

USM Student Handbook 2021–2022



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Message From the President & Executive Vice President



It is becoming more and more clear that increasing numbers of people globally are responding to what we refer to as the Evolutionary Impulse. Perhaps you are someone who has realized that true happiness and fulfillment are not goals to be achieved by success in the material world. Rather, they are the result of Awakening into the realization of who you truly are, what your purpose is, and how you can make a meaningful contribution in your world. If so, welcome to the ranks of those who are discovering what it means to be Loyal to Your Soul.



Welcome to the University of Santa Monica, the *Worldwide Center for the Study and Practice of Spiritual Psychology®*!

We are delighted you have chosen USM to fulfill your educational goals and aspirations at this time. In a time of historic worldwide change, you are embarking on a dynamic and uplifting Soul-Centered educational experience designed to equip you with the tools to transform your consciousness, your life, and the world.

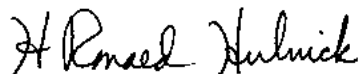
At the University of Santa Monica, we believe that “A Conscious World Begins With Conscious People,” and we support you in living in the Freedom of the Authentic Self and discovering your own answers to life’s essential questions: Who am I? What’s my purpose? and How can I make a meaningful contribution in my world?

The University’s pioneering educational paradigm provides you, as a student, with opportunities for transforming your Consciousness and for Spiritual Awakening through learning to apply the transformational *Principles and Practices of Spiritual Psychology* to everyday life. This educational experience is:

- Sacred
- Highly experiential
- Relevant and practical
- Creative
- Inspirational
- Dynamic and enlivening
- Heart-centered
- And fun!

Full participation provides opportunities for you to experience both a transformed consciousness and a transformed life while learning practical life tools that USM Graduates have been using successfully for more than 40 years.

Please read this *Student Handbook* carefully. It contains useful information designed to support and assist you in successfully completing your course of study at USM. We look forward to participating with you in USM’s Soul-Centered experiential education!



H. Ronald Hulnick, Ph.D.
President



Mary R. Hulnick, Ph.D.
Executive Vice President

USM'S MISSION

The University of Santa Monica is dedicated to communicating the Principles and Practices of Spiritual Psychology™ worldwide through the process of Soul-Centered Education.



General Information



USM Catalogue and Student Handbook

The USM *Catalogue* provides information on all Programs offered by USM, and its purpose is to support prospective students in learning about the University and its approach to Soul-Centered education. Both the *Catalogue* and the *Student Handbook* contain policies and procedures applicable to students enrolled in University Programs and are the documents of authority. The University of Santa Monica reserves the right to change its policies, rules, regulations, and course offerings at any time.

USM Phones and Voicemail System

The University has a phone system with sizeable voicemail capabilities. This system allows you to get the information you need from appropriate staff members in as short a time as possible.

All voicemail instructions are clear and concise. It is our USM staff intention that any voicemail messages left for a staff member will be responded to as soon as possible. If you do not reach a staff member in person, callers may leave a message in a specific staff member's voicemail box. Voicemail prompts assist the caller during the process.

During the first class weekend, you will receive a listing of USM staff, their phone extension numbers, job titles, and the areas they handle so that you may easily determine with whom you wish to speak.

Tuition and Expenses

Full details, including monthly and yearly tuition summaries for each Program, are clearly outlined in the Financial Policies section of the USM *Catalogue*, beginning on p. 90.

Financial Aid

The University of Santa Monica is not accredited by an agency recognized by the United States Department of Education (USDE), and students are not eligible for state or federal financial aid programs.

Student Services

Below is a listing of services provided to prospective and current students:

Admissions Advisor

Applicants are assigned a designated Admissions Advisor who will provide in-depth information about USM's Programs, Admission requirements, tuition & fees, and answer any questions.

Student Services Representative

Assistance is available for students from the Student Services Representative relative to the Program including questions about policies, attendance requirements, and class schedules.

Educational Materials

Students receive the following materials in the Online Classroom: *Course Blueprints*, handouts, and information and templates for creating notebook binders.

For **Soul-Centered Living I**, Online Tools and Activities are provided on an ongoing basis throughout the 10-month Program, ultimately totaling more than 70 distinct Soul-Centered Living Practices available to students 24/7.

Financial Services

The Finance Office handles questions about tuition payments, payment plans, and other financial matters.

USM Community

An important product of the University of Santa Monica is the quality of our learning environment. As a conscious educational community, we are continually cultivating and evolving in service to all participating. At USM, everyone is a student, including currently enrolled students, staff, faculty, and alumni. Our intention is congruence between what is taught and the process through which it is taught.

University Holiday Schedule

2021

New Year's Day	Friday, January 1
Memorial Day	Monday, May 31
Independence Day	Monday, July 5 (Observed)
Labor Day	Monday, September 6
Thanksgiving	Thursday, November 25
Post-Thanksgiving	Friday, November 26
Pre-Christmas	Friday, December 24
Christmas Day	Monday, December 27 (Observed)
Post-Christmas	Tuesday, December 28 (Observed)
New Year's Eve	Friday, December 31

2022

New Year's Day	Thursday, December 30 (Observed)
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving	Thursday, November 24
Post-Thanksgiving	Friday, November 25
Pre-Christmas	Monday, December 26 (Observed)
Christmas	Tuesday, December 27 (Observed)
Post-Christmas	Wednesday, December 28 (Observed)
New Year's Eve	Thursday, December 29 (Observed)





Educational Policies



Student Responsibilities

The policies concerning one's program of study are to be read carefully and referred to regularly. Students are encouraged for their own protection to become familiar with all University of Santa Monica policies regarding their program of study.

Class Attendance

Students are required to attend all classes. It is the student's responsibility to notify the Student Services Representative at the University office prior to the class weekend for any unavoidable absences.

Please note that students must attend the entire first weekend or the following month's make-up class in the **Soul-Centered Living I Program**. No exceptions will be granted.

Attendance: Active and Relevant Participation

Active involvement and participation are keys to receiving value in any Program taken at USM. Because the content and experience of the weekend classes and Labs are carefully designed in a sequential way and result in cumulative effects, full attendance—participating in the entire weekend or Lab—and arriving on time for each class session are necessary in order to successfully complete the Program and receive the *Certificate of Completion*.

Weekend classes take place on Saturday and Sunday beginning at 9 a.m. and ending at 6:30 p.m. each day. Please arrange your schedule such that you have enough time to log in to the Online Classroom to be present when class begins and attend each day in its entirety. That way, you can receive the value of being present for all the information and every process.

ALL SESSIONS WILL BEGIN PROMPTLY AT THE TIMES DESIGNATED. PLEASE BE ON TIME! Your presence is important! It is the way you make yourself available to the learning process. If, for some reason, you find that you must be absent from any part of the weekend, it is essential that you notify USM's Student Services Representative Eliza Swords, by calling +1 (310) 829-7402, ext. 129, and speaking with her directly or emailing Eliza at student.services@universityofsantamonica.edu. If something comes up unexpectedly during a class, call the Attendance number at +1 (323) 601-8788. You are

important! We care about you and appreciate your consideration in contacting us regarding any absence. In this way, we can anticipate your absence, and you can arrange to obtain relevant materials you might otherwise miss.

Missed Class Time Policy

Students are expected to attend all class weekends and the Labs, Retreats, or Practicums in full, which includes all class sessions. However, from time to time, exceptions due to illness or death in the immediate family are evaluated and approved on a case-by-case basis. It is the student's responsibility to notify the Student Services Representative prior to class if he/she will be absent due to extenuating circumstances.

Please note that reasons of a purely personal nature are not an approved absence, and students who miss class time for personal reasons are jeopardizing their ability to successfully complete the Program. In addition, students who miss a class weekend or a significant portion of time within a class weekend will be required to make up the time missed from that weekend in order to receive their *Certificate of Completion*. More specific information will be shared with the student at the appropriate time.

If a class weekend, or any portion thereof, is missed, the student is still responsible for the tuition for that class weekend. If more than one weekend during the course of the ten-month Certificate Programs is missed, the student may be discontinued from the Program. Please note that missing any time during the Lab, Retreat, or Practicum is not an option and may jeopardize a student's ability to successfully complete the Program and receive a *Certificate of Completion*.

Attendance is monitored throughout the weekend. If you are unexpectedly absent, the Student Services Representative will contact you regarding your absence. You are important! We care about you and appreciate your consideration in contacting us prior to class regarding any absence.

Practicum Participation—Policies

Returning to Complete the Practicum After Leave of Absence Policy

Students may find themselves in the position of having fulfilled all requirements for receiving the *Certificate of Completion* for *Life Mastery & Soul-Centered Living II* except for successful completion of the Practicum. These students are invited to return to USM to complete the Program and receive their *Certificate of Completion* next time the Practicum is offered.

Students who are returning to complete the *Advanced Spiritual Psychology Practicum* after being on a Leave of Absence are encouraged to Audit the *SCL I Spiritual Psychology Laboratory* in the year they plan to take the Practicum. In addition, all financial obligations to the University must be completed.

Practicum space for returning students is on a space-available basis, as registration priority is given to current **Life Mastery & Soul-Centered Living II** students.

Auditing the Practicum

Graduates of the two-year Spiritual Psychology Program may be given permission to audit the Practicum, whether or not they have participated in **Life Mastery & Soul-Centered Living II** as an Audit student. Please contact the Office of Admissions for more information.

Truth in Information

The University of Santa Monica relies upon the statements made and documents supplied by its applicants and students. If discrepancies appear between statements or documents provided to the University and information otherwise obtained, applicants may be disqualified for admission and students may be dismissed without recourse. Please note that USM reserves the right to withdraw an offer of admission to its Programs if it finds there has been a misrepresentation by the applicant in the admissions process or if the University learns that the applicant has engaged in behavior prior to matriculation that indicates a lack of judgment, ethics, or integrity.

USM further reserves the right to require the applicant to provide additional information (and/or authorization for the release of information) about any such matter.

Nondiscrimination Policy

The University of Santa Monica prohibits discrimination on the basis of race, color, national or ethnic origin, religion, creed, gender, sexual orientation or gender identity, disability (mental or physical), citizenship status (within the limits imposed by law), marital status, medical condition, or age, or any other consideration made unlawful by Federal, State, or Local laws, in any of its policies, procedures, or practices. This nondiscrimination policy covers all of the University's Programs and activities, including, but not limited to, admissions, educational and financial policies and services, and other school-administered programs.

Accommodating Students With Disabilities

The University of Santa Monica is in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of the individual. USM's admissions decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in the Program at USM must be able to meet the admission standards of the University.

USM will make efforts to provide reasonable accommodations to qualified individuals with disabilities, to the extent that such accommodations are readily achievable. Though the University takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity may not be entertained.

Students with disabilities who require accommodations must make those needs known to the Office of Admissions at the time of application. For more information, please contact the Office of Admissions.

Student Records

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts (for those who were enrolled in and/or completed the Master's Programs) are maintained permanently. Please contact the Registrar's Office for a copy of your student record or transcript.

Program Termination

A student may be terminated from the Program if a student's behavior in the educational settings is disruptive to the learning process of others. Students are expected to have emotional/ psychological maturity, including interpersonal competencies, attributes, and skills necessary to be successful in an educational Program that emphasizes experiential learning.

Discontinuation From a Program

Students may decide to discontinue their participation in the Spiritual Psychology Program at any time. For information on refund policies, see the Financial Policies included in the *Catalogue*.

Statement of Responsibility

University of Santa Monica Programs are educational, not therapeutic. It is anticipated that students may find mental/emotional issues surfacing during their involvement in the Program. All students are expected to have the emotional maturity required to handle the experiential parts of the Program. Students are encouraged to develop their personal resources through learning to work their process (skills taught throughout the Program), to make friends and become part of the support network that exists among their classmates, and to utilize professional assistance when necessary to aid them in coping with the demands of the Program.





Guidelines and the Classroom



Online Guidelines & Ground Rules

The USM classroom is known as a safe and Sacred space. This online offering calls all of us forward in our individual responsibility for maintaining the quality of energy, environment, and expression in harmony with the Founder's message, the *Principles and Practices of Spiritual Psychology*, and the University's mission: *Communicating the Principles and Practices of Spiritual Psychology worldwide through the process of Soul-Centered education.*

Guidelines

1. Be on time and attend all class sessions. Be in your seat by the time the seating music completes. (Synchronize watches.)
2. In order to ensure your ease in gaining entrance to the classroom, please use the same Zoom account with your name (the same login) for every class. Doing so will ensure access to the class and also facilitates Grace and Ease with trio placement.
3. Please ensure your name is displayed according to the following format: First Name Last Name | Location. This assists you in getting to know your classmates and facilitates Grace and Ease in assigning you to trios.
4. Please keep your camera on at all times when class is in session. This includes during Large Group Sharings. During lunch/rest breaks, please turn your video off until class resumes.
5. Create a distraction-free area—private, quiet, and well-lit with a strong Internet connection—to support you in fully participating in the classroom experience. You may want to light a candle.
6. Maintain confidentiality. This includes not sharing the experience of others or what goes on in your trios. Share your own experience only. Facilitators' sharing and processes are included. The only exception is sharing with faculty if you perceive a classmate may be in difficulty and in need of additional support or assistance.

7. Respect the confidentiality of all large group sharing. Refrain from commenting to others in any way regarding what they have shared unless they bring their sharing up to you. Give others the dignity of their own process after trios or large group sharing.
8. Make agreements with others in your household to ensure privacy and no interruptions during class sessions. Please do not invite anyone else to listen to large group sharing or to be present during trios. This includes any USM grad not in the class who may be in your household. Use of headphones or headsets is required and will help ensure privacy of the classroom experience.
9. No photographing, videotaping, or audio recording during classes, including with cell phones, tablets, or computers.
10. In order to be fully present and available to the educational process, please refrain from using any consciousness-altering substances 24/7 prior to and during class. This refers to alcohol and street drugs, not prescription medications.
11. Note-taking during trios is only appropriate if the Neutral Observer is asked to do so. Sharer and Facilitator, please wait until Silent Journal Writing to record your notes from the trio process.
12. No “commercial” or “fundraising” sharings or announcements in class or outside of class with classmates.
13. No solicitation in class or outside of class with classmates. This includes asking other students for assistance with your tuition.

Additional Guidelines Supporting the Online Experience

14. To share, use the raise hand button under Participants at the bottom of your screen. Once Ron and Mary call on you, please say your first name.
15. If you or one of your trio partners needs additional support during a trio process, please click the “Ask for Help” button and an assistant will promptly join you in your trio breakout room and guide you to a faculty member.
16. Please eat off-camera during the two rest breaks rather than when class is in session.

17. Wear appropriate clothing at all times as if you were attending class in person. Please be aware that your camera is on so do not remove or change your clothes while the online classroom is in session.
18. If for any reason you need to lie down or be off camera when class is in session, please alert one of the assistants so we can provide appropriate support if needed.
19. Please limit visual distractions in your surroundings while participating online, e.g., objects, pictures, virtual backgrounds, etc. Fewer distractions for yourself and others will support a positive online experience.
20. Please place your computer on a steady surface and position your computer's camera so your trio partners can see you. As always, maintain an open body position during trios and be fully present during all trios and large group sharings.
21. Please silence all notifications on your cell phone or other devices. Close all other windows on your computer, and if possible, place your computer in Do Not Disturb mode to silence sounds and pause notifications from applications. On a Mac, go to System Preferences > Notifications > Turn on Do Not Disturb in Notification Center. On a PC, you can activate Focus Assist by right clicking on the notification icon on the taskbar. Select "off" to put it in the Do Not Disturb mode. Note that placing your computer in Do Not Disturb mode will not mute the audio for Zoom.
22. Please refrain from side-talking, which includes using the chat room or using your cell phone to make or receive calls or text message while class is in session.
23. To ensure access to your USM student account at my.universityofsantamonica.edu, where you can download your handouts, make sure to log in using the same email address you used to complete your application and where you receive your student communications. If you log in using your Google or Facebook account, make sure it is associated with the same email as described above.
24. And as always, we're here to learn, grow, and have fun!

Ground Rules

1. Take care of yourself so you can help take care of others.
2. Don't hurt yourself and don't hurt others
3. Use everything for your upliftment, learning, and growth.

Trio Process Guidelines

The trios are designed as an opportunity to practice the skills and approaches being taught in the USM Program. If you perceive that this is not being done, and if feedback has been offered requesting the use of the skills and approaches taught at USM, or requesting a return to the process presented on the trio handout, and a response to this request is not understood or heard, it is appropriate to raise your electronic hand to request assistance. For example, techniques, processes, and methods such as energy work, aura/chakra balancing, etc., have no place in a USM trio as they are not part of what you are being trained to do. Trios are for the purpose of practicing the skills and approaches taught at USM.

It is important to remain in the classroom trios and engaged in all rotations of the trio in order to receive the maximum value of your participation in each of the three roles (Sharer, Facilitator, and Neutral Observer).

Maintaining an Uplifting Educational Environment

The University offers a supportive learning environment that nurtures personal development and Healing of the Heart. Cognitive learning takes place in an uplifting environment that focuses on the wholeness of each student. In support of maintaining this environment, we ask that there be:

- No selling of student “wares” during classes or on breaks.
- No personal fundraising.
- No distribution of brochures. Networking is a natural part of being with the students. Natural networking is fine; however, the classes are not a place for personal promotion, nor is it appropriate.
- No soliciting.

Medical Policies

USM follows the regulations of the California State Department of Health Care Services, Section 2526. This provides for exclusion and readmission by school authorities for the health and safety of students; it shall be the duty of the Executive Leadership or applicable Faculty member to exclude any student who is suspected of having a communicable disease until the expiration of the prescribed period of isolation for the particular communicable disease. The University may request that a student submit a physician’s note prior to readmission giving the student clearance to participate in an in-person class, event, or workshop.

In the event that we are informed of a medical emergency occurring during an in-person class, event, or workshop, USM staff will call for emergency medical assistance or provide transportation to a nearby medical facility. If we are informed of a medical emergency during an online class, event, or workshop, USM staff will do their best to assist the student or participant, which may include calling for emergency assistance.

USM staff, faculty, and/or volunteers are not authorized to provide medical assistance to students during the weekend. Should you experience a medical emergency during class, it is your responsibility to notify the weekend staff/faculty. USM assumes no liability in this regard.

Anti-Harassment Policy

USM is committed to maintaining a safe, productive environment for all members of its community. Harassment can take many forms, including sexual harassment. Each member of the USM community must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. Prohibited harassment includes but is not limited to the following forms of offensive behavior:

- Verbal harassment: Making or using derogatory comments, epithets, slurs, and inappropriate jokes
- Physical harassment: Touching, assaulting, impeding or blocking movement
- Visual harassment: Leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, drawings, written material, or Internet images
- Sexual favors: Unwelcome sexual advances, offering benefits in exchange for sexual favors, or making or threatening reprisals after a negative response to sexual advances
- Online harassment: Posting online derogatory comments, epithets, slurs or inappropriate jokes

Sexual harassment is any unwelcome behavior that has the purpose or effect of creating a sexually intimidating, hostile, or offensive environment.

Any student who believes he or she has been harassed should promptly report the facts of the incident or incidents and the names of the individuals involved to either the Student Services Representative or the Director of Education Administration. The President or someone under his or her supervision will undertake an investigation of any complaint. Students should feel free to report good faith claims without fear of retaliation of any kind.

Use of Class Address Lists

University policy states that Class Address Lists received by students are used only for purposes of facilitating communications between class members. They are not to be used for solicitation, advertising, promotion, or any type of commercial purpose without written consent from the University of Santa Monica. Violation of this policy may be grounds for dismissal from the University.

University Intellectual Material and Its Usage

All distributed materials (course handouts, staff, faculty, and volunteer handbooks, and related materials) are protected by United States and international copyright and other laws. Course handouts are furnished to the students of the University of Santa Monica for instructional use only. All rights are reserved for USM and the authors of the material, Drs. H. Ronald and Mary R. Hulnick. No part of the University of Santa Monica's materials may be copied, reproduced, republished, modified, distributed, transmitted, published, displayed, broadcast, sold, offered for sale, or otherwise exploited in any form or by any means without the express prior written permission of the copyright owners, Drs. H. Ronald and Mary R. Hulnick, and the University of Santa Monica. You may not alter or remove any trademark, copyright, or other notice from those materials.



“My hope and wish is that one day, formal education will pay attention to what I call ‘education of the heart.’”

—Dalai Lama



University of Santa Monica



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