WELCOME TO
SAN JOSE CITY COLLEGE!

INTERNATIONAL STUDENT
ONLINE ORIENTATION

“INSPIRING SUCCESS...
ONE STUDENT AT A TIME”
Counselor
Doriann Tran

Location
2nd Floor Student Center
SC-216F

Office Phone Numbers
(408) 288-3751

Email Address:
Doriann.tran@sjcc.edu

Appointments (30 minutes)
For academic and personal-related issues, educational planning, and comprehensive immigration concerns. Identify yourself as an international student. (408) 288-3750

Doriann’s Hours
For Quick Questions
Mondays 2:00 pm-4:00 pm
Thursday 10:30am-12:30 pm

By Appointments
Monday 4:00 pm-5:00 pm
Wednesdays 1:30pm-4:30pm

* Subject to change
WHAT WILL BE COVERED

I. F-1 Visa Policies
II. Academics
III. Academic Resources
IV. Assessment Scores
V. Registration
VI. Fees
VII. Practical Resources
VIII. Culture Shock
IX. Important Dates
X. Next Steps-Completing Registration Process
I: F-1 VISA POLICIES

- Immigration Documents
- Academic Requirements
- Maintaining F-1 Status
- Employment
- Travel
- Program Completion
- Transfer
IMMIGRATION DOCUMENTS

- Form I-20 “Certificate of Eligibility”
- Passport
- F-1 Visa
- I-94 Card
- Bring these documents in when you check in with IPO.
ACADEMIC REQUIREMENTS

- Be a full-time student: Enroll in and complete a minimum of 12-units each semester
- Maintain an overall 2.0 Grade Point Average
- Can take no more than 3-units of online course
- Do not withdraw ("W") from classes without first consulting & discussing with international program office (IPO): Reduced-Course Load (RCL) must be preapproved, authorized, and signed by IPO
MAINTAINING F-1 STATUS

- Notify IPO of any changes which may impact academic studies & change in status
- Inform IPO w/in 10 days of any changes in address, email, or legal name
- Make sure I-20 is current/valid
- Failure to comply with academic & immigration regulations will lead to violation of F-1 status= Terminate SEVIS (I-20) records
- May be eligible to apply for reinstatement
EMPLOYMENT

Only allowed to work under few conditions:

- **On-Campus**
  - Allowed to work 20 hrs per week during semester
  - Allowed to work 40 hrs per week during breaks/holidays
  - Will need a job offer letter and approval by IPO to apply for a social security number

- **Off-Campus**
  Eligibility:
  - At least 1 year in F-1 status
  - Apply for Severe Economic Hardship or Optional Practical Training (OPT)
  - Needs to be approved by IPO and USCIS
EMPLOYMENT

- Where international students have worked on campus
  - Campus Store
  - Learning Resource Center
  - Disability Student Programs & Services (DPS&S)
  - Library
  - Fresh & Natural Café
  - Science Labs
  - Office of Student Life (Ambassadors)

NOTE: Students caught working off campus without the approval of IPO and USCIS will likely lose their visa and have to leave the U.S.
TRAVEL

- Visit IPO to obtain travel signature on I-20 for travel outside of U.S. (Signature valid for 12 months)
- Have travel documents reviewed by our office to be certain documents are current and valid for reentry
- If visa has expired, must renew visa to re-enter the U.S.
PROGRAM COMPLETION

- Program End Date is listed on I-20

- If your program end date is approaching and you have not completed your studies, you may request to extend your I-20 by providing IPO with a certified bank letter and an updated educational plan at least 2 weeks prior to program end date.

- If you have completed your program at SJCC, you have 3 options:  
  1) Transfer to another school  
  2) Leave the U.S. and return home  
  3) Apply for change of status to another visa  
You must do one of the 3 options before your 60-day grace period ends or you will fall out of status.
Students planning to transfer must:

- Apply for transfer admissions and submit application to college/institution by application deadline
- Notify IPO of intent to transfer
- Provide transfer release form and acceptance letter from transfer college to authorize release of I-20 no later than 60 days after the semester/program end date
II. ACADEMICS

- U.S. Educational System
- Degree Offering at SJCC
- Transferring to a University
- Components of a Degree/Transfer Plan
- Plagiarism
- Support Services
DEGREE PROGRAMS AT SJCC

AA Degrees

- ADMINISTRATION OF JUSTICE (Judicial)
- ADMINISTRATION OF JUSTICE (Traditional)
- ALCOHOL AND DRUG STUDIES
- ART
- BUSINESS ADMINISTRATION
- CHEMISTRY
- COMPUTER SCIENCE
- CONSTRUCTION TECHNOLOGY
- GENERAL DEGREE
- LABOR STUDIES
- LIBERAL ARTS (Humanities)
- LIBERAL ARTS (Phys & Life Sciences)
- LIBERAL ARTS (Social & Behavior Sciences)
- LIBERAL STUDIES
- MEDIA ARTS
- CSU GE CERTIFICATE
- IGETC CERTIFICATE

AS Degrees and Certificates

- ACCOUNTING
- ADMINISTRATION OF JUSTICE (Judicial)
- ADMINISTRATION OF JUSTICE (Traditional)
- AIR CONDITIONING / REFRIGERATION
- ALCOHOL AND DRUG STUDIES
- ART
- BUSINESS
- COMPUTER APPLICATIONS
- CIS COMPUTER PROGRAMMING
- CIS MS.NET APP DEVELOPMENT
- CIS NETWORK ADMINISTRATION
- CIS WEB DEVELOPER
- CONSTRUCTION TECHNOLOGY
- COSMETOLOGY
- DENTAL ASSISTING
- EARLY CHILDHOOD EDUCATION
- FACILITIES MAINTENANCE TECH
- GENERAL DEGREE
- JAVA ENTERPRISE CERTIFICATE
- LABOR STUDIES
- LASER TECHNOLOGY
- MACHINE TECHNOLOGY
- MEDIA ARTS
- MEDICAL ASSISTANT
- REAL ESTATE

For more information:
http://www.sjcc.edu/Acad/Degree/Degreelist.html
TRANSFERRING TO UNIVERSITY

- SJCC offers many preparation courses for university majors even if SJCC does not offer a degree in those majors.
- A counselor will help you create a plan that will allow you to apply for transfer to various universities.
- Transfer Admission Guarantees are also available to some universities.

Check with the Career/Transfer Center for more information.
COMPONENTS OF A DEGREE & TRANSFER PLAN

GE + Major + (Electives) = Degree & Transfer

General Ed Requirements

Electives

Major Requirements

= minimum 60 units
# COMPARISON OF ASSOCIATE DEGREES

<table>
<thead>
<tr>
<th></th>
<th>Associate of Science</th>
<th>Associate of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum General Education (GE) Units</td>
<td>24</td>
<td>39</td>
</tr>
<tr>
<td>Major Requirement/Elective Units</td>
<td>18-36</td>
<td>18-21</td>
</tr>
<tr>
<td>Additional Graduation Requirements (Courses):</td>
<td>1 Physical Activity</td>
<td>1 Physical Activity</td>
</tr>
<tr>
<td></td>
<td>1 Cultural Plural/Ethnic</td>
<td>1 Cultural Plural/Ethnic</td>
</tr>
<tr>
<td>Minimum Total Units</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>
What is plagiarism?

- Plagiarism is presenting someone else's words or ideas as your own. Quoting or paraphrasing material without giving the source of that material.

**Examples:**
Websites, magazines, newspapers, textbooks, journals, TV & radio programs, films and videos, photographs & drawings, charts & graphs; any information or ideas that are not your own.
MORE EXAMPLES OF PLAGIARISM

- Quoting a source without using quotation marks -- even if you do cite it
- Buying an essay from a website or downloading an essay from a free site
- Copying or using work done by another student
- Citing sources you didn't use
- Turning in the same piece of work for more than one class without the permission of both teachers
SUPPORT SERVICES

Location: Cesar Chavez Library

- First Floor - Learning Resource Center
  - Open Computer Lab
  - English as a Second Language (ESL) Lab
  - Reading and Writing Center
  - Campus-Wide Tutoring Program
  - METAS Center
  - CARR Program
  - DSP&S – Hi Tech Computer Lab

- Second & Third Floor – Library
ADDITIONAL SUPPORT SERVICES

Location: Student Center

- International Program Office
- Counseling Department
- Disabilities Support Program & Services (DSP&S)
- Career/Transfer Center (CTC)
- Puente
- Umoja
- Health Services
- Job Placement
- Student Life
- Campus Bookstore
III. ACADEMIC RESOURCES

- Schedule of Classes
- College Catalog
CATALOG VS. SCHEDULE OF CLASSES

**CATALOG**
- Available every year
- Lists all of the classes SJCC can offer along with detailed descriptions
- Describes policies and procedures for SJCC

**SCHEDULE**
- Available every semester
- Lists the classes that are offered that semester
- Provides academic calendar for the current semester which includes important deadline dates
COLLEGE CATALOG: CONTENTS

San Jose City College Catalog – 2011-2012

- Preface - President's Message; Chancellor's Message; Table of Contents
- Chapter 1 - General Information
- Chapter 2 - Admissions and Registration Procedures
- Chapter 3 - Student Life
- Chapter 4 - Instructional Resources and Special Programs
- Chapter 5 - Associate of Science Degrees and Certificates
- Chapter 6 - Associate of Arts Degrees and Certificates
- Chapter 7 - Transfer to Four-Year Institutions
- Chapter 8 - Academic Standards and Course Descriptions
- Chapter 9 - The Student's Right To Know
- Chapter 10 - Faculty and Administrators
- Chapter 11 - Classified Staff
- Chapter 12 - Advisory Committees

For more information, please visit
http://www.sjcc.edu/catalog/catalog.html
### ENGL-001A - English Composition

| Units: 3 |

English 001A is the first course in a transfer level sequence (ENGL 001A, 001B) designed to equip students with the skills necessary for writing college level compositions. The course emphasizes expository writing, critical reading, and research techniques. Students are required to produce a series of academic essays including a documented research paper in conventional format using MLA style. Analysis of readings and the practice of writing processes create the bases for student essays. Students will take a common midterm exam which will be holistically scored by at least two faculty members. The percentage of midterm exam assigned to the final grade will be at the discretion of each instructor.

| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: L |

**Prerequisite:** Continuing students must complete ((ENGL 104 or ENGL 092 or ENGL 091A) and (ENGL 102 or ENGL 091B or READ 101 or READ 101S)) or ESL 091 or ESL 093; all with C or better. New students will be placed based on the results of assessment.
# COLLEGE CATALOG: ABBREVIATIONS/SYMBOLS

<table>
<thead>
<tr>
<th>ABBREVIATIONS AND SYMBOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kind of Grading</strong></td>
</tr>
<tr>
<td>L  = Letter Grade Only</td>
</tr>
<tr>
<td>K  = Mandatory Pass/No Pass</td>
</tr>
<tr>
<td>O  = Optional Pass/No Pass</td>
</tr>
<tr>
<td>N  = Non-Graded</td>
</tr>
<tr>
<td>E  = Credit by Exam</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Transfer Status</strong></th>
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</thead>
<tbody>
<tr>
<td>CSU = meets baccalaureate criteria for the California State University system</td>
</tr>
<tr>
<td>UC = accepted by the University of California system</td>
</tr>
<tr>
<td>UC+ = University of California will accept 6 total units of the courses with some stipulations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Degree Applicability</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A. = applies to the Associate of Arts Degree</td>
</tr>
<tr>
<td>A.S. = applies to the Associate of Science Degree</td>
</tr>
<tr>
<td>NAA = offered for credit but does not apply to the A.A. or A.S. Degree</td>
</tr>
<tr>
<td>NC = No Credit courses</td>
</tr>
<tr>
<td>District GE = meets criteria for district General Education</td>
</tr>
<tr>
<td>CSU GE = meets criteria for California State University General Education</td>
</tr>
<tr>
<td>IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)</td>
</tr>
</tbody>
</table>
ENGL 001B - ENGLISH COMPOSITION  3.0 units
Prerequisite: ENGL 001A with C or better
Introduction to literature including fiction, drama, poetry, and the essay; emphasis: critical thinking.

<table>
<thead>
<tr>
<th>REG ID#</th>
<th>SEC. NO</th>
<th>DAYS</th>
<th>TIME</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>62294</td>
<td>101</td>
<td>LEC</td>
<td>MW 0745-0910AM</td>
<td>B206</td>
<td>CHAPA, A</td>
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<tr>
<td>62306</td>
<td>113</td>
<td>LEC</td>
<td>T   0615-0920PM</td>
<td>B207</td>
<td>DIRCK, R</td>
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<tr>
<td>62308</td>
<td>115</td>
<td>ONLINE/HYBRID</td>
<td></td>
<td></td>
<td>INGUITO, K</td>
</tr>
</tbody>
</table>

* Once registered, students must contact the instructor at scott.inguito@sjcc.edu

<table>
<thead>
<tr>
<th>REG ID#</th>
<th>SEC. NO</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>62309</td>
<td>125</td>
<td>INTERNET</td>
<td></td>
<td>TRAN, D</td>
</tr>
</tbody>
</table>

* For more information, attend optional orientation or contact the instructor at doriann.tran@sjcc.edu

* EVENING CLASS
IV. ASSESSMENT SCORES

- English Placement Sequence
- English as a Second Language (ESL) Placement Sequence
- Math Placement Sequence
ENGLISH PLACEMENT

ENGL-001A (3.0) English Composition

READ-101 (4.0) Analytical Reading

ENGL-092 (4.0) Essay Development

READ-301 (4.0) Essentials of Reading

ENGL-335 (4.5) Basic Writing

READ-350 (6.0) Practical Reading

Advisory Level 3

Advisory Level 2

Advisory Level 1
MATH PLACEMENT

A.A. degree & Transfer applicable

MATH 013 (5.0) Intermediate Algebra

MATH 014 (3.0) Geometry

A.S. degree applicable

MATH 011A (5.0) Elementary Algebra

MATH 310 (3.0) Basic Mathematics

OR

MATH 311 (3.0) Pre-Algebra

Advisory Level 1

Advisory Level 2

Advisory Level 3
V. REGISTRATION

- Meet with international counselor to determine what classes to take
- It is generally recommended for you to take Math and English/ESL during your 1st semester
- After you determine what classes to take, use the Schedule Planner to help you plan your schedule
  http://www.sjcc.edu/Acad/Schedule/schedule.html
3 REGISTRATION OPTIONS

1. Online (MyWeb)  http://myweb.sjecccd.edu
2. Phone (T-Reg)  (408) 223-0300
3. In-Person  Admissions & Records Office

NOTE: If there is a waitlist for the class, add yourself to the waitlist and show up on the 1st day of class to see if your instructor will add you.
WEB ADVISOR

❖ First-time Log In:
❖ User name
Enter first 2 letters of first name followed by 1st letters of last name followed by last 4 digit of student i.d.
#
Exp. Doriann Tran SID # 0752135
User Name = dotr2135
❖ Password
Enter 6 digit birthdate (mm/dd/yy)
Exp. September 15, 1991
Password= 091591
Help Desk: (408) 270-6411
VI. FEES PER SEMESTER

- Non-Resident Tuition = $199 per unit
- Enrollment = $36 per unit
- Capital Outlay = $25
- Health Fee = $17
- Student Activity Fee = $5
- Mandatory Health Insurance = Varies

- Cost of housing, personal, books, supplies, transportation etc. varies and are the responsibility of each student
- Fees Subject to change
VII. PRACTICAL RESOURCES

- Housing
- Transportation
- Driver’s License
- Banking
- Health & Safety
HOUSING

- http://isphomestays.com/
- http://www.rent.com
- http://www.roommates.com
- http://sfbay.craigslist.org/sby/apa/
- http://www.apartments.com
  California Tenants: A Guide to Residential Tenant’s and Landlord’s Rights and Responsibilities
TRANSPORTATION

- Bus & Light Rail: www.vta.org
- CalTrain: www.caltrain.com
- BART: www.bart.gov
- 511.org Click on “Trip Planner”
To apply for a driver’s license you must bring the following to your appointment since you do not have a social security number:
- Passport
- I-20
- I-94 card

https://www.dmv.ca.gov/dl/dl_info.htm

The closest DMV office is located at:
111 W. Alma Avenue
San Jose, 95110
(800)777-0133

Do not drive without auto insurance.
It’s against the law!
To open a bank account, you need to present the following 2 forms of identification:

1) Foreign passport
2) Proof of student status (letter from IPO or SJCC Student Id Card)
Emergency Situations: Call 911 from any phone

San Jose City College Police Office: 408-288-3735
- Location: Student Center SC-108)
- Hours: Monday through Friday except holidays 7:00 a.m. – 3:00 p.m.

Services:
- unlocking your vehicle
- providing vehicle jump starts
STUDENT HEALTH SERVICES

Services include:
- Immunizations (MMR)*
- TB Test *
- Treatment for minor illnesses
- General appointments to see the Medical Doctor
- Low-cost laboratory services
- Counseling support

* Required for IPO health clearance

Location: SC#109
Schedule an appointment by calling: (408) 288-3724
HEALTH INSURANCE

- Refer to their websites for more details or call customer service representatives to inquire about costs, plans & benefits.

- [http://studentinsuranceagency.com/](http://studentinsuranceagency.com/)  
  (Under Community College League of California)

- www.hthtravelinsurance.com

- Required to show proof of insurance to IPO by specified date
VIII. CULTURE SHOCK

- “Difficulty one faces in adjusting to new culture”
- “Discomfort one feels when coming to a new country”
- Many stages of culture shock

**Examples:** teaching methods, language barrier, using banking machine

**Symptoms:** loneliness, sadness, insomnia, depression, anger, lack of confidence, homesickness, lost, etc.

If you feel you may be experiencing culture shock, please visit IPO or Student Health Services for support.
# IX. IMPORTANT DATES

## Fall 2011 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 6 (Tuesday)</td>
<td>FALL SESSION BEGINS</td>
</tr>
<tr>
<td>Sept. 15 (Thursday)</td>
<td>LAST DAY TO DROP fall session classes for a refund of eligible fees</td>
</tr>
<tr>
<td>Sept. 18 (Sunday)</td>
<td>LAST DAY TO ADD via MYWEB or STAREG using Add codes for fall session classes (11:00 pm)</td>
</tr>
</tbody>
</table>
| Sept. 29 (Thursday)| LAST DAY TO DROP fall session classes without receiving a “W” on record  
|                  | LAST DAY TO APPLY for a refund of enrollment fees if classes were dropped on or before Sept. 15  
|                  | LAST DAY TO SUBMIT Credit/No Credit forms to the Office of Admissions and Records                                                      |
| Oct. 14 (Friday) | Graduation/Certificate Petitions for fall 2011 due in the Office of Admissions and Records                                             |
| Nov. 29 (Tuesday)| LAST DAY TO DROP a fall session classes and receive a “W” on record                                                                      |
| Dec. 16 (Friday) | English final exams - no regular day classes meet. Friday evening classes will meet as scheduled.                                     |
| Dec. 22 (Thursday)| FALL SESSION ENDS                                                                                                                     |
| Jan. 11, 2012 (Wednesday)| FALL SESSION 2011 grades available by calling STAREG 408.223.0300 or online at http://myweb.sjecccd.edu |
DON’T FORGET

Fall Semester Begins:

September 06, 2011

You Must Attend the First Day of Class to Confirm Your Enrollment

*If you are on a waitlist, you must also attend the first class session to see if the instructor can add you to the class.
X. NEXT STEPS

☑ Submit copy of passport, visa, I-94 & I-20
☑ Submit Student Information Sheet
☑ Sign & Submit Student Contract
☑ Provide proof of health immunization & TB clearance by deadline (Student Immunization Record Form)
☑ Provide proof of health insurance
☑ Take Math & English assessments

☑ Meet with a Counselor to schedule classes
☑ Register for 12 units of classes
☑ Pay tuition in full

☑ Develop 2-year educational plan

* List of deadlines listed in your information packet
ADDITIONAL NEXT STEPS

- Obtain a free (without picture) student ID card at the Information Desk  Student Center-1st floor
  
  Must show proof of class schedule, Photo I.D.$5

- Purchase a parking permit On-line at [http://myweb.sjecccd.edu](http://myweb.sjecccd.edu)
  ($40 per semester or $2 daily)

- Buy your books: Online at [http://campustore.sjcc.edu](http://campustore.sjcc.edu) or In Person at Campus  Bookstore (SC-107)

- Update your contact information  with IPO and Office of Admissions & Records
CONGRATULATIONS!

You are now ready to begin your Fall Semester as an international student at San Jose City College!