

# INTERNATIONAL STUDENT HANDBOOK

Undergraduate Edition



**California Lutheran University**

60 W. Olsen Rd. #6400

Thousand Oaks, CA 91360

[www.callutheran.edu/international](http://www.callutheran.edu/international)

**(805) 493-3323**

Dear Student,

Welcome to California Lutheran University! We are excited that you have arrived safely in beautiful, sunny Thousand Oaks! You are important to us at CLU and we hope that this Handbook, along with International Orientation/Seminar, will help you feel more informed about life here at CLU and in the United States. We feel that international students add a great deal to the University which is why the recruitment of students from all over the world is so important to us. We are glad that you will be joining this distinguished group of students.

The purpose of this Handbook is to give you a brief overview of many of the things you will need to know in order to be successful at CLU. For more information on any of the subjects covered in this handbook, or if you have questions that are not addressed, please do not hesitate to contact the International Programs Office.

Again, welcome, enjoy your stay, and we hope that this handbook helps you with the adjustment of not only moving to a new home, but also moving to a new country.

Sincerely,

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# Getting Started

## **I. Housing**

**On-Campus.** If you are living on campus, CLU will offer you a comfortable living environment. You will be placed in a residence hall room with roommates. American roommates can be great resources for a new international student. Many of the students will have cars and many are from the surrounding area and know a lot about Southern California life. However, it is important to have a roommate meeting near the beginning of the year. That way you will be able to discuss how the room is organized, the sharing of chores, when guests will be allowed, and other subjects that will affect the way that you live. Remember that you have just as much right to the room as the other roommates. Your roommates and the other people in your hall will probably become some of your best friends, so enjoy. American students are very friendly and they are very glad you're here!

**Off-Campus.** If you are living off campus, make sure to talk with someone in the International Student Services Office. In order to live in an apartment, you will have to sign a contract with the landlord. It is a very good idea to have a university official look over the contract first to make sure that the contract is acceptable to you.

Whether you are living on or off campus, make sure, if you have not already brought them, to have a couple of things from home. Having a few items from home will help you feel less homesick.

**Housing for the Holidays.** Breaks or holidays are scheduled periodically throughout the academic year to give students time to relax away from their studies. Below is a listing of the breaks in the academic year with information to help you plan. During the longer breaks, make sure to make plans for where you are going to stay. If you live in a residence hall please check the Residence Life webpage at <http://www.callutheran.edu/reslife> and select "important dates" for updated information throughout the year.

<b>Break</b>	<b>Month</b>	<b>Residence Halls</b>	<b>Food Service</b>
Labor Day	September	Open	Provided
Fall Holiday	October	Open	Provided
Thanksgiving Break	November	Open	Not Provided
Christmas Break	December	Closed	Not provided
Martin Luther King Day	January	Open	Provided
President's Day	February	Open	Provided
Spring Break	March	Open	Not provided

## 2. Telephone/Email/Letters Home/Faxes

**Telephone.** Telephoning home may be expensive. To make long distance or International calls from your room you will have to use a prepaid phone card.

**Use the following guide for making calls:**

On Campus	dial the 4 digit extension, if the number is 493-3456, dial 3456
Locally (in T.O. area)	dial 9 before the number
Long Distance in the U.S.A.	dial 9 before the 1-800 number on your prepaid phone card or International

**Voice Mail.** If you wish to have a landline phone in your room, you must call Telecom (the telephone provider for CLU) on your own to establish this service. Please ask your RA or GA for help in this matter.

**Email.** Email will be the least expensive way of communicating with family and friends back home. Take advantage of the free email account you are given here at CLU. If you have problems with your email account please contact the Help Desk at the Library by calling 805-493-3698.

**Skype.** Many student take advantage of skypeing with friends and family at home. You will notice that CLU students skype with their friends who are studying abroad.

**Writing.** There is a Mail Center on campus that you can use to mail your letters and packages home. The Mail Center is located across from Student Union Building along with your mailbox.

**Your address will be:**  
**Your Name**  
**101 Memorial Parkway #\_\_\_\_\_**  
**Thousand Oaks, CA 91360-2706**

**Faxes.** You can receive and send faxes from the International Student Services Office free of charge. The fax number is (805) 493-3918. Be sure that your name is printed clearly on the fax you expect to receive so that we may contact you when it arrives.

## 3. Other Important Handbooks

**Student Handbook.** The Student Handbook is available online and lists school policies. Please read this Handbook; you will be responsible for its contents. If you break a policy outlined in the Student Handbook, you may have to pay a fine or do some community service for the school. Continued violations of policy may result in being removed from the residence halls or being expelled from the University. This handbook can be found at <http://www.callutheran.edu/studenthandbook>.

**CLU Catalog.** The catalog contains the general educational requirements for your major, all the courses the university currently offers, as well as the academic policies. You are also responsible for the contents of the catalog. You can view the catalog online at <http://www.callutheran.edu/registrar/>.

#### **4. Important Cards**

**CLU Student Identification Card.** During Orientation you will be given a Student I.D. If you live on campus, this will be your meal card and your access to your residence hall. The Student I.D. will also serve as your library card, will get you into school activities, and may entitle you to discounts off campus. Keep it with you at all times. A lost card will cost you \$15.00 to replace.

**CLU Library Card.** If you wish to enter the library or check out a book or video from the CLU Library, you will need your student ID card. Books and videos taken from the library must be returned by the date listed online on your MyCLU account. If you need the library items beyond that date, take the item back to the library before it is due, and ask for more time. You will be fined for items that are not returned or are returned late.

**Social Security Card.** In order to work on campus, you will need a social security number. If you need to get a Social Security card during the school year, first you must find a job and obtain a letter of employment. Next, contact Dr. Juanita Hall via email ([jahall@callutheran.edu](mailto:jahall@callutheran.edu)) or Linda Boberg (x3323) and she will provide you with a letter of support and a map to the Social Security Office located in Thousand Oaks. In order to get a Social Security card you will need to carry your I-20, I-94, passport, the letter from your employer stating that you have a job, and a letter from International Student Services stating that you are able to work on campus to the Social Security Office. Guidelines for your employer letter is available in the office or on-line at [http://www.callutheran.edu/intl\\_student\\_services/forms.php](http://www.callutheran.edu/intl_student_services/forms.php).

**Address of Social Security Office:  
80 East Hillcrest Drive Suite 104, Thousand Oaks, CA  
Monday – Friday, 9:30 a.m. - 3:30 p.m.**

**California Driver's License.** If you plan to drive while you are in California for an extended time you must have a California Driver's License. An International Driver's License can only be used temporarily (about one month) until you receive a California Drivers License. There is a small fee (\$32.00) for obtaining a driver's license. There is also a written and a practical driving test. The Driver Handbook used to study for the written test can be picked up at the Department of Motor Vehicles (DMV) or viewed online at [www.dmv.ca.gov/pubs.htm](http://www.dmv.ca.gov/pubs.htm). Make sure to study for the exam as some of the questions can be tricky. Do take the time to read the handbook carefully. Call 1-800-777-0133 for forms and an appointment or visit them online at [www.dmv.ca.gov](http://www.dmv.ca.gov).

**When you go to the DMV for your examination, bring the following:**

- A licensed driver
  - A car that is safe and currently registered and for which there is proof of insurance
  - Your passport
  - Money (cash or check) for the application fee
- Social security card (if you have one) *A social security card is not required of non US citizens*

When you arrive at the DMV, you will need to complete an application for a driver's license and then take the examination.

**The examination includes:**

- An eye test to measure how clearly you see (make sure to wear your contacts/glasses for the test if you need them)
- A written test of traffic laws, road signs, and driving safety rules
- A driving test

If you pass all the tests, an examiner will take your picture and thumbprint. You may be required to fax in copies of your travel documents to the Sacramento DMV office. You will be given a temporary license good for 60 days until you receive your driver's license in the mail. If you have not received your license within 60 days, call the DMV office. Your driver's license will likely expire at the end of the program date listed on your I-20. You may file for an extension if you are granted OPT; you will need to show the agent that you are on OPT by showing page 3 of your I-20 which shows the OPT endorsement.

**Address:**

**Department of Motor Vehicles  
1810 E. Avenida De Los Arboles  
Thousand Oaks, CA 91360  
Tel. 805 493-2851**

**For Appointment and Information: 1-800-777-0133 or  
[www.dmv.ca.gov](http://www.dmv.ca.gov)**

**ATM Bank Card.** The ATM on campus is affiliated with Citibank. You will have the opportunity to open a bank account with Citibank during New Student Orientation/Seminar. If you use the ATM, and you have a Citibank account, there will not be a service charge, however if you have an account with another bank, you will have a service charge of about \$1.50. In addition, your bank will likely attach its own fee.

# Practical Matters

## **I. Transportation/Automobiles.**

***Buying a Car.*** Take your time and be careful when looking for a car to buy. You will have a better chance of finding a good car at a reasonable price if you do. Take along an American who is knowledgeable about cars and who can help you evaluate the condition of the car and the claims made by the seller. Unlike most other purchases made in the U.S., car dealers and individuals selling used cars are generally willing to negotiate on the price of a car. Be prepared to bargain for a good price.

***New Cars*** - You should first decide approximately how much you have to spend and the features you want in a car. Then you should spend some time looking at different makes and models of cars. Be especially aware of "options" or special features (such as air conditioning, or cruise control) which often add considerable cost to a car. Make sure you get to "test drive" the car before you buy it.

***Used Cars*** - Buying a used car is less expensive than buying a new car, but you must be willing to assume the risk of having car trouble even an hour after the sale. You can find used cars offered for sale on bulletin boards on campus, in the newspaper, and at most car dealerships. To get a general idea of the cost of a particular used car, you can check the "Blue Book" on the internet. You will need to know the year, make, and model of the car in addition to the number of miles on it and special features.

Before you buy a used car, it is wise to ask the seller if you can take the car to a mechanic to be checked. Although mechanics usually charge for this service, it is a good precaution to avoid buying a car in bad condition. When you complete the purchase of a used car, be sure the seller gives you the "pink slip" which is the legal agreement showing proof of ownership. You will also need to obtain an "anti-smog certification" which is proof that the car passes the state requirements minimizing exhaust fumes.

***Vehicle Registration.*** If you buy a car, you must register it and get license plates for it. Take the car, the "pink slip," and the "anti-smog certification" to the Department of Motor Vehicles. After you pay the registration fee (which varies depending on the model and age of the car), you will receive a temporary registration slip and license plates. Ownership will be recorded in Sacramento, the state capital, and you will be mailed the regular registration slip several weeks later. (Used cars keep their license plates; the number is simply transferred to your name.) Store this document in the glove compartment.

***Car Insurance.*** California law requires all drivers to have insurance. **DO NOT DRIVE WITHOUT INSURANCE.** Insurance rates vary from company to company. They also depend on the value of the car, the amount it is driven, the age and sex of the driver, and the past driving record of the driver. Google 'car insurance agencies in California' for information. Talk to several agents about your insurance needs and then compare prices. Once you have decided on a particular company, keep your agent's business card in your wallet so you have it when you need it.



**Car Accidents.** If you are involved in a car accident, do not leave the scene of the accident. Ask someone who was not involved in the accident to call the Police Department or Highway Patrol. An officer will come and ask you questions about what happened. S/he will also arrange for an ambulance and/or tow truck, if necessary. Do not leave until the officer gives you permission to do so. Notify your insurance agent of the accident as soon after the accident as possible.

## **2. Transportation/Bicycles & Motorcycles**

Bicycles and motorcycles (and motor scooters!) are a relatively inexpensive form of transportation. Notices of used bicycles and motorcycles are often posted on bulletin boards at CLU and in the Ventura County Star and Acorn (Thousand Oaks newspapers). You will also find shops which sell new and used cycles online. Shop around for the best deal. You should always lock your bike whenever you leave, even if only for a few minutes. Every year many bikes are stolen, sometimes even when they are locked. Ask a bicycle shop for advice about a good lock and spend the money for the best. Bicycles must be licensed with the Thousand Oaks Police. You will need the serial number from your bike for the license form. There is also a small fee. If your bike is stolen, the licensing information may help in getting it back. Motorcycles and motor scooters must be registered at the Department of Motor Vehicles (DMV). Drivers are required to have a license that specifically authorizes the operating of a motorcycle or motor scooter. California also requires the use of a helmet. Check with the DMV for licensing requirements by calling 805-493-2851 or online at [www.dmv.ca.gov](http://www.dmv.ca.gov).

## **3. Transportation/Taxi Cabs**

Taxicabs do not "cruise" the streets of Thousand Oaks looking for business. In fact, Thousand Oaks currently has only one taxi company (see below), and you must call the company for a pick-up. When the taxi arrives, tell the driver where you want to go. Rates are metered and expensive. Getting in the taxicab will cost you \$5.15, and there will be an additional charge of \$2.90 for each mile that you are driven. *Fees are subject to change.*

**Thousand Oaks Cab Co.  
805-495-3500**

Getting to and from the airport is simple. There are several companies that operate "door to door" shuttle service to and from major airports. Students frequently use the Roadrunner Shuttle company. Your pick up time will depend on your flight departure or arrival time.

**Roadrunner Shuttle  
805-389-8196  
1-800-247-7919  
[www.rrshuttle.com](http://www.rrshuttle.com)**

#### **4. Transportation/Buses**

There is a public bus system in Thousand Oaks called the Thousand Oaks Transit (TOT). It operates from 6am – 7pm Monday through Friday. The cost is \$1.00 (exact change) each way. There is a Value Pac available at City Hall for \$34 for 40 rides. Call for a bus schedule and route map. *Fees are subject to change.*

**Thousand Oaks Transit**  
**805-375-5467**  
**[www.TOtransit.org](http://www.TOtransit.org)**

**Greyhound Bus Lines** travels to many cities throughout California and the U.S. Flying is much faster, but the bus is less expensive. If you like to see the countryside and don't mind many stops along the way, the bus is a good way to go. If you are looking for a way to tour by bus, you may be interested in Greyhound's bus services. The closest Greyhound Bus Station is in Oxnard, about 16 miles north of the campus. For more information on bus routes and fares.

**Greyhound Bus Lines**  
**1-805-483-3437**  
**[www.greyhound.com](http://www.greyhound.com)**

#### **5. Transportation/Trains**

Trains are not a popular form of transportation here in the U.S. as they are in many countries. AMTRAK is a government train service, which connects some cities around the country. The closest stop to CLU is in Moorpark; there are other stations located in Simi Valley (S), Oxnard (N), Burbank, or Los Angeles (S). The price for a roundtrip ticket to Los Angeles is \$28.00 on weekdays and weekends. For more information and reservations, call AMTRAK. *Fees are subject to change.*

**AMTRAK**  
**1-800-872-7245**  
**[www.amtrak.com](http://www.amtrak.com)**

The Metro Link is a commuter train that runs to Los Angeles on weekdays. The cost for a round trip ticket is \$32.00. You can catch the Metro Link at the same train stations as the Amtrak. *Fees are subject to change.*

**Metro Link**  
**1-800-371-5465**  
**[www.metrolinktrains.com](http://www.metrolinktrains.com)**

#### **6. Transportation/ Airlines**

For airline travel, you are advised to travel through Los Angeles International Airport (LAX) since it is the biggest and easiest airport to get to. However, the Bob Hope Burbank airport can be quite convenient when taking domestic flights.

**LAX: [www.lawa.org/lax](http://www.lawa.org/lax)**  
**Burbank: [www.burbankairport.com](http://www.burbankairport.com)**

## 7. Banking

During New Student Orientation, CitiBank will be here to help you set up a bank account. There are a lot of banks out there to choose from. Ask those around you, what banks they use. All banks have advantages and disadvantages--choose the bank that has the most advantages for you. Look in the yellow pages for a list of banks in the area.

**In order to open an account you will need the following items:**

- Address and phone #
- Money, usually around a \$100.00 to open an account
- 2 forms of identification

There are several types of checking and savings accounts so make sure to talk with the bank representative about which type would best fit your needs.

## 8. Budgeting

Budgeting is very important. Money can go very quickly if you are not keeping track of it.

- Make sure to keep your bank records up to date. There are hefty service charges when your account is overdrawn.
- Make sure to pay your bills on time.
- Make a list of all of the expenses you have in a year/semester. Does the money you have cover those expenses? How much “fun” money do you need a month?

## 9. Student Health Services

California Lutheran University maintains a Student Health Services on campus as a special service to students. The University is very concerned with promoting good health and the prevention of sickness or injury so that students do not lose valuable time in their classes. Health Services also seeks to help students understand, respect, and care for their individual health needs.

**The following services are available on campus:**

- Outpatient care including diagnosis and treatment of minor medical problems
- First aid for medical emergencies
- Pregnancy prevention and sexual safety needs
- Problems related to human sexuality, including pap smears, sexually transmitted diseases and pregnancy testing
- Simple laboratory test with referral if necessary
- Medical referrals if necessary
- Nutrition consultation by appointment
- Allergy injections
- Immunizations
- Health education
- Insurance Information

Health Services is located at 3240 Luther Street (across from Grace Hall) and is open from 9:00 a.m. to noon and 1p.m. - 4:30 p.m., Monday through Friday, except Wednesday when they are only open 1pm – 4:30pm. A physician assistant and a registered nurse are on duty during these hours and a doctor visits weekly. There is no charge for services at the Health Services except for laboratory tests and certain medical supplies and medications. The Health Services telephone number is (805) 493-3225.

**Procedures for Receiving Health Care.** Please follow the procedures outlined below for receiving medical attention according to the severity and timing of the illness or injury (All injuries should be reported to the Health Services to comply with insurance regulations).

**1. Non-emergency when Health Services is open.**

(Monday, Tuesday, Thursdays & Friday, 9:00 a.m. to noon, 1p.m. to 4:30 p.m. Wednesday, 1pm - 4:30pm) Visit Health Services. If it is determined that you need to see a physician, the Health Service Staff will make an appointment for you.

**2. Non-emergency when Health Services is closed.**

See your Resident Assistant (R.A.). S/he has First Aid supplies for injuries and illnesses. All injuries should be reported to the Health Services in order to comply with most insurance policies.

**3. Serious accidents, injury, or illness.**

Ask someone to take you to the emergency room of Los Robles Hospital at 215 Janss Road (corner of Janss and Lynn Road) or call Campus Security at 3911 and they will direct an ambulance to the campus if no one is around to help you. Tell the Emergency Room that you are an international student at CLU. The doctor on duty or the University physician will treat you. One of the campus health care providers or a residence hall grad assistants on campus should be notified of the emergency as soon as possible.

**4. Breathing emergency.**

Call 3911 and Campus Security will alert an ambulance. Be sure to tell them your exact location so that the medical emergency team can reach the patient. Notify the residence hall authority or a medical provider on campus of the emergency as soon as possible.

**Emergency Medical Numbers**

Campus Security	x3911
Emergency, ambulance, Sheriff & Fire	off campus – 911, on campus – x3911
Poison Control	1-800-777-6476
Health Services	x3225

**Health Insurance.** All international students are provided with an international health insurance policy provided by CLU. See the insurance brochure for specific information regarding coverage. This ensures your protection in case of an accident or illness during the semester and vacation periods. It is not a comprehensive policy and so you may have out of pocket expenses.

Visits to the campus Health Service are FREE. Health Services can refer you to another doctor if necessary and save you money. You must file an insurance claim form for the health insurance for an off-campus doctor, hospital and lab fees. It is best to bring a claim form with you when you go to the doctor off-campus. Some doctors will require that you pay for their services at their office. In this case, you must then file a claim form for reimbursement from the insurance company. Others will ask for the deductible only (if there is one), and they will complete the claim form and collect payment from the insurance company. You should send any bill for off-campus health services with the required claim form to the insurance company using the address listed on the claim form. It is best to keep a copy of all correspondence you send or receive regarding your health insurance. Referring to your records will clear up any problems that may arise.

The health care system in the United States is probably very different from the system in your country. The U.S. government does not sponsor or subsidize health care. Rather, payment for health services is the responsibility of the individual. The delivery of and payment for health care services in the United States is based on the existence of independent and private companies that develop and sell insurance plans. Individuals purchase medical or accident insurance to help pay for much of the high cost of medical care, especially for hospitalization, surgery, and emergency treatment.

Although Cal Lutheran has a Student Health Service, it is not equipped to treat serious injury or illnesses. In such situations, students must go to a nearby hospital. Treatment in hospitals is very expensive. However, insurance may pay for many of these expenses. *Students are likely to incur some expenses even with medical insurance.*

Students in the past have asked if they could just pay for the medical expenses as they arise instead of buying health insurance. This is not allowed. If an uninsured student is referred to a hospital for care or surgery, the student may find that s/he is either refused admission to the hospital or asked to deposit several thousand dollars in order to be admitted. Furthermore, assuming that an uninsured student manages to be admitted to a hospital, the daily cost for a bed in a semi-private room may be as much as \$700 to \$1,000 per day. Charges may also be added for surgery, x-rays, tests, medication, use of expensive equipment such as the CAT scan, and private nurses. This makes health insurance a MUST. You can read more information about Student Health Insurance at <http://www.callutheran.edu/healthservices>.

**Counseling Services.** In most countries, when people need help making a decision or overcoming a behavioral or emotional problem, they enlist the help of their family or friends (or sometimes even a religious leader). In the United States, it is quite common for people to see a helping professional called a "counselor" or "therapist." It

is thought that someone who is unfamiliar with the person in need is better able to be objective and to help you explore all possible solutions. Counselors and therapists complete specific training in order to learn techniques that will help their clients make meaningful and positive changes in their lives.

Therapists generally work with the client through discussion of a problem. (Many therapists use other techniques as well, including homework assignments.) All discussion is kept in strict confidence and is not shared with other people unless the client requests or approves it.

At Cal Lutheran, there are several therapists who work at the Student Counseling Center located on campus at 3259 Pioneer Avenue. They offer individual and group counseling to help students cope with life issues and personal problems. A variety of psychological tests and personality inventories are also available to assist students with personal development, educational adjustment, and emotional difficulties. Appointments are required. Call 80-493-3390 for an appointment.

**Dental Care.** You may wish to visit a dentist while you are here. Dentists charge in the same way doctors and hospitals charge; they expect payment in full immediately following the appointment or through dental insurance coverage. Again, dental care can be very expensive. Your CLU international health insurance policy **does not** cover dental care unless it is made necessary by an accident that has injured the teeth or mouth. You will need to make a decision about whether or not to purchase dental insurance. For information on dental insurance, see the Health Services Office. You may either receive a referral for a dentist at the Health Services Office or choose one of the dentists listed in the phone book.

## **10. Jury Duty**

In America, citizens' names are randomly selected to serve on juries of the court. In California, one of the ways that the list of residents is compiled is through driver's license records. Jury Summons are sent off of driver's license records, therefore, it is possible that you may receive a summons if you have applied for a driver's license. On the back of the jury summons is a list of reasons why a person cannot serve the court, one of them being because the person is not a citizen. Simply check that box and mail it to the return address. If you have any questions about a jury summons, please ask at the Office of International Programs.

## **11. Questions**

California Lutheran University is an extremely friendly campus. Feel free to ask questions of your roommates, professors, and the administrative staff. The purpose of the International Programs Office is to help you, so feel free to come by during business hours or email your question.

# Academic Matters

## **I. Suggestions for Academic Success**

It is important for you to realize that there are some real differences between the U.S. educational system and other systems. Below are some key observations that international students have made in the past. Along with these observations are suggestions to help you make the most of your studies both in class and at home. Remember to read the Student Handbook and the CLU Catalog for information on academic policies as well as graduation and major requirements.

### **Key Observations:**

- **Informality** - To most international students, one of the most surprising aspects of the American classroom is the degree of informality. You will find many professors very casual, both in class and during your visits to their offices. They may dress informally and lean or sit on a desk while they lead a class discussion. Students may wear shorts or bring a can of soda to class. This behavior is not considered rude or disrespectful.
- **Class attendance** - Class attendance is critical. If you miss classes, the professor will assume you are uninterested, and this could very well affect your grade. You should also be on time for each class meeting as professors will consider it rude if you arrive late.
- **Class Participation** - Most professors expect their students to participate in discussions, ask questions, and even express opinions or share their own experiences as they relate to the discussion topic. Speak up and don't worry about expressing yourself in perfect English because other students will be more interested in what you have to say than whether or not your English is perfect.
- **Study Time Needed** - It is generally estimated that students at CLU need to spend two to three hours studying for each hour spent in class. Students who are still becoming accustomed to reading in English may find more study time necessary.
- **Frequent Tests** - Tests are given frequently throughout the semester. Therefore, you must keep up with your studies. If you get behind, you may not be able to catch up.
- **Office Hours** - Professors and academic advisors usually designate several hours each week when they will be in their office to meet with students. This is an ideal time to ask for help from a professor. Some professors are available to students who drop by; others ask students to make an appointment first. Making an appointment assures that the professor will set aside time for you.
- **Advisors** - You will normally have two academic advisors during your stay at CLU. The first advisor is a professor who is assigned to you. He or she will assist you

with your academic decisions until you choose a major. Once you choose a major, you will need to change your advisor by asking a faculty member from the appropriate department to be your advisor. You will need to complete a faculty/Major Advisor Change form which is available online at [www.callutheran.edu/car/forms](http://www.callutheran.edu/car/forms).

## **2. Sources of Academic Assistance**

- **Departmental Assistants.** These are juniors or seniors in your major who work in your department. These students can give assistance with course assignments, lab work or studying for exams.
- **Your Professors.** If you are having difficulty understanding what is happening in one particular class or if you do not understand a class assignment, you should speak directly with your professor.
- **Your Faculty/Major Advisor.** This person is probably the single most important individual to you in terms of your academic success. He or she can assist you with any academic problems you may have. Your advisor can also help you choose a major, select courses, and offer ideas for extra-curricular opportunities which will enhance career opportunities.
- **Center for Academic and Accessibility Resources, Library, x3260.** This office provides a number of academic workshops, tutoring, small study group sessions and help with major and advisor changes. Visit their website at [www.clunet.edu/advising](http://www.clunet.edu/advising)
- **Writing Center, Library, x3257.** The Writing Center helps students develop their writing skills. The staff assists students with focusing, developing, and organizing papers as well as polishing and editing the final draft.
- **Career Services, Outside Cafeteria, x3200.** This office provides programs and services to assist students in choosing a major, selecting an occupation, creating a resume, career planning, internships and cooperative education, employment, professional placement, and graduate school preparation.
- **Cooperative Education, Cafeteria, x3200.** As an international student, one of the best ways to get off-campus work experience in your major field is through the Cooperative Education Program (or "co-op"). The intent of the Cooperative Education Program is to allow students an opportunity to integrate theory and practice through a specific work experience and examine the nature and values of the organization or agency where they work. Credit is not given for work on the job, but rather for demonstrated reflection and learning. Students in their sophomore, junior, or senior years may take Cooperative Education. It is a Pass/No Credit course. The BCIS must be informed of any off campus employment. Please see the International Programs Office for information prior to beginning any cooperation education program.



# **F-I Student Employment**

## **1. On-Campus Employment**

International students on F-I visas are eligible to work a maximum of 20 hours per week on campus while school is in session. However, campus policy only allows 10 hours unless special permission is granted. During vacation periods, you may work full-time on campus if you will be registering for the next term. Authorization from the Bureau of Citizenship and Naturalization Services (BCIS) is not required for on-campus employment, however a letter from the on-campus employer is required for your file and you will be required to obtain a social security number.

## **2. Types of On-Campus Employment**

Any work performed on campus is acceptable. This includes employment in academic departments, administrative offices, the library, computer center, etc. Work required by a scholarship, fellowship, or assistantship is also acceptable.

### **Other Employment on the School's Premises**

Work performed on the school grounds or premises for an outside contractor or commercial firm is considered to be on-campus employment as long as the employer provides direct services to students. Examples of this might be food service or bookstore. (F-I students who wish to work with a firm on campus, which does not provide direct service to students, should follow off-campus employment procedures.)

### **Work Off Campus Which Qualifies as On-Campus Employment**

The following types of off-campus employment are defined by BCIS as "on-campus employment": work where there is an official relationship between the school and the off-campus employer, that is associated with the school's curriculum or related to a graduate level research project, and is an important part of your program of study.

For more information about finding on-campus jobs, go to [www.callutheran.edu/studentemployment](http://www.callutheran.edu/studentemployment)

**NOTE:** F-I students who intend to transfer from one school to another or plan to make degree or level changes, may continue on-campus employment during the summer.

## **3. Off-Campus Employment**

Off-campus employment is allowed only for F-I students who have obtained authorization through the Bureau of Citizenship and Immigration Services (BCIS). Off-campus employment may be granted under three programs: 1) curricular practical training, 2) optional practical training, and 3) employment based on economic hardship.

## **4. F-I Practical Training**

If you wish to be employed off campus for the purpose of gaining experience in your major field of study, you should apply for practical training. There are two types of practical training:

- A) Curricular Practical Training (available only before graduation)
- B) Optional Practical Training (available after graduation)

To be eligible for either type, students must have been in F-1 status at least nine months (unless the academic program requires an internship earlier), and the proposed employment must be in an area directly related to the student's major field of study.

**Curricular Practical Training.** Immigration regulations define curricular practical training (CPT) as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." The CPT must either be a required internship or an employment experience for which the student receives academic credit. This option is available through the Cooperative Education program.

Students may choose (or in some majors are required to) enroll in a Cooperative Education course in their major. Cooperative Education courses are usually offered for 1-4 credits, depending on the number of hours spent in the internship. Students may or may not receive pay for this experience. **All work during your internship can begin only after notification to the BCIS through the DSO, Dr. Juanita Hall.** Please follow the procedures outlined below.

**NOTE:** Students engaging in more than one year (12 months) of full-time CPT are not eligible for any type of Optional Practical Training (OPT). Immigration regulations state that there is no limit for part-time CPT; CLU policy states that undergraduate students may take up to 8 credits of Cooperative Education.

### **Procedure for Obtaining Curricular Practical Training:**

- Go to the Career Center to sign up for Cooperative Education. They will present several internship options related to your major for you to consider. If you desire to be paid and cannot or are unwilling to take an internship without pay, let Career Services know that.
- Complete the Cooperative Education Agreement, as directed, with your academic advisor and your employer. Obtain the Registrar's signature.
- See the Director of International Programs in the Student Union Building for the BCIS (immigration) authorization. Bring your I-20 and the Cooperative Education Agreement. You should know the following: a) the employer with whom you will be doing your Cooperative Education, b) the location address, c) the beginning and ending dates for the experience, and d) whether this is a full- or part-time experience, and the number of units you will be receiving.
- The Director of International Programs will report the employment in SEVIS on-line.
- The Director will then issue you a new I-20 with notation of the CPT on your I-20. Once you have registered for the course in your major and received your new I-20, you may begin work. Nothing more is required; you will not receive an Employment Authorization Document (work permit) for Curricular Practical Training.

International students may work up to 20 hours per week while school is in session (during the semester), and up to 40 hours a week during holidays and breaks.

**Optional Practical Training.** All F-1 students may engage in up to 12 months of full-time Optional Practical Training (OPT). Students have the "option" of using this training following their full course of study:

- Students do not need a job offer in order to apply for OPT.
- Once practical training is authorized, however, it is considered to be in progress, whether or not the student is actually working. The twelve-month period cannot be extended or renewed.
- As long as a student works in employment directly related to his/her area of study, s/he is free to change employers without re-applying for employment authorization.

**Procedure for Obtaining Optional Practical Training.** Students who wish to apply for OPT must have been in status for one complete academic year (nine months).<sup>\*</sup> In order to be granted work authorization to engage in OPT, a student must first get the Designated School Official's recommendation for practical training, and then apply for the Employment Authorization Document (EAD) by mail. (At CLU, the person to see for this procedure is the Director of International Student Services.) See the Director of International Student Services up to 90 days prior to completion of your academic program. Pick up a checklist of items needed to apply for OPT and make an appointment. (Checklist is also available on-line).

<sup>\*</sup> For students enrolling in the spring, the summer vacation period will count towards the nine months if the student is enrolled for the fall semester.

Immigration services can take up to 120 days to adjudicate the application. (In fact, no inquiry is even allowed within the first 60 days.) If the application has not been adjudicated within 90 days, Immigration may issue an EAD on an interim basis. Check with the Director of International Programs for this procedure.

**Regulations Regarding Optional Practical Training After Graduation.** Students must apply for post-completion OPT within a specific window of time. You may apply up to 90 days prior to the completion of studies date and no later than 60 days after completion of your studies. Optional practical training done after completion of studies may begin only after the student has completed a course of study and been issued an EAD.

**Other Regulations to Know.** If you apply for and receive an EAD and then do not graduate as planned, you will still be in status provided you do not begin employment. You may begin employment once your degree requirements are completed, although a new EAD will not be issued. Therefore, before you apply for OPT, make sure you have completed requirements for graduation.

- If you complete your studies and leave the United States before you receive your EAD for OPT, you may not be allowed to re-enter the country. You may spend

time abroad once you receive your EAD. However, that time will be charged against your total 12 months from the date of graduation. To re-enter the United States during a period of OPT, you must present: 1) a valid EAD, 2) a valid F-1 visa stamp (unless exempt), 3) a Form I-20 endorsed by a Designated School Official within the past six months and 4) a letter from your employer stating when you are expected to return to work..

- Students who are authorized to engage in OPT after graduation are considered in student status for the period authorized plus 60 days in which to depart from the U.S. or change to another immigration status.

## **5. Off-Campus Employment Based On Unforeseen Severe Economic Hardship**

If a student is suffering economic hardship due to a situation that was caused by unforeseen circumstances beyond the student's control, he or she may be eligible for off-campus work authorization. According to the Immigration, such circumstances may include loss of financial aid or on campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living expenses, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.

Students are eligible to apply for off-campus employment based on severe economic hardship provided that: 1) they are in good standing and carrying a full course of study; 2) they can demonstrate unforeseen severe economic hardship; 3) employment opportunities on campus are otherwise unavailable or; 4) they have been in F-1 status for 9 months; and 5) acceptance of employment will not interfere with the students' carrying a full course of study.

The rule requires that a student make a good faith effort to locate employment on campus **before** applying to the BCIS for employment based on economic hardship.

### **Procedure for Obtaining Off-Campus Employment Based on Economic Hardship:**

- Consult with the Director of Career Services to determine whether there are any employment opportunities available on campus. If none are available, proceed with the following steps. (If employment is available on campus, you must pursue that employment first.)
- Obtain Forms I-538 and I-765 from the Designated School Official (DSO). (At CLU, the best person to see for this procedure is the Director of International Programs.) Complete the top half of the I-538 and all of the I-765, including the Signature Card.
- Gather any other supporting materials such as affidavits which detail the unforeseen circumstances. Ask the Director of International Student Services to write a letter stating the details of the situation along with a statement that on campus employment and employment under the pilot program is unavailable or insufficient to meet your needs.

- Make a list of all your assets, income and expenses.
- Bring all documents to the DSO. The DSO will complete the I-538. On your I-538 under section 9, the DSO will note the following: Severe Economic Hardship Authorized in accordance with 8 CFR 214.2(f)(9)(ii)© until [date].
- Make photocopies of your I-765, I-538, I-20, I-94 (front and back), passport, F-1 visa and letter and supporting documents and list of assets, income, and expenses.
- Assemble the documents in the following order:

- Form I-765 and the \$340 filing fee (check or money order) made payable to “USCIS”.
- I-765 Signature Card (fingerprint is not required). Make sure your signature fits within the blue box. (**DO NOT** fold this card when you mail your application).
- Form I-538.
- A photocopy of the Form I-20 ID
- A photocopy of your Form I-94 Departure Record (front and back).
- A photocopy of any previously issued EAD, front and back (if applicable).
- Two “passport” style photographs (see the I-765 instructions for details).
- Supporting materials documenting the unforeseen nature of the economic hardship (e.g. a letter from the student explaining the circumstances of the hardship, copies of a recent exchange transaction showing the currency level, or a letter from the primary source of funding indication why the hardship could not have been foreseen) and the Director’s letter stating the unavailability of employment under the pilot program or on campus.
- List of your assets, income and expenses.
- Come to the Office of International Student Services and we will help you complete all of the information and mail it for you.

**Note: Forms are available in the Office and filled out there.**

- BCIS will notify you of the decision. If employment is authorized, you will be issued an Employment Authorization Document (EAD). You may not work off-campus until you obtain the EAD. If the application is denied, BCIS will indicate the reason for the denial. A denial may not be appealed.

**NOTE:** Authorization will be granted in one-year intervals up to the expected date of completion of the student’s course of study. Off-campus employment based on economic hardship can only be renewed by BCIS and only if the student continues to maintain lawful status and good academic standing.

## 6. Internship with an International Organization

Although rare, International students are allowed to seek employment authorization to work for a qualified international organization. The list of qualified organizations is limited by the U.S. Government and the list is available for view on our website. Students are eligible to work in 12 months increments upon receipt of employment authorization. This employment does not require that the student receive academic credit, can be paid or unpaid, and does not impact OPT.

**Procedure for obtaining authorization to work for an international organization:**

1. Student obtains internship offer letter from qualified international organization
2. DSO update SEVIS with beginning and ending dates for international internship
3. DSO print out and signs new I-20
4. Student will need to submit a certification from the International Organization that the proposed employment is within the scope of the organization's sponsorship.
5. Student fills out form I-765, use code: c 3 ii
6. Student provides check or money order made out to USCIS for \$340 application fee
7. Student provides \$5 check or cash for mailing to CLU
8. Student provides two (2) new U.S. passport photos
9. Student provides 3-photocopies of I-94
10. Student provides 3-photocopies of current passport
11. Student provides 3-photocopies of any previous EAD card
12. Application is mailed to USCIS for approval
13. Student begins employment once the Employment Authorization Document has arrived from USCIS.

## Your Documents

As a non-immigrant student, you have certain documents, which evidence your legal status: a passport or travel document, a Visa, an I-20 form, and an I-94 card. These documents define your status and must be kept valid for your legal stay in the U.S. Keep these documents in a safe place.

- **Passport.** A passport or travel document permits you to leave and return to your home country. It is issued for a certain period of time ranging from one year to several years. It is a good idea to record your passport number in case your passport is lost. You must always keep your passport valid at least six months into the future. It is your responsibility to note the expiration date and apply for a passport extension at least six months prior to the expiration date. Contact your embassy or consulate to determine what procedures are required to renew your passport.
- **Visa.** A Visa is a stamp placed on a page in the passport by the U.S. Consul abroad. It allows you to apply for entry into the United States as a non-immigrant. Your visa indicates an expiration date. The expiration date on the visa does not affect how long you may stay in the United States; rather, it indicates the latest date on which you can enter the U.S. The expiration date is only important if you plan to leave the U.S. and re-enter. If your visa expires and you wish to leave the U.S. and re-enter, you must apply for a new visa. This is best done in your home country. There are different types of visas which are issued to non-immigrants. When applying to renew your visa, please take a copy of your transcripts, a list of courses you are registered to take in the next term, and a letter of support from Dr. Hall. Renewing your visa is best done in your home country, but can be done at any U.S. Consulate outside the U.S. There are different types of visas which are issued to non-immigrants. Most CLU international students hold an "F-1" student visa. If you have a visa classification other than F-1, bring your passport and supporting documents to the Office of International Programs for clarification of your status.
- **Form I-20.** An I-20 was issued to you after your acceptance as a student at CLU. Before you used this form to apply for your visa, you signed the certification in item 11 on pages 1.  
The I-20 is a record of your immigration activities while in F-1 student status. You must keep every I-20 issued to you and this is the document used for travel. Upon any travel outside the U.S., page 3 of your I-20 must be signed by one of the Designated School Officials on campus who you can find in the International Programs Office.
- **Form I-94 (Arrival/Departure Record).** When you entered the United States, you were issued an I-94 card. The Arrival Record portion of the form was detached and kept by the BCIS, and the Departure Record was stapled into your passport on the same page on which your visa was stamped. The I-94 shows your immigration classification or status. It also indicates how long you may stay in the

United States. F-1 students have the notation "D/S" (Duration of Status) on their I-94s instead of a date. (For an explanation of "Duration of Status," see the next section.)

**NOTE:** It is a good idea to photocopy your I-94 and I-20 forms and keep them in a separate place from the originals. If originals are lost, they will need to be replaced. The Office of International Programs must also maintain copies of all the above documents for record keeping purposes.

## **Maintaining Full-Time Student Status**

All F-1 students are admitted to the United States for "duration of status" (D/S). (This is noted on your white I-94 card.) **"Duration of status" is defined as:**

\* The time during which you are pursuing a full course of study (The date listed on your Form I-20 is the date of estimated completion for your program plus a one year grace period if needed to complete studies.) plus

\* The time you may be working in authorized "practical training" after you complete your studies, plus

\* 60 days in which to depart from the United States or apply for a change of status.

**In order to maintain your status, you must:**

- Have a passport that is kept valid at all times.
- Report to the International Office in person and attend the school you are authorized to attend.
- Carry at least 12 units for a full course of study.
- Follow certain procedures to continue from one educational level to another at the same school.
- Follow certain procedures to transfer to another school.
- Limit employment to 20 hours per week while school is in session.
- Refrain from off-campus employment without prior authorization.
- Report a change of residence to BCIS within 10 days of the change through our Office.

An F-1 student at California Lutheran University is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term.



## Legal Information

While you are in the United States, you are subject to the same laws as American citizens. You are also subject to all laws and regulations governing foreigners who are temporarily within U.S. borders. Since your legal status is monitored by the U.S. Bureau of Citizenship and Immigration Services (BCIS), it is of utmost importance that you understand these laws and regulations and abide by them.

Below is a summary of the essential things for which you, as an F-1 student, are responsible. (A few of you may be J-1 exchange visitors sponsored by an organization outside the University. For information regarding this status, contact The Office of International Programs.)

- Keep your passport valid for at least six months into the future.
- Attend the school at which you were last authorized by the BCIS or affect a transfer no later than 15 days after beginning classes at the new school.
- Maintain your full-time student status.
- Do not accept off-campus employment if you are not authorized to do so.
- Do not take any trip, even a short one, outside the United States without checking to make sure that all your travel documents are in order.
- File a U.S. tax return whether or not you worked for every year you are in the U.S.
- Report each address change, within 10 days, to the International Programs Office.
- Be aware of immigration matters. Pay attention to emails and newsletters sent you about new regulations and how they affect you.
- Seek information or clarification from the Office of International Programs if you are in doubt. **Do not ask friends for advice!**

## Travel Outside the U.S.

If you will be leaving the United States temporarily, you must have the following documentation with you in order to re-enter the U.S.

- Valid Passport
- Valid (unexpired) F-1 Visa stamped in your passport
- Valid signature on page 3 of your Form I-20 (Ask the Designated School Official to sign your I-20 each time you plan to leave. At CLU the Designated School Officials are the Director of International Student Services, the Assistant Director of International Student Services, & the Coordinators for International Admissions.)

**NOTE:** If your visa stamp has expired or if you have changed your status while in the United States, you will need to go to a U.S. embassy or consulate outside of the U.S. to apply for a new visa. You will need to take your I-20 and evidence of financial support with you to apply for a visa. In addition, you will need a copy of your academic transcript, a copy of the courses you are registered to take the next term, and a letter of support from the Director of International Student Services, Dr. Juanita Hall. The U.S. Consulate or Embassy will not issue a new visa unless it is satisfied that you have a residence in your country which you have no intention of abandoning. There is no guarantee that a new visa will be issued to you.

If you are traveling outside the U.S. to a country other than your own, you need to contact that country's embassy or consulate to find out if an entry visa is required. **If you plan to travel anywhere outside the U.S., make sure to visit the Office of International Programs before you leave.**

- **Short Trips to Mexico or Canada or Caribbean (excluding Cuba) .** For short trips (less than 30 days) to Mexico, Canada, or adjacent islands (excluding Cuba), you do not need a valid visa to re-enter the U.S. You do need, however, all of the other items listed above and an unexpired Form I-94 (white card that is stapled into your passport including your I-20 with valid signature on page 3. **DO NOT surrender your I-94 at the border or the airport if you are going to Canada or Mexico for less than 30 days.** You should contact the Canadian Consulate (213-346-2779) or Mexican Consulate (213-351-6815) to find out if there are other entry requirements or restrictions.
- **Travel to San Diego** -- Be careful! If you are driving from Thousand Oaks to San Diego, be sure to have your passport and papers with you. Visitors have reported problems passing through the Immigration checkpoint at San Clemente. If you have any questions or if you need to have documents prepared or signed, please bring your passport and papers to the Director of International Student Services at least five days before your departure.

## **Where To Go If You Need Help With . . . Or Have Questions About . . .**

*\*For off-campus calls dial, 493- \_ \_ \_ \_*

*\*For calls to campus from outside Ventura County, dial 1-805-493- \_ \_ \_ \_*

	<u>Where to Go</u>	<u>Phone #</u>
Immigration paperwork	Int'l Student Services, SUB	x3951
Questions about your bill	Business Office	x3180
Questions about room changes	Residence Life, SUB	x3220
What's going on, on campus	SUB Info. Desk, SUB	x3302
Aren't happy with your meal plan	Cafeteria	x3203
Need to see a nutritionist	Cafeteria	x3203
Feeling sick	Health Services, Kramer Court	x3225
Need to talk with a counselor	Health Services, Kramer Court	x3225
Problems with your telephone bill	Telecommunications, Alumni Hall	x0
Want to move off-campus	Residence Life, SUB	x3220
Looking for an internship/job	Career Services, Cafeteria	x3200
Interested in the Church	Campus Ministries, Chapel	x3228
Academic Advising	Academic Advising, Library	x3961
Maintenance problem w/room	Facilities	x3215
Need to mail a package	Mail Center	x3188
Getting involved in campus activities	International Programs, SUB	x3951
Emergency situations	Security,	x3911

If you have any questions and are unsure about where to go to find the answer, stop by the International Student Services Office, and we will help you!!

# **Sizes, Weights, And Measures**

The United States is one of the few nations in the world that does not use the metric system of measurement. This chart will help you understand this system and make conversions.

## **LINEAR MEASURE**

Short distances are measured in inches, feet, and yards. Long distances are measured in miles.

1 inch (1 in. or 1") = 2.54 centimeters  
1 foot (1 ft. or 1') = 12 inches = 30.48 centimeters  
1 yard (1 yd.) = 3 feet = 36 inches = 91.44 cm.  
1 meter = 39.4 inches = 3.28 feet = 1.09 yards  
1 mile = 5,280 feet = 1.609 kilometers

To convert kilometers to miles, multiply the number of kilometers by 0.62.

To convert miles to kilometers, multiply the number of miles by 1.61.

Note: A person's height is measured in feet and inches. A man would say he is 6 feet 2 inches tall. He would not say he is 2 yards 2 inches tall, nor would he say he is 74 inches tall.

## **LIQUID MEASURE**

1 fluid ounce = 29.574 milliliters  
1 cup (1 c.) = 8 ounces (8 oz.)  
1 pint (1 pt.) = 16 fluid ounces = 2 cups (2 c.)  
1 quart (1 qt.) = 2 pints = 4 cups = 0.946 liter  
1.057 quarts = 1 liter (1 quart = slightly less than 1 liter)  
1 gallon (1 gal.) = 4 quarts = 3.785 liters

## **WEIGHT MEASURE**

1 ounce (1 oz.) = 28.35 grams  
1 pound (1 lb.) = 16 oz. = 454 grams  
1 ton = 2,000 pounds  
2.2 pounds = 1 kilogram (1 pound = approx. 1/2 kg)

To convert grams to ounces, multiply the number of grams by 0.035.

To convert kilos to pounds, multiply the number of kilos by 2.2.

## **TEMPERATURE**

The United States uses the Fahrenheit scale for measuring body, cooking and air temperatures. (Scientific laboratories use the Celsius scale.)

To convert degrees Fahrenheit to degrees Celsius, subtract 32 from the degrees Fahrenheit, multiply the result by 5, and divide by 9.

To convert degrees Celsius to degrees Fahrenheit, multiply the degrees Celsius by 9, divide by 5, and add 32 to the result.

Normal body temperature is 98.6 degrees Fahrenheit.

## **Conclusion**

We hope that you have found this information useful. This Handbook should be used as a guide. If you are unclear about any part of the Handbook, or have questions on any of its material, or lack of material, please stop by the International Programs Office, located in the SUB. We wish you the best of luck during your stay here in Thousand Oaks. Please let us know if we can be of any assistance to you during your studies at CLU!