised by an adult. Children may not be left unsupervised while their parents are attending classes or are involved in College activities.

Disability Services

The College strives to accommodate and be responsive to students with disabilities insofar as its resources permit. Please contact the Dean of Student Life for further information.

TECHNOLOGY

Rudolf Steiner College implements an array of software tools to assist students, faculty and staff in the daily life of the college. Currently several of these tools are being implemented and streamlined and this outline is to serve as a brief guide to these tools available to you.

Computers in the Classroom

Please consult your instructor for guidelines on computer use in class.

Internet Access

Open network access is available in most parts of the campus. Available networks are:

Campus:	RSC	Password: RSC95628
Turner Dormitory:	Turner Wifi	Password: RSCdormsouth
Renoir Dormitory:	Renoir Wifi	Password: RSCdormnorth

Please note:

- The Raphael Garden is a designated computer/cell phone-free area. Please respect this.
- RSC is not staffed to provide computer support, but assistance will be given for connection to the network where appropriate.
- RSC reserves the right to revoke, suspend, and/or block network access to any single user/machine, or group of users/machines.
- Students having trouble accessing the Internet should report their problem (and leave their contact information) to the Reception Office, Housing Office, or leave a message at (916) 961-8727, ext. 123. Students with computer problems beyond connecting to the network should seek help at a local computer store.

Email Accounts

All students will be furnished a steinercollege.edu email account which will be the default means of official communication from RSC to the student.

Applications:

POPULI: for matriculated students

Address: <http://rsc.populiweb.com>

Our online student management and records system, Populi also manages our library and patron information. It is in the final stages of implementation and once complete, matriculated students will be able to login to check assignments, check schedules, manage tuition balances, and more.

RSC Information Site:

Webpage with links for Program Schedules, Maps, IT Support, and more.

Address: <http://steinercollege.info/>

Websites:

rudolfsteinercollege.edu	Primary college informational website
steinercollege.edu/bookstore	Bookstore website for finding and purchasing books, and classroom supplies
rsc.populiweb.com/library	Norton Library resource catalogue
journal.steinercollege.edu	List of RSC MA student theses
mail.steinercollege.edu	Login portal for Steinercollege.edu email
steinercollege.edu	Landing page to navigate to RSC information

CAMPUS RESOURCES**Bookstore**

Located near the main entrance to the campus, the Bookstore contains perhaps the largest selection of books on Anthroposophy, Waldorf Education, and related topics in North America. It also has a wide selection of art and craft supplies, natural body care products, musical instruments, and wooden toys.

Bookstore hours: Sunday: closed
 Monday-Friday: 11:00AM - 5:00PM
 Saturday: 12:00AM - 4:00PM

There are extended hours during special campus events and on some days during the summer. These will be posted outside the Bookstore and on bulletin boards.

Students currently enrolled in programs receive a 10% discount on most items; please show your student ID card.

Café and Meals

Our on-campus café offers meals and snacks containing whole, local, fresh, organic, and biodynamic ingredients, prepared from scratch each day. We offer gluten free products, but we are not a gluten free kitchen.

Hours: During the school year, the café is open M-F, 7 am to 2 pm. If you are wondering about meals on a specific day, please stop by the kitchen or call 916-961-8727 ext. 127.

Library

The Rudolf Steiner College library is located in Alcott House during building renovations. There is a Library Check-Out Sheet for students to use for checking out these books.

The library subscribes to, among other data bases, EBSCOhost Education Research Complete Database, which includes the full text for nearly 1200 education journals.

Computer Station

The student computer resource is located in Alcott House. Hours will be posted on the door.

Copy Machine and Printer

There is a photocopier inside Alcott House for student use, which requires a pre-paid copy card. The Copy Cards are available for purchase at the bookstore. Copies are 10 cents per page

News&Clues

News&Clues is a newsletter that appears on monthly basis. It provides information about events at the College. It can also be accessed by the link <http://www.steinercollege.info/pubs/updates/NewsAndClues.pdf>

Bulletin Boards

The large bulletin board next to Barton Hall (facing the Quad) is for class schedules, *News&Clues*, and flyers for official College events.

Bulletin board space will be available for other community use outside of Stegmann Hall. RSC staff monitor the bulletin board and reserve the right to remove postings. Please date all posted materials.

Lost and Found

Valuable found items such as cell phones, wallets, car keys, and eye glasses should be brought to the Reception Office. Found items such as hats, scarves, water bottles, pens, and notebooks can be turned in to Campus Services. Any unclaimed items left at Reception Office are given to Campus Services at the end of the day.

Room Use and College Facilities

Classrooms are opened at 7:30 AM and are locked after the last class is over. They are locked over the weekend when not in use.

Students may request permission for early morning, evening, or weekend use of rooms for course- and College-related activities such as artistic practice and group study sessions. Room use for personal activities, such as a social gathering, can also be requested. All requests should be made to the Events Manager Karen Zamd at 916-961-8727 ext 145 or Karen.Zamd@steinercollege.edu.

The College facilities are usually in use for College activities. However, rental of available campus facilities by individuals and organizations not connected to the College is possible.

For urgent matters regarding campus facilities and ground, please contact the on-call campus crew member immediately at 916-827-6420.

Housing

For any housing-related reservations questions, please contact Housing at 916-864-4816 or housing@steinercollege.edu. For all other housing issues please contact Campus Services at 916-827-6420.

COLLEGE POLICIES, PROCEDURES, AND RULES

Refer to the RSC Catalogue for a full overview of RSC policies, procedures, and rules.

Academic Integrity

Truthfulness in academic—and other—matters is expected of all members of the College community. Plagiarism in academic work is a serious violation of the College's ideals and practices and will be treated as such. Please see the College Catalogue for details.

Academic Freedom

RSC is committed to the open discussion, assessment, and analysis of ideas and values. Subject to the norms and standards of scholarly inquiry, faculty, students, and staff as free to conduct research, teach, speak, and publish without interference or penalty.

Diversity and Non-Discrimination

RSC is committed to providing a fair, open, and inclusive environment for everyone. To this end, RSC does not tolerate any form of discrimination or harassment prohibited by RSC policy or state and federal civil rights laws.

RSC is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity.

RSC will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, or any other status protected by law and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in RSC programs and activities.

Policy Against Unlawful Harassment and Retaliation

Harassment of any kind—verbal, physical, psychological, or sexual—of any member of the College community by another member of the community will not be condoned. RSC has zero tolerance of retaliation for complaints of harassment. Please see the College catalogue or website for further details. WEAVE (Women Escaping a Violent Environment) provides a 24-hour crisis hotline at (916)920-2952.

Alcohol and Drugs

Rudolf Steiner College is an alcohol-free campus. The use of alcohol is contrary to the aims of the College.

Rudolf Steiner College is a drug-free campus. The use of illegal substances is not permitted on the campus.

There are two designated areas on campus for tobacco smokers. Please restrict smoking to these areas. Use extreme care in disposing of matches and cigarettes.

Firearms

No firearms are allowed on campus under any circumstances.

Grievances and Complaints

Any person feeling he or she has a legitimate grievance against any individual or against the College is invited to file a grievance complaint. The College has clear policies for dealing promptly and fairly with all grievances. Grievance forms are available from the Reception Office and on our website. Initially, grievances or complaints will be reviewed by the Dean of Student Life, Laura@steinercollege.edu. (Please see the College Catalogue or website for details.)

Suggestions

Forms for submitting “Suggestions, Concerns, and Requests” are available from the Reception Office. Any member of the College community can use the form to offer a suggestion or concern about any aspect of College life. Submitted forms will be reviewed first by the Dean of Student Life and referred to the appropriate College officer, department, or committee for action. In addition, you may direct teaching or academic concerns or suggestions to your academic Program Director or to the Dean of Academics.

Disciplinary and Dismissal Policies

Students are expected to familiarize themselves with and be accountable for information contained in all RSC publications relating to student responsibilities; respect the rights of other community members; respect every individual’s right to teach and to learn.

A student who violates RSC policies or local, state, or federal statute may be subject to disciplinary action from the College, up to and including dismissal. Violations of RSC policies or requests for disciplinary action will initially be referred to the Dean of Students for review.

Refer to the Catalogue for details of disciplinary policies.

Safety and Security

To help maintain a safe and secure environment, please do not leave cars, bicycles or dorm rooms unlocked. Remove all valuables from vehicles as our campus has in the past been subject to minor break-ins.

RSC is located on a small campus in a quiet residential area. In its history, it has had no incidences of sexual assault. Students, faculty, and staff who are on campus after dark are asked to be aware of their surroundings and to keep their doors locked. The College community is a relatively small, closely-knit group of people; if you see a suspicious character on campus, please alert a member of RSC staff. You may also contact the Sheriff at (916) 874-5111. **In a dangerous or life-threatening situation, immediately call 911.**

There are emergency first aid boxes located on the RSC Campus at the Laundry Room, in the Bookstore, at Campus Services, behind the bulletin board kiosk by the chimney, and in the Reception Office.

Privacy

RSC conforms to the requirements of the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of records maintained by educational institutions about their students. The document, *guidelines for Access to and Disclosure of Educational Records Maintained by Rudolf Steiner College* is available in the Admissions Office. For more information, access the FERPA website, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Rudolf Steiner College chooses not to divulge any information about its students to any other institution or to any private individual.

Copyright Infringement Policies

Faculty members and students are asked to abide by the fair use principles of the Copyright Act of 1976. Please be aware that copyright infringement may subject you to civil or criminal liabilities.

GOVERNANCE

RSC is governed by several groups:

The Board of Trustees: has legal and fiscal responsibility for the College

President: the Chief Executive Officer of RSC

Academic Senate: responsible for academic planning and implementation and for developing programs and policies.

Council: a group of senior faculty and staff; advise the President and Board on the spiritual mission of RSC.

DIRECTORY

All RSC faculty and staff may be contacted by email: first name.last name @steinercollege.edu (e.g. bob.smith@steinercollege.edu).

To reach any member of staff or faculty, dial (916) 961-8727, and the extension or 9 for the staff directory.

President: ext. 101

Dean of Academics: ext. 112

Dean of Student Life: 916-827-5949

Registrar: 122

Student Accounts: 163

Reception Office: ext. 0

Chief Financial Officer: ext. 166

Admissions: ext. 104

Campus Services: ext. 157

Housing Office: ext. 141

Café: ext. 127

Bookstore: ext. 130

COMMUNITY RESOURCES AND INFORMATION

Please see the Campus Resource Guide (available at Registration or in the Reception Office) for information on local restaurants, health facilities, campus maps, and other campus and community information.