The International Programs and Services office welcomes you to Ohlone College. We are excited to have you on our campus! We are here to offer assistance with immigration regulations, academic advising, financial concerns, and counseling on cross-cultural adjustment.

Ohlone College’s mission is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported, and continually assessed.

As a division of Student Services, International Programs and Services focuses on the whole student and the entire student learning experience. Everything we do contributes to and promotes the quality of student learning. We support the Student Services Curriculum of Responsibility, Respect, Integrity, Leadership and Purpose.

We will keep you up to date on immigration news, activities on campus and announcements via email. Please refer to our website [http://www.ohlone.edu/org/international](http://www.ohlone.edu/org/international) for additional information regarding International Programs and Services.
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Our office is located in Building 7, Room 7122 (First Floor). We are available Monday- Friday from 9am- 4:30pm.

**Eddie West**- International Programs and Services Director  
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Phone: (510) 659-6494  
Email: smilano@ohlone.edu
ELI Instructors

- **Kevin Heller** holds a BA in English from the University of Dallas and an MA in Teaching English as a Second Language from St. Cloud State University. He has taught ESL in Ecuador and Germany, and has lived in Italy and Northern Ireland. This is his eighth year teaching English. In Kevin’s free time, he enjoys camping, running, and playing chess. He is involved in research which explores the relationship between language acquisition and extracurricular activities and he has an interest in bringing social justice issues to the classroom. He is also working on a book about writing for students who wish to study at an American university. If his students are particularly lucky, he might just bring his guitar to class and have an “English Through Song” lesson!

- **Sue Kostohryz** has been an instructor with the English Language Institute since August 2008. Sue enjoys teaching all four skills to English learners of all skill levels. Sue has a passion for American history and politics. Perceiving her teaching mission to include acquainting her students with the American culture, Sue incorporates Americana into her lessons whenever possible. Sue received her BS in Secondary Education from Kent State University in Ohio and her MA TESOL from CSU East Bay. In addition to her position with the ELI, Sue is part of the Ohlone ESL and English adjunct faculties. She also teaches public speaking and argumentation at a Bay Area high school where she is the Debate Coach. When Sue has free time, she enjoys traveling with her husband. Mexico is her favorite destination because she loves the food and the opportunity to practice her Spanish.

- **Reggie Windham** holds a Bachelor’s degree in English from UC Davis. After earning a Master’s degree in Instructional Technology and an English teaching credential in 1984 at the University of Wyoming, Regina taught college level writing, reading, and study skills courses at Western Montana College, Dillon. She moved to Missoula, Montana, in 1991, and taught night high school English classes, GED prep and Adult Basic Education at Missoula Adult Education and assessed graduate-level essays for the University of Montana. Regina and her husband, a linguist, moved to North Dakota in 2002 where she commuted over the Red River to Moorhead, Minnesota, and taught freshman composition and research writing for the University of Minnesota. During the same period, she taught freshman composition and research writing at North Dakota State University in Fargo for the international student program. Since she returned to California in 2005, Regina taught adult ESL computer classes at Fremont Adult School and began teaching at Ohlone’s English Language Institute, Summer 2009. She earned a California Credential in Adult Education and currently is working on clearing her California Credential in English.

- **Ginna Allison** recently returned from Vietnam where she had the pleasure of co-teaching a training course for teachers of English as a foreign language. She comes to the education field by way of journalism and online media. She has produced award-winning documentaries for National Public Radio, and developed curricula for, and led, broadcast and Web training workshops in the U.S. and South Africa. As an ESL instructor, she has taught a range of courses, from grammar to U.S. culture to English for science professionals. She tutored immigrants and high school students in basic English and writing skills. She also taught English to children and adults in Mexico. She holds a bachelor of fine arts degree in photography, and earned her master's in TESOL from the School for International Training in Vermont. Her passion for traditional arts and music, oral history, world culture and writing, along with a playful imagination, accompany her into the classroom.

- **Vimal Duggal**'s entire education -- from kindergarten to a Master's Degree -- was as a foreign student in eight countries. He has earned degrees in mass communications, journalism, and film, a Master's Degree in Folklore and Mythology, and a Certificate in TESL. He has built careers in journalism, as a network television executive, a Hollywood script consultant, and, for a decade and a half, as a corporate management and culture-change consultant. He has visited, or lived in, seventy-two countries, and is conversant in four languages. Though still open to consulting, Mr. Duggal has come full circle, from being a foreign student to finally teaching foreign students.
USCIS: United States Citizenship and Immigration Services
SEVIS: Student & Exchange Visitor Information System
DSO: Designated School Official
SSN: Social Security Number
EAD: Employment Authorization Document
DMV: Department of Motor Vehicles
You are required to be enrolled full-time each semester in order to maintain my lawful F-1 Visa status. You should not withdraw from any classes without the written permission of the Director of International Programs and Services or the manager of the English Language Institute (ELI).

If you drop below full-time enrollment during any semester, without prior, written permission from the International Programs and Services office, you will be considered out of Visa status with United States Citizenship and Immigration Services (USCIS). If you fail to regain full-time enrollment during the semester, your I-20 will be Terminated, and you will have to leave the U.S. unless USCIS Reinstates your Visa status.

You must follow attendance, punctuality and performance standards: a 15% or higher Absence rate in any of your courses will result in a grade of NO PASS and will automatically result in being placed on Academic Probation; Late to class by more than 20 minutes constitutes 1 Absence from an attendance standpoint; Being late between 0-20 minutes to class twice constitutes 1 Absence; Being placed on Academic Probation three times will result in your I-20 being Terminated, and you would then be out of F-1 Visa status, and so must immediately leave the U.S.

You must maintain a minimum 2.0 semester Grade Point Average (GPA.), which is a C average. Failure to do so will place you on Academic Probation. If your GPA falls below 1.75 in the subsequent semester, you will be Subject to Dismissal from Ohlone College.

In order to advance ELI Levels (from one level to the next highest level) you must achieve a minimum 2.0 Grade Point Average and obtain a C grade or higher in each of your ELI classes.

Familiarize yourself with Ohlone College’s English language-related admissions policies, and know that you must satisfy one or more of these in order to matriculate to a degree program of study. These policies are detailed at this web site: http://www.ohlone.edu/org/international/englishrequirements.html To complete Level 4 of the ELI you must achieve a minimum 2.0 cumulative Grade Point Average and obtain a C grade or higher in each of your Level 4 ELI classes.

The Ohlone College ELI Placement Test retest policy allows you to retest once – and only once – if you would like, either before the end of the first week of classes, or after the completion of a term of study with 2 A grades and 1 B grade or better, including an A grade in your Composition and Grammar course.

There are expenses involved in living in the United States and attending Ohlone College. You must have the necessary financial resources to pay for your classes upon registration, and to complete your course of study. You also must accept the responsibility to secure housing and dependable transportation.

If you do not pay all of your tuition and fees within 20 days of the first day of scheduled classes, you will be charged a late fee of $200.

You must have valid Health Insurance, and provide proof of this to Ohlone College. If you do not submit proof of enrollment in a health insurance plan that meets minimum coverage requirements mandated by Ohlone College, you will be automatically enrolled in a Group Insurance plan administered by the College, and be required to pay related fees. This will necessitate the sharing of some of your biographical information with the insurance provider.

You are permitted to work on campus only for a maximum of 20 hours per week during the semester and full-time on campus during vacation and holiday periods. It is unlawful to work off-campus without the permission of USCIS. Working off-campus without USCIS permission will result in the immediate Termination of your I-20.

You must notify the International Programs and Services Office within 10 days if you change your address or if any other changes occur which might affect your lawful status as an F-1 student.

You must notify the International Programs and Services Office when you finish your studies at Ohlone College, or when you choose to transfer to another school.

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## Spring 2012 Academic Calendar

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<td>Spring Semester Instruction Begins</td>
<td>Monday, January 23</td>
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<tr>
<td>Holiday: Presidents Day (Ohlone College closed)</td>
<td>Friday, February 16- Monday, February 20</td>
</tr>
<tr>
<td>Spring Break (closed)</td>
<td>Monday, March 19- Friday, March 23</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Wednesday, May 16</td>
</tr>
</tbody>
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Important dates also appear on Webadvisor homepage
The Ohlone College English Language Institute provides an intensive English Language program that is designed to help you improve your English for academic or professional purposes. The primary program is a structured program that integrates all language skills (reading, grammar, composition, listening and speaking) into an interactive and student-centered curriculum. The program consists of 4 levels, and according to the placement test and other resources, you will be placed in one of the Ohlone College ELI levels:

Level 1: High Beginner
Level 2: Intermediate 1
Level 3: High Intermediate
Level 4: Advanced

All levels have reading/vocabulary, writing/grammar and listening/speaking components

The core classes are Monday- Friday from 8:30am- 1:30pm

Reading/Vocabulary (1 hour/day)

Listening/Speaking (1 hour/day)

Composition/Grammar (2 hours/day)

You will have 23 hours per week of Intensive English (20 hours core + 3 hours Supplement (Lab + Conversation))

After your core classes each day, you will have the opportunity to continue to practice your English through self-paced labs, in conversation classes, and through various activities

Advancement

In order for students to advance to the next ELI Level they must achieve a C or higher in each or their classes.
There are 3 ways for ELI students to matriculate into the degree program and Ohlone College.

1. Pass Level 4 with a C or higher grade in each of their classes.
2. Obtain a score of 490 or higher on the TOEFL test
3. Obtain a score of 5.5 or higher on the IELTS test

These scores must be presented to the International Programs and Services office before the first week of classes begin in order to matriculate that semester.

Attendance

Students are required to attend classes full-time per Immigration regulations.

Students must maintain an 85% attendance rate

If you are absent for more than one day due to illness or injury, you need to go to the doctor and get a note excusing you from classes. We will not count this time missed against your absence rate if you bring in a doctor’s note.

A 15% or higher Absence rate in any of your courses will result in a grade of NO PASS and will automatically result in being placed on Academic Probation.

If you are late to class by more than 20 minutes it constitutes 1 Absence
If you are late between 0-20 minutes to class twice constitutes 1 Absence
If you are placed on Academic Probation three times, it will result in your I-20 being Terminated and you would then be out of F-1 Visa status and you will be required to immediately leave the U.S.

Break

As an F-1 student USCIS expects you to complete your English studies as quickly as possible. However, English Language Institute Students are eligible to take a break during the Summer Term (10 weeks) if they studied at Ohlone College the previous Fall and Spring Semesters. Students are also eligible to take Summer term off if they Pass Level 4 in the Spring Semester or obtain a TOEFL score of 490 or IELTS score of 5.5 before the end of the first week of Summer classes.

If you decide that you would like to take a break during the summer and are eligible, please fill out the Break Form at the International Programs and Services office by the end of the Spring Semester. **Remember that if you Pass Level 4 during the Summer Term you will be able to start the degree program in the Fall Semester.**

Definitions of Academic Dishonesty

Cheating
At Ohlone, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Ohlone includes but is not limited to:

- Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during the test
- Submitting work previously presented in another course, if contrary to the rules of either course;
- Using or consulting during an examination sources or materials not authorized by the instructor
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism
At Ohlone, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained and submitting it to fulfill academic requirements. Plagiarism at Ohlone includes but is not limited to:

- The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and
- Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

Consequences
Academic Sanctions: Failed in the evaluation instrument (paper or exam) and/or reduced in course grade, including possible failure of course.
Administrative Sanctions: As stipulated in the California Administrative Code, Sanction 41301, cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation, or a lesser sanction. Administrative action involving academic dishonesty at Ohlone is the responsibility of the Vice President, Student Development according to the Standards of Student Conduct and Disciplinary and Due Process Procedures. Please refer to the 'Policy on Academic Dishonesty' from the Ohlone website for more information.
Suspension or expulsion from Ohlone may affect your F-1 visa status which may result in falling out of status and having to return to your home country.

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WebAdvisor

Webadvisor is Ohlone’s online academic management system.

You can use Webadvisor for the following things:

- Register for classes
- Add and drop classes
- View placement test score
- View a class schedule
- Submit payments
- Print unofficial transcripts
- Check grades

Sign up for Webadvisor at: https://accounts.ohlone.edu/register/
You will need to enter your first (given) name, last (family) name, your student ID number, your birthdate and your zip code.
Find and Register for Classes Online

Search the online Class Schedule in WebAdvisor

- Click on Search for Sections
- Enter Term and Subject
- Click on Submit to find the class for you!
- For location of classes, see Classroom Locations

How to Register for Classes

Go to WebAdvisor after creating a WebAdvisor account.

- Click on Students.
- Click on Log In.
- Enter your User ID and Password.
- Go to the Registration section on the left side.
- Click on Register for Sections.
- Click on Express Registration if you already know the exact classes you want to take, OR search for classes before registering.
- Enter the synonym in the first column on the left and the term in the last column on the right. Then hit submit. (For additional information, see How to Read Course Listings, below)
- Choose Register from the Action drop-down box in the first column on the left (other possible actions are Remove from List or Waitlist). Then hit Submit.
- Choose Waitlist from the Action drop-down box if the class is full and you want to add yourself to the waitlist, which is a way to "electronically stand in line" for a full class. Then hit Submit.
- Confirm Registration- Go to My Class Schedule to make sure all the classes are listed there, then print it.

This completes your registration!

Please note: Students cannot register before their scheduled registration time. If there is an error preventing registration such as needing to submit a new application, unmet prerequisites, time conflicts, unit overload issues, or an outstanding balance, an error message will appear at the top of the WebAdvisor screen, above where it says UNSUCCESSFUL REGISTRATION. Students may contact the International Programs and Services office for help understanding an error message and how to resolve the problem.
Students on F-1 visas are only allowed to work under a few conditions:

1. You are offered a part-time job on the Ohlone College campus. You can go to [http://www.ohlone.edu/org/career](http://www.ohlone.edu/org/career) to look for jobs at Ohlone. Also, please see the next page for tips on how to locate on-campus job opportunities.
2. You are approved to do Curricular Practical Training (CPT)
3. You are approved to do Optional Practical Training (OPT)

If you are eligible to work you need to obtain a Social Security Card and Number. **Only those students who have job offers will be able to obtain a Social Security Card and Number.** You can get further information on how to get these documents from the International Programs and Services Office.

Locations **on campus** that international students have worked:
- Bookstore
- Admissions office
- Cashier's office
- Learning Resource Center (Newark Campus)
- Peer Mentors program
- Tutoring Labs
- Library
- Student ID Window
- Smith Center (performing arts center)

If you are caught working Off-Campus without approval you will likely lose your student visa and have to leave the U.S.
On campus employment is like a hidden job market, the key is to network, i.e. get to know the College, the staff, the faculty, your classmates, friends, and build your contacts.

If a student is interested in working on campus, you are advised to do the following:

1. Walk around campus looking for job announcements, for example, at the Bookstore, cafeteria, general or department bulletin boards etc.

2. CONNECTIONS! Ask your friends if they know of any openings, especially those who are currently working on campus.

3. GO TO CLASS! Your instructors may announce open positions in your subject areas, for example, tutoring positions for Ohlone’s tutoring labs.

4. VOLUNTEER! If you do a good job, there may be employment opportunities.

Please be reminded that on-campus positions are very popular and usually positions will be filled very FAST. However, there are openings throughout the semester, be persistent, keep looking!

Student employees must be currently enrolled in a minimum of 12 units in order to work on campus.
How to Pay Fees

Students must pick a payment option at time of registration. There are 3 options for paying:

1. Pay in full with a credit card through Webadvisor (Visa, Mastercard, American Express or Discover)
2. Pay in full with a checking or savings account through Webadvisor
3. Pay in full at the Cashier’s Window via cash, check, or cashier’s check (Building 1, second floor)

Late Fee

Students who do not pay their tuition and fees within 20 days of the first day of class will be charged a $200 Late Fee.

Health Insurance

All International Students must have health insurance while studying at Ohlone College. Ohlone automatically enrolls international students in a group health insurance plan when they register for classes. This plan is $351 per semester, and you should receive a pamphlet of information about it when you arrived. If you prefer to choose your own plan with a private company you need to bring a copy of this plan to the International Programs and Service office before the beginning of classes that semester. The plan must clearly be valid for the entire semester (the expiration date must be after the semester ends) and it must cover a minimum of $100,000 per incident. Once you bring us this proof of individual health insurance we will take the charge for the group plan off your WebAdvisor account.

Refunds

The Cashier Window does not accept refund requests for any term until after the last day of eligibility for a full refund for that term. Refunds requested for the current term should be completed within four weeks following the last day to add a full term course. Visit the Cashier Window or the Cashier Window web site (http://www.ohlone.edu/org/studentrec/) for additional information. Students will be eligible for a 75% refund of tuition if they withdraw from classes within the first 20 days of classes. Appropriate documentation must be completed from the International Programs and Services office within the 20 days in order to qualify for a refund.

Example of Fee Calculation

Tuition: $4250
Health Insurance: $351 (see health insurance section for details)
Online Registration Access Fee (aka WebAdvisor): $5
Student Activity Fee (for use of campus facilities, etc.): $5
Health Services Fee (for use of Student Health Center): $18
TOTAL: $4629

Note: The last 3 fees are added to all students who enroll in classes at Ohlone College.
### Fees and Refunds Chart: Spring 2011

*Tuition and Fees are subject to change*

<table>
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<tr>
<th>Fee</th>
<th>Amount</th>
<th>Required of</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4250</td>
<td>All enrolled students.</td>
<td>See Refund Policy</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>Fall Health Services Fee $18</td>
<td>All enrolled students. Exceptions are given for students who are eligible for an enrollment fee waiver, students who only take off-campus or Sunday classes, students who are enrolled in Contract Education classes, or students who rely on prayer for healing.</td>
<td>Non-refundable except when student withdraws from all classes on or before January 31, 2012</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>Spring Student Activity Fee $5</td>
<td>This fee provides funds for various campus activities, programs, discounts and Student ID Cards.</td>
<td>Non-refundable except when student withdraws from all classes on or before January 31, 2012</td>
</tr>
<tr>
<td>Webadvisor Access Fee (Electronic Access)</td>
<td>$5 per term</td>
<td>All students use Webadvisor to register, add, or drop courses.</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Group Health Insurance Fee</td>
<td>$351 per semester</td>
<td>All International students who do not provide adequate private health insurance by the start of the semester</td>
<td>Non-refundable except for students who bring adequate private health insurance before the start of the semester.</td>
</tr>
</tbody>
</table>

**Taxes**

Every year all International Students need to file a tax return, even if you did not make any money. April 15th is the deadline for people who were employed during the previous year; those who were not employed need to file by June 16th. You can come to the International Programs Office in February to get a packet of information and the forms you need to fill out. If you were employed during the previous year make sure you receive a W-2 form from your employer at the beginning of the year. This form details how much in taxes your employer withheld from your paycheck over the past year. You need to use this when filling out your tax forms.
If you need to leave the country you must inform the International Programs and Services Office

In order to return to the U.S. after your travels you need the 3rd page of your I-20 signed by a DSO (Designated School Official). This informs U.S. Customs and Border Patrol officials at your Port of Entry (the airport where you arrive in the U.S.) that you are still enrolled in courses at Ohlone so they allow you to re-enter the U.S. The 3rd page needs to be signed and dated with a date that is less than 12 months earlier than the day you intend to return to the U.S.

*Example: In late December you will be returning to your home country for a short winter vacation. You expect to return to the U.S. on January 15th, 2010. The 3rd page of your I-20 must be signed and dated by a DSO after January 16th, 2009.*

You also need to check to make sure that you have a Multiple Entry student visa. This will be indicated with an *M* on your F-1 visa.

Please be certain to schedule your travel dates during your vacation period. Except in an emergency, you should never miss any of your regularly scheduled classes or exams. Check the Ohlone College Academic Calendar for information on the First and Last days of classes each semester:
http://www.ohlone.edu/org/admissions/academiccalendar.html

At least 2 weeks prior to travel you need to bring the following to the International Programs and Services office:
- **International Travel Form**
- **I-20** (needs to be signed)
- **Passport** (to make sure you’re eligible to re-enter U.S.)

You can find the International Travel Form on our website under ‘Forms’ or you can pick one up from our office. We will then sign and date your I-20, clearing you to return to the U.S. We will process your request within 5 working days of receiving this form.

If your plans change and you will be returning on a different date please send us an email with an update on your plans.
Visa Renewal:

If your Visa has expired and you’re going to leave the country you will need to apply for a new Visa outside of the U.S. before returning. You cannot renew your F-1 Visa in the U.S.

Please Note: You only need to obtain a new Visa if you leave the country; if your Visa expires while you are studying and in the U.S., you are still in legal F-1 Visa status as long as you have a valid I-20, and your I-94 is valid for Duration of Status (indicated by “D/S”)

Before leaving the U.S. on a trip during which you will need to apply for a new Visa, you must submit the following documents to the International Programs and Services office. This will allow us to make sure your immigration documents are ready for you to travel.

- Completed International Travel Form
- I-20
- Passport

Once we receive these documents we will give you a letter verifying your enrollment at Ohlone College to bring to your interview at the U.S. Embassy / Consulate where you will be applying for your Visa. Please allow 5 business days to receive your enrollment letter.

Please bring the following with you to your appointment with the U.S. embassy/consulate:

- Valid I-20
- Passport that will be valid for at least another 6 months after you intend to return
- Bank Documentation showing at least $23,681, dated in the last 6 months
- Financial Affidavit (signature needs to match the name on the bank statement), you can find this form on our website under ‘Forms’
- Official Transcripts
- Print out of the following semester’s full-time enrollment, if possible
- Letter of Support from the International Programs and Services office
Student Requests

If you need something from the International Programs and Services Office you can fill out a Student Request Form indicating what you need. You can find it on our website under ‘Forms’. www.ohlone.edu/org/international

Here is a list of common requests:

**Enrollment Verification letter**, to confirm that you are enrolled at Ohlone.

Letter of Support to get a **Social Security Card and Number**. Only students who have an offer from an employer on campus or are approved for OPT or CPT will be eligible to apply for and obtain a Social Security Number.

**Visa Recommendation Letter** for family members applying for a tourist visa. In this case we need the passport name, passport number and Date of Birth of your relative.

Please allow up to 5 workdays for your request to be completed. Plan in advance for letters you may need.

**Change of Address**
Per immigration regulations, if you move, change your phone number or email address, you need to fill out and return our “Contact Information” Form within 10 days of changing. You can get this from at: www.ohlone.edu/org/international, under ‘Forms’ or from the International Programs and Services office.

**Extending your I-20**
If you require more time than is allowed on your I-20 to finish your degree at Ohlone, you will need to submit the **Extension Request Form** (this can be downloaded from our website under ‘Forms’) along with these documents:

1. An updated Student Education Plan (SEP) from an Ohlone College Counselor.
2. A bank letter or statement that shows you or whoever is financially supporting you has a minimum of $24,654 USD or the equivalent in foreign currency in the bank.
3. A completed Financial Affidavit Form. (you can download this from our website under ‘Forms’)

You must submit these documents at least 1 month prior to the program end date on your I-20.
Once you are done with your studies at Ohlone College you are eligible to transfer to another school within **60 days** of your last day here. You can pick up an informational sheet about transferring out at the International Programs and Services office.

It is your responsibility to find another school to transfer to, if you wish to do so, and to complete the admissions process there before your 60 day grace period ends.

Once you have been accepted at another school you need to bring your acceptance letter to the International Programs and Services Office and fill out a ‘Completion of Studies Form’ so that we can transfer your SEVIS record (meaning: your I-20) to your new school. Your new school may also give you a document for us to complete and have returned to them regarding your F-1 student status.
Completion of Studies at Ohlone

Once you are done with all of your studies at Ohlone you are granted a 60-day grace period by USCIS, during which you may remain in the U.S. This is a time when you must make a final decision about what you are going to do next, if you haven’t already done so.

You have 3 options when you are done:

1. Transfer to another school (keep your I-20 active)

2. Leave the country, return home.

3. Apply for a change of status to another visa type (example: to an H-1B work Visa)

You must do one of these 3 things before the end of your 60-day Grace Period; otherwise you will fall out of F-1 status and be in illegal status.

Before your last day of class you need to fill out the Completion of Studies Form, indicating which of these options you will take. This will allow us to deal with your SEVIS record appropriately. You can pick up a form from the International Programs and Services Office or download it off our website under ‘Forms’.
International Club: Their mission is to help international students succeed in Ohlone College and to create opportunities for people who are from different countries make friends with each other and promote different cultures. Their club also provides opportunities for students to develop their leadership skills at Ohlone College. Check out their website for info about their club as well as helpful info about Ohlone and living in the Bay Area, http://ohloneic.multiply.com/

There are many more student clubs on campus that you may be interested in. You can go to http://www.ohlone.edu/org/campusactivities/studentclubs.html for more information on student clubs.

The Associated Students of Ohlone College (ASOC) is the Ohlone College student government council. They are located in the Campus Activities office in the Student Services Center, Room 7210. You can get more information about them from their website: http://www.ohlone.edu/org/asoc/
**Student Health Center • (510) 659-6258** - Student Health Fees pay for primary care, first aid, emergency response on campus, physical examinations, referral services, and health education for Ohlone College students. Immunizations, lab work, and X-rays are provided at a nominal fee. Services are provided by a licensed nurse practitioner and a physician. Appointments at the Student Health Center are free! They are paid for by your student health fee each semester. There are low cost fees for some services. The main Student Health Center is on the Fremont campus in the Student Services Center, Room 7302 and provides services for Fremont and Newark students. The Health Center at the Newark campus will provide consultation services for health science students and minimal services for primary care.

**Campus Activities • (510) 659-6255** - Visit Campus Activities in the Student Services Center, Room 7210 on the Fremont campus for more information about how to become involved with student government, clubs, and other Ohlone College campus programs and events. The student activity fee The $5 Student Activity Fee funds campus activities and events such as dances, bands, Orientation, food events, clubs, art and music programs, lectures, and elections; production of the student ID card; allows for discounts to events at the Gary Soren Smith Center for Fine and Performing Arts and some off-campus stores/events; provides partial costs of *Monitor* production; and assists in leadership scholarships.

**Student ID Card** - The Associated Students of Ohlone College (ASOC) Student Identification Card is the valid Ohlone College Student ID and proves eligibility for established student discount programs at theaters, symphonies, amusement parks, and many more locations. A Student ID card, pictures, and validation stickers are available in the Student Services Center on the Fremont Campus and at the Newark campus. The ID Card Window is open at the beginning of Fall and Spring semesters and Summer Term.

**Information Center • (510) 659-6000** - The Information Center, in the Student Services Center on the Fremont campus, functions as the first point-of-contact for students to access student services or other administrative offices. It is a “first stop” place to get help and referrals across campus. The Information Center is the place for students with questions and needing directions. Computer kiosks for WebAdvisor access are available in the Information Center which allow students to register for classes, add or drop classes, check their grades, and use other features of WebAdvisor.

**Recycling** - The Facilities Department at Ohlone College is committed to a sustainable way of doing business. We recycle beverage containers, mixed paper and corrugated cardboard. This is due to a collaborative effort within the campus community. Materials such as beverage containers and office paper may be placed in the same containers marked "recycle" which are placed throughout campus. We are currently using a recycler that allows commingled recyclable materials
The best way to figure out how to get somewhere via public transportation is to go visit the website 511.org and click on Trip Planner (http://tripplanner.transit.511.org). This website will tell you what buses or trains (including BART) are available for you to take, including what times they run and how long it will take to get to your destination. This website makes it easy for you to take BART to San Francisco. If you are driving and you need to figure out how to get somewhere you can use mapquest.com or googlemaps.com. These websites let you enter a location and a destination and it will give you detailed instructions how to get there by car.

You can also visit actransit.org for bus schedule information. Busses 210, 217 and 218 all run to the Fremont Campus.

**Parking on Campus:**
You must have a valid Parking Permit to park on campus. Student Semester Parking Permits may be purchased in the Ohlone College Bookstore each semester for $35, they are valid for both campuses. (http://www.ohlone.edu/org/security/parking.html)

Parking permits are required:
Monday- Friday: 7:00am-11:00pm
Saturday: 7:00am- 5:00pm

Free parking on campus only:
After 5:00pm on Saturdays
All day Sunday
Holidays

Student Semester Parking Permits allow students to park in Student Parking Lots C, D, E, G, H, and K on the Fremont campus. Student Semester Parking Permits allow students to park anywhere in Lots A, B, C, or D except those spaces designated as Administration or as Police/Emergency Vehicle.

A Daily Parking Permit must be purchased for $2.00 (8 quarters recommended, although the Intella-pay machines will accept exact change in dollar bills, nickels, dimes, quarters) by visitors, guests, and students without a Semester Parking Permit.

If you do not get a parking permit and/or you park illegally on campus, you will get a ticket!
You must first obtain a driver’s license before driving a vehicle in the United States. In order get a driver’s license you must go to the Department of Motor Vehicles (DMV).

DMV Website: [http://www.dmv.ca.gov/dl/dl_info.htm](http://www.dmv.ca.gov/dl/dl_info.htm)

The DMV requires that everyone pass a written test of traffic laws, a driving test, fill in a form (DL 44) for the license, and pay a fee (approximately $30), before they are awarded a driver’s license. You can get information about these tests from the website above or by visiting the DMV in person.

The DMV requires a Social Security Number of all applicants, although if you are an international student and you are not eligible for a Social Security Number you need to provide an acceptable birth date and legal presence document. This means that you need to bring the following with you when you go to apply for a driver’s license;

- Passport
- I-20
- I-94 card (this should be stapled into your passport)

The Fremont DMV is located at: 4287 Central Ave, Fremont, CA
Phone Number: (800) 777-0133
In Fremont

Banks
Bank of America: 43591 Mission Blvd, Fremont, CA - (510) 226-2780
Wells Fargo: 40982 Fremont Blvd, Fremont, CA - (800) 869-3557
HSBC: 46750 Mission Blvd, Fremont, CA - (510) 979-0860

Grocery Stores
Safeway: 46848 Mission Blvd, Fremont, CA - (510) 497-1003
Lucky: 40055 Mission Blvd, Fremont, CA - (510) 657-6043
Madina Halal Market: 32760 Alvarado Blvd, Fremont, CA - (510) 441-1444
Indian:
India Cash & Carry: 39175 Farwell Dr - (510) 792-7383
Namaste Plaza: 3269 Walnut Ave - (510) 818-9800
Bharat Bazar: 41081 Fremont Blvd - (510) 687-0100
Chinese:
Ranch 99 Market: 34444 Fremont Blvd - (510) 791-8899
Lion City Supermarket: 39055 Cedar Blvd # 168 - (510) 742-8179
Marina Food: 1791 Decoto Rd - (510) 324-5668

Post Office
43456 Ellsworth St, Fremont, CA - (510) 656-7851

Department of Motor Vehicles
4287 Central Ave, Fremont, CA - (800) 777-0133

Social Security Office
3100 Mowry Ave, Fremont, CA - (510) 797-5354 - You can only get a Social Security card if you have a job offer and a letter from the International Programs and Services office

Hospital
Fremont Hospital: 39001 Sundale Dr, Fremont, CA - (510) 796-1100
Washington Hospital: 2000 Mowry Avenue, Fremont, CA - (510) 797-1111

Restaurants
Ohlone Cafeteria - Fresh and Natural: Building 5, 2nd Floor
Subway: 43571 Mission Blvd, Fremont, CA - (510) 353-1516
Mission Burger: 135 Anza St, Fremont, CA - (510) 656-1184
Tony’s Tacos: 137 Anza St., Fremont, CA - (510) 651-1213
Asian:
Hometown Favorite Chinese Cuisine: 43689 Mission Blvd, Fremont, CA
Ala Shanghai: 43621 Pacific Commons Blvd, Fremont, CA - (510) 897-1097
Pho Saigon Noodle House - 46825 Warm Springs Blvd, Fremont, CA
Pho Y: 1660 E. Capitol Expressway - (408) 274-1769
Bun Bo An Nam: 2060 Tully Rd - (408) 270-7100
Com Tam Thanh: 1150 Story Rd - (408) 278-1888
Indian:
Chaat Café: 46465 Mission Blvd, Fremont, CA - (510) 683-6134
Dosa Place: 41043 Fremont Blvd, Fremont - (510) 651-3672
Udupi Palace: 5988 Newpark Mall- (510) 894-6126
Taste of India: 5144 Mowry Avenue- (510)-791-1316
Shalimar: 3325 Walnut Ave- (510) 494-1919
Halal: visit for a long list: http://www.zabihah.com/ls.php?id=3

Coffee
Mitch’s Coffee Cart in Front of Building One
Starbucks: 43571 Mission Blvd, Fremont, CA - (510) 623-9514
Missions Coffee and More: 151 Washington Blvd, Fremont, CA - (510) 623-6920

Household Shopping
Target: 39201 Fremont Blvd, Fremont, CA - (510) 795-6305
Walmart: 44009 Osgood Rd, Fremont, CA - (510) 651-3301

Malls
The Fremont Hub Shopping Center: 39230 Argonaut Way, Fremont, CA - (510) 792-1720
Newpark Mall: 2086 Newpark Mall, Newark, CA - (510) 794-5522

Mobile Phones
AT&T: 39070 Fremont Blvd, Fremont, CA - (510) 713-9632
Sprint: 1061 Newpark Mall, Newark, CA - (510) 742-1207
T-Mobile: 43325 Christy St, Fremont, CA - (510) 490-2070
Verizon: 43502 Christy St, Fremont, CA - (510) 490-3800

Entertainment
Cinedome Seven Theaters: 6006 Newpark Mall, Newark, CA 94560-(510) 796-8000
Cloverleaf Bowling: 40645 Fremont Blvd # 3
Fremont, CA 94538 (510) 656-4411
Ice Skating: Fremont Iceoplex: 44388 Old Warm Springs Blvd Fremont, CA 94538
(510) 490-6621
In the case of an emergency dial 911

Program your phone with the following Ohlone emergency numbers:

(510) 659-6111 (Fremont campus)
(510) 742-2311 (Newark campus)

The Fremont Police station is located at: 2000 Stevenson Blvd.

The Campus Police Security (CPS) Office has a 24-hour Anonymous Hotline Recording (510) 979-7997 which may be used to report crime or suspicious events.

Emergency telephones are located at the Fremont campus as follows:

On the second floors of Buildings 2, 4, 6, and 8 - These telephones directly connect to the CPS Office. All campus pay phones can be used at NO CHARGE to call CPS Office by dialing *81. Phones in the campus elevators also directly call the CPS Office.

Emergency telephones are located at the Newark Center campus as follows:

In each parking lot, emergency phones are marked by a tall blue pole with a blue light at the top.

CPS Office personnel can be contacted to request an on-campus escort if you feel unsafe. They are open from 6am- 11pm Monday- Friday and 7am-10:30pm on Saturday and Sunday.
Preventing Crime:

At Home:
- Keep your doors and windows locked at all times.
- Don’t take the trash out alone at night.
- Never give out personal information to anyone over the phone or computer.
- Don’t answer the door at night if you are unsure who it is.

Out:
- Never give money or personal items to people who approach you on the street. Some people will take advantage by asking you for favors, such as asking you to cash a check for them.
- Pay attention to your surroundings and plan your trips ahead.
- Avoid walking alone at night.
- When walking at night with friends, walk in well lit areas.
- If you are followed go somewhere that is busy and people are around like a shopping mall.
- If someone asks for directions in a car, don’t get too close to the car, so they cannot grab you.
- Keep a tight hold on your purse or bag.
- Report emergencies immediately.
- Don’t use an ATM at night when no one else is around, and don’t give your PIN to anyone.
- Do not carry large amounts of cash with you.
- Lock your car doors when you are driving and park in well lit areas.
- Don’t pick up strangers in your car, this is not common practice.
- Keep your books or bags with you at all times; don’t leave them even when you are in the library.
- If you ride a bike, wear a helmet and lock your bike up.
## American Slang

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushed</td>
<td>Very tired</td>
</tr>
<tr>
<td>Call it a day</td>
<td>go home/ stop working</td>
</tr>
<tr>
<td>Cut class</td>
<td>Skip class/don’t go to class</td>
</tr>
<tr>
<td>Down in the dumps</td>
<td>Depressed</td>
</tr>
<tr>
<td>Get your feet wet</td>
<td>Experience something new</td>
</tr>
<tr>
<td>Go dutch</td>
<td>Share the bill</td>
</tr>
<tr>
<td>Hit the Hay</td>
<td>Go to bed</td>
</tr>
<tr>
<td>In a nutshell</td>
<td>In a few words</td>
</tr>
<tr>
<td>In the hole</td>
<td>In debt</td>
</tr>
<tr>
<td>Kill two birds with one stone</td>
<td>Accomplish 2 things at once</td>
</tr>
<tr>
<td>On cloud nine</td>
<td>Very happy</td>
</tr>
<tr>
<td>Pay an arm and a leg</td>
<td>Pay a very high price</td>
</tr>
<tr>
<td>Pull someone’s leg</td>
<td>Fool someone</td>
</tr>
<tr>
<td>See eye to eye</td>
<td>Agree fully</td>
</tr>
<tr>
<td>Sit tight</td>
<td>Wait there</td>
</tr>
<tr>
<td>Sweep under the rug</td>
<td>Hide or dismiss casually</td>
</tr>
<tr>
<td>Take the rap</td>
<td>Take the blame</td>
</tr>
<tr>
<td>Through the grapevine</td>
<td>By rumor/from another person</td>
</tr>
<tr>
<td>Treat someone</td>
<td>Pay for someone else</td>
</tr>
<tr>
<td>Under the weather</td>
<td>Feeling sick</td>
</tr>
<tr>
<td>Zonked out</td>
<td>Very tired/fall asleep quickly</td>
</tr>
</tbody>
</table>
Culture Shock

The term, culture shock, was introduced for the first time in 1958 to describe the anxiety produced when a person moves to a completely new environment. This term expresses the lack of direction, the feeling of not knowing what to do or how to do things in a new environment, and not knowing what is appropriate or inappropriate. The feeling of culture shock generally sets in after the first few weeks of coming to a new place.

We can describe culture shock as the physical and emotional discomfort one suffers when coming to live in another country or a place different from the place of origin. Often, the way that we lived before is not accepted as or considered as normal in the new place. Everything is different, for example, not speaking the language, not knowing how to use banking machines, not knowing how to use the telephone and so forth.

The symptoms of cultural shock can appear at different times. Although, one can experience real pain from culture shock; it is also an opportunity for redefining one's life objectives. It is a great opportunity for leaning and acquiring new perspectives. Culture shock can make one develop a better understanding of oneself and stimulate personal creativity.

Symptoms:

- Sadness, loneliness, melancholy
- Preoccupation with health
- Aches, pains, and allergies
- Insomnia, desire to sleep too much or too little
- Changes in temperament, depression, feeling vulnerable, feeling powerless
- Anger, irritability, resentment, unwillingness to interact with others
- Identifying with the old culture or idealizing the old country
- Loss of identity
- Trying too hard to absorb everything in the new culture or country
- Unable to solve simple problems
- Lack of confidence
- Feelings of inadequacy or insecurity
- Developing stereotypes about the new culture
- Developing obsessions such as over-cleanliness
- Longing for family
- Feelings of being lost, overlooked, exploited or abused

Stages of Culture Shock: Culture shock has many stages. Each stage can be ongoing or appear only at certain times.

The first stage is the incubation stage. In this first stage, the new arrival may feel euphoric and be pleased by all of the new things encountered. This time is called the "honeymoon" stage, as everything encountered is new and exciting.

Afterwards, the second stage presents itself. A person may encounter some difficult times and crises in daily life. For example, communication difficulties may occur such as not being understood. In this stage, there may be feelings of discontent, impatience, anger, sadness, and feeling incompetence. This happens when a person is trying to adapt to a new culture that is very different from the culture of origin. Transition between the old methods and those of the new country is a difficult process and takes time to complete. During the transition, there can be strong feelings of dissatisfaction.
The **third stage** is characterized by gaining some understanding of the new culture. A new feeling of pleasure and sense of humor may be experienced. One may start to feel a certain psychological balance. The new arrival may not feel as lost and starts to have a feeling of direction. The individual is more familiar with the environment and wants to belong. This initiates an evaluation of the old ways versus those of the new.

In the **fourth stage**, the person realizes that the new culture has good and bad things to offer. This stage can be one of double integration or triple integration depending on the number of cultures that the person has to process. This integration is accompanied by a more solid feeling of belonging. The person starts to define him/herself and establish goals for living.

The **fifth stage** is the stage that is called the "re-entry shock." This occurs when a return to the country of origin is made. One may find that things are no longer the same. For example, some of the newly acquired customs are not in use in the old culture.

These stages are **present at different times and each person has their own way of reacting in the stages of culture shock.** As a consequence, some stages will be longer and more difficult than others. Many factors contribute to the duration and effects of culture shock. For example, the individual's state of mental health, type of personality, previous experiences, socio-economic conditions, familiarity with the language, family and/or social support systems, and level of education.

**How to Fight Culture Shock**
The majority of individuals and families that immigrate from other countries have the ability to positively confront the obstacles of a new environment. Some ways to combat stress produced by culture shock are:

- Develop a hobby
- Don't forget the good things you already have!
- Be patient, the act of immigrating is a process of adaptation to new situations. It is going to take time
- Learn to be constructive. If you encounter an unfavorable environment, don't put yourself in that position again. Be easy on yourself.
- Don't try too hard.
- Learn to include a regular form of physical activity in your routine. This will help combat the sadness and loneliness in a constructive manner. Exercise, swim, take an aerobics class, etc.
- Maintain contact with your ethnic group. This will give you a feeling of belonging and you will reduce your feelings of loneliness and alienation
- Maintain contact with the new culture. Learn the language.
- Recognize the sorrow of leaving your old country. Accept the new country. Focus your power on getting through the transition.
- Pay attention to relationships with your family and at work. They will serve as support for you in difficult times.
- Establish simple goals and evaluate your progress.
- Find ways to live with the things that don't satisfy you 100%.
- Maintain confidence in yourself. Follow your ambitions and continue your plans for the future.
- If you feel stressed, look for help.

*Written by Dr. Carmen Guanipa, San Diego State University*

Personal Counseling Services are free and confidential. 8-10 sessions of short term counseling or life coaching sessions are available to those who want the support to maintain focus, life balance, and academic success. If you find that you are feeling homesick, confused about cultural differences, or any way unsettled with your experience at Ohlone, please come by the student health center and make an appointment to see Rosemary O'Neil, Coordinator of Personal Counseling and Life Coaching Services.