

Palomar College



International Student Handbook

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About Palomar College

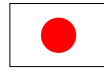
Palomar College is a two-year community college providing the lower-division undergraduate courses in addition to various vocational courses. The College’s accreditation comes from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. In addition, Palomar College is authorized under federal law to admit non-immigrant students with the F-1 and M-1 student visas.

The college has education centers at the following sites:

San Marcos Campus (Main Campus)	1140 West Mission Road San Marcos, CA. 92069	(760) 760-1150
Camp Pendleton Center	Marine Corps Base (Bldg. 1331) Camp Pendleton, CA 92055	(760) 725-6626
Escondido Center	1951 East Valley Parkway Escondido, CA 92027	(760) 744-1150, x8134
Pauma Center	1010 Pauma Reservation Road Pauma Valley, CA 92061	(760) 742-1121
North Education Center	35090 Horse Ranch Creek Road Fallbrook, CA 92028	(760) 744-1150, x8464
South Education Center	11111 Rancho Bernardo Road San Diego, CA	(760) 744-1150, x8464
Ramona Community Campus	1010 Ramona Street Ramona, CA 92065	(760) 787-3608

Students have access to classes offered at any of the above centers though not all classes are offered at all locations.

Please refer to the [Palomar College Catalog](#) for more information about Palomar College, for course descriptions and major or program requirements.



Palomar College Office of International Education

Phone: (760) 744-1150 Ext. 2167 Fax: (760) 761-3592	Web: www2.palomar.edu/pages/internationalstudents
Email: (General Questions) internationalstudents@palomar.edu	Email: (Only Application Documents & Questions) intladm@palomar.edu

Location

The Office of International Education is located on the San Marcos campus in the Student Union building (SU-103) directly under the electronic announcements.

Office Hours

Monday-Thursday:	9 a.m. to 3 p.m.
Friday, Saturday, and Sunday:	Closed

Function

The Palomar College Office of International Education is responsible for admitting qualified international students with F and M visas, and also monitors students' academic progress, helps students have a comfortable stay in the U.S., provides related information (Homeland Security, State Department, etc.) to students and people in the community, and much more.

Office of International Education Staff

Dr. Kendyl Magnuson, Senior Director of Enrollment Services

Responsible for all aspects of Enrollment Services including Admissions, Records, Evaluations, Financial Aid, Scholarships, Veterans Services, and the Office of International Education.

Yasué O'Neill, Coordinator, International Education (yoneill@palomar.edu)

Responsible for screening and processing international student applications. Ms. O'Neill advises students about Department of Homeland Security, State Department policies and procedures, and personal concerns; monitors students' academic progress; manages the operation of the Office of International Education.

Judy Gervasio, Enrollment Services Assistant II (jgervasio@palomar.edu)

Responsible for providing college information to prospective students; receives and reviews applications, and provides administrative services to the Office of International Education staff members.

International Student Counselor

Responsible for providing personal, academic and career counseling.

The United States Educational System

The majority of U.S. higher educational institutions have either a **semester** or **quarter** calendar system. The Palomar College academic calendar is based on the semester calendar system, which includes a Spring and Fall semester, and a summer session.

Credit/Unit

At a U.S. college, you earn college credits after each semester depending on the number of units you complete that semester. For example, if you have completed 12.0 units, you've earned 12.0 college credits for that specific semester. One unit is equal to one hour per week of classroom instruction and 2 to 3 hours of study time per week. For example, a 3 unit class will meet three hours per week and require 6 to 9 hours of personal study time (lab classes require more hours per week).

Full-time

The full-time class load for fall or spring semesters is 12 or more units. The normal full-time class load in a summer session is 6 units.

Registration (Enrollment)

The act of signing up for specific classes and paying fees.

Auditing

Taking a course without being graded or receiving credit; available to students by petition only. In order to audit a class, you must receive approval from the instructor, department chair and the division dean. You will be charged the \$15 per unit Audit fee.

Major

A major is a group of courses related to a defined area of study. All colleges and universities require students to declare and pursue a major.

Associate in Arts (A.A.) Degree

The Associate degree requires completion of sixty **60 degree applicable semester units**. Courses numbered 1-49 do not count in the 60 units toward the degree. Example: English 50 does count but English 15 does not count. Associate in Arts Degrees include:

- a) General Education courses
- b) Major courses
- c) Elective courses

Students must apply for their degree or graduation by the appropriate deadlines:
(Spring=February 28) (Summer=June 30) (Fall=September 30).

Certificate of Achievement (CA)

Certificates are awarded upon completion of specified course work in a vocational/occupational program. Students must apply for their certificate or graduation by the appropriate deadlines:
(Spring=February 28) (Summer=June 30) (Fall=September 30).

B.A., B.S. -- Bachelor of Arts, Bachelor of Science

Baccalaureate degrees involve a minimum of 120 semester units. Although Palomar College does not award baccalaureate degrees, Palomar students may complete the first two years (lower division) of the baccalaureate degree course work at Palomar College.

General Education (G.E.) Requirements

General Education requirements are patterns of courses designed to expose students to broad areas of knowledge in communication, the sciences, arts and humanities, and social sciences. Please refer to the *yellow sheet*.

IGETC (Intersegmental General Education Transfer Curriculum)/CSU GE Certification

A general education program that California community college transfer students can use to fulfill all lower-division G.E. requirements at any CSU or UC campus (see the international student counselor for exceptions in which the IGETC may not be used). Please refer to the *blue and/or green sheet*.

Grade Point Average (G.P.A.)

Determined by dividing total grade points earned by total academic (A-F) units attempted. Students need to maintain a certain minimum G.P.A. to become eligible to transfer to a four-year institution.

Transferring Foreign Credential (for AA degree at Palomar College Only)

If you have earned college credits at an accredited higher education institution back home and want to transfer some of the credits, you will first need to have your transcript evaluated by one of the following foreign credential evaluation companies. When you receive the report, make an appointment to see the international student counselor. The final decision on the credit transfer is made by the Palomar College Evaluations Office. Please be informed that we will not transfer credits from overseas for the purpose of GE certification for UC, CSU, or any institutions other than Palomar College.

Academic Credentials Evaluation Institute (ACEI)

P.O. Box 6908
Beverly Hills, CA 90212
Tel: 800-234-1597
Fax: 310-275-3528
www.aceil.com

International Education Research Foundation (IERF)

P.O. Box 3665
Culver City, CA 90231-3665
Tel: 310-258-9541 Fax: 310-342-7086
Email: info@ierf.org
www.ierf.org

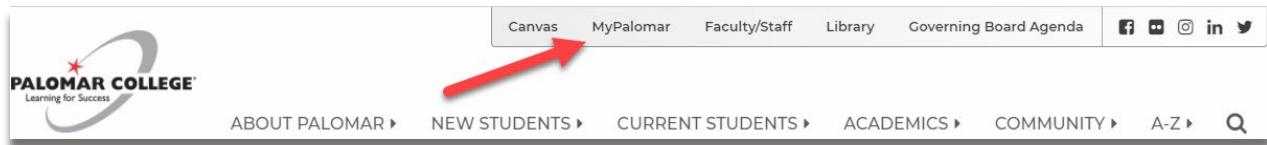
American Education Research Corporation (AERC)

P.O. Box 996
West Covina, CA 91793-0996
Tel: 626-339-4404
Fax: 626-339-9081
www.aerc-eval.com
Email: aerc@verizon.net

World Education Services, Inc. (WES)

Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Tel: 212-966-6311
Fax: 212-739-6239
www.wes.org

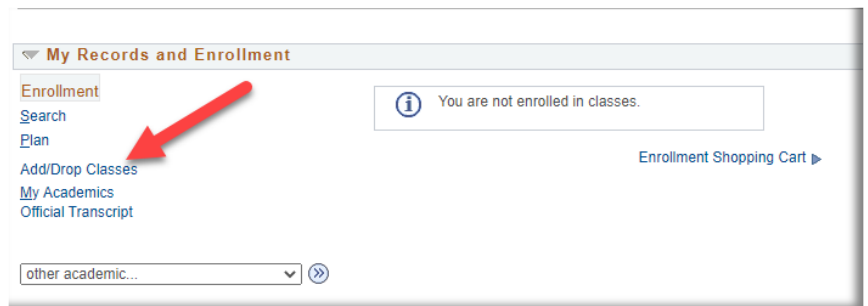
How to Open a Student Account in MyPalomar



1. Go to www2.palomar.edu
2. Click on MyPalomar - link at top of the page
3. Click on **ID/Password Help**
4. Enter your student ID number in the first box.
5. Don't put anything in the second box.
6. Enter your date of birth in the following format: MMDDYYYY
7. Select a Hint Question from the dropdown menu
8. Enter a response to the Hint Question that you will remember.
9. Enter a password using the acceptable criteria.
10. Click Submit. If your password is acceptable, you will be directed back to the sign in page.
You now have a student account.

How to Enroll in Classes

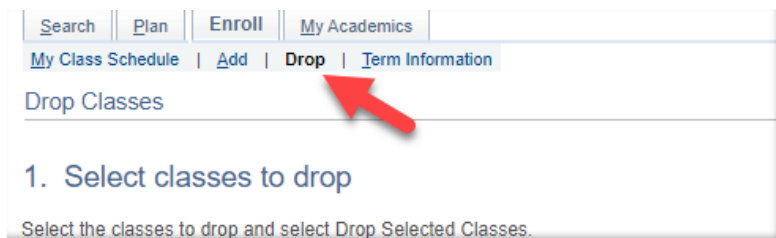
1. Go to www2.palomar.edu
2. Click on **MyPalomar** – see link at the top of the page.
3. Enter your student ID number and password.
4. Click **Sign-In**
5. Click on the Student Center tab.
6. Click on **Add/Drop Classes** link
7. Read the important information and scroll to the bottom of the page
8. Click on **ACCEPT**
9. Select the term from the dropdown list and click on **Change**, if necessary
10. Enter the 5-digit class number and click the green **ENROLL** button or click **SEARCH** to look for classes. Add classes to your Shopping Cart.
11. When finished adding classes to your Shopping Cart, click **NEXT** button. Then click on **ENROLL** button and then **FINISH ENROLLING** button. If your ADDs are accepted, you will receive a success message and you will see a green checkmark.
12. When you finish adding/dropping classes, click on **My Class Schedule** to see your new schedule with your changes.
13. Select **List** view of your schedule to see the **important deadline dates** for each of your classes and print the page.
14. Click **MAKE A PAYMENT** button to pay your fees.



CONGRATULATIONS!
YOU ARE NOW AN ENROLLED PALOMAR COLLEGE STUDENT!

How to Drop Classes

1. Go to www2.palomar.edu
2. Click on **MyPalomar** – see link at the top of the page.
3. Enter your student ID number and password.
4. Click **Sign-In**
5. Click on The Student Center tab
6. Click on **Add/Drop Classes** link
7. Read the following page of important information and click on **ACCEPT** at the bottom.
8. Click on the **Drop** tab toward the top of the page
9. Click in the box next to the class that you want to drop
10. Click on **DROP SELECTED CLASSES**
11. Confirm your class and Click on **FINISH DROPPING**
12. You will receive a Success message and a green checkmark if your class is dropped
13. When you finish adding/dropping classes, click on **My Class Schedule** to see your new schedule with your changes.
14. Select **List** view of your schedule to see the **important deadline dates** for each of your classes.
15. Click on **Printer Friendly Page** - Blue link located on the bottom of the page to print a copy of your schedule
16. Click on **Printer Icon** - Located on the top on the Internet toolbar
17. Click on **Sign Out**



DROPPING A CLASS

If you are not sure whether you would succeed in a class on your schedule, you may want to drop the class. Please note there are deadlines that apply to your classes. It is your responsibility to drop a class that you are no longer attending. The faculty member may not drop you so you must drop classes that you are not attending. Be aware that you must be enrolled in at least 12 units to remain in F1 status. If you forget to drop the class by the deadline, you will receive an FW grade at the end of the semester. International students may not drop any ESL classes.

** If you have any problem, please contact the Office of International Education for help with your schedule.

Important Enrollment Information

WAIT LIST

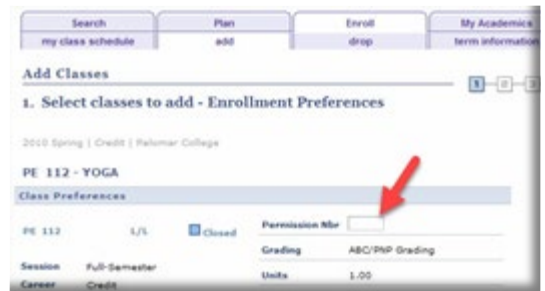
When the class of your choice is full, a Wait List may be available. You will see a yellow triangle if the Wait List is available. To put yourself on the Wait List, follow these steps:

1. Check the Waitlist box and click on NEXT. Your class will be placed in the Shopping Cart.
2. Click on **ENROLL**.
3. Click on **FINISH ENROLLING**. You will receive a Success message noting your position on the Waitlist.
4. Continue to check your **Wait List position** on your **My Class Schedule** page.

CRASHING A CLASS

If a class is closed, you may want to try crashing a class. To crash a class, attend the first meeting of the course. Depending on the number of students registered for the class, the instructor may take additional students by providing them with a **PERMISSION NUMBER**. If you receive a permission number from the instructor, **ADD** your class to your **Shopping Cart** in MyPalomar.

Click on The Class link in your Shopping Cart and insert the Permission Number in the box and click on ENROLL.



PERMISSION NUMBERS

During the first week of the semester, you can add a class if the class is open. During the second week, however, you need to obtain a PERMISSION NUMBER from the instructor even though the class may be open. Use the permission number and the class number to add the class. See the instructions above on **CRASHING A CLASS**.

PASS/NO PASS GRADING

You may decide to take a class for Pass/No Pass grading instead of ABC grading. If you pass the class (at least a grade of C), you will receive a Pass and receive credit for the class. You will not receive a letter grade in a class that you are taking Pass/No Pass and the grade is not reflected in your GPA (Grade Point Average). If you are worried about the grade you may receive, it may be a good idea to change your grading status to Pass/No Pass. There is a deadline to apply for Pass/No Pass grading status. A Pass/No Pass Form must be submitted to the Admissions Office by the deadline. See the class schedule for the specific date.

NOTES:

1. You do not want to have too many classes on Pass/No Pass status, if you are thinking about transferring to a four-year institution.
2. Not all classes can be taken for Pass/No Pass grading status.
3. Classes numbered below 100 are best suited for Pass/No Pass grading.

SELF PACED CLASSES

Self-paced classes require that you work on your own in the lab or gym. You need to be self-disciplined, however, to complete the class in this setting, because if you don't spend enough hours on the assignments, you may fail the class.

AUDITING A CLASS

Students may AUDIT classes with the instructor's, department chair and division Dean's permission. The fees are \$15.00 per unit. If you are enrolled in a minimum of 10.0 units, the first three AUDIT units will be free. If there are any classes that you want to take for personal enrichment, you may want to audit those classes. If you want to audit, pick up an application for audit in the Admissions Office, ask the instructor, department chair and division Dean to sign it and then submit the form to the Admissions Office.

NOTES:

1. Not every instructor will allow you to audit their class, especially if the class is full.
2. The units in Audit status will not be counted in the required 12.0 units for international students F1 status.

REFUND

If you drop a class before the refund deadline (the first two weeks for the semester-length class), you are eligible to receive a refund. Once you drop the class in MyPalomar, you will receive a refund automatically.

The Class Schedule

Printed Class Schedule

Subject & Catalog Number		Unit Value (number of hours per week in class)			
PSYC 115	PSYC OF PERSONAL GROWTH/DEV	(3.0 units)			
SAN MARCOS/Day					
73394	T, Th	12:30-1:50pm	BE-5	PERRY C LEC	
Class Number	Class Meeting Day	Class Meeting Time	Class Meeting Location	Instructor Name	Class Lecture LEC or Lab LAB

- Each class has a 5-digit class NUMBER.
- In the printed Class Schedule, the classes that are printed in color (blue, purple, pink, etc.) are nighttime classes.
- In the printed Class Schedule, the small printed information below the class is about the class above it.

Online Class Schedule. Search online for open classes in any term.

PALOMAR COLLEGE CLASS SCHEDULE

HOME | [Online Schedule - Any Term](#) | [Apply](#) | [Enroll](#) | [Contact a Counselor](#)

USE MY CLASS FINDER TO SEE OPEN CLASSES

[\\$ NEW Payment Plan](#)

Search for Classes

Institution: Palomar College
Term: 2020 Fall

Select at least 2 search criteria. Select Search to view your search results.

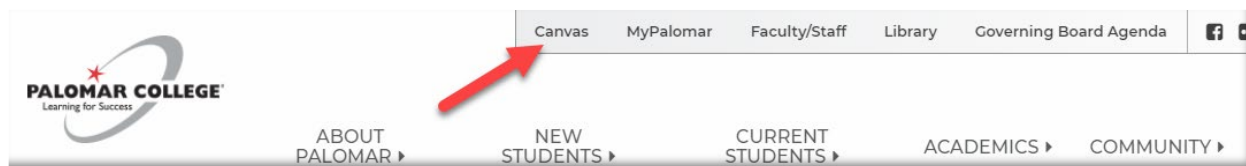
Class Search

Subject: American Indian Studies
Course Number: is exactly 100
Course Career:
 Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

Clear Search

How to Access Canvas – The Online Classroom



1. Go to www2.palomar.edu
2. Click on Canvas link at top of page
3. Click on Canvas Login button
4. Sign in with your MyPalomar Login. If you are not able to sign in or you want to reset your Login, proceed to the MyPalomar Login page and click on ID/Password Help.
 - a. Enter your student ID
 - b. Enter your Date of Birth
 - c. Answer your Hint Question
 - d. Enter a new Password at the bottom – twice
 - e. If your Password is accepted, you will get a link to the MyPalomar Login page.

This process will update the password for Canvas, student email and MyPalomar.

Important Resources on Campus

THE TRANSFER CENTER <http://www2.palomar.edu/pages/transfercenter/#C>

The Transfer Center offers assistance/information about transferring to universities, how to choose classes for transferring, how to choose a university, and information about public and private institutions in California and out of state.

Applications for the California State University system, the University of California system, and some private and out-of-state colleges and universities are available in the Transfer Center.

The Transfer Center is a walk-in center, and appointments are not made. A counselor is always available for students during its regular office hours. There is a monthly schedule of visiting university representatives. Call the Center for dates and times, and to make appointments to see them.

The Transfer Center is located in the Student Services Center (SSC-24A).

OFFICE HOURS:	Mondays – Friday:	8:00am – 5:00pm
	TEL:	(760)760-8196
	Leave a Message:	(760)744-1150, ext 2552
	Subscribe to 2-way text:	Phone #:81010
	Message @PCTCSP21	
	Email:	transfercenter@palomar.edu

THE CAREER CENTER <https://www2.palomar.edu/pages/careercenter/>

Looking for a Career? Want to discover job trends? Need help defining your interests? The Career Center, located in the Student Union (SU-17), can help you!

OFFICE HOURS: Monday – Thursday 8:00am - 4:30pm
 Friday 7:30am - 2:00pm
TEL: (760)744-1150, EXT 2194

LIBRARY/MEDIA CENTER <https://www2.palomar.edu/pages/library/>

The library has books, magazines, encyclopedias, and other reference materials. *The Reference Librarian can help you find materials. The Reference desk is on the first floor.*

LIBRARY HOURS: Monday through Thursday 7:30am to 9:00pm
 Fridays 7:30am to 4:00pm
 Saturdays 9:00am to 1:00pm.
TEL: (760)744-1150, EXT 2612

THE TUTORING CENTER

The Tutoring Center helps all Palomar College students FREE of charge.

You may receive tutoring in all subjects taught at Palomar College including all levels of Mathematics, Chemistry, Biology, Computer Science, Business and Accounting, Economics, English and ESL, Spanish, French, Electronics, etc.

Tutoring takes place mainly at the STAR Tutoring Center on the third floor of the Learning Resource Center.

To arrange tutoring sessions;

1. Go to the Tutoring Center in the Library
2. Complete required paperwork
3. Read and sign the student agreement form
4. Be interviewed by the Tutoring Center Coordinator
5. Most of the tutoring is done by appointment. Also available is group tutoring.

CENTER HOURS: Monday through Thursday 9:00am to 6:00pm
 Saturdays 9:00am to 12:00pm.
TEL: (760)744-1150, EXT 2448 and 2238.

During Fall 2020 and Spring 2021, tutoring will be conducted online only. Go to <https://www2.palomar.edu/pages/tutoring/> and view the video instructions on how to arrange remote tutoring sessions using AndreaLive.

THE TLC – TEACHING AND LEARNING CENTER (<https://www2.palomar.edu/pages/tlc-sm/>)

The new Teaching & Learning Center, TLC is a state-of-the-art, multi-functional space for students and faculty to use and exchange ideas. The TLC provides students with ample study space with a large central study area, private study rooms, and a contemporary classroom designed to promote interactive and collaborative learning.

CENTER HOURS: Monday through Thursday 8:00am to 7:00pm
Fridays 8:00am to 4:00pm
TEL: (760)744-1150, EXT 3931

THE STUDENT HEALTH CENTER (<https://www2.palomar.edu/pages/healthservices/>)

The Student Health Centers at Palomar College include nurse-directed outpatient centers that offer a range of basic medical services to the student population. All students who are currently enrolled in classes and have paid the student health fee may utilize these services.

- Available Services
 - First Aid Care
 - Immunizations (MMR, Tetanus, Hepatitis B, Flu Shots)
 - Health Screening (Blood Pressure, Hearing and Vision, TB testing, Cholesterol Testing, HIV testing)
 - Health Counseling and Education
 - Physical Exams
 - Laboratory Services (Blood, Urine Throat Cultures for Strep Throat)
 - Women’s Health (Pap Smears, Pregnancy Testing, Birth Control Pills)
 - Men’s Wellness (Cancer Prevention)
 - Dermatology: Acne, Wart Removal and Skin Care
 - Treatments: Wound Care, Ear Irrigation, Eye Wash
 - Non-Prescription Medications
 - Drug and Alcohol Prevention and Referral
- Appointments for:
 - Nurse Visits
 - Nurse Practitioner Visits
 - Physician Visits

OFFICE HOURS – MAIN: Monday through Thursday 8:00 am to 4:30 pm
Friday 8:00 am to 3:30 pm
TEL: (760) 891-7530

OFFICE HOURS – ESC Monday, Wednesday, Thursday 8:00 am to Noon
4:00 pm to 8:00 pm
Tuesday 8:00 am to 8:00 pm
TEL: (760) 891-7532

During the Fall 2020 and Spring 2021 terms, all appointments will take place virtually using TeleHealth. Please call the office to arrange for appointments.

Please visit the web at <https://www2.palomar.edu/pages/healthservices/> for the latest information.

THE BEHAVIORAL HEALTH CENTER (<https://www2.palomar.edu/pages/bhcs/>)

The Behavioral Health Centers at Palomar offers on-site short term counseling for currently enrolled Palomar College students, who have paid the current semester health fee: \$21 Fall or Spring and \$18 for Summer semester. Please call (760) 891-7531 to make an appointment. Email bhcs@palomar.edu for more information.

- Available Services
 - Individual, couples, and group behavioral counseling services
 - Consultation, outreach, and psychological services
 - Detailed information can be found throughout the website.
- Hours of Service
 - Mon- Thurs, 8:00 am to 4:30 pm
 - Fri, 8:00 am to 3:30 pm

For care after hours and on weekends, see an MD by video by clicking [Resolve.org](https://www.resolve.org). Exclusive deal (\$10.00 per visit) for Palomar College students! Access your discount code on the [Patient Portal](#).



HOUSING

Palomar College does not coordinate housing for students. Because of this, you may want to think about the following options.

- Homestay
- Apartment Rental
- Apartment Rental with a roommate

Here's the list of homestay services organizations in San Diego County.

Home Placement Services: <http://www.homeplacement.com/>

Homestay Services International: <http://www.homestayservices.com/>.

If you want to rent an apartment, free copies of apartment guides (which are readily available at grocery stores) give you information on apartment complexes located in the area. You may also search online using different sites:

<http://sandiego.apartments.com/>

http://www.move.com/apartments/san-diego_california/

When renting an apartment, make sure that you understand the terms of rent including the rental period, expected rent increase, security deposit, termination requirements (move-out notice), house rules, etc.

Sometimes students decide to live with a roommate. It is very important to develop a written agreement to maintain a positive living experience. Do some research on what area to cover on the agreement.

<http://www.lawdepot.com/contracts/roommate-agreement/>

There are some families in the area offering rooms for rent. You may find some information on the housing board maintained by the Office of Student Affairs.

<https://www2.palomar.edu/pages/studentaffairs/advertisement-boards-2/housing/>.

DRIVING

Driver's License

If you are over 18 and have a valid driver's license from your home country, you may drive without getting a California driver's license (http://www.dmv.ca.gov/dl/dl_info.htm)

However, you may need to pay higher auto insurance premium without a California driver's license.

To obtain a California driver's license, you need to take a multiple choice written test and a driving test at a Department of Motor Vehicle (DMV). You can obtain the handbook (study material for the test) or make an appointment for the tests at the following DMV offices.

DMV San Marcos: 590 Rancheros Drive

DMV Escondido: 725 North Escondido Blvd. (760) 741-2811

DMV Oceanside: 4005 Plaza Drive. (760) 941-9300

https://www.dmv.ca.gov/portal/dmv/detail/dl/dlapp_inks.

Be sure to bring your passport, I-94, and I-20 form to take the test to prove your legal presence here in the U.S.

Automobile Insurance

In the state of California, an automobile insurance policy is mandatory. If you are caught driving without a proper insurance policy, you could be jailed and/or fined. Look at the telephone book or use the Internet to research an auto insurance company which best serves your needs. Following is a list of terms you need to know when purchasing an insurance policy.

- Bodily Injury Liability (required in most states in the U.S.)
This coverage compensates the driver of the other car and its passengers in the event you get into an accident.

- **Property Damage Liability**
This coverage will pay for the repair and replacement of the other driver's car or property in the event of an accident.
- **Personal Injury Protection**
This coverage pays for the medical and funeral costs associated with an accident for you and your family regardless of whose fault it was.
- **Uninsured or Underinsured Motorists**
This coverage pays for medical and funeral costs for you and your family in the event you get in an accident with either a hit-and run driver or a driver who doesn't have enough auto insurance.
- **Collision and Comprehensive**
Collision reimburses you for the full cost of repairs or replacement of your car after an accident. Comprehensive covers you in the event your car falls victim to a natural disaster, vandalism or theft.

It is illegal to drive without auto insurance that at least covers body injury and property damage. You may want to consider purchasing a full-coverage policy to cover the damage caused by a collision with an uninsured driver.

Vehicle Registration

You must register your automobile to drive in California. If you purchase the car from a dealer, the dealer will take care of the registration. However, if you purchase a car from a private party, there are certain steps you must take. You can get the information on how to transfer a title of a car at DMV's website at <https://www.dmv.ca.gov/portal/vehicle-registration/new-registration/>. Please note that you will not be able to register a car without automobile insurance.

Public Transportation

There are several buses that stop in front of Palomar College off Mission Road. For the maps, schedules, and other detailed information about bus and trains, go to <https://gonctd.com/maps-schedules/schedules/>.

Social Security Number

You can apply for a social security number if you have secured a job. If you are hired as a student employee on campus, please refer to the employment information page of the handbook for the procedure to apply for a social security number.

BANKING

Opening a Bank Account

In the U.S., it is common for people to have a checking account. It is much safer than carrying cash. Each banking institution has special checking plans, in which minimum deposits, monthly service charges, and other features and services vary. Study the booklet that lists different plans in detail and choose the plan that best meets your needs.

Here's a list of some banking institutions in our area:

California Coast Credit Union	140 Knoll Rd. San Marcos ATM on campus at Bookstore
Wells Fargo Bank	1000 W. San Marcos Blvd., San Marcos 760-891-0061
US Bank	190 S. Rancho Santa Fe Rd., San Marcos 760-734-4140
Bank of America	601 S. Rancho Santa Fe Rd., San Marcos 760-630-3220
Union Bank of California	669 S. rancho Santa Fe Rd., San Marcos 760-744-2491

NOTE: When using checks, it is important that you balance your checkbook on a regular basis to make sure the funds are available.

FINANCING

To transfer funds from home, you can choose one of the following.

Wire-transfer

Your (your sponsor's) bank back home will electronically transfer funds to your bank here in the U.S. You'll need to provide the local bank's name, address, routing number and your account number to the bank overseas. You will need to pay a service charge; however, this should be the quickest way to transfer funds.

Cashier's Check

Your family can go to the bank in your home country and request a cashier's check made payable to you. Once you receive the check by mail (registered/certified mail recommended), you can deposit the check into your account here.

NOTE: A postal money order is not as convenient. If the money order is for a large amount, you may have difficulties trying to cash it at a local post office.

When to Receive the Funds

Your class fees are due when you enroll in classes. If your fees are not due within 10 days of registration, you will be dropped from classes. Plan accordingly so that your fees are paid on time.

TAX RETURNS

All the international students in the U.S. on F, J, and M visas are required by the Internal Revenue Service to file a tax return even if you did not earn any U.S. based income.

Students without any U.S. based income

If you did not earn any money in the U.S. (on campus employment, receiving local scholarship, etc.) during the previous year, you only need to complete form 8843 (<https://www.irs.gov/pub/irs-pdf/f8843.pdf>).

Students with U.S. based income

If you received any U.S. based income during the previous year, you will need to complete both 8843 and 1040NR-EZ (or 1040 NR if you meet the substantial presence criteria) (<https://www.irs.gov/pub/irs-pdf/f1040nr.pdf>).

MEDICAL INSURANCE

All international students attending Palomar College on F, J, and M visas are required to have an adequate medical/accident insurance policy. Without proof of coverage, students may not be registered in any classes. Following is the summary of minimum coverage required for international students:

Insurance providers are negotiated by the Coordinator of International Education and are subject to change from year to year. Students will contract with and pay the insurance company directly.

Urgent Care

On-campus: visit the health services center located across from the NS Natural Science Bldg.

Off-campus: if you are insured through International Student Insurance, follow the instructions to visit the Urgent Care Clinic that is acceptable in your plan.

Emergency Room: avoid going to the hospital emergency room if your condition is not life-threatening, or your insurance policy may not cover the expenses incurred.

Hospitalization

Contact the Office of International Education at 760-744-1150, extension 2167 with the following information (name of your hospital, the reason for your hospitalization, your room number, admission date, the expected release date, your doctor's name). We will contact your instructors for your absences from the classes.

For serious conditions, it's important that you have the following information readily available, so the hospital can contact the appropriate person/agencies, if necessary.

- a. insurance card
- b. emergency contact person information
- c. consulate information
- d. passport information
- e. college contact

AUTO ACCIDENT

Call Police at 911 if there are any injuries to yourself, the other driver or passengers.

Be sure to exchange the automobile insurance information with the other driver

1. Driver's Name
2. Driver's Phone Number
3. Make, model and year of car
4. License number from the car registration
5. Name of the insurance company and policy number.

NEVER GIVE YOUR ADDRESS OR ALLOW ANYONE TO TAKE A PICTURE OF YOUR DRIVER'S LICENSE.

If there are any witnesses, ask them to stay until the police arrive. If they cannot stay, ask for their name and telephone number.

If there is any injury, they may take you to the hospital. Make sure to keep your insurance policy information with you at all times.

ARREST

Read this information and be familiar with what to do/not to do in the event of arrest:

<https://www.aclusocal.org/en/Know-Your-Rights>. If you are convicted of a serious crime, contact your consulate as soon as possible.

Also contact the Office of International Education at 760-744-1150, extension 2167 so we will be informed. We will not bail you out of jail.

OTHER IMPORTANT ISSUES

Please report any of the following issues to the Office of International Education Office so that we can direct you to the appropriate office or agency.

- Sexual Harassment
- Alcohol and Drugs
- Domestic Violence
- Rape
- Depression
- Eating Disorders
- Sexually Transmitted Diseases

Local Information

Post Office (U.S. Postal Service)

420 North Twin Oaks Valley Road

Directions from Palomar College:

- east on Mission Road (towards Escondido)
- north (left) on Firebird Street
- east (right) on Richmar Avenue
- north (left) on North Twin Oaks Valley Road

Grocery Stores (food & other items) and Drug Stores (medication)

CVS Drug Stores:	1302 W Mission Road OR 997 Woodland Parkway
Albertsons Grocery Store	1929 West San Marcos Blvd OR 151 Woodland Parkway
Vons Grocery Store:	671 South Rancho Santa Fe Road

Shopping Center

Grand Plaza	101-197 S. Las Posas Road
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Movie Theater

Edwards San Marcos Stadium	1180 W. San Marcos Road
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There are so many restaurants and fast food places in San Marcos. The following is a place that has variety of restaurants in one location.

Old California Restaurant Row:	1020 San Marcos Blvd 18 restaurants offering a variety of foods including Mexican, Italian, Indian, Chinese, Sea Food, Indian, Japanese, and Thai.
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There are many other restaurants, also, located throughout the city of San Marcos such as Vietnamese, Filipino, and Greek.

DHS (Dept. of Homeland Security) Information

Important Terms

PASSPORT

This is a traveling document issued by your home government. You are required to keep your passport valid all times. If your passport is to expire, you are required to contact your embassy (consulate) and find out the procedure for passport renewal.

VISA

Visa is a stamp issued by the American Embassy (Consulate) for the purpose of entering the United States of America. Each visa indicates the purpose of the entry to the U.S., i.e. F-1 is for studying purposes, while B-2 is for visiting (for pleasure). The majority of F-1 visas are given for multiple entry purposes, which means that you could travel in and out of the U.S. as many times as you wish as long as your visa is valid. However, people sometimes receive F-1 visas with single entry purpose - check your visa to see which type of entry it indicates. Since the visa is required only to enter the U.S., it is legal to remain in the U.S. with an expired visa as long as you meet other requirements (valid passport & I-20, I-94 with a D/S notation, maintenance of status, etc.) F-1 visa renewal is done at the American Embassy/Consulate only. You **cannot** do so at the Department of Homeland Security.

STATUS

Once you enter the U.S., you will be given a **status** according to the type of visa you hold. Students with an F-1 visa will receive an F-1 status, and those with an M-1 visa an M-1 status. You are legally permitted to remain in the U.S. while maintaining your status.

I-94

You received an I-94 (Arrival/Departure Record) card during your flight to the U.S. I-94 indicates your nonimmigrant status, date and port of entry, and the INS admission number. If you entered the U.S. on an F-1 visa, your I-94 card should have an inspector's note as F1- D/S. D/S means Duration of Status - you are permitted to stay in the U.S. as long as you maintain your F-1 status.

Form I-20

Form I-20 is a DHS document you need to apply for an F-1 visa. In addition, Form I-20 allows you to study at the institution which issued the form to you. It is important that you keep your I-20 valid all the time just as with your passport. When you transfer to another academic institution, you need to receive a new I-20 from that school. In addition, if your I-20 is to expire, you need to request a program extension at least 30 days prior to the expiration date of your I-20 to maintain your F-1 status.

Maintenance of F-1 Status

Maintenance of F-1 status allows you to stay legally in the U.S. INS requires persons with F-1 status to:

- Enroll in and complete the minimum of 12.0 units each semester (**please note that the number of units with FW grades does not count toward the required number of units**).
- Keep their I-20 valid - only attend the school which issued them the I-20, unless they have a special permission from the school to concurrently enroll at another DHS approved school
- Refrain from unauthorized employment
- Maintain adequate academic progress (maintain an overall GPA of 2.0 or higher)

Falling Out of F-1 Status

An F-1 student would fall out of status (become illegal) on the following occasions:

- Falling below the **required** 12.0 units per semester (ex. FW grades)
- Remaining at the school with an expired I-20
- Having an expired passport
- Studying at a school without an appropriate I-20
- Remaining in the U.S. for longer than the allowed period (past the 60 day grace period*)
- Engaging in unauthorized employment

*Grace period: 60-day period given to prepare your departure from the U.S. upon completion of your program (graduation and/or completion of practical training)

Reinstatement to F-1 Status

If you fall out of status, you will lose eligibility to certain opportunities that are available to F-1 students such as on-campus employment and curricular/optional practical training. To apply for reinstatement to status, make an appointment with the Coordinator, International Education. Please be advised that depending on the reason of your falling out of status, you may be advised to start a brand new F-1 status by travel (leaving the U.S. for a short period of time and returning with a brand new I-20 form).

** You will be allowed to continue your studies at Palomar College only if the DHS officer approves your request for reinstatement to status. If your request is denied, you will no longer be allowed to study at Palomar College, and you will be required to return home by the date set by the Department of Homeland Security.

If you have F-1, D/S immigration status but are not currently attending your assigned school or you were not attending full-time last term, you must apply to the United States Immigration and Citizenship Services for **REINSTATEMENT TO STATUS** if you want to attend (or keep attending) Palomar College. Here's the process to apply for reinstatement to status.

1. Get a current copy of your (or your sponsor's) bank statement with a minimum deposit of \$17,800

2. Write a letter addressed to the U.S. Citizenship and Immigration Service with the following information:

- a. Chronological dates of entry to and departure from the U.S., reason for the entry/departure, the kind of visa status for each entry
- b. List of all schools attended anywhere in the U.S. (chronological order) with attendance dates and the outcome of each attendance
- c. Explanation of the reason that you failed to maintain student status
- d. Detailed explanation of why your falling out of status was beyond your control
- e. Specific, detailed explanation of your hardship you may face if you were not reinstated
- f. List of courses you are taking/intend to take with explanation of goal you are pursuing
- g. Statement that you were not engaged in unlawful employment
- h. Statement that you have not committed any immigration violations that would make you deportable

3. Make an appointment to see Yasué O'Neill, Coordinator of International Education, for the appointment. Bring your passport, I-94 card, all the I-20 forms you ever received, your letter addressed to USCIS, official copies of transcripts and the bank statement. Depending on the situation that caused you to fall out of F-1 status, you will receive a support letter to mail with your application for reinstatement to status.

4. When the support letter is ready, mail the application for reinstatement with all the documents listed in item #3 to:

California Service Center
P.O. Box 10539
Laguna Niguel, CA 92607-1053

5. The final decision will be made by the U.S. Citizenship and Immigration Services, California Service Center.

TRAVELING DOCUMENTS

If you are traveling outside the U.S. during the breaks, there are certain documents you need to have:

- a valid passport
- valid visa
- form I-20 that is endorsed for re-entry purposes. Although you **may** (please see the section on Automatic Visa Revalidation policy change on USA PATRIOT Act of 2001 for exceptions) travel to contiguous territory such as Mexico and Canada with an expired visa, you will still need to have a valid passport, I-94 (do not give this to the airline counter representative if you are flying to any of the contiguous territory) and an endorsed I-20 form.

IIRAIRA (Illegal Immigration Reform And Immigrant Responsibility Act)

IIRAIRA was signed by President Clinton on September 30th, 1996. The purpose of this act is to have tighter control of both immigrants and non-immigrants in the United States of America. Furthermore, this act gives stricter regulations on F, M, and J visa holders. Some of the context of this act include:

- Section 625: Foreign Students and Inadmissibility of Certain Student Visa Abusers - bars F-1 status for foreign students seeking to attend a public elementary school or a public adult education program. *You may not take any free classes such as non-credit ESL, R.O. P. classes, etc.*
- Section 641: Program to Collect Information Relating to Nonimmigrant Foreign Students and Other Exchange Program Participants - data to be collected includes identity and current address, date of visa issuance/change of status, current academic status including whether maintaining full-time status, any disciplinary action taken by the institution as a result of a criminal conviction.
- Section 632: Elimination of Consulate Shopping for Visa Overstays - Nonimmigrant visa stamps in a foreign national's passport will be considered to be void as soon as a nonimmigrant remains in the U.S. beyond the period of authorized stay. Aliens are precluded from seeking a new visa at any post other than in their country of nationality. *When you stay in the U.S. longer than permitted, your nonimmigrant visa stamp becomes void even though the visa is still valid. In addition, you will need to go to the embassy or consulate in your home country.*
- Section 301(b): Treating Persons Present in the United States Without Authorization as Not Admitted - any alien who is unlawfully present in the U.S. for more than 180 days but less than 1 year and who leaves and then seeks re-admission to the U.S., is inadmissible for 3 years. If an alien is unlawfully present in the U.S. for more than 1 year, the alien is inadmissible to re-enter the U.S. for a period of 10 years. *If the Immigration Judge finds you unlawfully present * in the U.S. and you had stayed in the U.S. for more than 180 days, you may not be allowed to re-enter the U.S. for three years. If you had stayed unlawfully present in the U.S. for more than three years, you may not be allowed to re-enter the U.S. for more than 10 years.*
 - * An immigration judge may find you unlawfully present on occasions such as being out of status for more than two years or having been caught working without proper employment authorization from the DHS.

USA Patriot (Uniting & Strengthening America by Providing Appropriate Tools Required to Intercept & Obstruct Terrorism) Act of 2001

The events on September 11, 2001, have created various changes with the Immigration and Naturalization Service policies and regulations. The following is the list of items which may directly affect you.

- Mandated implementation of student tracking system by January 2003 – SEVIS (Student/Exchange Scholar and Visitor Information System) has been developed, and all the institutions within the United States are required to report certain information on each students/scholars with F, M, and J visa status.
 - Information to be reported includes:
 - a. Identity, permanent and current address
 - b. Date/place of birth
 - c. Country of citizenship
 - d. Date of commencement of studies
 - e. Degree program (AA, certificate, transfer program) & field of study (major)
 - f. Visa classification, date of visa issuance or classification granted
 - g. Academic status of student (full-time, part-time)
 - h. Academic disciplinary actions taken against the student due to criminal convictions
 - i. Practical training information (beginning and ending dates)
 - j. Termination date and known reasons

- Mandated that the institutions inform the DHS of any failure of new students to enroll or to commence participation.

Other Important Changes

- Automatic Visa Revalidation – effective April 1, 2002, citizens of state sponsors of terrorism will no longer qualify for the automatic revalidation of visa benefit. In addition, **any nonimmigrant** who chooses to apply for a new visa while in contiguous territory (Canada, Mexico, etc.) will no longer qualify for this benefit.

DHS Qs and A

Q: My passport expires in a couple of months. How can I renew it?

A: You need to contact your embassy (consulate) and find out the procedure. Come in to the Office of International Education for the location of the nearest embassy or go to <http://www.embassy.org/embassies/>.

Q: My visa expires in a month. How and when can I renew it?

A: As already mentioned, you can legally remain in the U.S. while your visa is expired. However, once you leave the U.S. (except for a short trip to Canada or Mexico), you will need to have a new F-1 visa to re-enter the U.S. You should renew your visa while you go back to your home country during the breaks. Please contact the Office of International Education to receive proper documents for visa renewal purpose.

- Q: My visa is still good for three more years, and I want to go back home during the break. What do I need to do to re-enter the U.S. to continue my studies at Palomar College?
- A: As long as you have maintained your F-1 status and your I-20 has not expired, all you need is an endorsement on the back of your I-20. Please come in to the Office of International Education at least 3 days prior to your departure to get the re-entry endorsement. You may also email internationalstudents@palomar.edu to request a re-entry endorsement during periods of office closure.
- Q: My visa expired last month. Can I still go to Mexico?
- A: Yes, you may (**except students from certain countries**). With an expired F-1 visa, you may visit either Mexico or Canada as long as the visit won't exceed 30 days. When you cross the U.S. side of the border, do not let go of your I-94 card. Also make sure to obtain the re-entry endorsement on the I-20.
- Q: My I-20 expires at the end of this semester, but I still need a couple of more semesters at Palomar before I complete my studies. What do I need to do?
- A: You need to request a program extension. Come in to the Office of International Education to see if you are eligible for it, and if you are, the Coordinator, International Education will take care of the necessary procedure. You can also email internationalstudents@palomar.edu if the office is closed for a prolonged period.
- Q: Can I work in the U.S. while maintaining my status?
- A: Refer to the Employment Opportunity section of this book.

PROGRAM EXTENSION

Eligibility

An F-1 student is eligible for program extension if:

- He or she has continually maintained status;
- The delay in completion is caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research programs, or documented illness; and
- Delays caused by academic probation or suspension are not acceptable reasons for program extension.

(8CFR §214.2(f)(7)(iii))

Procedure

To process a program extension, the student must:

- Get a copy of the Program Extension packet from the Office of International Education or request information by email from internationalstudents@palomar.edu.
- See the International Student Counselor to develop an updated educational plan indicating how many more semesters you need to complete your program
- Write a letter explaining the reason for a program extension (why you could not complete the program within the given time) and how much longer you need to complete the program
- Submit the letter, an updated educational plan signed by the counselor, and a current copy of a financial statement (with the statement of financial support if the bank statement is from your sponsor/parents) to the Office of International Education
- When the Coordinator of International Education determines the student is eligible for program extension, a new I-20 indicating a new completion date will be issued.
- Once the new I-20 is issued, come in to the Office of International Education to sign the forms.

Deadline to Apply for Program Extension

The DHS regulations require students to apply for a program extension before the current I-20 form expires. In addition, a new, extended I-20 must be issued before or on the expiration date of the current I-20 form. Because of this policy, students at Palomar College must apply for a program extension with all the required documents at least one week prior to the expiration date.

Employment Opportunities

Employment opportunities for international students are very limited. Please see the following options.

ON-CAMPUS EMPLOYMENT

International students maintaining status (12.0+ units) are eligible to work on campus up to 20 hours a week during the semester, and 40 hours a week during summer. You may contact the Mail Room, Cashier's Office, Custodial Office, Bookstore, and Cafeteria to see if there are any open positions. You also want to keep checking the available student employment positions at <http://www2.palomar.edu/pages/hr/student-employment/>.

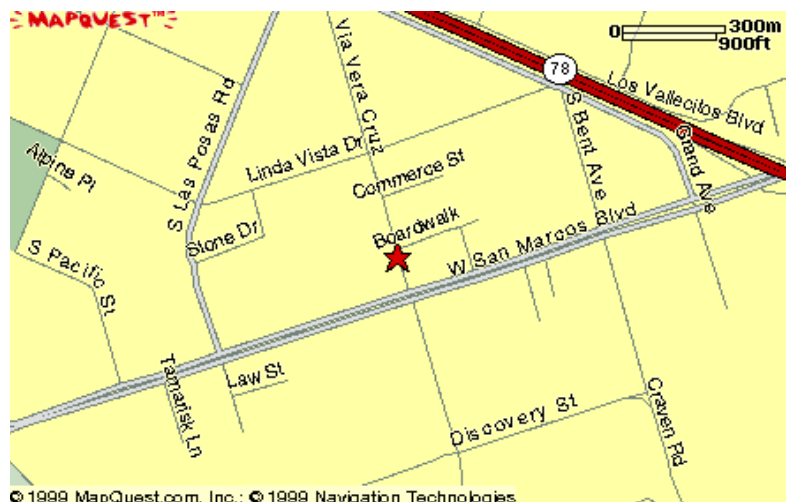
Once you are offered a position on campus, ask your supervisor to write a letter of employment addressed to the Social Security Administration indicating the terms of your employment which include the following:

1. Your name
2. Department of employment
3. Employment schedule (hours)
4. Starting wage
5. Proposed starting date
6. Supervisor's contact information

Bring the letter to the Office of International Education, so we can issue you the letter for status and employment eligibility verification purpose. Once you receive the letter from us, take the two letters, I-20, I-94 and your passport to the Social Security Administration office to apply for a social security number.

Local SSA office in San Marcos:

367 Via Vera Cruz, San Marcos, CA 92078
Office Hours: M-F, 9AM-4PM (except
Federal holidays)



OFF-CAMPUS EMPLOYMENT

Curricular Practical Training (CPT): your major requires you to take CE 100/150 for you to be eligible for CPT.

In order to request Curricular Practical Training, please read the following procedure:

1. Register in the appropriate CE 100/150 course.
2. Find an employer where you will be working to satisfy the cooperative education requirement.
3. Bring the employer's information (name, address and telephone number) with your I-20 form to the Office of International Education.
4. **Only after the Coordinator of International Education recommends your CPT application and processes the recommendation in SEVIS (Student/Exchange Visitor Information System), you can start working for the employer indicated on the back of your I-20 form.**

Optional Practical Training (opt):

After you maintain your F-1 status for two consecutive semesters, you will become eligible for Optional Practical Training, in which you are allowed to work off-campus in the field of your major. However, this is a limited opportunity, you are encouraged to wait till you complete your studies here in the U.S. If your major is General Studies or Liberal Arts & Sciences, the Immigration and Naturalization Service may not approve your request for practical training. Practical Training program allows F-1 students to work in the field of your major (no Practical Training is recommended for General Education/Liberal Arts & Sciences major) full-time for one year after the completion of your study, or part-time (20 hours a week) for two years during your studies.

In order to request Practical Training, please read the following procedure:

1. Receive a copy of OPT packet from the Office of International Education
2. Fill out the forms I-765 & I-538, signature form (sign in **black ink** within the frame).
3. Bring the following items to the Office of International Education for recommendation.
 - Form I-765
 - Form I-538
 - Original I-20 forms (all the I-20 forms you ever received)
 - Passport
 - Signature Card
 - 2 photographs
 - Application fee of \$410.00 and Biometric Fee of \$85 (personal check, made payable to **Department of Homeland Security**). **This fee will increase to \$550 (includes Biometric**

Fee) on 10/02/20, though there is an injunction and stay filed in U.S. District Court on 9/29/20.

- 4. Pick up all the documents at the Office of International Education** once the recommendation process is completed. Mail the following documents **with Return Receipt Request** to:

**BCIS CALIFORNIA SERVICE CENTER
P.O. BOX 10765
LAGUNA NIGUEL CA 92607-0765**

- Forms I-765 & I-538
- Signature card
- Photocopies of your I-20 form(s), I-94, and I-538 (all the photocopies should be both front and back)
- A fee of US \$410.00 and \$85.00 (personal check, no cash) made payable to Department of Homeland Security. As of 10/02/20, the fee is \$550.00, which includes the Biometric Fee. As of 10/12/20, this fee increase is under an injunction and stay.
- Two (2) photographs taken by a professional, according to the regulation

Please remember that you are not advised to leave the United States until your request has been approved (receive an EAD - Employment Authorization Document).

You **must not start working** before the start date stated on the EAD.

When you receive your EAD, please bring it to the Office of International Education, so we can make a photocopy of the document.

If you have any questions, contact the Office of International Education at (760) 744-1150, extension 2167 or email internationalstudents@palomar.edu.

OFF-CAMPUS EMPLOYMENT DUE TO UNFORESEEN ECONOMIC HARDSHIP

This is available to students who face unforeseen financial hardship, such as sudden change in exchange rate (as it happened in some Asian countries in December 1997), sponsor's losing his/her job, or sponsor's death. To be eligible, you have to be in F-1 status for two consecutive semesters and able to provide documentation to prove your hardship.

**** IMPORTANT**

Unauthorized employment will violate your nonimmigrant status. Please refrain from any such activities.

Examples

- Your sponsor lost his/her job
- Your sponsor deceased
- Drastic changes in exchange rate

Procedure to Apply for Off-Campus Employment Under Economic Hardship

1. Complete the Financial Needs Worksheet
2. Complete the forms I-765 & I-538
3. Have two photographs taken according to the instruction
4. Sign on the Signature Card (within the frame in **black ink**)
5. Gather documentation to prove your hardship
6. Write a statement explaining your hardship (including the reason that on-campus employment is not an option to meet your financial needs)
7. Bring all the above documents to the Office of International Education (OIE)
8. Return to the OIE in two days to pick up the packet

Mailing Instruction

Mail the following documents to : USCIS California Service center
P.O Box 10765
Laguna Niguel, CA 90207-0765

- photocopies of I-20 (front and back) and I-94 (front and back)
- forms I-765 & I-538
- signature card
- two photos
- fee of \$410.00 check made payable to Dept of Homeland Security or \$550 after 10/2/20 – **do not send any cash.**

Make sure to mail the packet with Return Receipt Request (you have to go to a local post office for this service). This is very important because the receipt you will receive is the proof that you mailed the request.

NOTE: The employment authorization application process at the service center currently is taking approximately 90 days.



Your Responsibilities as an International Student At Palomar College



As an international student with F-1 visa status, there are certain requirements you must meet throughout your stay here at Palomar College.

- **Maintenance of valid accident/sickness insurance policy** – without the proof of valid policy filed in your student holder at the Office of International Education, you will not be allowed to enroll each semester.
- **Address Change Notification** – you are required to notify your new address to the Office of International Education immediately after you move.
- **Major Change Notification** – you are required to notify the Office of International Education if you decide to change your major. You must see the International Student Counselor to develop a new education plan and a new I-20 form indicating the new major will be issued within a couple of days.
- **Maintenance of Status** – you are required to maintain your F-1 visa status (please see the information on how you can maintain your status under INS Information)
- **Updating Educational Plan** – it is your responsibility to develop and update your educational plan with the assistance from the International Student Counselor.
- **Palomar Student Email Address** – All communication from the Office of International Students will be sent to your Palomar student email address. You can download the Outlook Mobile App so your student email account can be accessed on your cellular phone. Please check your student email account regularly so you will be informed of important notices.