



# Santiago Canyon College



## International Student Handbook

2017-2018

# TABLE OF CONTENTS

## CHAPTER 1

Welcome .....	1
Mission Statement .....	1
Academic School Calendar .....	2
Important Numbers to Know .....	2
International Student Program Office .....	2
Travel Tips .....	2-3
Homestay Program .....	3
Apartment/Flat Housing .....	3
Apartment Resources .....	3
Hotel Resources / Hotels Near SCC .....	4
SCC Policies on Immigration Regulations Governing International Students .....	4-5
Office of Student Life and Leadership .....	6
Admissions & Records .....	6
Cashier's Office .....	6
Mandatory Orientation .....	6
Testing .....	6
Academic Counseling .....	7
Credential Evaluation Service .....	7

## CHAPTER 2

Health Insurance .....	8
Student Health & Wellness Services .....	8-9
Emergency Medical Care .....	9
Post Offices .....	9
Banks .....	10
Department of Motor Vehicles (DMV).....	10-11
Attractions .....	11
Major Shopping Centers .....	11
Other Shopping Areas.....	11
Grocery Stores .....	12
Smoking Policy .....	12
Emergency .....	12
Commuting to College / Orange County Transportation Authority .....	12
Taxi Cabs .....	13
Automobiles .....	13
Campus Parking at SCC .....	13
Disabled Parking Areas .....	14
Books and Supplies .....	14

## CHAPTER 3

English Language Program (ELP) .....	15
Things You Need to Know About ELP .....	15-16
International Student Program - Contact Information .....	16

## **WELCOME TO SANTIAGO CANYON COLLEGE (SCC)**

We are very happy to present you with this copy of the International Student Handbook. This guide was created with the utmost desire to familiarize you with your new home and school. We understand that being in a new country can be challenging, so please know that we are here to provide you with direction and support. You will have many questions as you proceed through the semester, and this booklet will help you find the answers you are seeking.

As you begin to review this booklet you will see that it will provide you with tips on coping with being away from home and in an unfamiliar environment, and preparing to be successful in your selected academic field. Although if you still have questions, please do not hesitate to contact the faculty and staff of the International Student Program as well as others on campus. We are here to help you have an enjoyable and successful academic experience.

Thank you for choosing Santiago Canyon College (SCC). We welcome you as a valuable member of the SCC campus community.

## **INTERNATIONAL STUDENT PROGRAM MISSION**

The international student program mission is to be dedicated to a meaningful educational and cultural experience for international students enrolled at SCC. In partnership with staff, faculty and administration, we will strive to ensure that our students are enriched academically, socially and culturally and that in the process, we will make a significant contribution to cross-cultural understanding and exchange.

# Chapter 1

---

## Academic School Calendar - Santiago Canyon College

---

- Spring Session: February – May
- Summer Session: June – August
- Fall Session: August - December

Santiago Canyon College observes state and federal holidays. The holidays will be marked on the calendar and announced in class. Term dates may be adjusted throughout the academic year. Any changes will be communicated with the students.

---

## Important Numbers to Know

---

- International Student Program: Phone +1 - 714- 628-5050
- Admissions and Registration: Phone + 1 - 714- 628-4901
- Student Counseling Office: Phone +1 - 714-628-4800
- Campus Security Office: Phone +1 - 714-628-4730

---

## International Student Program Office

---

The International Student Program Office is located on the second floor of the A building in room A-203. Office hours are:

Monday-Thursday	8:30 am – 6:00 pm
Friday	9:00 am – 1:00 pm
Telephone:	+1 - 714-628-5050

---

## Travel Tips

---

All international flights arrive at the TBIT (Tom Bradley International Terminal) which is terminal number 1. Immigration processing occurs here. The Los Angeles airport information telephone number is **1-855-463-5252**. After the recorded introduction, push menu option (4) for ground transportation or car rental.

The website is [www.lawa.org](http://www.lawa.org)

- Shuttle Service from Los Angeles Airport (LAX)  
The Super Shuttle blue van service is available from the Los Angeles International Airport to residence (host family, hotel or apartment) for approximately \$60 - \$70 per person one way.

After claiming your luggage at the airport, look for the ground transportation sign and go to the area marked Shuttle Pick-Up. The shuttle will take you directly to whatever hotel or residential address you request.

- Shuttle from John Wayne Airport in Orange County (SNA)  
Super Shuttle rates to your hotel or residential address are approximately \$45 - \$60 per person one way.

After claiming your luggage at the airport, look for the ground transportation sign and go to the area marked Shuttle.

---

## **Homestay Program**

---

Through the International Student Program Office, students may request placement with an American host family. The homestay includes a single room, single or shared bathroom and access to kitchen facilities. It does not include meals. For additional information, contact the International Student Program Office.

Living with an American family can provide students with many opportunities like the chance to use the English language every day, being with a family away from your own family, and learning about American culture in a natural setting.

While living with an American family can be beneficial and recommended, students need to be aware of cultural differences, and each family's personal lifestyle.

---

## **Apartment/Flat Housing**

---

Students interested in living in their own apartment/flat can check the websites below.

When renting an apartment, you need to find out what utilities are included in the rent. Various utilities need to be considered such as gas, heat, water, electricity, trash removal, cable connection for TV, and high speed internet. The rent may depend on how many utilities are included. The more utilities, the higher the apartment rent, but you will spend less on having to get the utilities on your own.

---

## **Apartment Resources**

---

- [www.apartments.com](http://www.apartments.com)
- [www.apartmentguide.com](http://www.apartmentguide.com)
- [www.irvinecompanyapartments.com](http://www.irvinecompanyapartments.com)

---

**✦ Hotel Resources / Hotels Near SCC**

---

- [www.Kayak.com](http://www.Kayak.com)
- [www.Agoda.com](http://www.Agoda.com)

<b>Hotel</b>	<b>Miles – Minutes from SCC</b>
Hilton Anaheim	10.9 miles – 20 minutes
Sheraton Anaheim	10.7 miles – 20 minutes
Ayres Hotel Orange	9.4 miles – 15 minutes
Double Tree Anaheim	10.4 miles – 18 minutes

All hotels are 3 – 4 star rated

Ayres Hotels – boutique hotels are known for their comfort and elegance.

Designed to provide comforts, these hotels are equipped with free Wi-Fi, a microwave, refrigerator, flat-screen TVs, writing desks and other things that you can explore by visiting their website:

<http://www.ayreshotels.com>

---

**✦ SCC Policies on Immigration Regulations Governing International Students**

---

1. International students are allowed a maximum of six semesters in which to complete their course of study at SCC, unless they change a major or cannot enroll in the classes needed for graduation.
2. International students are required to enroll in a minimum of 12 units each Fall and Spring semester. Many students feel they can vary the number of units taken during the semester as long as the total units average 24 per year. THIS IS NOT TRUE. Immigration regulations clearly require 12 units PER SEMESTER. The only exception to the rule of full-time enrollment are students who are medically unable to take 12 units or students who are in the last semester of their program. The terminology for such enrollment is referred to as Reduced Course Load (RCL) and it must be pre-authorized.
3. It is required that students enroll, attend, and complete a full time load (12 units during fall/spring semesters, 6 units during summer). Summer attendance is not required unless it is the first semester at SCC for a brand new student entering the United States.
4. When transferring or admitting a student, SCC will accept a scanned copy of a passport, transcripts, and any other documentation, however, within 2 weeks of starting classes, the student must provide SCC Admissions and Records office official transcripts from all previous institutions attended in the United States.
5. International students must maintain a minimum cumulative and per semester grade point average (GPA) of 2.00 or the letter grade of C in their course work.

6. I-20 serves as an admission document to the institution, it does not authorize travel. Once SCC issues an I-20 to the student, the student is not automatically authorized to leave the country unless the designated school official (DSO) signs off on the travel authorization section of the I-20. If the student elects to travel without the DSO signature, SCC will not be responsible for any issues experienced during re-entry into the United States.
7. Prior to travel outside of the United States, students must have their I-20 signed by a designated school official. This includes travel to Mexico for vacation or any short holidays. Failure to do so may result in a student being denied re-entry to the United States. Travel authorization is only granted to students who maintain satisfactory academic progress.
8. All students new to SCC, including those who are entering the United States for the first time or transferring to SCC from other institutions, must complete one semester at SCC and have a cumulative GPA of 2.0. The designated school official (DSO) will not sign travel I-20s for students whose GPA is below 2.0 or did not complete the required 12 units.
9. Prior to a DSO signature authorizing overseas travel, students on RCL must be enrolled in six (6) units and must have completed one semester of coursework with a 2.0 or higher G.P.A.
10. If a continuing student needs to take a semester off due to illness, a medical leave must be granted and confirmed in advance to keep his/her visa status in compliance. While on medical leave, a student cannot be in the United States. Student must provide original, written documentation from a physician or a mental health professional stating the nature of the illness and the period of time the student is expected to be on leave of absence.
11. As stated above, students authorized for medical leave must leave the country immediately. In order for a student to return back the United States and resume classes, he/she must submit a release from the attending physician. The letter must confirm that the student has fully recovered and is ready to resume her/his studies. The release must be submitted to the International Student Program Office before the student is permitted to resume classes.
12. OFF-CAMPUS employment requires authorization from the Immigration and Naturalization Service. Requests for off-campus employment are not accepted during the first year of enrollment. Second year students may apply for work permits in the case of proven, unexpected financial hardship. Maximum of 20 hours of employment per week is allowed while school is in session. Students may work full time (40 hours) during holiday and vacation periods.
13. ON-CAMPUS employment, if available (due to limited availability of campus employment opportunities) is permissible, but a student must bring his/her I-20 to the International Student Program Office for endorsement and authorization.
14. After completing your degree, PRACTICAL TRAINING may be available. It differs from employment for economic reasons. Please speak to your international student representative for additional information.

---

** Office of Student Life and Leadership**

---

The Office of Student Life and Leadership coordinates monthly activities, sport rallies, holiday and other themed events and services for the community.

In addition to coordinating events, the Student Life and Leadership Office provides information regarding student life, clubs, and organizations.

Discount tickets for Orange County's most famous attractions (Disneyland, Knott's Berry Farm, and other amusement areas) are available in the Cashier's Office located on the first floor of the E building in room E-102.

---

** Admissions & Records**

---

Admission & Records is located on the first floor of the E building where you can register for classes and request your SCC transcripts, questions regarding your school records, and registration. The phone number is 714-628-4901.

---

** Cashier's Office**

---

The Cashier's Office is located on the first floor of the E building in room E-102. At the Cashier's Office you can pay your tuition and fees, purchase your student ID card, purchase a bus pass, and purchase discounted tickets to movies and amusement parks like Disneyland, Universal Studios and many more. The phone number is 714-628-4727.

Payment methods: Students can pay their fees with printed personal checks (temporary checks are not accepted), money orders, Visa, Master Card or American Express.

---

** Mandatory Orientation**

---

All new students are required to attend Orientation before classes start. Information about Orientation will be emailed to each student by the International Student Program Office. Please make sure to check your email. Failure to attend the Orientation may result in delay of your enrollment.

---

** Testing**

---

While a student's TOEFL score satisfies the visa requirements, it does not guarantee placement directly into college-level English classes. All new students are required to take an English and Math Placement Test before enrolling in college credit English or Math classes.

Depending on the English Placement Test score, a student may be placed into the English Language Program (ELP) prior to being allowed to enroll in college level English.

---

** Academic Counseling**

---

An international student counselor is available to assist international students in selecting a program of study to complete their educational and career objectives.

A counselor can help students explore life goals, clarify educational and career plans, and advise in course selection. Counselors are also available to assist students with problems which may affect their academic success.

---

** Credential Evaluation Service**

---

Students with previous university or college work in their home country may be eligible for academic credit at Santiago Canyon College. For information on evaluation of your overseas transcripts, contact the International Student Program Office.

## Chapter 2

---

### Health Insurance

---

Medical care in the United States is very expensive. Unexpected expenses can mount up quickly. Without health insurance, a student may rapidly exhaust financial resources intended for education. Therefore, all international students are required to purchase and maintain medical insurance coverage prior to registration for classes. Maintaining the medical coverage that is offered through the International Student Program is a condition of admission to SCC.

- To enroll in the Santiago Canyon College International Student Plan, visit the following website: [www.4studenthealth.com/scc](http://www.4studenthealth.com/scc). If a student is sponsored by their government, they can provide valid proof of such coverage.
- If you enrolled in the health insurance plan via SCC, make sure you go to health providers and hospitals that accept the Santiago Canyon College insurance plan. Participating providers can be searched online.

Insurance coverage must be effective from the first day of classes until the final day of the semester. Keep in mind that if you change your visa status or you terminate your F-1 status, you are no longer eligible for coverage under the insurance plan.

For more information about enrollment and cancellation of the medical coverage, contact the International Student Program Office.

---

### Student Health & Wellness Services

---

Student Health & Wellness Services offers services to currently enrolled International Students enrolled in credit courses who have paid the mandatory health fee. Student Health Services may include diagnosis of medical problems, treatment of short-term illnesses, psychological counseling, first aid care, vaccinations, birth control, vision and hearing screening, and referrals to physicians or other acute medical facilities when indicated.

Registered Nurses are on duty at all times during operating hours and physicians have scheduled office hours by appointment only. There is no charge to see a physician, clinical psychologist, or registered nurse. Nominal fees are required for laboratory testing or when other supplies are used for student care.

Location: Student Health & Wellness Services is located in the T building in room T 102.  
Phone: 714-628-4773

Fall/Spring Hours:

Monday to Wednesday:	9:00 am - 5:00 pm	(Closed 1:00 pm – 2:00 pm)
Thursday:	9:00 am - 7:00 pm	(Closed 1:00 pm – 2:00 pm)
Friday:	9:00 am - 12:00 pm	

Summer & Intersession Hours:

Monday to Thursday:	9:00 am - 12:00 pm
Friday:	Closed

---

 **Emergency Medical Care**

---

The closest Urgent Care centers to Santiago Canyon College are:

Hoag Urgent Care Orange, Inc.  
7630 Chapman Ave., Suite B  
Orange, CA 92869  
(714) 602-2300

U.S. Health Works Medical Group  
1045 N. Tustin Street  
Orange, CA 92867  
(714) 288-8303

As mentioned above, when you enroll in the health insurance plan, make sure you go to health providers and hospitals that accept the insurance plan. Participating providers can be searched online.

---

 **United States Post Office**

---

Stamps can be purchased and letters mailed at the following nearest postal facilities:

1075 N. Tustin Street  
Orange, CA 92863  
(714) 997-1889

711 E. Ball Road, Ste. 100  
Anaheim, CA 92825  
(714) 778-0166

340 E. 1st Street  
Tustin, CA 92781  
(714) 544-2258

308 W. Chapman Avenue  
Orange, CA 92856  
(714) 744-1126

5505 E. Santa Ana Canyon Road  
Anaheim, CA 92817  
(714) 921-2304

You will always find more information online at [www.usps.com](http://www.usps.com) and locate a post office that is most conveniently located to your home.

---

** Banks**

---

*Three documents are normally required to open a bank account:*

- Passport
- I-20
- I-94

There are many banks to choose from in the United States. SCC recommends Wells Fargo which has assisted our students for many years. Other banks to consider are Bank of America, Citibank, and Chase. Visit the bank and talk with a bank representative. They will provide you with the current information on how to open a new account after your arrival in the United States.

There is a Wells Fargo Bank across the street from the campus.

For more information about banking in the U.S., you can always visit the International Student Program Office.

---

** Department of Motor Vehicles (DMV) --- <http://www.dmv.ca.gov>**

---

After arrival to the United States you will need to decide on the type of transportation you will use. You are allowed to drive on an international driver's license only for a limited time. The exact time restrictions you should verify with a DMV representative. In order to apply for a driver's license in California you will need to:

- Visit your local California (CA) DMV office
- Complete a Driver License or Identification Card Application (Form DL 44)
- Provide proof of your identity
- Pay the driver's license fee
- Pass the written test
- Pass the road test

The DMV representative in your local CA DMV office will provide you with detailed information. Sample written tests and information on places to practice driving before taking the road test are provided on the CA DMV website.

Besides the driver's license, the DMV also issues ID cards which often are required to verify your identity. We recommend you obtain a State of California issued ID card from the DMV.

Please keep in mind that DMVs are usually very busy and in order to avoid waiting in line we recommend making an appointment before visiting the facility.

The nearest DMV offices to SCC:

**Santa Ana DMV Office**

1330 E. First Street  
Santa Ana, CA 92701  
(800) 777-0133

**Fullerton DMV Office**

909 W. Valencia Drive  
Fullerton, CA 92832  
(800) 777-0133

---

 **Attractions**

---

There are MANY attractions in and around the greater Los Angeles area. Below is a list of the ones nearest Santiago Canyon College:

- Disneyland (about a 15-minute drive depending on traffic)
- Knott's Berry Farm (about a 15-minute drive depending on traffic)
- Raging Waters (about a 35-minute drive depending on traffic)
- Beach Cities: Huntington Beach, Newport Beach, Corona Del Mar, and Laguna Beach (about a 45-minute drive depending on traffic)

---

 **Major Shopping Centers**

---

- The Outlets at Orange  
<http://www.simon.com/mall/the-outlets-at-orange>
- Tustin Market Place  
<http://www.shophemarketplace.com>
- Irvine Spectrum (about a 20-minute drive depending on traffic)  
[www.shopirvinespectrumcenter.com](http://www.shopirvinespectrumcenter.com)
- South Coast Plaza (about a 20-minute drive depending on traffic)  
[www.southcoastplaza.com](http://www.southcoastplaza.com)
- Fashion Island (about a 35-minute drive depending on traffic)  
[www.shopfashionisland.com](http://www.shopfashionisland.com)

---

 **Other Shopping Centers**

---

There are many stores that offer a wide selection of goods at competitive prices such as:

- Ross
- Marshalls
- TJ Max
- Dollar Store
- 99 Cent Store

---

## Grocery Stores

---

The most common are Ralphs and Albertsons, but each area may be known for their stores. Visit the area and get yourself familiar with it. Besides food, most of the stores carry basic hygiene and household items.

- Ralphs
- Albertsons
- CVS Pharmacy

---

## Smoking Policy

---

Santiago Canyon College is a smoke-free campus. Smoking is allowed only in designated parking lots.

Smoking is also not allowed in any indoor businesses, public buildings, and at many parks and beaches.

---

## Emergency

---

If you are in an emergency such as fire, medical, road accident - call 911. You will need to provide your name, your phone number, the reason for calling and the location of the emergency.

Make sure it is a real emergency before you call 911. An emergency is a life-threatening condition.

---

## Commuting to College - OCTA

---

Orange County Transportation Authority (OCTA)

If you need information regarding bus routes or schedules, call the OCTA Information Center at:

550 S. Main St.  
Orange, CA  
(714) 636-7433

11790 Cardinal Cir.  
Garden Grove, CA  
(714) 560-6282

Before you call, have a pencil and paper ready. Tell the operator the exact location where you will start and end your trip, the day of the week you want to ride, and what time you want to arrive at your destination.

You can always visit the OCTA website at <http://www.octa.net/> for more information.

*OCTA Bus Passes* can be purchased at the Santiago Canyon College Cashier's Office, in room E-102. Cost is \$70 - \$185.

---

## Taxi Cabs

---

If you do not want to use the bus you can always take a taxicab. For more information about the services and fares, please contact one of the following:

- Yellow cab: call them at the number below or visit them online by going to: [www.californiayellowcab.com](http://www.californiayellowcab.com)
- Santa Ana, CA  
(714) 444-4444
- Uber is another option for transportation. It is a very popular service and you can also visit them online to check their services. Go to <https://www.uber.com/cities/orange-county> and decide what service you will use.

---

## Automobiles

---

If you decide to purchase a car you must get a California Driver's License or have a valid International Driver's License. In California, the International Driver's License is valid for a limited time only. We strongly recommend that you contact the nearest Department of Motor Vehicles (DMV) to verify how long you are allowed to drive on the International Driver's License in California from the date of your arrival in the United States.

Documents required to apply for a driver's license: Copy of your Passport, I-20, Visa, and I-94.

Buying a car can be a difficult process. Do not rush, and make sure you understand the procedure. If you pay "in full" for your car, make sure you receive a certificate of ownership also known as "title". You must register the car with the DMV and buy automobile insurance. Make sure you communicate with your insurance agent and find out what the insurance covers and what to do if you are in a car accident.

If you plan to drive to SCC, make sure you purchase a school parking permit at the SCC Cashier's Office in room E-102.

---

## Campus Parking at SCC

---

### Permit Costs

All vehicles parked on our campuses (except for 30-minute Visitor Parking) must display a valid parking permit. Students can purchase a semester parking permit, currently \$30, at the Cashier's Office, or visitors can purchase a \$2 daily parking permit which allows parking in any Student Parking lot for that day. Failure to display or purchase a parking permit may result in a citation being issued.

---

** Disabled Parking Areas**

---

Several areas on campus are designated for Disabled Parking. Vehicles parked in these areas are required to display a disabled permit, state placard or special state license plate. Permits are available in the Disabled Students Center in room E-105.

For more information, visit the SCC website, go to [About SCC](#) and select [Parking](#).

---

** Books and Supplies**

---

Books for the courses you select are only available when you enroll in the classes. In the United States instructors use their own books. Students should not purchase textbooks and materials until he/she registers for classes.

Books and other school supplies are available at the SCC Bookstore in room A-101. If the books are not available, the store can order them for you. You can also purchase your books online. The most popular website to purchase textbooks is [www.amazon.com](http://www.amazon.com). Make sure you purchase the correct book titles and editions listed by the instructor.

## Chapter 3

---

### English Language Program

---

Santiago Canyon College provides an intensive English Language Program (ELP) for international students. The courses are intended for F-1 international students who need to improve their English skills. The goal of ELP is to:

1. Increase the score on the college English Placement Test
2. Increase the TOEFL score
3. Increase English skills for communication, business or professional growth

Based on the English Placement Test score, students may be required to enroll in the intensive ELP.

---

### Things You Need to Know About ELP:

---

- **ATTENDANCE:** Monday to Thursday from 9:00 am - 4:00 pm
- **16-week semester start dates:** February – June & August – December
- **8-week mini-semester start dates:** April – June, June – August & October – December
- **Absence:** No more than 12 hours for the full 16-week semester or 6 hours for the 8-week mini-semester.
- If a student misses more than the hours allowed, the student's I-20 will be terminated and the student will have to leave the U.S.
- **TOEFL:** All ELP students will take TOEFL at the end of the semester. Students that score 450 points or higher on the TOEFL will take the college placement test.
- Students that do not pass the required TOEFL score to enroll in the college credit program must enroll in the next session of ELP.
- **Test of English Language Development (TELD) Placement Test:** Only students with a TOEFL score of 450 points or higher will take the college TELD placement test.
- Students that score below 450 points on the TOEFL will not take the college placement test.
- **ELP Duration of Study:** Maximum one year. Students have one year to pass TOEFL and transfer to college.

- **Travel:** If ELP students want to travel for the holidays, they must bring in proof they are exiting the country. (For example, a purchased airline ticket.)

**Do not purchase a ticket for travel before you speak with the advisor at the International Student Program Office.** Without doing so may result in having to make changes to your travel plans, and there may be additional costs involved in making those changes.

- Summer session is required for ELP students unless they are traveling outside of the U.S. Proof of exit must be submitted at the International Student Program Office and a new I-94 **MUST** be submitted when students return to the U.S.

Once testing requirements are completed with required passing scores, students are ready to enroll in college level courses.

Make sure to:

- Communicate with the International Student Program Office
- Follow the International Student Program representative's recommendations
- Attend the mandatory Orientation

---

 **International Student Program -- Contact Information**

---

Santiago Canyon College  
International Student Program  
Room A-203  
8045 E. Chapman Avenue  
Orange, CA 92869

Telephone: +1 - 714-628-5050

International Student Program Coordinator: Kanana Gitonga

*Please do not hesitate to contact us if you have any questions.*

*\*\*\* Have a great summer session at SCC! \*\*\**