



# **STUDENT HANDBOOK**

## **2017**

1265 El Camino Real #250  
Santa Clara, CA 95050

Ph: 408 374-5066  
Fax: 408 884-4984

[info@calcc.edu](mailto:info@calcc.edu)  
[www.calcc.edu](http://www.calcc.edu)

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. "



CalCC Language Programs are nationally accredited by the Accrediting Council for Continuing Education and Training. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.



"This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations."

Dear Prospective Student,

On behalf of the faculty and staff at California College of Communications, I would like to welcome you to our English Language School. We look forward to helping you start your English language training and supporting your needs to attain your goals.

CalCC's programs are designed to help non-native speakers of English master the conventions of academic English for both college and university level courses, the TOEFL exam, as well as their personal growth and development. By taking ESL courses at CalCC, students learn how to meet the high standards demanded by the academic community and professional workplace. Our alumni have transferred to various local universities and colleges including: San Jose State, Cal State East Bay and San Francisco State Universities, and Mission, De Anza, and West Valley Colleges.

Our dedicated, knowledgeable and multi-lingual instructors believe that our education style and our family-like atmosphere are incomparable. Our school is committed to the following goals:

1. To help students attain an expert level of English language fluency and accuracy in written and spoken forms.
2. To help students adapt culturally and interculturally.
3. To hone and enhance English language skills of international students for successful college or university entrance in the United States.
4. To create opportunities to explore the options of academic pathways in the United States.
5. To stimulate curiosity about American culture and provide the conversational skills to participate.
6. To provide our students with the support and services they require to make the transition from their own countries to life in the United States.
7. To be recognized for our excellence in teaching and learning aligned with accreditation standards.
8. To promote cultural diversity, good citizenship, global awareness and human dignity.
9. To recruit talented and experienced English language specialists and staff and promote their continued professional growth.

We invite you to visit our facility  
Where we will evaluate your  
Language skills and place  
you in the appropriate  
program that best  
suits your needs.



Best wishes,  
Omer Uyklu, Ph.D.  
Dean of Education

#### MISSION STATEMENT

*The mission of CalCC ESL Program is to help non-natives speakers of English master the conventions of academic English for college and university level courses and enhance their language skills through cultural exchange. CalCC offers opportunities for students to explore academic pathway options towards future career. Additionally, our conversation courses promote practical English usage with diverse individuals in real world scenarios. We also prepare students for the TOEFL examination in order to pursue higher education in competitive fields. By taking ESL courses at CalCC, students learn how to meet the high standards demanded by the academic community and professional workplace.*

## ADMINISTRATIVE STAFF

Omer Uyklu, Ph.D.  
President, PDSO  
[omer@calcc.edu](mailto:omer@calcc.edu)

Maria Esther Fraser B.A.  
Vice President, DSO  
[maria@calcc.edu](mailto:maria@calcc.edu)

Leman Uyklu, M.A.  
Publicity Director  
[leman@calcc.edu](mailto:leman@calcc.edu)

Sharon Chien, M.Ed.  
International Students Advisor  
[sharon@calcc.edu](mailto:sharon@calcc.edu)

Ann Mizuno, B.A.  
International Students Advisor, DSO  
[info@calcc.edu](mailto:info@calcc.edu)

Regina Lima, B.A.  
Director, Intl Students  
[info@calcc.edu](mailto:info@calcc.edu)

## FACULTY

Arlene Montemayor, M.A.  
TESOL & ESL Instructor  
[arlene@calcc.edu](mailto:arlene@calcc.edu)

Lynn E. Mitchell, B.A.  
ESL Instructor  
[lynn@calcc.edu](mailto:lynn@calcc.edu)

Gina Bello, M.A.  
ESL Instructor  
[gina@calcc.edu](mailto:gina@calcc.edu)

Sharon Chien, M.Ed.  
ESL Instructor  
[sharon@calcc.edu](mailto:sharon@calcc.edu)

Celine Bakan, M.A.  
ESL Instructor  
[celine@calcc.edu](mailto:celine@calcc.edu)

Karen Leubben, M.A.  
ESL Instructor  
[karen@calcc.edu](mailto:karen@calcc.edu)

Jennifer Bean, M.A.  
ESL Instructor  
[jennifer@calcc.edu](mailto:jennifer@calcc.edu)

Lingli Wang, BA  
ESL Instructor  
[lingli@calcc.edu](mailto:lingli@calcc.edu)

Zeynep Demirel, B.A.  
ESL Instructor  
[zeynep@calcc.edu](mailto:zeynep@calcc.edu)

Grazia Mora, B.A.  
ESL Instructor  
[grazia@calcc.edu](mailto:grazia@calcc.edu)

# Academic Policies

## Application Process

ADMISSION FOR LOCAL STUDENTS	
<b>Requirements</b>	<p>Students applying for admission to California College of Communications are required to have a High School Diploma, a GED certificate or its equivalent.</p> <p>All applicants are required to complete a personal interview with the Dean of Education. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty and ask questions relating to the campus, curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.</p> <p>Once an applicant has completed and submitted the Application Form, the school reviews the information and notifies the applicant of the decision. If an applicant is not accepted, all fees paid to the school are refunded, except for the registration fee.</p> <p>Students can enroll every four weeks on the dates shown in the school academic calendar. They can also apply up to one year in advance of a scheduled class start.</p>
<b>The following items must be completed at the time of application:</b>	<ul style="list-style-type: none"> <li>• Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian).</li> <li>• Payment of registration fee (\$100 non-refundable).</li> <li>• The school reserves the right to reject students if the above items are not complete.</li> </ul>
<ul style="list-style-type: none"> <li>• Prospective students who have a high school diploma or a recognized equivalency certificate (GED) need to submit proof that they received the diploma. This is indicated in the enrollment agreement.</li> </ul>	

ADMISSION FOR INTERNATIONAL STUDENTS	
<b>Overview</b>	The school offers training in English as a Second Language programs for the international students coming to this country to improve their English or to continue pursuing their education in other higher education institutions.
<b>Requirements</b>	<p><b>International students who apply to CalCC for admission must provide the following before they are admitted to the school:</b></p> <p><b>Documented evidence of financial support:</b></p> <ul style="list-style-type: none"> <li>• Letter from sponsor (either from their country of origin or from a sponsor in the U.S.).</li> <li>• Bank statement showing sponsor has the funds necessary to cover the student's stay in the United States (minimum \$19,000 per year).</li> <li>• An international student registration fee (\$200 non-refundable)</li> <li>• The I-901 SEVIS fee (\$200 non-refundable to USCIS).</li> </ul> <p><b>Training must be on a continuous basis for the student to be in Status:</b></p> <ul style="list-style-type: none"> <li>• The students may not take a leave of absence, until after 6 months of continuous attendance, except in case of extreme emergency (i.e. personal serious illness, death in the family).</li> <li>• The school has short winter and summer breaks. Major holidays observed in U.S. are also off.</li> <li>• A non-immigrant student is not allowed to hold a job unless permission is granted by the Department of Homeland Security.</li> </ul>
<b>Visa Denial</b>	You must inform CalCC in writing if the U.S. Consulate in your country refuses to issue you a student visa. There is no refund for the \$200 Registration fee or the \$200 SEVIS fee, if a visa is denied. However, if the student would like another I-20 within five months of their initial I-20 program start date, CalCC will create one at no additional cost.
<b>Enrollment Agreement</b>	All students must sign an enrollment agreement once they register for a program at the school. This is a legal contract between the student and the school. It contains important refund information, please read it carefully. There will be an addendum to the original enrollment agreement for each additional level of English that the student enrolls in.

### STEPS TO APPLY - INTERNATIONAL STUDENTS

<b>FIRST STEP</b>	<ol style="list-style-type: none"><li>1. Apply for acceptance to CalCC by filling out and submitting the “Application Form” on our web site <a href="http://www.calcc.edu">www.calcc.edu</a> under “ESL Programs”.</li><li>2. You will receive an email confirming your application.</li><li>3. Send the registration fee and the SEVIS fee by credit card or ask us for other methods of payment.</li><li>4. Once the payment is confirmed we will issue these documents:<ol style="list-style-type: none"><li>a) Acceptance Letter</li><li>b) I-20 Form</li><li>c) SEVIS fee receipt ( I-901 SEVIS Remittance fee)</li><li>d) Academic Calendar</li><li>e) Schedule of Classes</li><li>f) Other Information about the school that will be helpful to you</li></ol></li><li>5. We will send you these documents by express mail and you’ll receive them at the address indicated by you, within 7 days.</li><li>6. Please scan and email us a copy of your passport information page so we write your name correctly.</li></ol>
<b>NEXT</b>	<ol style="list-style-type: none"><li>1. Make an appointment with the American Embassy or Consulate in your country. There will also be a separate fee to make the appointment with the Consulate in your country of origin and you must pay for this fee.</li><li>2. Sign and date the I-20 form we are sending you.</li><li>3. On your appointment day, take with you the following documents to the American Embassy or Consulate:<ul style="list-style-type: none"><li>• Valid Passport</li><li>• Acceptance Letter (included in the package)</li><li>• SEVIS fee receipt (Do not pay again, we already paid it in the U.S. and we are sending you the receipt)</li><li>• Bank Statement showing minimum USD 19,000 in your, your family’s account or through another sponsor. (This amount is for the main student. Each additional dependent will need to show \$4,000 additional).</li><li>• Personal or sponsor financial letter written and signed by you or your sponsor in your country (or in the U.S.) showing that you will be covered for all your expenses during the time you are in the U.S.</li></ul></li></ol>



## Tuition & Fees

Registration Fee – Initial International Student	\$ 200.00 (non-refundable)
Registration Fee – Transfer International Student	\$ 100.00 (non-refundable)
Registration Fee – Local Student	\$ 100.00 (non-refundable)
SEVIS fee	\$ 200.00 (non-refundable to USCIS)
Tuition (18hrs per week) Morning / Afternoon	\$ 845.00 / session * (4-weeks)
Tuition for 16hrs per week (non F1 student)	\$ 750 / session *
Tuition for 3 sessions together (one level)	\$ 2,460
Books for 3 sessions	\$ 180.00
TOEFL iBT Preparation Course (80hrs – 4 weeks)	\$ 1,350.00
Professional ESL Program Tuition	\$ 845 / session*
Book for TOEFL iBT Preparation Course	\$ 50.00
Conversation in Culture Program	\$ 600 / session*
International Express Mail Fee	\$ 90.00 (non-refundable)
Housing Search Fee	\$ 50.00 (non-refundable)
Transcript: 1 <sup>st</sup> copy free. Additional copies	\$ 10.00 each
Airport Transfer - SFO Airport	\$ 50.00 (non-refundable)
Airport Transfer - San Jose Airport	\$ 35.00 (non-refundable)
Credit Card Fee	\$ 15.00 (non-refundable)
*Each session is 4-weeks long	

<b>Other Important Issues For Payments</b>
International Students are required to pay 4 week session tuition (\$845) together with other applicable fees, at the time of registration. See the Refund Policy in case of withdrawal from the program.
Tuition is divided by the number of sessions (one session is equal to 4 weeks) in the program.
Tuition is due by the 5 <sup>th</sup> day of each session. After this date a \$50 penalty fee for late payment will be charged.
<b>Discounted rate</b> The student can pay 3 months together (\$820/month). The refund issued will be based on the regular monthly tuition fee, not on the discounted rate paid by the student.
We accept credit or debit card, cash or check. For other kind of payments please ask the Administrative Assistants.
Once the student is registered at CalCC he/she is academically recommended to complete minimum <b>ONE full quarter</b> of study. During this time they can still transfer to another program by following the school's rules and SEVIS regulations for transfer.
<b>Transfer or Leave</b> Students are requested to submit a written notice to CalCC, by the 5 <sup>th</sup> day of the session (yellow form or email), informing us that they intend to transfer or to leave the school.

Terms	<b>TUITION DUE DATES - 2017</b>		
	Starts	Ends	Last day for payment without penalty
<b>1st QUARTER</b>	January 2	January 27	<b>January 6</b>
	January 30	February 24	<b>February 3</b>
	February 27	March 24	<b>March 3</b>
<b>2nd QUARTER</b>	March 27	April 21	<b>March 31</b>
	April 24	May 19	<b>April 28</b>
	May 22	June 16	<b>May 26</b>
<b>3rd QUARTER</b>	July 3	July 28	<b>July 7</b>
	July 31	August 25	<b>August 4</b>
	August 28	September 22	<b>September 1</b>
<b>4th QUARTER</b>	September 26	October 20	<b>September 29</b>
	October 24	November 17	<b>October 27</b>
	November 21	December 15	<b>November 24</b>

# Academic Calendar

Terms	2017		2018	
	Starts	Starts	Starts	Ends
1st QUARTER	January 2	January 27	January 2	January 26
	January 30	February 24	January 29	February 23
	February 27	March 24	February 26	March 23
2nd QUARTER	March 27	April 21	March 26	April 20
	April 24	May 19	April 23	May 18
	May 22	June 16	May 21	June 15
3rd QUARTER	July 3	July 28	June 18	July 13
	July 31	August 25	July 30	August 24
	August 28	September 22	August 27	September 21
4th QUARTER	September 26	October 20	September 24	October 19
	October 24	November 17	October 22	November 18
	November 21	December 15	November 19	December 14

TOEFL IBT Preparation	Date	Days
	March 27 to April 21, 2017	Monday through Friday 2 pm to 6 pm
	August 28 to September 22, 2017	

School is Closed	2017	2018
	May 29 - Memorial Day	May 28 - Memorial Day
	Summer Break – July 17 – July 28	Summer Break – June 16 – July 1
	September 4 – Labor Day	September 3 – Labor Day
	November 23 and 24 - Thanksgiving	November 22 and 23 - Thanksgiving
	Winter Break - December 18 to January 2, 2018	Winter Break - December 15 to January 2, 2019

# English Level Placement Procedures

A placement test is given to all students a few days before classes begin. This test measures general English language skills. It is just one tool the School uses to place the students in the appropriate English level of the ESL Program.

- New students are placed in ESL classes based on our placement test, which consists of an oral interview, a writing sample and a multiple-choice exam on listening, reading and grammar. They are given up to four days to try those classes and then the teachers will make a second recommendation of their correct level.
- If a student feels misplaced, she/he should talk to their teacher(s) towards the end of the first week of each session. The teacher(s) will observe the student's performance for the following 2-3 class meetings and decide if the student's placement should be adjusted. The office will notify the student whether the change request has been approved.
- Continuing students advance to the next level based on the recommendations from their teachers as a result of their academic success, at the end of each quarter.
- The placement test is mandatory for all new students. It starts promptly at 11:30 am. The test and the orientation will take approximately 2 hours. After the orientation each student will be assisted individually.

PLACEMENT TEST / ORIENTATION			
2017			
	Starts	Ends	Test/Orientation date at 2:30 pm
1st QUARTER	January 2	January 27	January 2* (10:30am)
	January 30	February 24	January 27
	February 27	March 24	February 24
2nd QUARTER	March 27	April 21	March 24
	April 24	May 19	April 21
	May 22	June 16	May 19
3rd QUARTER	July 3	July 28	July 3* (10:30am)
	July 31	August 25	July 27
	August 28	September 22	August 25
4th QUARTER	September 25	October 20	September 22
	October 23	November 17	October 20
	November 20	December 15	November 17



# Academic Programs

ACADEMIC ESL PROGRAM																																																																									
<b>Program Description</b>	<p>Students will learn the basic skills needed to survive in an English speaking environment. Listening and reading comprehension will be stressed strongly during the first level.</p> <p>In the second and third levels, students will improve their communication, grammar and pronunciation skills along with their vocabulary. They will also be introduced to the cultural values of American society enabling them to assimilate with ease. They will be introduced to additional terminology and hands-on training using word processing. Computer assisted instruction will be utilized with Internet to create international communications.</p> <p>Fourth and fifth level ESL students will improve their communication skills. They will prepare documents using the basic guidelines of developing an outline, researching and composing the findings of this research around the defined outline. Vocabulary and grammar skills will be improved to reach the level required to prepare such documents.</p> <p>Sixth level ESL students will utilize language skills learned in earlier levels and apply them to content requiring critical thinking. Students research, analyze and discuss topics related to literary content. They are expected to produce presentations and convey their ideas orally and clearly. They are assigned to draft and write topical and thematic essays.</p>																																																																								
<b>Objectives</b>	<p>Upon completion of this program students will be able to:</p> <ol style="list-style-type: none"> <li>1. Use correct English in an English speaking environment.</li> <li>2. Understand the verbal and written communications in an ethnically mixed environment.</li> <li>3. Understand the cultural connotations of the language in its context.</li> <li>4. Understand, accept and adapt the social values in the USA.</li> <li>6. Develop grammatically correct documents.</li> <li>7. Perform a critical analysis of literature both orally and in writing.</li> <li>8. Conduct research related to assigned topic / theme.</li> </ol>																																																																								
<b>Skills to be Learned and Measured</b>	Ability to read and understand English content in all aspects; ability to communicate orally in both academic and social settings; ability to write clear and concise essays.																																																																								
<b>Instructional Methods</b>	Classroom lecture, small group discussions, computer assisted teaching, classroom assignments, homework, quizzes, exams, formal presentations, analysis and field trips.																																																																								
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<b>Level 5 (3 sessions) Advanced</b>		<b>Level 6 (3 sessions) High Advanced</b>	
Advanced Listening & Speaking	48 hrs	High Advanced Listening & Speaking	
Advanced Reading	48 hrs	High Advanced Reading	96 hrs
Advanced Writing	48 hrs	High Advanced Writing	48 hrs
Advanced Grammar	48 hrs	High Advanced Grammar	48 hrs
Vocabulary Development	24 hrs	Vocabulary Development	24 hrs
<b>Cost :</b>		<b>Cost :</b>	
Tuition	\$2,535	Tuition	\$2,535
Instructional Materials	\$180	Instructional Materials	\$180

<b>TOEFL / iBT PREPARATION</b>	
<b>Program Description</b>	The TOEFL Preparation course is designed to help students develop and train the skills of listening, writing, speaking, and reading required for the TOEFL test for academic life at a university in the United States as well as for professional license requirements. The class is intensive and requires students' full time commitment to the program. Students will learn critical thinking skills and strategies that will help them feel confident while taking the test. The curriculum of the course is always based on the latest version of the TOEFL test.
<b>Objectives</b>	The overall goals are to help students to: <ol style="list-style-type: none"> <li>1. Increase their cumulative test scores.</li> <li>2. Develop confidence and technique in TOEFL test taking.</li> <li>3. Improve accuracy in speaking, listening, reading and writing.</li> </ol>
<b>Skills to be Learned and Measured</b>	<ol style="list-style-type: none"> <li>1. Weekly TOEFL quizzes: There will be a TOEFL quiz at the end of each week in each of the four skills to monitor progress.</li> <li>2. Assignments: Students will be given homework assignments to help learn and practice the concepts covered in class.</li> </ol>
<b>Instructional Methods</b>	Classroom lecture, classroom assignments and Lab practice. TOEFL instructors will check student progress every session. Students will receive a grade report detailing their progress in each of the covered skills. In addition, attendance and class participation are factors taken into account.
<b>Important Issue for F-1 Students</b>	International students with F-1 visa must take minimum of 6 hours of additional ESL courses to satisfy the 18-hour minimum attendance requirements.
<b>TOEFL PREP COURSE (4 weeks)</b>	
Listening	20 hrs
Reading	20 hrs
Writing	20 hrs
Speaking	20 hrs
<b>Cost :</b>	
Tuition	+
Instructional Materials	\$1,400.00

PROFESSIONAL ESL PROGRAM									
<b>Program Description</b>	Professional ESL program provides non-native speakers with the necessary tools and practice to effectively communicate in English and succeed in the ever-changing global market. Learning professional English is one way to climb the corporate ladder, as your speeches, proposals, letters, and more will capture attention and make you stand out.								
<b>Objectives</b>	<p>Upon completion of this program students will be able to:</p> <ul style="list-style-type: none"> <li>• Successfully engage in conversation in professional and social settings.</li> <li>• Write e-mails, reports and correspondence that are clear, businesslike and conforms to current standards.</li> <li>• Read articles, reports and information in English and be able to summarize the main points verbally and in writing.</li> <li>• Communicate clearly and appropriately over the telephone and by text message.</li> <li>• Outline and lead a topic for a meeting, discussion or debate.</li> </ul>								
<b>Skills to be Learned and Measured</b>	Learn how to give and receive constructive criticism in order to successfully re-write reports, resumes and presentations. Gain confidence in managing difficult situations and intercultural communication.								
<b>Instructional Methods</b>	Classroom lecture, small group discussions, classroom assignments, homework, quizzes and exams.								
<b>Placement Test</b>	Students will be placed in the appropriate level of English classes, according to the results of the Placement Test which is given to them before they start their ESL training.								
<table border="1"> <tbody> <tr> <td> <b>Upper Level only (3 sessions) MODULE 1</b>            Communication Strategies 48 hrs            Advanced Writing Skills 48 hrs            American Business Culture 96 hrs            Field Trips to Colleges and universities 24 hrs         </td> <td> <b>Cost :</b>            Tuition \$2,535            Instructional Materials \$180         </td> </tr> <tr> <td> <b>Upper Level only (3 sessions) MODULE 2</b>            Communication Strategies 48 hrs            Advanced Writing Skills 48 hrs            American Business Culture 96 hrs            Field Trips to Colleges and universities 24 hrs         </td> <td> <b>Cost :</b>            Tuition \$2,535            Instructional Materials \$180         </td> </tr> <tr> <td> <b>Upper Level only (3 sessions) MODULE 3</b>            Communication Strategies 48 hrs            Advanced Writing Skills 48 hrs            American Business Culture 96 hrs            Field Trips to Colleges and universities 24 hrs         </td> <td> <b>Cost :</b>            Tuition \$2,535            Instructional Materials \$180         </td> </tr> <tr> <td> <b>Upper Level only (3 sessions) MODULE 4</b>            Communication Strategies 48 hrs            Advanced Writing Skills 48 hrs            American Business Culture 96 hrs            Field Trips to Colleges and universities 24 hrs         </td> <td> <b>Cost :</b>            Tuition \$2,535            Instructional Materials \$180         </td> </tr> </tbody> </table>		<b>Upper Level only (3 sessions) MODULE 1</b> Communication Strategies 48 hrs Advanced Writing Skills 48 hrs American Business Culture 96 hrs Field Trips to Colleges and universities 24 hrs	<b>Cost :</b> Tuition \$2,535 Instructional Materials \$180	<b>Upper Level only (3 sessions) MODULE 2</b> Communication Strategies 48 hrs Advanced Writing Skills 48 hrs American Business Culture 96 hrs Field Trips to Colleges and universities 24 hrs	<b>Cost :</b> Tuition \$2,535 Instructional Materials \$180	<b>Upper Level only (3 sessions) MODULE 3</b> Communication Strategies 48 hrs Advanced Writing Skills 48 hrs American Business Culture 96 hrs Field Trips to Colleges and universities 24 hrs	<b>Cost :</b> Tuition \$2,535 Instructional Materials \$180	<b>Upper Level only (3 sessions) MODULE 4</b> Communication Strategies 48 hrs Advanced Writing Skills 48 hrs American Business Culture 96 hrs Field Trips to Colleges and universities 24 hrs	<b>Cost :</b> Tuition \$2,535 Instructional Materials \$180
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# Course Description

LEVEL	CLASS	DESCRIPTION
Basic	<b>Listening &amp; Speaking</b>	This course focuses on improving students' listening and communication skills by helping them acquire new vocabulary and recognize and become familiar with the spoken form of English. Students will be given ample opportunity to employ the vocabulary /expressions they have learned during pair work, group, and class discussions. (48 clock hours)
	<b>Reading</b>	This course aims to develop students' reading comprehension skills and vocabulary by teaching them to make a quick survey of the reading and guess the meaning of unknown words from context. Students will engage in pre-reading activities and discussion of the reading passage. (48 clock hours)
	<b>Writing</b>	This course is designed to improve students' writing skills through constructing basic sentences. The class will emphasize on sentence order, subject and verbs, spelling, and punctuation. In this course, students will learn to write in complete sentences, and transform them into short paragraphs. (48 clock hours)
	<b>Grammar</b>	In this course, students will learn the basic grammar structures focusing on the verbs and its tenses. Students will also learn the different usage of the different nouns and pronouns as well as subject and object pronouns. Other than grammar exercises, students will also practice grammar through interaction. This course is designed so that students will build a stronger foundation in grammar and be able use them inside and outside the class. (48 clock hours)
	<b>Vocabulary Development</b>	Emphasis is on content comprehension and development of vocabulary in context and part of speech. Students will also develop important dictionary skills. The course also will addresses common prefixes, suffixes, and basic root forms. (24 clock hours)
Low Intermediate	<b>Listening &amp; Speaking</b>	This course is designed to develop students' listening and speaking skills through new vocabulary, expressions, stresses and intonation, and pronunciation. Students will demonstrate their understanding through taking notes on main ideas from different listening passages. Students will also have great amount of speaking opportunities through sharing ideas and talking about themselves, their culture, and their personal views and experiences. (48 clock hours)
	<b>Reading</b>	This course is designed to develop students' reading strategies through vocabulary, summarizing, and critical thinking. This course will help students to build their reading skills through learning new vocabulary, getting meaning from context, and identifying main ideas in a paragraph. It helps students understand the major and minor details in a paragraph and their relationship to the main idea. (48 clock hours)
	<b>Writing</b>	The emphasis of this course is to help students understand basic understanding of paragraph structure, connect their ideas in a narrative paragraph, compose a paragraph that provide reasons for their opinions, use compound nouns, coordinators, maintain verb tense consistency and use correct prepositions of time and place. (48 clock hours)
	<b>Grammar</b>	This course focuses on helping students learn certain grammatical structures, form, meaning, and grammar usage. Students will learn to use correct tenses, form questions in writing, use correct prepositions, understand nouns and quantifiers, and learn to write a comparison using comparative and superlative forms of an adjective. (48 clock hours)

	<b>Vocabulary Development</b>	Emphasis is on content comprehension and development of vocabulary through different topics, such as, sports, movies, shopping, and jobs. It includes extensive practice with fill in exercises, matching, discussion, and writing, which allows the students to use all four skills of English to practice the new words in each unit. (24 clock hours)
<b>Intermediate</b>	<b>Listening &amp; Speaking</b>	Class work will involve individual, pair, and group work that will encourage maximum student involvement with a focus on achieving greater comprehension and fluency and promoting a cooperative learning approach. Students will participate in conversations and group discussions, expressing their opinions, understanding conversations. Also, students will identify intonations and understand reduced forms, as well as listen for stressed words. (48 clock hours)
	<b>Reading</b>	This course will work on expanding students' knowledge of academic-related issues. We will focus on improving reading comprehension skills and vocabulary. Students will also practice understanding context, finding details, drawing conclusions. They will work on responding critically and expressing their personal point of views. Students will also expand their understanding of idioms and phrasal verb expressions. (48 clock hours)
	<b>Writing</b>	Through carefully modeled and exemplified practice students will be working on brainstorming, organizing, composing and refining ideas into the sentences. Learning the structure of essay requirement for academic writing. Incorporating and utilizing correct grammar sentences. (48 clock hours)
	<b>Grammar</b>	Stresses acquisition and improvement of communicational skills, such as building grammatically correct sentences, finding grammatical errors, using correct subject verb agreement. Understanding perfect tenses as well as quantifiers and using articles accurately. (48 clock hours)
	<b>Vocabulary Development</b>	This course focuses on vocabulary building. Students will learn to decipher the meaning of vocabulary using context clues and decoding skills. It will help develop students' contextual analytical skills and increase their knowledge of synonyms and antonyms. Students will understand derivations and inflections of high frequency vocabulary, learn compound words, phrasal verbs, adjective plus preposition, preposition plus noun combinations. Students will work on vocabulary tasks individually or in pairs. In this course, students will also have an opportunity to engage in discussions that can contribute to their vocabulary development. (24 clock hours)
	<b>High Intermediate</b>	<b>Listening &amp; Speaking</b>
<b>Reading</b>		This course is designed to develop students' reading strategies, vocabulary, and critical thinking skills. Students learn to identify main ideas and supporting details, make inferences, organize information into a chart, read critically, and understand cause and effect. Students will learn to identify new words that signal contrast in the text and determine pronoun reference. (48 clock hours)
<b>Writing</b>		This course will develop students' writing skills in English by understanding the development of sentence and paragraph structures. Students will compose short compositions and improve grammar and editing skills where appropriate. Students are expected to form a thesis statement, research topics, develop arguments, write descriptive content and form opinions. Students will organize, plan and write compositions in the following genres: Narrative, Comparison, Persuasive, Cause/Effect, Argumentative, and Reaction. (48 clock hours)

	<b>Grammar</b>	This course provides both controlled and communicative exercises to help students identify grammatical structures in writing and in conversation. Students will learn the structure of English words, phrases, clauses, and sentences to develop language skills by understanding various forms and functions of noun clauses, adjective clauses, gerunds & infinitives, and passive voice. (48 clock hours)
	<b>Vocabulary Development</b>	Emphasis is on development of vocabulary and conversation. Students will develop basic figurative language such as metaphor and simile. The course will include additional practice in multiple meaning words, homophones and homographs, and pronunciation of minimal pairs. (24 clock hours)
<b>Advanced</b>	<b>Listening &amp; Speaking</b>	In this class, students will develop strategies to improve listening skills by listening to personal interviews followed by academic lectures on related topics. For each listening, students will predict outcomes, listen for the gist as well as details, and paraphrase, summarize and evaluate what they heard. In addition, students will strengthen speaking skills by conducting interview themselves, synthesizing the information and making organized presentations on their findings, employing correct rhetorical signals and grammar. (48 clock hours)
	<b>Reading</b>	This is a class designed to broaden students' knowledge of American short stories. The class will focus on improving reading comprehension skills and vocabulary, guessing meaning from context, and making inferences. Critical thinking will be emphasized in discussions, and creative and analytical skills will be developed through written responses to the stories. (48 clock hours)
	<b>Writing</b>	This course is designed to develop students' writing skills through understanding the crucial steps of academic writing. We will be engaging in critical thinking and reading, which will allow the students to analyze the components of an essay and to compose short essays on current topics. Students will also exercise their paraphrasing and editing skills. (48 clock hours)
	<b>Grammar</b>	This course is designed to expand students' use and knowledge of English Grammar. We will review certain grammatical structures and review the main differences among different verb tenses. (48 clock hours)
	<b>Vocabulary Development</b>	Emphasis is on advanced usage of idiomatic expressions, word collocations and academic vocabulary. Students will understand and use puns and double entendres and high frequency idioms in spontaneous conversation. There will be further analysis and practice of minimal pairs pronunciation. Students are encouraged to develop context analysis skills as they relate to university level subject matter. (24 clock hours)
<b>High Advanced</b>	<b>Listening &amp; Speaking</b>	Students will acquire note taking skills while listening to recorded lectures, conversational turn-taking. Students will reflect and discuss listening selections and share their ideas and opinions in both whole and small groups. Practice in oral presentations will be both an informal and formal critical analysis and the appropriate organization of information. (48 clock hours)
	<b>Reading</b>	The Advanced ESL course is an integration of Reading & Vocabulary, and American Culture. The focus is to analyze fiction and explore American history and culture using literary texts (articles, short stories, novellas) while improving comprehension skills by analyzing themes, symbolism, characterization, figurative language. (48 clock hours)
	<b>Writing</b>	This course is designed for non-native speakers of English (one level below English 1A). Students will develop their academic writing skills by using academic texts that focus on organization, relationship of paragraphs within the essays, and understanding its purpose, audience, tone, and mood. Essays will focus on literary analysis and research, development and organization of ideas using complex sentences in coherent, well-developed paragraphs. Concurrent enrollment in High Advance Reading is required. (48 clock hours)



	<b>Grammar</b>	This course is designed for non-native speakers of English (one level below English 1A). Students will refine their grammar knowledge by learning skills that will enable them to recognize, evaluate and edit their own essays. The course will focus on sentence structures and their interrelationship with writing a coherent and well-developed essay. Concurrent enrollment in Advance Writing and Reading is required. (48 clock hours)
	<b>Vocabulary Development</b>	Emphasis is on advanced usage of idiomatic expressions, word collocations and academic vocabulary. Students will understand and use puns and double entendres and high frequency idioms in spontaneous conversation. There will be further analysis and practice of minimal pairs pronunciation. Students are encouraged to develop context analysis skills as they relate to university level subject matter.(24 clock hours)
<b>Professional English</b>	<b>American Business Culture</b>	This advanced English course focuses on developing fluency, accuracy and communication skills for professionals seeking to work in the American English-speaking business world, and prospect college or university students with ambitions to complete their graduate studies. This course assists students in improving English core skills areas such as listening, speaking and reading and vocabulary expansion while over viewing key areas of business. Also, students taking this course will learn how to effectively communicate in business meetings, give presentations, negotiate and express themselves with confidence and assertiveness. (96 clock hours)
	<b>Advanced Writing Skills</b>	In this class, students will develop advanced level writings skills for academic and/or working professional purposes. Focus will be on vocabulary development and collocations, sentence and paragraph structure, business related correspondence and longer research papers. Students will gain the ability and confidence to be able to write well in a variety of professional settings. (48 clock hours)
	<b>Communication Strategies</b>	Designed for working professionals, graduate students or advanced level ESL students, this course emphasizes developing and/or improving verbal competence for communicating at work, in university or in professional contexts. Current business etiquette is included such as introducing one's self and one's organization, writing an agenda and minutes/action item memos, etc. (48 clock hours)
	<b>Field Trip to Colleges &amp; Universities</b>	(8 clock hours)
	<b>Cross-Cultural Conversation</b>	This course is designed to increase students' English competency, cultural awareness, as well as cultural sensitivity. Students learn cultural aspects and essential skills they need to build effective relationship and interaction with people from other cultures. Students get ample opportunity to practice English and use essential vocabulary ,idioms, share their point of view on a variety of subjects, and engage in cultural exchange in pairs or small groups. (48 clock hours)
<b>Conversation in Culture</b>	<b>America Eats</b>	Food and Eating in America from Big Ag to local cuisine is explored in this tasty fun-fueled course! We may go grocery shopping, restaurant hopping or Farmer's Market 'bopping,' too! Students will be able to read through reviews to decide if they want to go to a restaurant. Also be able to write a review describing their opinion. They will learn the vocabulary related to the language of cooking and be able to follow a recipe that is new to them from an English website. Students will demonstrate the appropriate way to order food, both in-person and through the phone. The teachers will bring related topics and the students will be able to lead a discussion on some aspect of American Foods or Eating in America. Also, talk about, demonstrate techniques of cooking or making, or show a recipe, photo or short video about a type of food or meal native to your country. (24 clock hours)
	<b>Recreation in the U.S.</b>	In this course, students will learn certain aspects of the U.S. build vocabulary skills, engage in discussion about places, traditions, and recreational activities, give direction, make a presentation, and use idioms from recreation. Students will also explore outdoor activities while learning English. (24 clock hours)

	<b>Film and TV Discussion</b>	This course is designed to facilitate English proficiency through a variety of films that expose students to authentic and varied language. Viewing the film provides students examples of English used in real situations outside the class and real-life conversations. The film exposes students to natural expressions, vocabulary, idioms, and the natural flow of speech. The course provides students real-life language input , opportunity to write a film review, make comparisons and contrasts between two films, engage in pairs or group discussions, and express their thoughts and emotions about a film. (24 clock hours)
	<b>Drama Express</b>	This course incorporates role play as an extra dimension to help students learn English. It is designed to improve students' communication skills, stimulate their concentration, and self-confidence by helping them play another character that is less inhibited. Students use new vocabulary, phrases, and idiomatic expressions in dialogues. Students get the opportunity to put into practice their language skills, express themselves using correct tone, emotions, and body language . (24 clock hours)
<b>TOEFL iBT Preparation</b>		Students will improve their grammar, reading, writing, and listening skills. They will further develop strategies to achieve a passing grade in TOEFL for college acceptance. An institutional TOEFL exam will be given as a final exam. (80 clock hours)

# Class Schedule

## WEEKLY SCHEDULE OF ESL CLASSES

	MONDAY	TUESDAY		WEDNESDAY	THURSDAY			FRIDAY	
8:30-9:20 5 min break	Listening & Speaking (Levels 1, 2, 3, 4, 5, 6)	Listening & Speaking (Levels 4, 5)	Cross-Cultural Conversation	American Business Culture	Listening & Speaking (Levels 1, 2, 3, 4, 5, 6)	Listening & Speaking (Levels 4, 5)	Cross-Cultural Conversation	American Business Culture	Listening & Speaking (Levels 1, 2, 3, 4, 5, 6)
9:25-10:15 5 min break	Listening & Speaking (Levels 1, 2, 3, 4, 5, 6)	Listening & Speaking (Levels 4, 5)	Cross-Cultural Conversation	American Business Culture	Reading (Levels 1, 2, 3, 4, 5, 6)	Listening & Speaking (Levels 4, 5)	Cross-Cultural Conversation	American Business Culture	Reading (Levels 1, 2, 3, 4, 5, 6)
10:20 - 11:10 5 min break	Reading (Levels 1, 2, 3, 4, 5, 6)	Reading (Levels 4, 5)	America Eats	American Business Culture	Reading (Levels 1, 2, 3, 4, 5, 6)	Reading (Levels 4, 5)	Drama Express	American Business Culture	Writing (Levels 1, 2, 3, 4, 5, 6)
11:15-12:05 20 min lunch	Writing (Levels 1, 2, 3, 4, 5, 6)	Reading (Levels 4, 5)	America Eats	American Business Culture	Writing (Levels 1, 2, 3, 4, 5, 6)	Reading (Levels 4, 5)	Drama Express	American Business Culture	Grammar (Levels 1, 2, 3, 4, 5, 6)
12:25-1:15 5 min break	Writing (Levels 1, 2, 3, 4, 5, 6)	Vocabulary Dev. (Levels 4, 5)	Recreation in the U.S.	Advanced Writing Skills	Grammar (Levels 1, 2, 3, 4, 5, 6)	Vocabulary Dev. (Levels 4, 5)	Film and TV Discussion	Advanced Writing Skills	Vocabulary Dev. (Levels 1, 2, 3, 4, 5, 6)
1:20-2:10 10 min break	Grammar (Levels 1, 2, 3, 4, 5, 6)	Writing (Levels 4, 5)	Recreation in the U.S.	Advanced Writing Skills	Grammar (Levels 1, 2, 3, 4, 5, 6)	Writing (Levels 4, 5)	Film and TV Discussion	Advanced Writing Skills	Vocabulary Dev. (Levels 1, 2, 3, 4, 5, 6)
<hr/>									
2:20-3:10 5 min break		Writing (Levels 4, 5)		Communications Strategies		Writing (Levels 4, 5)		Communications Strategies	
3:15-4:05 5 min break		Grammar (Levels 4, 5)		Communications Strategies		Grammar (Levels 4, 5)		Field Trip	
<hr/>									
4:10-5:00		Grammar (Levels 4, 5)		Communications Strategies		Grammar (Levels 4, 5)		Field Trip	

Academic Program Mon /Wed /Fri
  Academic Program Tue / Thu
  Professional Program
  Conversational in Culture Prog

### PROFESSIONAL PROGRAM SCHEDULE

8:30 to 9:20 **5 min break** / 9:25 to 10:15 **5 min break** / 10:20 to 11:10 **no break** / 11:10 to 11:55 **25 min lunch** / 12:20 to 1:15 **5 min break** / 1:20 to 2:10 **10 min break** / 2:20 to 3:10 **5 min break** / 3:15 to 4:05 **5 min break** / 4:10 to 5:00

# Attendance

Good attendance and punctuality are required of each student and is necessary for the successful completion of each program of study. Attendance is kept in all classes. **Failure to attend will result in lowering of grades and loss of international student status.**

<b>Full Time Status</b>	As an international student, you are required to <b>attend at least 18 hours of instruction</b> per week. Every student is asked to choose a weekly schedule to satisfy this requirement and he/she is asked to sign an agreement during the enrollment process.
	Unannounced Immigration Visits: We may have officers coming to visit our school anytime. The students need to attend classes regularly and always be on time in order to keep their status. Also, the students need to follow the class schedules they signed when they registered at the school.
<b>Tardiness / Early Leave</b>	Students who arrive for class after the scheduled starting time up to 15 min will receive a <b>tardy</b> on their attendance record. Students who depart from class before the scheduled completion time will receive a <b>left early</b> on their attendance record. Students who accumulate a total of <b>three</b> tardiness and/or early departures will accrue one day of absence on their attendance record.
<b>Other Issues</b>	<ul style="list-style-type: none"> <li>• Attendance in all classes is required of all students. All absences are counted; unless in cases of leave of absence.</li> <li>• Students who miss the first week of classes will receive a warning letter to fix the situation.</li> <li>• Students with less than 80% attendance in a session will be placed on attendance probation and will receive a warning letter to fix it in the following session. For students on F-1 visa this may result in the loss of legal immigration status if they don't resolve it.</li> </ul>
<b>Consecutive Absence</b>	Absences shall be considered 'consecutive' when a student is absent for more than one successive school day. If the student fails to timely notify the school of the reason for absence or medical Leave of Absence pursuant to CalCC's Leave of Absence policy for maximum of <b>30 days</b> , his/her student status will be terminated in absence of extenuating circumstances.

# Textbooks

Textbooks are mandatory for class participation. Each session, by the second week, students are required to have their own textbook for each class. Otherwise, their participation grade will be diminished. Lists of the textbooks are available at the front desk. Generally, full-time ESL students should plan to spend around \$180 per quarter for brand new textbooks.

Due to copyright laws it is illegal to photocopy any or all portions of a textbook. Students are not allowed to use copies of books. Sharing textbooks is not allowed. Cell phone pictures or textbook paper copies are not allowed.

In some cases you will have the opportunity to buy your books online at your choice of Internet booksellers. The CalCC Administrative Assistants will provide the specific title and ISBN number so you are sure to purchase the correct textbook. It is the student's responsibility to use this information to order the correct titles and ensure the books arrive on time (this may require paying for faster shipping/delivery).

# Classwork, Homework and Exams

ESL faculty will give class assignments, quizzes and tests. The student is expected to be prepared at all times.

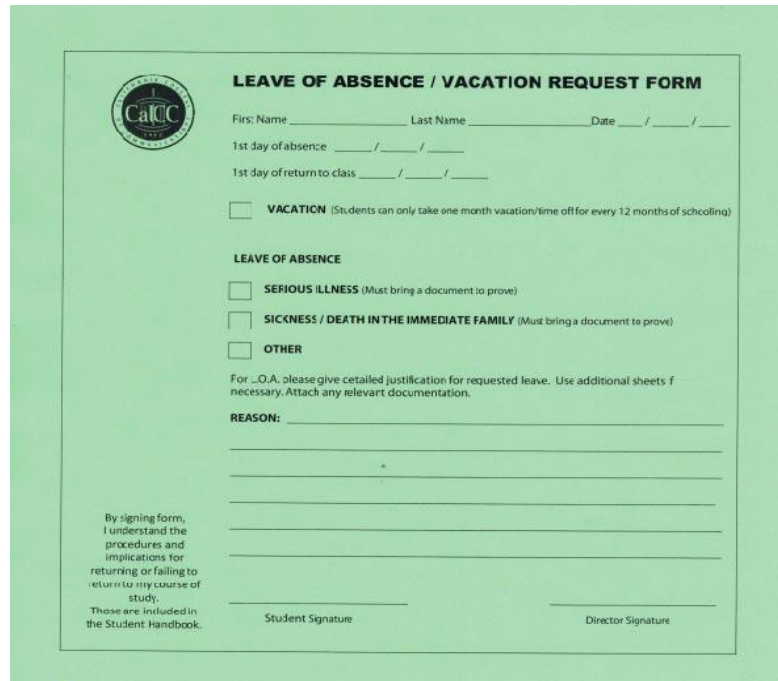
- It is your responsibility to make up missed assignments or tests if you are absent.
- Assignments are to be completed legibly, neatly, and completely, or points may be deducted from any given assignment or the assignment may not be graded.
- Your teacher will deduct points when an assignment or test is late, OR may not accept late assignments. It is your responsibility to be aware of each teacher's policy regarding late assignments.
- Homework is due on the announced date at the beginning of class, and all assignments should be completed and prepared to turn in at the beginning of class, NOT during class.
- Every day, you should plan to dedicate 2 hours of time to homework for each of your classes. Homework is to be completed outside of class time, and is due during the next class period. Doing your homework well will help you advance in your classes.

## Leave of Absence / Vacation


Students accrue **one week of vacation time each quarter to be used anytime after they accumulate 4 weeks of vacation**. Total amount of vacation time cannot exceed 6 weeks at any time.

Students who have medical reasons proven by an official doctor's or hospital note may take **leave of absence** time off depending on the seriousness of their medical situation. In order to do that, students must comply with the following requirements:

1. A student must request the leave of absence in advance of taking it, unless unforeseen circumstances prevent the student from doing so.
2. Except under the circumstances identified in #3 below, the medical leave of absence is limited to 45 calendar days in any 3-month period. Multiple leaves of absence may be permitted provided the total leaves do not exceed this limit.
3. A student enrolled under an F-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security if he/she follows these guidelines: (a) in emergency situations such as a serious illness or death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% the length of the period for which the student applied; (b) students can accumulate leave of absence or vacation over an extended period of study. Length and frequency of absences must not impede student progress and must be reasonable within the context of the institution's curriculum. (c) An extended absence whether it is for leave of absence or vacation (more than six weeks) may require retesting upon reentry into the program; (d) Students with excused absences or leaves of absence are not accruing hours needed for completion of the program. While being excused or on leave a student's hours are put on hold; the hours will begin accruing again once the student resumes courses.
4. The student must complete the Leave of Absence request and specify a reason for the leave. The reason must be explained in detail in order for the School to have a reasonable expectation of the student's return within the timeframe of the leave of absence, as requested. The student must sign a Leave of Absence/Vacation Request Form attesting to their understanding of the procedures and implications for returning or failing to return to his/her course of study.
5. CalCC will review the student's request before approving it. Once the leave of absence is approved the form will be placed in the student's file.
6. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.
7. There will be no tuition credit for unapproved/unauthorized leave of absence/vacation.



**LEAVE OF ABSENCE / VACATION REQUEST FORM**


 First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 1st day of absence \_\_\_\_/\_\_\_\_/\_\_\_\_  
 1st day of return to class \_\_\_\_/\_\_\_\_/\_\_\_\_

**VACATION** (Students can only take one month vacation/time off for every 12 months of schooling)

**LEAVE OF ABSENCE**

**SERIOUS ILLNESS** (Must bring a document to prove)  
 **SICKNESS / DEATH IN THE IMMEDIATE FAMILY** (Must bring a document to prove)  
 **OTHER**

For ...Q.A. please give detailed justification for requested leave. Use additional sheets if necessary. Attach any relevant documentation.

**REASON:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing form, I understand the procedures and implications for returning or failing to return to my course of study. Those are included in the Student Handbook.

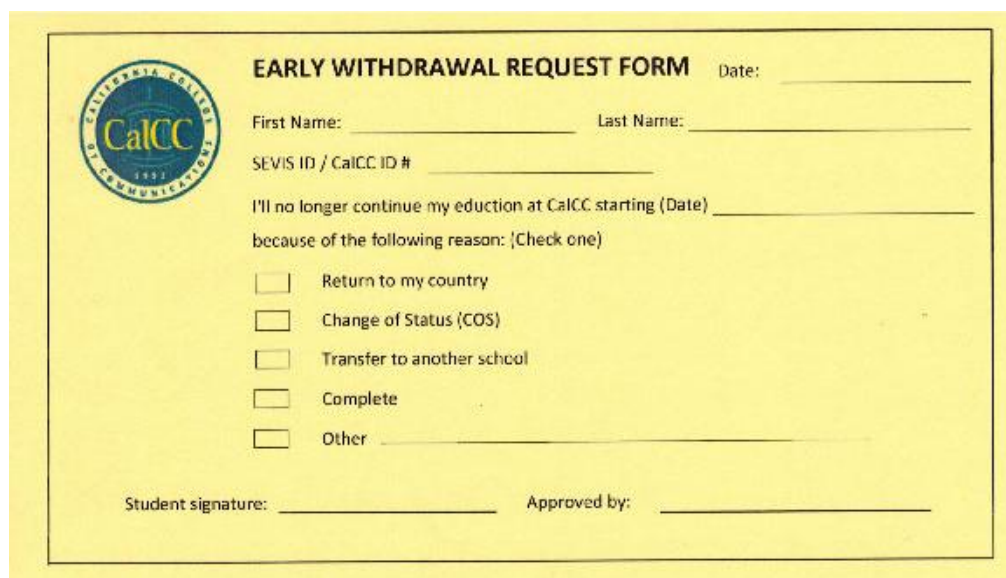
\_\_\_\_\_ Student Signature  
 \_\_\_\_\_ Director Signature

## Transfer to Another School


Once the student is registered at CalCC he/she is academically recommended to complete minimum **ONE full quarter** of study. During this time they can still transfer to another program by following the school's rules and SEVIS regulations for transfer.

Students are requested to submit a written notice to CalCC, by the 5<sup>th</sup> day of the session (yellow form or email), informing us that they intend to transfer or to leave the school. To transfer, the student must first apply and be accepted to the new school, then bring an acceptance letter and Transfer Form from the new school to CalCC, to be kept in the student's file.

Students are eligible to do regular transfer to another school at any time provided that their attendance is minimum 80% and GPA at least 2.0, otherwise they will be transferred as "Terminated".



**EARLY WITHDRAWAL REQUEST FORM** Date: \_\_\_\_\_


 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 SEVIS ID / CalCC ID # \_\_\_\_\_

I'll no longer continue my education at CalCC starting (Date) \_\_\_\_\_  
 because of the following reason: (Check one)

Return to my country  
 Change of Status (COS)  
 Transfer to another school  
 Complete  
 Other \_\_\_\_\_

Student signature: \_\_\_\_\_ Approved by: \_\_\_\_\_



# Exit Test

Exit Test is **MANDATORY** for all the students who are transferring, completing their course or being terminated for any reason.

EXIT TEST SCHEDULE							
Sessions of 2017							
Session Ends	1 <sup>st</sup> Option WEDNESDAY		2 <sup>nd</sup> Option THURSDAY		3 <sup>rd</sup> Option FRIDAY		
1st QUARTER	January 27	Jan 25	10pm	Jan 26	10pm	Jan 27	2:30am
	February 24	Feb 22	10pm	Feb 23	10pm	Feb 24	2:30am
	March 24	Mar 22	10pm	Mar 23	10pm	Mar 24	2:30am
2nd QUARTER	April 21	Apr 19	10pm	Apr 20	10pm	Apr 21	2:30am
	May 19	May 17	10pm	May 18	10pm	May 19	2:30am
	June 16	June 14	10pm	June 15	10pm	June 16	2:30am
3rd QUARTER	July 28	July 26	10pm	July 27	10pm	July 28	2:30am
	August 25	Aug 23	10pm	Aug 24	10pm	Aug 25	2:30am
	September 22	Sep 20	10pm	Sep 21	10pm	Sep 22	2:30am
4th QUARTER	October 20	Oct 18	10pm	Oct 19	10pm	Oct 20	2:30am
	November 17	Nov 15	10pm	Nov 16	10pm	Nov 17	2:30am
	December 15	Dec 13	10pm	Dec 14	10pm	Dec 15	2:30am

## Assessment

CalCC uses a variety of assessment instruments to ensure that students are linguistically prepared for promotion to the next level. Students are asked to take standardized level tests at the end of each quarter to be qualified for level advancement.

# Level Advancement

CaCC has 6 levels of English programs. Students take a Placement test to be placed in the correct level of English at the beginning of their program. The levels are: Basic, Low Intermediate, Intermediate, High Intermediate, Advanced and High Advanced. Each level is designed to last for 3 sessions of 4 weeks long.

When students finish 3 sessions or 12 weeks at one level they are expected to go to the next level in each subject (Listening & Speaking, Reading\*, Writing, Grammar, Vocabulary\*). In order to advance to the next level, they need to have the following qualifications per subject:

- Their GPA must be C (2.0) or higher for the current level **(in each class – average of the quarter)**
- Satisfactory score on the level test **(The score will be factored as 35% of the average grade but only for the Mid-Quarter Starters Level test score must be minimum 70%)**
- Their attendance must be 80% or above \*\*

\*The success in Reading and Vocabulary courses are tied together in determining student’s advancement to the next level.

\*\*In case the student satisfies the requirements for GPA and Level Test but low in attendance in the last session of the quarter, he/she will go to the next level with Attendance Probation.


If the student is not qualified to advance to the next level for each subject he/she has to repeat the same level for 3 more sessions with the teacher's written and well-documented rationale. Yet, if the student meets all requirements to advance for each subject, but the teacher recommends retention, written and well-documented rationale must be provided. Students may also request to repeat a level that they have passed by filling out and submitting a form called the Course Repetition Request; students can only make such request once for every level. Teachers will use Weekly Progress Logs to document struggling student’s progress. These logs will be kept in students’ files with any other supporting documents.

This may create some students to become dual level students based on their performance at the end of each level.

Students have the right to appeal the teachers’ decision about their level advancement. Please see Satisfactory Academic Progress Policy for the student appeal rights.

If students enroll in the middle of a quarter, they will be placed in the appropriate level according to their placement test. At the end of the quarter they will take the Level Advancement Test. If they satisfy all requirements: 2.0 GPA, 80% attendance\*, and a passing grade success on the level test, they will advance to the next level. Otherwise, they will be required to repeat their current level.

When a dual level student finishes the highest level of the Intensive ESL Program for some subjects, he/she must continue his/her studies by taking elective courses or ESL Professional courses until the other subjects reach the highest level. This is done in order to maintain the Federal requirement of 18 hours of instruction per week until the completion of their program. Then, the student can graduate with all courses having reached the highest level of the Intensive ESL Program.

<p><b>Rationale for Level Repetition</b></p> 	<p>This is to confirm that _____ (student's name)</p> <p>(level) _____ (class)</p> <p>Cannot move up to the next level because:</p> <p><input type="checkbox"/> Student is in <b>probation</b> and did not receive a Passing Grade (no justification is required)</p> <p><input type="checkbox"/> Student is in <b>good standing</b> but teacher decided to keep him/her in the same level for the next quarter. (Justification below)</p> <p><input type="checkbox"/> Student is in <b>good standing</b> but requesting to repeat because he/she <b>doesn't</b> feel confident to move up for the next level. (Justification below)</p> <p><b>JUSTIFICATION</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>This request needs to be approved by the school administrator after evaluating student's situation with the teacher.</p> <p>Date ____ / ____ / ____</p> <p>Student's Signature _____ Teacher's Signature _____ School Administrator _____</p>
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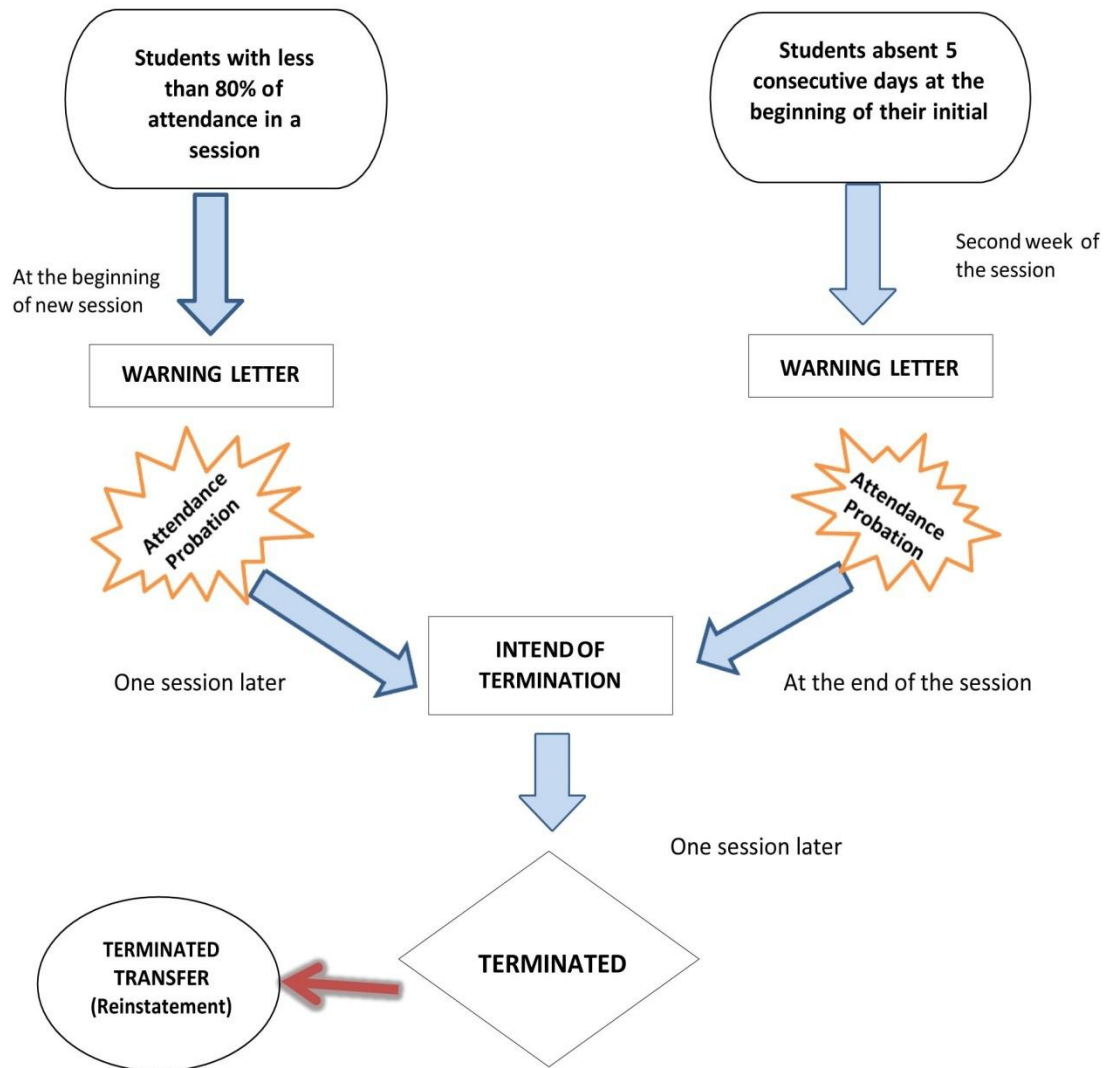
# Termination

Full-time F-1 students must show normal progress in classes to maintain student status. Students should maintain at least a 2.0 GPA (grade point average) to meet the minimum grade standard. In addition to excessive absences, if a student does not meet the minimum grade standard (80% of attendance), does not participate in class or habitually does not turn in assignments or homework, the student's visa status or future enrollment will be in jeopardy.

<p><b>WARNING LETTER FOR INITIAL STUDENTS</b></p>	<p>If initial students are absent for <b>five consecutive days</b> at the beginning of their first session, a Warning Letter will be sent to them, signed by CalCC Admissions and Records Office by email and regular mail, and a copy will be placed in the student's file. This email will be sent at the beginning of the second week on the days scheduled for this action as shown on the attached calendar. The Warning Letter will notify the students that they will be on <b>Attendance Probation</b> for the rest of the session where they have to improve attendance over 80% by the end of that session. If the student has an important reason to justify his/her absence, this must be discussed with the Admissions and Records Office immediately to find other solutions.</p>
<p><b>WARNING LETTER FOR CONTINUING STUDENTS</b></p>	<p>If a continuing active student is present less than <b>80%</b> of his/her class time in one session, a Warning Letter will be sent to the student signed by CalCC Admissions and Records Office by email and regular mail, and a copy will be placed in the student's file. This letter will be sent at the beginning of the following session on the days scheduled for this action. These dates are shown on the attached calendar. The Warning Letter will notify the students that they will be on <b>Attendance Probation</b> from the time they receive the letter, and they have to improve their attendance over 80% by the end of that session. If the students have an important reason to justify their absence, this must be discussed with the Admissions and Records Office immediately to find other solutions. Students are not allowed to get more than <b>4 Warning letters</b> per year during the time they are enrolled at the school. If they exceed this limit they will be automatically terminated.</p>
<p><b>INTENT OF TERMINATION LETTER</b></p>	<p>At the end of the Attendance Probation period Admissions and Records office will verify with each teacher to see if the students have corrected their required attendance. If not, an Intent of Termination letter will be sent to the same students signed by the Administrative Director by email and regular mail, and a copy will be placed in their files. This letter will be sent at the beginning of the following session on the days scheduled for this action. These dates are shown on the attached calendar. The Intent of Termination Letter will notify the students that they have not improved their attendance during the Attendance Probation period, and they have been given one last chance to fix this in the current session. By the end of that session they have to improve to 80% attendance in order to avoid termination. Students are not allowed to get more than <b>2 Intent of Termination letters</b> per year during the time they are enrolled at the school. If they exceed this limit they will be automatically terminated.</p>
<p><b>TERMINATION LETTER</b></p>	<p>At the end of the session when students get the Intent of Termination letter, Admissions and Records office will verify with each teacher to see if students have corrected the required attendance. If not, the students will be informed through a Termination letter signed by the Dean of Education by email and certified mail, and a copy will be placed in his/her file. The Termination letter will notify the students that they are on the school termination list and will not be able to register as a student in this school anymore. If a student wants to transfer to another school he/she can do that only as a terminated student where the next school will need to apply for Reinstatement of his/her student status</p>



## TERMINATION PROCESS For Attendance Probation

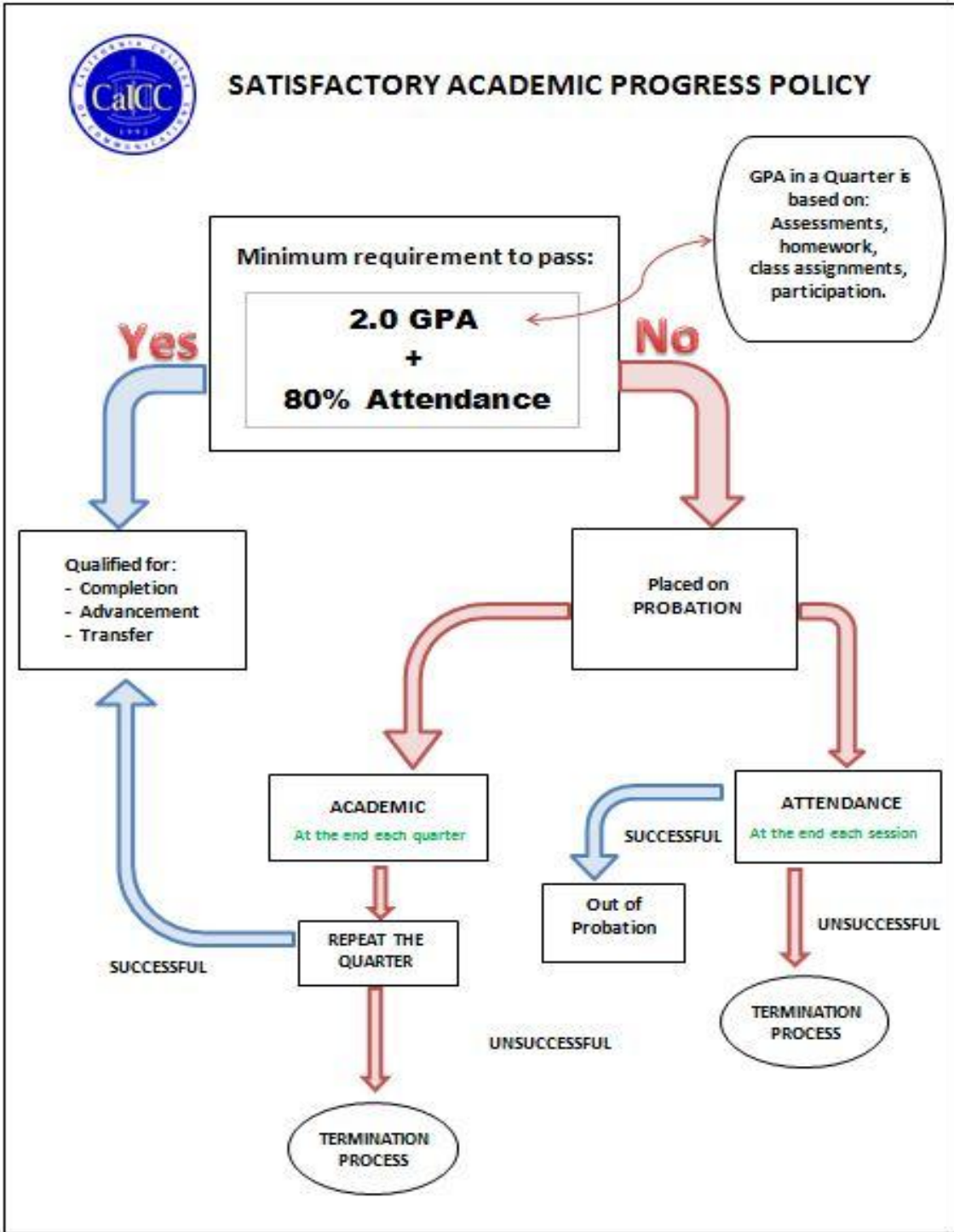


Revised in November 7, 2014.

# SATISFACTORY ACADEMIC PROGRESS

<p><b>Satisfactory Academic Progress</b></p>	<p>California College of Communications uses a quarter system. The total length for each level of ESL program is 216 hours per quarter. A quarter is also divided into three sessions. Each session is 4 weeks long and 72 hours total. Satisfactory progress is evaluated for every quarter throughout the program.</p> <p>The grades are given at a 4.0 scale with letter grades. Since our quarters are 12 weeks long we give two mid-term grades at the end of 1<sup>st</sup> and 2<sup>nd</sup> sessions. The final grade of the quarter is calculated by taking the average of the three sessions that the student is enrolled in. At the end of every session (4-week), students receive progress reports summarizing their academic progress together with their attendance record.</p> <p>Evaluation of student achievement will be made in relation to the specific objectives met for each course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. Minimum 2.0 (C) average is required for graduation from each level. The final grade will be based on assessments, homework, class assignments and participation.</p> <p>When students satisfactorily finish the current level with 2.0 GPA and minimum 80% attendance, and the satisfactory score on the level test (starting September 26, 2014) they are qualified to go up one level with approval of their teacher.</p> <p>A student who fails a subject in one session is permitted to continue as long as the student makes satisfactory progress towards graduation of the level. To do this, his/her average grade for the Quarter needs to be "C" or above.</p>																													
<p><b>Academic Probation</b></p>	<p>If a student receives less than 2.0 GPA for the quarter he/she will be given an Academic Probation notice together with his/her Progress Report by Admissions &amp; Records Office. This means that the students will repeat the whole quarter. Instructors will fill out the Learning Plan for the Academic Probation for the students and discuss the plan with them when they start the quarter. Students can be taken off probation if they improve their Grade Point Average to a minimum 2.0 at the end of the repeat quarters. Students will be "in status" in terms of their visa during the probation period. If students do not try to fix their grades during their probationary period, they will be placed on the Termination List at the end of the Academic Probation quarter.</p>																													
<p><b>"I" Grade</b></p>	<p>I – Incomplete – Students may qualify for an "I" grade only if a minimum of 60% of the total coursework for that term has been completed. The student must complete any and all missing parts of the coursework (homework, quiz, test) in order to obtain a final letter grade.</p> <p>A form for improving the grade has to be filled out by the instructor. Both the instructor and the student have to sign this form and a copy is given to the student.</p> <p>An incomplete grade must be removed within one session (4 weeks) by completion of the missing parts under the supervision of the Instructor. An incomplete not converted to a passing grade will automatically convert to the actual grade earned by student.</p> <p>Notices for correcting the "I" grade or repeating the whole quarter on Academic Probation are given to the students together with their progress reports right after each session or each quarter</p>																													
<p><b>Appeal</b></p>	<p>Students have the right to appeal their grade that does not meet the Satisfactory Progress standards. Students are required to turn in their written appeals within one week with substantiating documentation, where appropriate, to the Administrative Director who is responsible for deciding the appeal. The Administrative Director will review their appeal and, if necessary, will appoint a Student Appeals Committee, who will review their written statement, examine any relevant course materials, and if necessary, hear from the involved parties. Within one week of appointment, the committee will submit a written recommendation to the Administrative Director. After reviewing the recommendations of the Student Appeals Committee, Administrative Director will make a final decision and will provide the decision in writing to the student within 3 days.</p>																													
<p><b>Grade Scale and Definitions</b></p>	<table border="0"> <tr><td>A+</td><td>4.00 Superior</td></tr> <tr><td>A</td><td>4.00 Excellent</td></tr> <tr><td>A-</td><td>3.67</td></tr> <tr><td>B+</td><td>3.33</td></tr> <tr><td>B</td><td>3.00 Good</td></tr> <tr><td>B-</td><td>2.67</td></tr> <tr><td>C+</td><td>2.33</td></tr> </table>	A+	4.00 Superior	A	4.00 Excellent	A-	3.67	B+	3.33	B	3.00 Good	B-	2.67	C+	2.33	<table border="0"> <tr><td><b>C</b></td><td><b>2.00 Satisfactory</b></td></tr> <tr><td>C-</td><td>1.67</td></tr> <tr><td>D+</td><td>1.33</td></tr> <tr><td>D</td><td>1.00 Passing, less than satisfactory</td></tr> <tr><td>D-</td><td>0.67</td></tr> <tr><td>F</td><td>0.00 Failing</td></tr> <tr><td colspan="2">An improperly-dropped course will result in an "F" grade</td></tr> </table>	<b>C</b>	<b>2.00 Satisfactory</b>	C-	1.67	D+	1.33	D	1.00 Passing, less than satisfactory	D-	0.67	F	0.00 Failing	An improperly-dropped course will result in an "F" grade	
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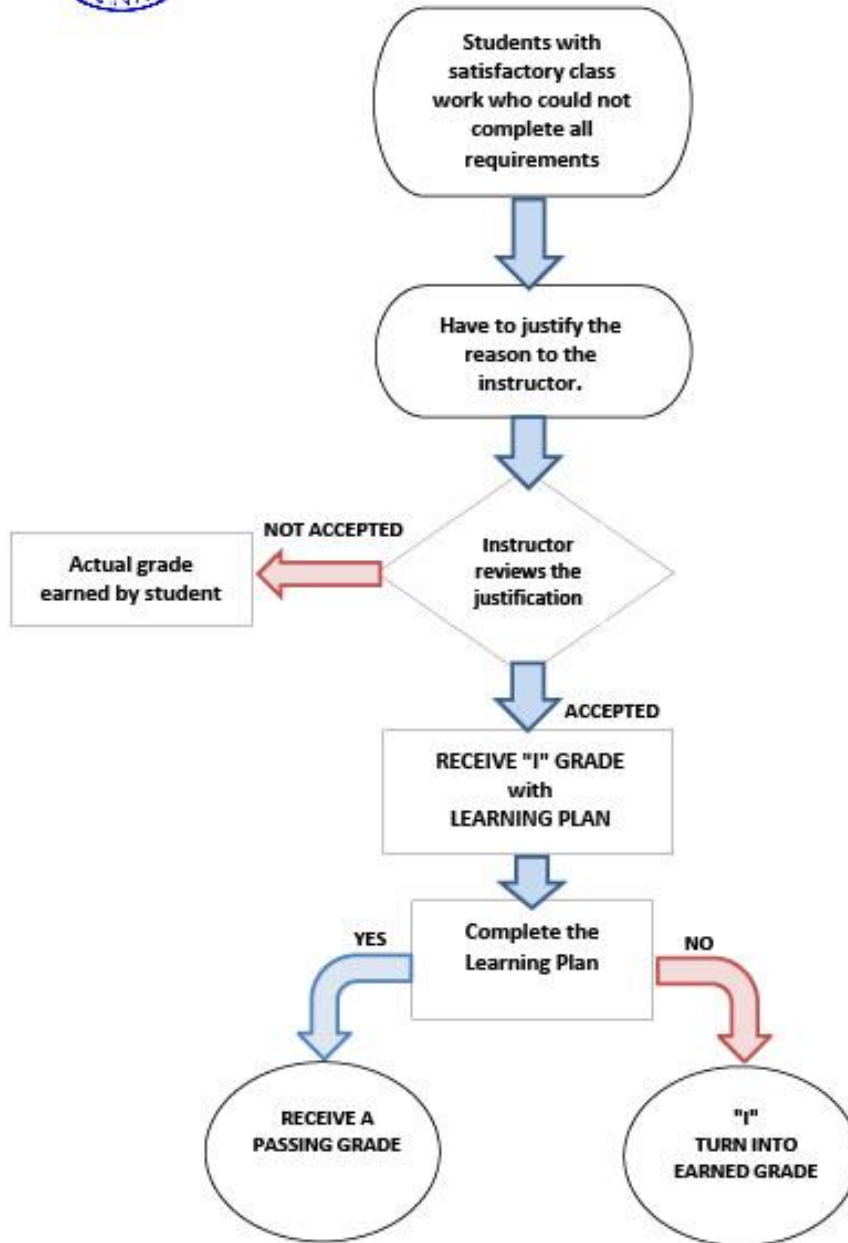
<b>Other Marks of Student Progress</b>	Levels may be repeated, based on a sound written and well-documented rationale established by CalCC, provided that the student’s maximum cumulative total length of the language training is no more than 36 months. A documented learning plan must be prepared by CalCC and provided to those learners who are required to repeat a level.
<b>Grade Point Average (GPA)</b>	A student’s quarterly and cumulative grade point average (GPA) is computed on courses completed at the California College of Communications. The GPA is computed by dividing the total grade points accumulated by the total number of courses attempted in residence.







## INCOMPLETE "I" GRADE PROCESS





## GRADE IMPROVEMENT FOR 'I' GRADE STUDENT

California College of Communications  
1700 El Camino Real, Suite 250, Santa Clara, CA 95050  
(408) 374-5060 Fax: (408) 854-4964  
Email: [info@calcc.edu](mailto:info@calcc.edu) Website: [www.calcc.edu](http://www.calcc.edu)

You have received "I" grade in this course. Although your work in the class was satisfactory and you were almost passing; you either did not complete all homework or couldn't take quiz or test because of a justifiable reason that I will accept at this time. You have to complete this course in order to get your passing grade. Otherwise, it will be replaced by 'F'.

<b>Student</b>		
<b>Course</b>		
<b>Level</b>		<b>Session</b>

Please follow the Learning Plan below to complete your coursework.

**LEARNING PLAN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You must complete your learning plan by the end of current session and give it to the Admissions & Records Office.

Please attach your work to this form if it is applicable before you turn it back to me.

Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Students's Signature \_\_\_\_\_ Instructor's Signature

<p>This is to confirm that the above student improved his / her grade by completing the specified assignment which satisfied the course requirements to receive a passing grade in this course.</p>	<p>New grade <input type="text"/></p>
	<p>_____ Instructor's Signature</p>

# Completion

CalCC ensures the value and effectiveness of its programs by regularly assessing, documenting, and validating the quality of the training services provided through completion rates, sponsor and student/graduate satisfaction. CalCC is committed to the use of measurable outcomes as objective criteria for addressing the Standards for Accreditation. We follow ACCET's guideline to evaluate and improve the performance of the programs we offer. We want to exceed the completion benchmark of 67%.

Enrollment agreements are prepared separately for each program. If a student starts Academic ESL Program at any level, he/she will complete it in 12 weeks maximum. Every level is a separate program. Professional ESL students can also complete each module in 12 weeks and they can continue taking maximum of 4 separate modules in this program. Conversation in Culture ESL students have also 3 levels of 12 weeks to complete. TOEFL preparation is a 4-week program only. At the end of each level or module of a program or at the end of the 4-week TOEFL program, students can elect one of the three options below:

1. **Leave** the school after completing a single program (no more schooling)
2. **Transfer** to another school's program
3. **Continue** to take another single level program or repeating the same level program in this institution

Satisfactory completion of a level requires a minimum of:

- 2.0 GPA (by quarter)
- 80% Attendance (by session)
- For the first 2 options above leaving the school for no more schooling or transferring to another school) an Exit test is required.
- In order to continue to take a new level, students must pass their current level according to the school's policy. The Exit test is postponed and they may re-enroll for the next program in this school without paying a registration fee.

Therefore, each student who meets the completion requirements for categories 1, 2 or 3 above is considered a **COMPLETER**.

Students who do not have proper attendance records in their current program are **TERMINATED**.

Students who leave any 12 or 4 week program before completion are designated as **WITHDRAWN**.

The formula for

**Completion/Placement Benchmarks:** The evaluation of the benchmarks applies to each program. If the completion rate of any program falls below the stated benchmarks of 67% we will complete a narrative report with a detailed analysis and explanation of the reasons for the below-benchmark rates. This report will provide any mitigating circumstances that are pertinent to one or more of the programs offered which do not meet the benchmarks. The report will also include an operational plan for improving these rates within a designated time frame.

# Transcripts

CalCC students receive a letter grade in each course to rate their work at school. Students are given a transcript at the end of their program. The first copy of transcripts will be free of charge.

There will be a \$10 charge for additional copies requested.

# Certificates / Diplomas

The following requirements must be met by a student in order to qualify for a Certificate/Diploma:

<b>Certificate / Diploma</b>	<ul style="list-style-type: none"><li>• Student will receive the CalCC Certificate of completion if he/she attends at least 80% of each of his/her classes of any level with a 2.0 or higher grade point average (GPA).</li><li>• Student will receive the CalCC Diploma if he/she completes the highest level of ESL in his/her program with a 2.0 or higher grade point average (GPA) and attends at least 80% of the time.</li><li>• Students must attend the CalCC Graduation Ceremony, which takes place once a year, in June, in order to receive the certificates or diplomas which they have earned. Students who cannot attend the Graduation Ceremony in person can request the certificate or diploma sent by regular mail.</li><li>• Unclaimed certificates will be kept in the students' files.</li></ul>
<b>Graduation Requirements</b>	<ul style="list-style-type: none"><li>• Achieve a cumulative grade point average of 2.0 or higher.</li><li>• Attend at least 80% of the scheduled hours of the program.</li><li>• Complete all designated requirements (tests, assignments, etc.) of the program.</li><li>• Satisfy all financial obligations to the school.</li><li>• Complete the program within 36 months maximum.</li><li>• Successfully complete all required courses.</li></ul>

# General Policies

## Cancellation & Refund

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The Institution shall advise each student to give a notice of cancellation in writing.

If students cancel their enrollment or give notice of withdrawal to CalCC or CalCC withdraws or terminates the student, the refund must be calculated using the last date of attendance (LDA) and must be paid within forty-five (45) calendar days from the documented date of determination (DOD).

**Rejection of Applicant:** If an applicant is rejected for enrollment by CalCC, or if a prospective student has his/her visa application denied, a full refund of all monies paid, less non-refundable charges, will be made.

<b>Cancellation Before Start of Class</b>	<ul style="list-style-type: none"> <li>• <b>Rejection of Applicant’s international visa:</b> If a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</li> <li>• <b>Program Cancellation:</b> If CalCC cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid, by the student.</li> <li>• <b>Cancellation Prior to the Start of Class or No Show for International Applicants:</b> If an applicant accepted by CalCC enters the United States with an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges that the institution collected if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</li> </ul>
<b>Withdrawal or Termination After Start of Class</b>	<ul style="list-style-type: none"> <li>• <b>For students who completed 60 percent or less of a session:</b> CalCC may retain a prorated amount of tuition. Prorated refunds will be calculated daily.</li> <li>• <b>For students who completed more than 60 percent of a session:</b> CalCC may retain all of the charges for that term.</li> </ul>
<b>Charges Other Than Tuition</b>	CalCC collects the following fees other than tuition: Application Fee(\$200), international express mail fee (\$90), credit card fee(\$15), airport pick-up fee(\$35/\$50), and housing search fee (\$50). All these charges are non-refundable. SEVIS fee (\$200) is also non-refundable but paid directly to USCIS.
<b>Instructional Materials</b>	<p>If the school has given you any books, or learning materials, you shall return them to the school within 10 days following the date of your notice of cancellation. If you fail to return the books, or learning materials in good condition within the 10-day period, the school may deduct their documented cost from any refund that may be due to you.</p> <p>Once you pay for the books, or learning materials, it is yours to keep without further obligation. If you cancel this agreement, the school will refund any money that you paid, less any deduction for books, or learning materials not timely returned in good condition, within 30 days after your notice of cancellation is received.</p>

<b>Cancellation Before Start</b>	<b>CANCELLED BEFORE THE FIRST LESSON</b>	
	Full tuition refund – Nonrefundable school fees up to \$250.	
<b>Withdrawal or Termination After Start</b>	<b>COMPLETED 60% or LESS</b>	<b>COMPLETED MORE than 60%</b>
	School keeps a prorated amount of tuition.	School keeps all tuition for the term.

This policy is amended on July 1, 2017 in order to be in compliance with BPPE’s regulations, section 71750 as well as with the requirements of ACCET’s Cancellation and Refund policy.

# Student Grievance Procedure

A student may pursue a grievance if he or she believes that a member of the School has violated his or her rights. This student grievance procedure applies to alleged discrimination on the basis of race, color, religion, sex, age, national origin, or disability. This also includes problems arising in the relationship between a student and the school that are not governed by other specific grievance procedures. Upon request from any student, the Office of the Dean of Education will provide guidance about the appropriate system for redress of a particular complaint.

## INITIAL REVIEW

Student must present the grievance in writing to the Dean of Education. The Dean of Education should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the Dean of Education shall appoint an impartial fact-finding panel of no more than three persons to conduct an investigation. The panel's conclusions shall be limited to determining and presenting facts to the Dean of Education in a written report.

Based upon the report of the fact-finding panel if any, the Dean of Education shall make a determination and submit the decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel's report. The written determination shall include the reasons for the decision and indicate the remedial action to be taken, if any.

## APPEAL PROCEDURES

Within ten calendar days of receipt of the Dean of Education's decision, a student who is not satisfied with the response of the Dean of Education after the initial review, has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the Dean of Education. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following:

- a) Name and location of the school;
- b) A detailed description of the alleged problem(s);
- c) The approximate date(s) that the problem(s) occurred;
- d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
- e) What was previously done to resolve the complaint, along with evidence demonstrating that the school's complaint procedure was closely followed;
- f) The name, email address, telephone number, and mailing address of the complainant; and
- g) The status of the complainant with the school (e.g. current student, former student, etc).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the Dean of Education's Office.

4. Send to: ACCET CHAIR , COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone (202) 955-1113  
Fax (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

# Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. The following list, while not limited to, include violations of the school's students conduct policy.

- a. Destroying or damaging school property
- b. Abusing any illegal drugs or alcohol
- c. Cheating on a school examination
- d. Engaging in any unlawful or improper action
- e. Acting with disrespect toward a member of the school staff or another student.

<p><b>Academic / Classroom Misconduct</b></p>	<p>Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated.</p> <ul style="list-style-type: none"> <li>• Be respectful of your classmates and teacher.</li> <li>• Show respect for the property of others and school property.</li> <li>• Pay attention in class. Students may not sleep during class hour.</li> <li>• Use "inside voices" when in the classroom, student lounge, and walking in the hallways.</li> <li>• No running.</li> <li>• No inappropriate language or cursing in any language.</li> </ul>
<p><b>Use of Electronic Devices</b></p>	<ul style="list-style-type: none"> <li>• The use of cell phones and other electronic devices is prohibited during class and labs as it is disrespectful and a distraction to your instructors and other classmates. Please turn off all electronic devices. This includes:             <ul style="list-style-type: none"> <li>○ Cell phones, MP3 players or iPods, Tablets, Laptops, Game devices, etc.</li> </ul> </li> <li>• Text messaging is not allowed.</li> <li>• Audio-visual recording of the class is not allowed.</li> </ul> <p>The students will be asked to leave their electronic devices with the instructor; If they don't follow the rules.</p>
<p><b>Plagiarism / Cheating Policy</b></p>	<p>Plagiarism and cheating are serious offenses and can result in a failing grade for the assignment/course. Plagiarism is taking another person's idea or written work and using it as (or part of) your own work without appropriate credit. At no time is it acceptable to hand in class work which has been taken from someone else's work – this includes the Internet.</p>
<p><b>Copyright Infringement Policy</b></p>	<p>Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Their rights include the right to reproduce or distribute a copyright work. In the sharing of educational materials, making unjust copies and reproducing such material without permission from the proper authority constitutes an infringement.</p> <p>Any copyright infringement, including peer-to-peer information sharing using California College of Communications educational materials, information and/or products, is strictly prohibited. Any student caught violating copyright laws may be subjected to sanction including, but not limited to, loss of privileges, suspension or even termination from California College of Communications.</p> <p>California College of Communications encourages all students to seek legal alternatives to copyright infringement. Students should check with services and websites to ensure that content acquired through those sites does not violate copyright law.</p>

## Parking

Students can park only on the public streets, Monroe and Civic Center around the school building. The parking lot under the school building is reserved only for staff and visitors.

You need to be aware those spaces along the curb painted in blue are designated for disabled people and those painted in green mean park for a short and limited time. If you park there for a long time, you WILL get a parking ticket.



# Students Services

CalCC offers a wide range of services to the international students to help them adapt to life in the United States and to make them feel more comfortable during their stay in the country. CalCC's website offers a link to the Student Handbook which is an excellent tool to help them find out answers to many of their most common questions. CalCC organizes a lot of activities during the year and students get informed through regular emails and fliers around the school.

## Student Concerns

The school's International Students Advisor will provide guidance to students with problems affecting course work, career problems or professional services. All efforts will be made to provide a superior environment to assist each student in maintaining, continuing and completing his/her studies.

Special attention is given to those students that need additional assistance. Academic tutoring is available to students that need further assistance in basic language skills. The students get the additional training in small groups where they can also integrate with their classmates.

If a student has any complaints or problems regarding certain class or teacher, the student should first talk with the teacher and work together to address the situation and come to a mutual agreement. If the student is not satisfied with the outcome, the student should then make an appointment with the Dean of Education, who will try to work with both the student and the teacher to reach a satisfactory resolution.

In order to assist students, CalCC has developed a form that any student can get from the Administration Office. This form offers a variety of services from which the students can benefit from. All they need to do is check in the form what they need and one of our Administrative Assistants will be able to help them find what they are looking for.

## Guaranteed Admission to University/College

California College of Communications has a guaranteed Admission agreement with several accredited colleges and universities in the United States.

Students who wish to participate in the guaranteed admission program must have successfully completed Level 6 of the ESL program at CalCC. Each Level of ESL program consists of 3 sessions which are 4 weeks long each. Students start the ESL program at a level assigned according to the placement test results they take at the time of their registration.

A student must also maintain acceptable attendance in all courses while attending CalCC, as the student's entire educational performance will be evaluated by the college or university chosen by the student. Students who meet the above requirement are eligible to participate in the program.

In order to be considered for guaranteed admission, students must follow the standard application and enrollment procedures, observe the application deadlines and take the English placement test of the selected schools.

<b>Four-year institutions offering Bachelor's and Master's degrees</b>	<ul style="list-style-type: none"><li>Southern Utah University, Cedar City, Utah <a href="http://www.suu.edu/">http://www.suu.edu/</a></li><li>Devry University, Fremont, California, and other campuses nationwide <a href="http://www.devry.edu/">http://www.devry.edu/</a></li></ul>
<b>Two-year institutions offering Associate degrees</b>	<ul style="list-style-type: none"><li>San Jose City College, San Jose, California <a href="http://www.sjcc.edu/">http://www.sjcc.edu/</a></li></ul>
<b>Certificate Programs</b>	<ul style="list-style-type: none"><li>UCSC Extension – Silicon Valley, San Jose, California <a href="https://www.ucsc-extension.edu/">https://www.ucsc-extension.edu/</a></li></ul>

# Student Orientation

All new students must attend our International Student Orientation.

During this orientation the students will learn about academic and general policies, find out about the students' services as well as review important immigration requirements for F-1 visa.

The same day after the orientation, a placement test is given to each student in order to measure general English language skills prior to their training at CalCC. This will allow us to place the student in the appropriate level of English.

Also on this day the students will complete their registration process. They must bring the following documents: passport with visa notification showing F-1 visa status and stamped entry date into the U.S., current Bank Statement, signed and dated I-20 form and proof of medical insurance.

<b>Courses Guidelines</b>	<ol style="list-style-type: none"> <li>1. Come on time.</li> <li>2. Speak English as much as possible while class is in session. This will help you move forward in your language development.</li> <li>3. Be respectful of classmates and instructors (participate, and listen when others are speaking). No cell phones, tablets or computers should be on during class, except with permission from the instructor. Please do not: Answer or talk on cell phones during class or ignore the class by playing with your phone or tablet.</li> <li>4. Students should not leave the classroom during class for any reason, except for emergency situations with permission from the instructor.</li> <li>5. If a student is absent from class, they are responsible for any assignments missed or due.</li> <li>6. Beverages with lids are allowed in the classrooms (no open cups/mugs).</li> <li>7. Food is only allowed with permission from the instructor. No chewing gum while class is in session.</li> </ol>	<ol style="list-style-type: none"> <li>8. Bring your books, paper and pens.</li> <li>9. Smoking is NOT allowed in and around the building. The only place you can smoke is at the designated area in the corner of the underground parking garage.</li> <li>10. Noise: Remember we are sharing this building with other people so we need to keep our voice levels down at all times. This also means that there is no running in the building.</li> <li>11. Keeping Clean: Let's keep the school clean. This means bathroom, classrooms, computer lab, kitchen, hallways and elevator.</li> <li>12. Restrooms: CalCC has one private bathroom next to the kitchen for students, staff and faculty use. But, there is also another set of restrooms in the building that everybody can use.</li> <li>13. Unannounced Immigration Visits: We may have people coming to visit our school anytime. The students need to attend classes regularly and always be on time. Also, the students need to follow the class schedules they signed for when they registered at the school.</li> </ol>
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## CalCC Student Identification Cards

Each student will be issued an identification card. This card will identify the student by name, birth date and photograph. Students may use this card to gain access to several school services as well as getting a student discount outside the campus. It will also be considered as second photo ID next to the passport before the student gets a CA driver's license. There will be a cost of \$5 to replace lost cards.

## Airport Transfer

CalCC makes the necessary arrangements to pick-up the international students from San Francisco or San Jose airport.

<b>Costs</b>	Airport Transfer - SFO Airport	\$ 50.00
	Airport Transfer - San Jose Airport	\$ 35.00

# Housing

The perspective of moving to a new area and beginning studies can be both exciting and daunting. In this handbook we offer resources to guide you in the process of securing living accommodations for the duration of your study. CalCC Administrative Assistants are the people responsible for giving the students housing assistance.

## Search Process

Outlined below is the general process of searching for housing. This Handbook will help you as a guide through the basic steps.

<p><b>Determine what type(s) of housing you are interested in</b></p>	<p><b>Host Families</b> are selected by CalCC and they like to offer rooms in their house for international students for a reasonable amount of rent. They are not just landlords but they also treat the international students like part of their own family. The rooms are furnished and all utilities are included in the monthly rent.</p>
	<p><b>Short term room rentals</b> are the houses around the school that rent out furnished rooms to any student. Laundry &amp; utilities expenses are extra. They may ask first and last month's rent plus a security deposit.</p>
	<p><b>Long term apartments</b> are normally for two students sharing. They are usually unfurnished and utilities and laundry expenses are extra. They usually rent these for minimum 1 year term. They may ask first &amp; last month's rent plus a security deposit.</p>
<p><b>Choose two to three regions or neighborhoods where you would like to live</b></p>	<p>Use the link below to familiarize yourself with the area.  <a href="http://www.neighborhoodscout.com/ca/santa-clara/">http://www.neighborhoodscout.com/ca/santa-clara/</a></p>
<p><b>Begin your search in neighborhoods by</b></p>	<ul style="list-style-type: none"> <li>• Requesting a list of housing opportunities from CalCC Administrative Assistants.</li> <li>• Finding community members who post a variety of housing opportunities, ranging from house-sitting, to apartments for rent, to homes for sale. To receive an e-mail with the current list, submit your request at: <a href="mailto:info@calcc.edu">info@calcc.edu</a>.</li> <li>• Looking for advertisements in the classified sections of local newspapers. Online versions are available at:             <ul style="list-style-type: none"> <li>○ <a href="http://www.metroactive.com">http://www.metroactive.com</a></li> <li>○ <a href="http://www.pennysaverusa.com/classifieds">http://www.pennysaverusa.com/classifieds</a></li> </ul> </li> <li>• Checking other websites including:             <ul style="list-style-type: none"> <li>○ <a href="http://www.craigslist.com">www.craigslist.com</a></li> <li>○ <a href="http://www.rent.com">www.rent.com</a></li> <li>○ <a href="http://www.padmapper.com">www.padmapper.com</a></li> </ul> </li> </ul>
<p><b>Contact the landlord to schedule a viewing</b></p>	<ul style="list-style-type: none"> <li>• Get the address and directions to the property.</li> <li>• Ask any questions that are not answered in the advertisement.</li> </ul>
<p><b>Visit the apartments in which you are interested</b></p>	<ul style="list-style-type: none"> <li>• Inspect the condition of the rental unit and the surrounding community.</li> <li>• Note the travel time to/from CalCC. Schedule your visit during peak weekday travel times (7-9 am or 4-7pm) to get an accurate estimate of the commute.</li> </ul>
<p><b>Choose the apartment that best suits your needs and your budget</b></p>	<ul style="list-style-type: none"> <li>• Make sure you know the rental price as well as any additional cost that may not be included (for example, utilities, parking or laundry).</li> <li>• Sign a lease and pay the security deposit; in that way you are securing your rental.</li> </ul>

Student can rent apartments that are furnished or unfurnished. Furnished apartments will be more expensive than unfurnished ones. If you rent an unfurnished apartment, you will need to buy basic furniture such as a bed, dresser, nightstand, couch and desk. For a furnished place, before you sign a lease, check to see what appliances are included with the apartment. Many times apartments come with a refrigerator/freezer, dishwasher, stove and possibly washer and dryer.

<p><b>Retail Stores</b> Relatively inexpensive <b>new furniture</b> and other items are available at many stores. Please check the following stores' websites to find locations in your area:</p>	<ul style="list-style-type: none"> <li>• Target various locations <a href="http://www.target.com">http://www.target.com</a></li> <li>• Wal-Mart various locations <a href="http://www.walmart.com">http://www.walmart.com</a></li> <li>• Ikea <a href="http://www.ikea.com/us/en/">http://www.ikea.com/us/en/</a></li> </ul>
<p>Thrift Stores and <b>Used Furniture</b> dealers:</p>	<ul style="list-style-type: none"> <li>• Hotel Furniture Liquidators, 775 N. 10th Street Suite 112, San Jose, CA 95112 408 293-9765 <a href="http://www.hotelfurnitureliquidators.net/">http://www.hotelfurnitureliquidators.net/</a></li> <li>• Goodwill Industries various locations <a href="http://www.goodwill.org">http://www.goodwill.org</a></li> </ul>

# Immigration Status Issues

- Keep proof of your immigration status with you at all times, including if you are traveling within the United States.
- The International Students Advisor does not work for the United States Citizenship and Immigration Services (USCIS), but he/she does have to report status issues to USCIS. The International Students Advisor works for CalCC and is here to help you understand the immigration regulations, so please feel free to ask him/her should you have any immigration-related questions.
- Keep your documents valid. Talk to the International Students Advisor if you see that your documents will expire in the near future.

<p><b>F-1 Student Visa</b></p>	<ul style="list-style-type: none"> <li>• As an international student and to keep your F-1 visa status you are required to <b>attend minimum 18 hours a week</b>. All students must attend at least 80% of their classes and keep a Grade Point Average of minimum 2.0. If students do not correct their grades and attendance to the minimum required levels they will be dropped from the school and they may lose their international student status as a result of this.</li> <li>• If you move, you must update your present local address. You need to notify CalCC within 10 days of any change of local address.</li> <li>• Notify any changes that may impact your F-1 student status (i.e. course load, change of status, marriage)</li> <li>• Make sure I-20 is always valid. Notify two months prior to expiration date. You will need to submit official bank verification to cover the costs of education program extension.</li> <li>• Apply for a program extension before the expiration date on your I-20, if you need to continue studying in the ESL program.</li> <li>• See the International Students Advisor for approval if you have to miss several classes due to illness or an emergency, or if you plan to withdraw from the ESL program.</li> <li>• Inform the Dean of Education before registering concurrently at another institution. You must remain enrolled in these courses throughout the semester and receive a grade of "D" or higher in each class. The courses <b>MUST</b> be completed by the end date of the program that you are enrolled in at CalCC.</li> <li>• Before the end of your last quarter in attendance, inform the International Students Advisor of any intent to transfer to another institution.</li> <li>• No off-campus employment is allowed for F-1 students on an I-20 issued for the ESL program. You can work on campus for up to 20 hours per week during the term of your study.</li> <li>• All F-1 students have a 60-day grace period to remain in the US after they <b>complete</b> the ESL program.</li> <li>• Read and comply with the instructions stated on page 2 of the Form I-20.</li> </ul>
<p><b>F-2 and Other Dependent Visa Categories</b></p>	<ul style="list-style-type: none"> <li>• Your status depends on the primary (F-1) visa holder. If the F-1 student is not in status or has left the U.S., you lose your legal immigration status.</li> <li>• F-2's are not allowed to work on or off campus.</li> <li>• F-2 dependents can enroll part-time in a program of study but cannot take courses toward a degree. Full-time enrollment is a violation of F-2 status.</li> <li>• Contact an International Students Advisor if you want to be a full-time student and would like to change your status to F-1.</li> </ul>
<p><b>TRAVEL REMINDERS</b></p>	<p>When traveling outside the United States, request&amp; obtain signature on the 3<sup>rd</sup> page of your current I-20 from DSO/PDSO at least 2 weeks prior to your travel.</p> <p>Documents required by the U.S. Customs and Border Protection officers at the first Port of Entry when you re-enter the United States:</p> <p>It is important that students hand-carry (instead of packing in checked luggage) the following documents:</p> <ul style="list-style-type: none"> <li>• Valid passport with valid F or M visa (if applicable)</li> <li>• Signed Form I-20, "Certificate of Eligibility for Nonimmigrant Status"</li> <li>• Proof of financial support</li> <li>• Your contact information, including a 24-hour emergency phone number, if necessary</li> </ul> <p>They also should consider bringing the following:</p> <ul style="list-style-type: none"> <li>• Evidence of acceptance to your school, like a recent tuition payment receipt or acceptance letter</li> <li>• Proof of paying the I-901 Student and Exchange Visitor Information System (SEVIS) fee</li> <li>• Official Transcripts and current schedule for verification as an F-1 at CalCC</li> <li>• Each dependent must have his or her own I-20, even if traveling with the primary visa holder</li> <li>• Valid visa for third country, if required</li> </ul>
<p><b>Change of Status to F-1</b></p>	<p>Nonimmigrant in the United States (with J, H, B1/B2, R visas) may apply for a change of status to student (F1) for the following reasons:</p> <ul style="list-style-type: none"> <li>• They might be interested in studying English before they leave the United States.</li> </ul>

	<ul style="list-style-type: none"> <li>• Studying English will give them extra advantage to get better jobs in their countries.</li> <li>• They may also continue studying for higher degrees in the United States after they learn English.</li> </ul> <p>CalCC will assist the prospective student in filing the proper forms and paying the right fees. Currently the USCIS is taking 3 months to complete a Change of Status request.</p>
<b>Extending your I-20</b>	<p>Your CalCC I-20 Form indicates that the normal length of study at CalCC is 3 to 18 months. If your I-20 is going to expire soon, and if you need more time to finish your program because of academic or medical reasons you may apply to CalCC for a Program Extension within the last 30 days before the expiration date.</p> <p>Please ask for the I-20 extension to your International Students Advisor. You will also need to submit a current bank statement with your request. If you are granted a program extension, you will be issued a new I-20 Form, reflecting the additional time you need to complete your course of study.</p> <p>When you complete your studies in the U.S. and return to your home country, you should keep your I-20s and ID's from all the schools you have attended, in your permanent record. You may need to use them as supporting documents for a future change of status.</p>
<b>Visa Renewal</b>	<p>Your F-1 visa is the document issued when you were approved by the United States Embassy or Consulate to study in the United States. Check to make sure you have a multiple entry visa. It will be indicated with an "M" for multiple entries. We often have students concerned about their visa expiration date. Even if your visa expires, you are still in F-1 status and can still study in the United States as long as your I-20, passport, and I-94 are valid. You only have to renew an expired visa if you leave and reenter the United States.</p>
<b>Employment</b>	<p>International students are only permitted to work up to 20 hours per week on campus. There are limited employment opportunities on campus and most jobs require proficiency in English.</p> <p><b>Off-campus employment for F-1 students is a violation of student visa regulations and will result in the student becoming out of status.</b></p>

## Accessibility

Our school is fully accessible for students using wheelchairs. We are not able to teach or train students with other special needs at this time. Applicants are not discriminated on the basis of sex, race, ethnic origin or religion.

Any student who has a disability that affects his or her academic performance is encouraged to make an appointment with the International Students Advisor to discuss the matter and explore other options.

## Employment

International students are only permitted to work up to 20 hours per week on campus. **Off-campus employment for F-1 students is a violation of student visa regulations and will result in the student becoming out of status.**

There are limited employment opportunities on campus and most jobs require proficiency in English.

## California Driver License or California ID Card

F-1 students, who have an immigration document for at least 6-months, and who plan to drive a car, should obtain a California Driver License from the California Department of Motor Vehicles (DMV).

Students who do not plan to drive a car, but still have an immigration document for at least 6 months, should apply for an ID card at DMV.

Note: A person 18 to 75 years of age with a valid out-of-country driver license in their possession may drive a car for up to one year from the date of entry into the US provided there is an international reciprocity agreement for driving licenses between the U.S. and the country that issued the driver's license.

<p><b>Steps To Apply</b></p>	<p>1. Study the information about traffic laws in the California Driver’s Handbook:  <a href="http://www.dmv.ca.gov/portal/home/dmv.htm">http://www.dmv.ca.gov/portal/home/dmv.htm</a></p> <p>2. Take the written and in-car exam for driving at any DMV office. If you do not have a driver license from another state, you must take both a written and a driving test. There is a \$32.00 fee, valid for three opportunities to take the test within a 90-day period.</p> <p>3. You will need the following documents to apply for the California Driver License OR California ID card: Passport with the stamped Visa in good standing, I-20 (with a program end date of at least 6 months into the future), current acceptance letter from CalCC, and Social Security Card. If you are NOT eligible for a Social Security Number, you will need to sign a “Social Security Affidavit” at the DMV office when applying for your California Driver License.</p> <p>There is \$27.00 fee for the California ID card.</p> <p>Dependents can also apply for California Driver License or California ID Card. Dependents follow steps 1-3 above and provide primary visa holders current acceptance letter, and copies of primary visa holder immigration documents.</p>	
<p><b>DMV Office near CalCC</b></p>	<p>DMV Office Santa Clara  <b>Office Hours</b>  Mon., Tues., Thurs., Friday: 8:00 AM - 5:00 PM  Wednesday: 9:00 AM - 5:00 PM  3665 Flora Vista Avenue  Santa Clara, 95051  (800) 777-0133</p>	<p>DMV Office San Jose  <b>Office Hours</b>  Mon., Tues., Thurs., Friday: 8:00 AM - 5:00 PM  Wednesday: 9:00 AM - 5:00 PM  111 W. Alma Avenue  San Jose, 95110  (800) 777-0133</p>





## Banking Information

Student banking is pretty easy! To find a list of banks that are convenient to you, check on the internet for the nearest banks or pick up the information sheet on banking available in the lobby.

<p><b>Basic Information to Know about the Banks</b></p>	<p><b>It is usually necessary to go to the bank to open an account. Following are questions to consider when opening an account at a bank or credit union:</b></p> <ul style="list-style-type: none"> <li>• How much is the minimum deposit to open an account?</li> <li>• Are there monthly service charges?</li> <li>• Any other fees?</li> <li>• What do I need to bring to open an account?</li> <li>• What are the bank's business hours?</li> <li>• What checking and saving options do you offer?</li> <li>• Is there a charge for checks and traveler’s checks?</li> <li>• Do you offer telephone and/or Internet banking?</li> <li>• Do you offer international exchange for my currency?</li> <li>• How does online banking work?</li> <li>• Will they offer a credit card?</li> <li>• Discounts for students?</li> </ul>
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<b>Banks you Can Find in the Neighborhood</b>	<b>The following banks are located near campus. These banks do not require a Social Security Number to open an account. However, you will need your passport or other identification to open an account.</b>		
	Bank of America 2900 El Camino Real Santa Clara (408) 557-6502 www.bankofamerica.com	Chase 2200 El Camino Real Santa Clara, CA (408) 246-0702 www.chase.com	Bank of the West 1705 El Camino Real Santa Clara, CA (408) 261-1861 bankofthewest.com
	Citibank 3755 El Camino Real Santa Clara, CA (800) 627-3999 citi.com	Wells Fargo 1995 El Camino Real #100 Santa Clara (408) 236-3000 wellsfargo.com	U.S. Bank - Santa Clara 2730 Homestead Rd #19 Santa Clara, CA (408) 261-6985 usbank.com
<b>Note:</b> If you ever lose or have your checkbook or debit/credit card stolen, you should contact your bank or credit card company immediately. This will limit your liability for any checks written or charges made to your account by another person.			

## Extracurricular Activities

<b>Conversation Club</b>	CalCC invites local business people or government officials once a month to have a conversation hour with the international students. After the short presentation, students may ask questions to these guests. This kind of activity will enable the students to practice their English language skills with people other than their teachers and classmates.
<b>Potluck Parties</b>	CalCC holds a Potluck Party once per session where students bring a dish from their home country to share with classmates and teachers. These parties also follow certain themes depending on the month.
<b>CalCC Social Media</b>	<p>Many students are on social media and it is a good way to connect with your classmates and meet new friends. Join CalCC's online communities by adding us as a friend, following or liking us.</p> <p>  @CalCCPage       <a href="http://www.pinterest.com/calcc_esl/">www.pinterest.com/calcc_esl/</a>   @calcc.esl       calcc </p>
<b>Internet Access</b>	<p>For all students, it is available through Wi Fi Internet:  <b>Login</b>                <b>CalCC_StudentG2</b>  <b>Password</b>        <b>iNternational!</b></p> <p>Also in the Language Labs you can access internet through any computer.</p>
<b>Educational Field Trips</b>	Occasionally CalCC's faculty or staff organizes field trips to local museums, libraries and government buildings.
<b>Touristic Short Trips</b>	Students are invited to go for one-day trip to San Francisco, Santa Cruz or Monterey.
<b>Camping</b>	Traditionally every year students go to Yosemite or Sunset Beach for camping and stay 1-3 days in outdoor tents.
<b>Holidays Celebration parties</b>	Special parties with lunch or dinner and lots of fun are organized on Valentine's Day, Halloween, Thanksgiving, and Christmas.



# Health Insurance

Medical care in the United States is extremely costly, so most people have health insurance to cover the high cost of health care. Medical insurance is a "MUST" for all F-1 students. If you would like more information, please speak to CalCC Administrative Assistants or check out the following websites.

Student Health Insurance CISI - Cultural Insurance Services Inter. <a href="http://www.culturalinsurance.com">www.culturalinsurance.com</a> (203) 399-5121 / 399-5596	International Student Organization Compass Health Insurance <a href="http://www.isoa.org/compass_main.aspx">http://www.isoa.org/compass_main.aspx</a>
Student Secure <a href="http://www.mnui.com/products.asp?prod=studentsecure">http://www.mnui.com/products.asp?prod=studentsecure</a>	International Student Insurance.com <a href="http://www.internationalstudentinsurance.com/student-health-insurance/">http://www.internationalstudentinsurance.com/student-health-insurance/</a>

This is a sample of a health insurance waiver, in case a student wants to wait and get the health coverage later:

*I have been informed by California College of Communications that the Department of Homeland Security requires each student with F-1 visa, and his/her accompanying dependents (spouse and/or children) to be covered by health insurance while he or she is attending school. Medical expenses are extremely costly in the United States, therefore medical insurance is mandatory.*

*I have asked the school to waive this requirement for me at this time. I will get my insurance later and be personally responsible for my medical expenses while I am attending school.*

*Student's Signature*

# Medical Resources

Getting sick when you are away from home can be a traumatic experience. Being informed about health care before getting sick can make the experience a lot less problematic. Please see the Professional Resources List for doctors and dental centers and hospitals below. All these places are within reasonable distance from CalCC.

LOW COST MEDICAL RESOURCES			
STD Testing Sites	Eating Disorders Support	Vision Resources	Resources for Hearing Impaired
Alviso Health Center 1621 Gold St. Alviso (408) 935-3900 Confidential testing by appt. or walk-in.	Overeaters Anonymous For Locations call: (408) 268-7243 12 Step Group led by peers. No Fee.	Gardner Family Health Network Alviso Health Center 1621 Gold St. Alviso (408) 935-3900	Sandretto Hearing Aid Center Screenings, Hearing Aid Loaners. 1635 Meridian Ave San Jose (408) 269-4636
Comprecare 3030 Alum Rock Ave San Jose (408) 259-8400 Confidential Testing by appt	Nutrition Hotline American Dietetic Association 1-800-366-1655	Gardner Family Health Network St. James Health Center 55 E. Julian St. San Jose (408) 918-2600	Golden Gate Audiology Associates 1275 Lincoln Ave, Ste. 6B San Jose (408) 294-0644
St. James Health Center 55 E. Julian Street San Jose (408) 918-2600 Confidential Testing by appt Cost: Sliding fee, \$16 - \$30	Eating Disorder Referral and Information Edreferral.com	Family Vision Center 488 Blossom Hill Road San Jose Appts (408) 578-2020	<b>Santa Clara Public Health Department</b>
			HIV Clinic / TB Clinic Immunization Clinic Sliding fee scale. 976 Lenzen Ave. San Jose (408) 792-3720 / 792-5200

Planned Parenthood Clinics 1-800-711-9848 call for locations Confidential Testing by appt only. Cost: Sliding fee, \$25 - \$40	National Eating Disorders Information and Referral Helpline 1-800-931-2237	Santa Clara Valley Medical Center Tully Eye Clinic 500 Tully Road, San Jose 1-888-334-1000	<b>Santa Clara Valley Medical Center</b>
			24 HOURS EMERGENCY CARE 751 S. Bascom Avenue San Jose (408) 885-6900
The Crane Center 976 Lenzen Ave, Room 1800 (408) 792-3720 No charge for anonymous (verbal) report. Photo ID required. Walk-ins welcome or call for appt.	<b>Dental Resources</b>	<b>Indian Health Center of Santa Clara Valley</b>	<b>Planned Parenthood Primary Care Clinics</b>
	Santa Clara County Dental Society (408) 289-1480 Call for low cost dental clinics. Must be San Jose Resident.	Medical and Dental care for adults. Sliding fee scale. 1333 Meridian Ave. San Jose Appts (408) 445-3400	General medical care for adults. Sliding fee scale. San Jose 1691 The Alameda (408) 287-7526
National Aids Hotline 1-800-324-2437 /1-800-232- 4636	Pacific School of Dentistry 2155 Webster St., San Francisco Walk-in hours : M-F 8:30am - 5pm (415) 929-6400	<b>Gardner Health Center</b>	Sunnyvale 604 E. Evelyn (408) 739-5151
		Medical and dental care for adults 195 E. Virginia St. San Jose Appts (408) 998-8815	<b>Santa Clara County Public Health Clinics</b>  Lenzen 976 Lenzen Ave. San Jose
National Testing Service AIDS Anonymous Testing 1-800-584-8183	Nahid Hadameh D.D.S. 1210 E. Arques Ave. Ste 201 Sunnyvale (408) 746-0379		Bascom 750 S. Bascom Ave. San Jose
Home Access HIV Test HIV test kits for home testing. Anonymous results in 3 to 7 days. Call 1-800-HIV-TEST			Fair Oaks 660 S. Fair Oaks Ave. Sunnyvale

## Emergency Procedures

Students should contact the nearest instructor, administrator or support staff in case of an emergency or crime.

<b>In the event of an immediate emergency call the following number</b>	911 From any phone: fix or cell phone
<b>The nearest Santa Clara Police Station</b>	601 El Camino Real Santa Clara, CA (408) 615-4700

## EVACUATION PROCEDURES

In case of an evacuation, instructors should lead their class in a calm and orderly fashion through the closest exit and leave the building to go to the nearest open area. At all times during emergencies the elevator should not be used.

All CalCC Instructors/Staff and students should go across the street from the school on El Camino Real and wait for further instructions. Instructors should ensure all students are present, that nobody was left behind in the building to make sure everybody is safe.