

Pitzer College International Student Handbook

Claremont, CA



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EMERGENCY NUMBERS

Please place these numbers next to your telephone. If you live outside of the Claremont area, please add the emergency numbers for that area.

International Programs Office
(M-F) 8:00 am – 5:00 pm

(909) 621-8308

Todd Sasaki,
Associate Director, International Programs
(Cell number for emergencies)

(626) 824-7448

Campus Security (Police)

(909) 607-2000
on-campus dial: ext. 72000

Ambulance and Paramedics
Fire
Police

911
911
911

Hospital (Pomona Valley)

E.R. (909) 865-9600
Operator: (909) 865-9500

International Programs Pager
The pager may be used for emergency situations.
To contact Todd in an emergency, follow these steps:

(909) 949-5322

1. Dial (909) 949-5322 from a push button phone.
2. Wait for a series of beeps.
3. Dial in your phone number.
4. Press the "#" symbol.
5. Hang up immediately. Wait by that phone.
6. Todd will call you back as soon as possible.

EARTHQUAKE SAFETY

In the event of an earthquake take the following immediate action:

- Remain where you are!
- If indoors, DO NOT LEAVE THE BUILDING! Locate yourself in the innermost corner of the room, bracing yourself against a wall or other stationary object. Or, crawl under a desk or table if glass poses a danger. DO NOT GO OUTSIDE! You could be injured by falling debris as you exit the building.
- If outdoors, move to an open area away from buildings, trees, power poles, and overhead electrical wires. DO NOT GO INSIDE! Falling objects could hit you as you try to enter a building.
- If you are in a moving car, stop as quickly as safety permits. Avoid parking near power lines, tall buildings, and overpasses. If power lines do fall on your vehicle, do not attempt to leave until the lines are removed or you have the assurance that there is absolutely no power being transmitted through them. DO NOT TOUCH any metal parts of the car.
- The initial tremor will last from a few seconds to several minutes. Do not attempt any action until the shaking stops; then move quickly.

After the earthquake, take the following action:

1. Carefully exit the building and head for the Mounds area (located on your campus map) in the center of the Pitzer campus.
2. It is important that we can account for your whereabouts and know that you are safe. Wait at the evacuation area until you have checked in with a Pitzer staff member.
3. Remain in the assigned areas until you are allowed to leave campus.
4. Emergency provisions such as water, food, blankets, etc. will be provided as needed.
5. Expect communication to and from Claremont to be severely limited. We will assist you with communication as soon as it becomes possible.
6. Take special precautions:
 - Expect aftershocks.
 - Keep clear of overhangs and the covered walkways because they may have sustained structural damage.
 - Stairwells could be damaged. Step carefully and use an alternate route, if necessary.

STUDENT CODE OF CONDUCT

All Pitzer College students must abide by the Pitzer College Code of Student Conduct. Violation of the code may result in dismissal from the College and repatriation at the student's expense.

The Pitzer College Code of Student Conduct is based on the principle of responsible community membership. Each student is to govern his/her conduct with concern for other individuals and for the entire College community. Flagrant or repeated violations of this principle may be met with suspension or dismissal. In addition, each individual bears full personal responsibility for his/her compliance with local, state, and federal laws.

Actions which violate the Code of Student Conduct and which may result in disciplinary action by the College Judicial Council consist of:

A. Offenses against persons and property:

1. *Threatening or endangering.* No Pitzer student shall threaten or endanger the safety and/or well being of others.
2. *Physical assault.* No Pitzer student shall attack or physically injure any member of the campus community or visitor to the campus. **
3. *Harassment.* Every Pitzer community member has the right to freedom from harassment and abusive behavior, including harassment directed at his/her racial, religious, or ethnic background, physical disability, or sexual orientation. No Pitzer student may engage in behavior that is excessively or persistently annoying enough to detract substantially from the quality of life, or the quality of the working conditions of students or any other member of the Claremont Colleges. Examples of harassment include: making excessive noise in residence halls, damaging or highly offensive practical jokes, and racist behavior.
4. *Property offenses.* No Pitzer student shall steal, embezzle, damage, or endanger the property or otherwise violate the property rights of any Claremont College, jointly-owned or affiliated facility, or any member or authorized guest of the Claremont College community who is on college-owned property.
5. *Firearms violations.* Firearms or other dangerous weapons are prohibited on campus. Any student with firearms must store them at Campus Security headquarters.
6. *Interference with college activities.* No Pitzer student shall act in an unauthorized way to make impossible the satisfaction of any physical condition necessary for the success of any authorized activity on college-owned property. (By college-owned property we understand property owned jointly or singly by any of the Claremont Colleges, or property of any facility or institution owned by or affiliated with the Claremont Colleges.)

B. Providing False Information: No student shall knowingly provide false information in relation to the implementation or enforcement of any college policies, rules, or regulations. This includes, but is not limited to, forging instructor or advisor signatures on add-drop sheets or petitions, giving false or misleading information to college committees, and knowingly giving false testimony to Judicial Council in the course of a hearing. Every student must provide identification upon request of any college employee.

C. Academic Dishonesty: Any member of the Pitzer community who is aware of academic dishonesty has the responsibility to try to halt it, either by intervening immediately, by speaking afterward with the person committing it, and by reporting it to the Dean of Students Office for possible referral to Judicial Council. If an instructor concludes that standards of academic honesty have been disregarded, it is his or her responsibility to make the information available to the student, to report the incident to the Dean of Students Office, and to tell the student that a report is being made. The faculty member may handle the case and impose any academic penalty including failure in the course. The faculty member should report the outcome to the Dean of Students Office. If a student disputes the incident or the severity of the penalty, he or she may have a hearing before Judicial Council.

1. *Plagiarism.* No student shall appropriate the work of another--for example, parts of passages of another's writings, the ideas and language of another, the artistic compositions of another--and pass them off as his/her own work. Students may not use substantial extracts from books, journals, or other sources without citation.
2. *Cheating.* No Pitzer student may intentionally use or attempt to use unauthorized materials, information or study aids in an academic exercise or examination.
3. *Duplicate papers.* No student may hand in the same paper in more than one course without obtaining prior permission in writing from the instructor(s), stipulating the conditions (such as extra research, length of paper, etc.).
4. *Facilitating academic dishonesty.* Intentionally or knowingly helping or attempting to help another to violate this code of academic integrity.
5. *Claiming Credit Falsely.* Intentional fraud, in which a student seeks to claim credit for the work or effort of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty can include forgery of academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty.

D. Sexual offenses: Every Pitzer community member has the right to freedom from harassment and/or abuse, including sexual offenses. When this right is ignored, the offense degrades the victim, our community, and society at large. Pitzer College will not tolerate sexual offenses of any kind. Victims of such offenses are encouraged to seek help from the PACE staff or faculty, Dean of Students, a hall director, or an RA as soon as possible. Also in recognizing the difficulty that these cases present for individuals to come forward, Pitzer College will make every effort to facilitate the process and support survivors of sexual offenses. Pitzer College recognizes that sexual offenses are a crime and victims are encouraged to address the issue through the criminal system and seek police help. In a judicial proceeding, information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant. The manner in which a complainant was dressed will not be admitted as evidence in any review or hearing. Sexual offenses fall into four broad categories with the following information. It is possible that a given incident could lead to one or more of these charges.

1. *Rape* is defined as sexual contact in which there is penetration of a bodily orifice (examples primarily include the genital and anal areas and the mouth) however slight by an object (examples include but are not limited to a penis, a finger, a bottle, etc.) in the absence of mutual consent. In cases in which a student is found responsible for rape, Judicial Council is required to impose the sanction of expulsion.
2. *Sexual assault* is any sexual contact without consent that occurs by a woman or man where penetration has not occurred. Sexual assault includes but is not limited to the legal definition of sexual battery defined by the California Penal Code 2002 under section 243.4 (a) as touching an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. Touching as defined in the California Penal Code means physical contact with another person, whether accomplished directly or through the clothing of the person committing the offense, or through the clothing of the victim.
3. *Sexual harassment (between students)* is defined as a pattern of unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature if it creates an intimidating, hostile, or offensive work, educational, or student living environment. It includes but is not limited to any unwelcome touching, patting, pinching, or constant brushing against a person's body, and any harassment directed against a person because of his/her gender or sexual orientation. It also includes any attempt to coerce an unwilling person to unwanted sexual attention, or to punish a refusal to comply. Sexual harassment may also exist in power situations where one's submission to or rejection of another's behavior is the basis for decisions affecting that person. Cases of alleged sexual harassment will follow the Sexual Harassment Policy and Procedures outlined in the Student Handbook for resolution.
4. *Sexual Exploitation* occurs when a student takes non-consensual sexual advantage of another individual or individuals for the purpose of his/her own or someone else's benefit, and the does not fall under the previous definitions of sexual offenses. Please refer to the Student Handbook for further explanation and examples.

E. Misuse, theft, or abuse of College computer time or accounts: Violations of college computer policy will be heard as normal disciplinary or judicial proceedings.

F. Violating College policies and relevant laws described in the Student Handbook, including but not limited to policies on:

alcoholic beverages: See the College Alcohol and Drug Policy section of the Student Handbook and the section on state and local alcohol laws.

illegal drugs: See the College Alcohol and Drug Policy section of the Student Handbook and the section on state and local alcohol laws.

sexual harassment: See Sexual Harassment Policy and Procedures and section III.D of this Code

sexual assault: See Claremont Colleges Inter-campus Sexual Assault Policy Statement as well as section III.D of this code

computer use policy: See Computer User Agreement

fire and safety: See Fire Safety Regulations

outdoor art: See Outdoor Art Policy

- G. Knowingly aiding another person in any violation of the Code of Student Conduct:** No student shall knowingly aid another person in the violation of any rules contained in this Student Handbook.

CROSSING CULTURES WITH HEALTH AND SAFETY

Case Studies

1. Bob has invited Molly, Fred, Bill, and Doris to his apartment in Upland for his 20th birthday party. Most of these friends live at Pitzer. Molly, Fred, and Bill are under twenty-one. They go to Bob's by car. Bob serves some snacks: potato chips, nuts, and pretzels. His guests can choose to drink beer, whiskey, or sodas. By midnight, all of his guests have had at least three drinks containing alcohol. By 2:00 AM, the guests say goodbye and drive home. At 2:15 AM, Bill, one driver, is stopped by a police officer and arrested for drunk driving. At 2:18 AM Doris, the other driver, runs a stoplight, hits a car and severely injures her two passengers and the driver of the car she has hit.

What are the legal implications of this situation?

- 1) For Bill?
- 2) For Doris?
- 3) For Bob?

A.: Bill will immediately lose his driver's license for at least one year. He also may be given a fine or jail sentence for driving under the influence of alcohol.

In addition to the sanctions for drunk driving, Doris will be expected to pay for medical expenses and property damage for persons involved in the accident. (In this case, that would involve thousands of dollars.) If she has insurance, the insurance company may cover some of these costs. The people involved in the accident may take Doris to court to claim additional payment.

If it becomes known that Bob gave alcohol to Bill, Bob could also be held responsible for the accident.

2. Joe and Sue have been dating for about two months. Joe gets jealous easily and doesn't like Sue to talk to other men. Sue is very dependent on Joe. One evening Sue decides to go to L.A. for dinner with two male friends from her mathematics class. She leaves a note on Joe's dormitory room door telling him where she's going and when she plans on getting back. When Joe reads the note, he feels very angry. Sue returns later than she expected. She drops by to tell Joe she's back. He shouts at her angrily. She responds with angry words. He slaps her hard in the face, causing her to fall down. An R.A. sees the incident and calls campus safety.

In what ways do you think the college will respond to this situation?

A: Campus Safety will make sure that Sue is not in danger. They will then make a report of the incident to the Dean of Students. The Dean of Students will talk to both Joe and Sue and confirm the details of the incident. He/she will most likely require that Joe attend counseling sessions and will recommend counseling for Sue. Joe may face sanctions, including probation for physical assault.

3. Kate likes to drink. It helps her to relax. This semester she is taking four difficult classes. She finds it hard to study because she is worried about her parents who are going through a divorce. On Fridays and Saturdays, Kate usually goes to several parties. On this Saturday, Kate skips dinner and heads toward a party in Mead Hall. Throughout the evening she drinks one straight whiskey after another. Eventually she "passes out" from the amount of alcohol in her body. The R.A.'s call an ambulance to take Kate to the hospital.

In what ways do you think the college will respond to this situation?

A: When the ambulance is called, Campus Safety will be notified. Reports from Campus Safety and the R.A. will go to the Dean of Students Office. When Kate is out of danger, the Dean of Students will recommend or require that she attend counseling with the alcohol and drug counselor for alcohol abuse, as well as attend an alcohol education class at Health Education Outreach (HEO).

4. Doug is head of the student government. He is popular and easily makes friends. Women find him very attractive. On this weekend, Doug invites Beth, a top student from his economics class, to attend a five-college dance with him. They enjoy the dance. Afterwards, Doug walks Beth back to her dorm room. He asks her if he can stay and talk for a while. Her roommate is gone for the weekend. Beth invites him in. They sit on her bed and begin kissing. Doug begins to undress Beth. She pulls away from him and says stop. He continues his advances toward her, thinking that women often pretend to struggle and that her allowing him to kiss her gave him the right to go ahead. Beth continues to say that she doesn't want to do this. Doug is very excited now and ignores what Beth says. He proceeds to have sexual intercourse. Beth is frightened and says nothing. Afterwards he is angered by her crying and leaves the room, saying, "Why did you lead me on if you didn't want to have sex?" Two days later the Dean of Students of the college tells Doug that Beth is charging him with sexual assault (date rape).

What will happen to Doug?

A: Doug did not have the consent of the woman to engage in sexual activity. Stop means stop. No means no. Anything other than a very clear yes means no. He will most likely be found guilty of rape and will be expelled from the college. The woman could bring criminal charges against him in a court of law. If found guilty, Doug could be sent to prison.

The woman will most likely be strongly encouraged to obtain counseling.

5. Doris is a twenty-one-year-old student. Some of her friends who are under twenty-one often ask her to purchase alcohol for them. One night Doris and her friends decide to have a party. Doris purchases beer and whiskey. The group of friends enjoys drinking and talking in Doris' dorm room. Two of her friends (under twenty-one) who have had too many drinks begin an argument. They begin fighting. One falls against the window and breaks it. The broken glass cuts his arm deeply. Doris calls 911.

In what ways do you think the college will respond to this situation?

- 1) For the student who was injured?
- 2) For the other student who was fighting?
- 3) For Doris?

A: A report of this incident will be forwarded to the Dean of Students Office. Once the participants are capable of discussing the incident, the Dean of Students will charge Doris with violating the alcohol policy and may refer her case to the Claremont Police Department. She can be fined \$1000 per minor to whom she served alcohol. The students who were injured will be fined for property damage, will pay to replace the window, and will be placed on residential probation for violating the student code of conduct which forbids students under the age of twenty-one from consuming alcohol and also forbids students from fighting.

6. Sonny and Steve are both under twenty-one. Their friend Doris has bought them a six-pack of beer. Sonny and Steve are taking the beer to Bob's apartment in Upland. Sonny is driving. On their way, they are stopped by a police officer for speeding. The officer sees the six-pack of beer.

What will happen to Sonny and Steve?

A: Sonny will be given a ticket for speeding. Both Sonny and Sam will be charged with a misdemeanor for knowingly possessing alcohol in their motor vehicle when they are under twenty-one. They will each have to pay a fine of about \$200. The charge will become part of their driving record and will most likely cause an increase in their automobile insurance rates. Doris may be charged with contributing to the delinquency of a minor.

7. Melissa tells her friends Jim and Jack that a male student named Finley in her hallway is bothering her. The student whistles at her and tells her she's beautiful. He also tells her he wants her to go out with him. As she walks down the hallway, he follows her and puts his arm around her. Melissa has told Finley that she is not interested in dating him and wants him to leave her alone. He continues to bother her. Jim and Jack feel very protective of Melissa. They are very angry at Finley and go to visit him in his room. They threaten to beat him up if he doesn't leave Melissa alone. Finley brings charges against Jim and Jack for threatening him with violence.

How will the college respond to this situation?

A: Jim and Jack will probably be found responsible for threatening Finley with violence and placed on residential probation. They will be required to attend counseling sessions. Melissa will most likely charge Finley with sexual harassment. When found responsible, he will be required to apologize to Melissa, be placed on residential probation and required to attend counseling sessions, among other possible sanctions.

8. David went to a small high school in Europe where he was not asked to write many papers. The few instances when he was required to do so, his girlfriend, who happened to be an excellent writer, helped him write them. In his first year at Pitzer, David feels overwhelmed and very much alone. On his first two papers for his freshman writing class, David receives a “D” and an “F.” It is nearing the end of the semester, and David has one more chance to raise his grade in the class. He has to pass the class or his parents will take his car away from him. David does not think that he can do it alone. He decides to call his girlfriend back home and get some advice. She tells him to go an Internet site where they sell papers written by other people. David visits the site and immediately finds a paper that would be perfect for his assignment. He purchases it, puts his name on it, and turns it in.

David’s professor immediately realizes, while reading the paper, that it is not David’s work. The writing style is too different from what David normally turns in.

What will happen to David as a result of this?

A: Pitzer’s policy is that no Pitzer student shall appropriate the work of another—for example, parts of passages of another’s writings, the ideas and language of another, the artistic compositions of another—and pass them off as his/her own work. No student may use substantial extracts from books, journals, or other sources without citation. If a student does plagiarize, cheat, or duplicate work they have already done for another class, the professor may choose to simply warn the student, give him/her a zero for the assignment, or fail him/her for the class. If the act is judged to be serious enough, or it is a repeated offense, the student, can, in the worst case scenario, be expelled.

Instead of buying a paper off the Internet, David could talk with his professor to see if he/she might have any suggestions as to how David can go about writing his paper. David could also ask a friend on campus to give advice to him as to how he can find the proper materials (at the library, via Internet, etc.) about the subject he is focusing on for his paper. Finally, when David has completed one draft of his paper, he can take it to the Writing Center (in Sanborn C-1) to have it reviewed by someone for spelling and grammatical errors.

9. Mary and Mina are roommates. In their three years at Pitzer, they have taken many classes together. This year, their final year, they are in the same calculus class. Both of the girls are intelligent and have always gotten good grades. Often the two work together on class projects. In math class, for example, the two of them sit down together for every homework assignment and work through the problems as a team. The girls do not feel as if they are doing anything wrong. They feel that they are just helping each other to better understand the problem sets. Their teacher, however, notices that the answers on Mary’s and Mina’s homework assignments are identical to one another. He calls them into his office and alleges that they are not doing their own work.

What might happen to Mary and Mina?
Could the allegations have been prevented?

A: Some professors may see nothing wrong with two students working together on an assignment, especially, in math and the sciences. However, others believe strongly that students should do all of their own work. Such professors would probably have warned students like Mary and Mina that working together, as closely as these girls had been, would not be allowed in class. If they continued to turn in identical problem sets, however, most professors would probably deduct points from the girls.

To avoid the allegations of cheating, there are a couple of things that Mary and Mina could have done differently. First, they could have asked the professor at the beginning of the semester what his/her policy was on students working together on homework. This would have cleared things up early on, so that later there would have been no misunderstandings. Second, they could have worked separately on the problem sets, coming together, only in the end, to compare answers. This way, it would have been obvious that each student had gone through each problem on her own, and had arrived at the answers differently.

STUDY ASSISTANCE

Huntley Bookstore

Huntley Bookstore is located at the corner of Dartmouth Avenue and Eighth Street. At the bookstore, you will find all of the books that you need for your classes. Keep all receipts from the bookstore for the books you buy. If you need to exchange the books, you will need the receipts. The phone number is extension 71502.

Huntley is open during the academic year from 8:30 a.m. to 5:30 p.m. from Monday to Thursday, from 8:30 a.m. to 5:00 p.m. on Fridays and from 10:00 a.m. to 5:00 p.m. on Saturdays.

During the summer, Huntley is open from 8:30 to 5:00 p.m. from Monday to Friday and from 10:00 to 5:00 on Saturday.

Honnold Library

Students from all the Claremont Colleges use the facilities of Honnold Library. It is located on Dartmouth Avenue across from the bookstore. You must have your Pitzer student photo identification card in order to get into the library and check out books. Photocopiers are available. The phone number is extension 18150.

Internet access is also available in the library. Students may bring their personal laptop computers to the library and connect to existing ports. Assistance with this procedure is available Monday through Friday from 1:00 PM – 5:00 PM in the summer.

The library offers student tours at the beginning of each semester (times are posted in the lobby of the library). These tours are a good way to become acquainted with the library.

Normal hours:	Monday - Thursday	8:00 a.m. to midnight
	Friday	8:00 a.m. to 10:00 p.m.
	Saturday	9:00 a.m. to 10:00 p.m.
	Sunday	11 a.m. to 1 a.m.
Summer hours:	Monday - Friday	8:30 a.m. to 7:00 p.m.
	Saturday	12:00 p.m. to 7:00 pm

Other Libraries

There are smaller specialty libraries located on the Claremont Colleges campuses that you can use for study or research.

Denison Library: Located on the Scripps campus, Denison Library specializes in the humanities and fine arts, with special collections by and about women. The phone number is extension 73941.

Normal hours:	Monday – Thursday	9:00 a.m. to 12:00 a.m.
	Friday	9:00 a.m. to 5:00 p.m.
	Saturday	12:00 p.m. to 7:00 p.m.
	Sunday	12:00 p.m. to 12:00 a.m.

Summer hours:	Monday - Friday	9:00 a.m. to 5:00 p.m.
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Sprague Library: Located on the Harvey Mudd Campus, Sprague Library specializes in mathematics, engineering, science and technology. The phone number is extension 73920.

Normal hours:	Monday - Thursday	9:00 a.m. to 12:00 a.m.
	Friday	9:00 a.m. to 5:00 p.m.
	Saturday	12:00 p.m. to 5:00 p.m.
	Sunday	12:00 p.m. to 12:00 a.m.

Summer hours:	Monday - Friday	9:00 a.m. to 5:00 p.m.
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Seeley G. Mudd Science Library: Located at College Avenue and Seventh Street, this library houses Pomona College's scientific department libraries and houses the Seaver Computer Center. The phone number is extension 18924.

Normal hours:	Monday - Thursday	9:00 a.m. to 11:00 p.m.
	Friday	9:00 a.m. to 5:00 p.m.
	Saturday	12:00 p.m. to 5:00 p.m.
	Sunday	12:00 p.m. to 11:00 p.m.

Summer hours:	Monday - Friday	9:00 a.m. to 5:00 p.m.
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Study Areas

Many times you may want to find a quiet place to study. There are several good areas close to Pitzer or on campus.

Lucian Marquis Library and Reading Room: There is a small reading room in Mead Hall on the north end in the "W" tower. Reading room hours are posted on the doors. A photocopier is available.

Dorm Living Rooms: The living rooms of Holden, Sanborn and Mead halls are quiet places to study. There also are individual and group study rooms in each dorm that you can use.

Bauer Center Reading Room: Directly across the street from Pitzer at Claremont McKenna College is Bauer Center. As you enter the center, to your right is a reading room open from 8:00 a.m. to midnight on weekdays and noon to midnight on Saturdays.

Grove House: A good place to enjoy a cup of tea or coffee while studying is in Pitzer's Grove House (north of Mead Hall). Open 8:00 a.m. to 11:00 p.m.

Claremont Public Library: Located on the corner of Harvard Avenue and Second Street, this library belongs to the Claremont community. You are welcome to use it for studying. You can check out materials there after you obtain a library card. The phone number is 621-4902.

Library hours:	Monday -Thursday	1:00 p.m. to 8:00 p.m.
	Friday - Saturday	10:00 a.m. to 5:00 p.m.
	Sunday	1:00 p.m. to 5:00 p.m.

Tutoring

The International Student Advisor's Office offers a referral service for students. Recommended tutors are college or graduate students who have had some tutoring experience. Usually these tutors charge from \$12.00 to \$25.00 per hour. The International Student Advisor's Office will provide students with the name and telephone number of one of the tutors. It is the student's responsibility to call the tutor and arrange for meeting times.

CAMPUS OFFICES

The Center for Career and Community Services

In the Center for Career and Community Services, you can find a job and volunteer community service positions. Students interested in Optional Practical Training should make an appointment with this office after talking with the International Student Advisor. The Center is located in Mead Hall.

Duplicating

On the ground floor of Bernard Hall, room 111, facing Fletcher Hall, you will find the Duplicating Office. If you need to make Xerox copies, you may go there, give your originals to the office supervisor, and pay ten cents per page.

Mailroom

Your mailbox is located on the ground floor of McConnell Center in the Pitzer mailroom. You can send and receive mail from this facility; however, you cannot buy stamps there. You can purchase stamps at Huntley Bookstore or the U.S. Post Office in Claremont.

International Student Programs Office

Located in Scott Hall 110 and 104. The office serves the need of international students. The office is a resource center offering assistance with immigration regulations, academic progress, and financial concerns. The office also sponsors some social and cultural events.

Registrar's Office

This is the office that takes care of students who need to add or drop classes. You can also obtain course schedules for classes there. The office is located on the ground floor of Scott Hall in the north corridor.

Student Computing Lab

Located at the northwest corner of Bernard Hall, the computing center contains personal computers (Macintosh and IBM) for students to use free of charge. The first fifty (50) pages of black-and-white laser printing are free. Additional laser printing and color printing also are available for a nominal fee. The computing center is always staffed by a computer assistant who can help you set up an account and answer any questions you might have about using the lab.

Student Housing

Located in the ground floor of Scott Hall, this office helps students with housing. For example, if you are having problems with your dorm room and have tried to solve this problem without success, go with your resident advisor to the Housing Director in this office.

CAMPUS LIVING INFORMATION

Now you have become a member of our college community. As a member, you have both rights and responsibilities. The information below will provide you with information about both.

We hope that you will enjoy your stay, learn a great deal, make new friends, and contribute in many ways to this exciting community.

DORM RESOURCES AND POLICIES

For more detailed explanations, check the *Pitzer Student Handbook* and your housing contract.

1. **Alcohol:** No drinking is allowed on campus at public places and public events including: the dorms, McConnell Center, the main dormitory living rooms, libraries, lobbies, corridors, basements, laundry rooms, sun decks, courtyards, parking lots, and classrooms. In accordance with California laws, all students under 21 cannot buy or drink liquor in a public place, and cannot have liquor in their possession on a street, public place, or in their car.
2. **Appliances:** No cooking is allowed in dorm rooms. All cooking is to be done in the kitchenettes. You may rent a small refrigerator and keep it in your room.
3. **Claremont Cash:** You can purchase "Claremont Cash" at both Pomona's the Coop Store and CMC's Emmett Store so you can purchase food **and** non-food items anywhere on the campuses and even in participating shops in the Claremont Village. If you would like to purchase more than \$50 in Claremont Cash, you may do so online at card.cuc.claremont.edu.
4. **Cleaning:** Clean your own clothes in the ID card-operated machines in the laundry rooms (washer: 50 cents, dryer: 25 cents). Claremont Cash is used for these services. Keep your room clean. You can obtain bathroom and dorm room cleaning equipment from the dorm service desks.
5. **Dormitory Security:** Please keep your dormitory room door locked at all times after entering or leaving your room. Lock windows when you leave the room. Windows must be closed and locked at night. Propping open of entrance doors is not allowed because it endangers the safety of all residents. For your safety, all entrance doors will be locked at 10:00 p.m. each night. There is a \$50.00 fine if you are found propping doors.
6. **Drugs:** No drugs are allowed on campus. It is illegal to possess, sell, or use any drugs in the United States. You can get into serious trouble with the college and the police if you possess, sell, or use drugs.
7. **Emergencies:** If you are in the dormitory, contact the RA on duty or Campus Security immediately. Campus Security can be reached at extension 72000.

On the Pitzer College campus, you will find several bright orange boxes containing emergency telephones. They are directly connected to the Campus Security Office. All of the campuses of the Claremont Colleges have similar emergency telephones which are painted other colors. They are all marked "Emergency Telephone." Use them only for emergencies.

8. **Energy Conservation:** Please turn off your lights, stereos, and other appliances when you are not using them.
9. **FAX:** You may send and receive faxes through the International Student Advisor's Office Office. You will be charged \$1.25 per page for each fax received, \$4.00 for the first page you send, and \$1.25 for each additional page. Our FAX telephone number is 909-621-0518.
10. **Firearms:** No guns of any kind are allowed on campus. If you have any, you must leave them with Campus Security.
11. **Fire Equipment:** Do not "play" with the fire equipment (fire alarms or extinguishers). Any tampering with fire equipment may result in a \$1000.00 fine.
12. **Fire Regulations:** In the event of fire or smoke, pull the fire alarm in your corridor and leave the building. After you have safely left the building, go to the nearest phone and call Campus Security (extension 72000) and report the problem.

Please keep exit doors free of obstruction at all times. Do not smoke in bed.

There may be a fire drill during the semester to practice emergency fire evacuation procedures.

No candles or hot plates are allowed in rooms. Don't use wastebaskets as ashtrays. Keep exit doors clear.

13. **Furniture:** Do not remove any furniture from public places.
14. **Guests:** You are responsible for the actions of your guests. In accordance with the Pitzer College *Student Handbook*. No guest can stay on campus for more than five consecutive days or a total of seven days per session.
15. **Hours and Keys:** You regulate your own hours. Keys are obtained from the Residential Life staff when you check-in. If you lose your key, go to your RA immediately. The lock will be changed on your door, and you will pay for this cost. Always lock your room when you leave.

If you are locked out of the dorm or your room from 8 a.m. to Midnight, use the telephone near the front entrance to call the RA on duty. The name and extension number of the RA on duty will be posted in a visible place near the door. If you are locked out of your room between Midnight and 8 a.m., call Campus Security at extension 72000.

16. **Insurance:** Medical insurance is required of all Pitzer students. The college does not insure your personal belongings (clothing, stereo, etc.).
17. **On-Campus Dining:** Meal times in McConnell Dining Hall are as follows:

Weekdays:	Breakfast:	7:30 a.m. to 9:30 a.m.
	(Continental	9:30 a.m. to 10:00 a.m.)
	Lunch:	11:15 a.m. to 1:30 p.m.
	Dinner:	5:00 p.m. to 7:00 p.m.
Weekends:	Brunch:	10:30 a.m. to 12:30 p.m.
	Dinner:	5:00 p.m. to 6:30 p.m.

Meal times may vary. Please consult the schedule on the doors of the dining hall for variations in the schedule.

DO NOT lend your meal card to another student. The dining hall can take your meal card away if you do this. If you lose your meal card, contact the International Student Advisor's Office as soon as possible.

18. **Painting Your Room:** Painting your room is not allowed.
19. **Parking:** Cars can be parked in any of the parking lots at Pitzer, except in front of Scott Hall or other places marked "Faculty/Staff". You must register your car with Campus Security.
20. **Pets:** No pets!
21. **Quiet Hours:** Quiet hours will be Sunday - Thursday 10:00 p.m. to 8:00 a.m. and Friday and Saturday 12:00 Midnight to 10:00 a.m. Please be considerate of your neighbors. Everyone has the right to be able to study and sleep in his/her room.
22. **Resident Advisors:** A Hall Director and several Resident Advisors, known as RAs, staff all dorms. They are students of Pitzer College who help the participants of our programs. RAs are trained in first aid and emergency response. They serve as excellent resources for information about the programs, campus, and community.
23. **Repairs:** Go to the Campus Facilities and Maintenance Office (McConnell Basement) to request repairs.
24. **Roof:** Do not walk on the roofs of the dormitories.
25. **Room Contract:** You will get a copy of the Room Condition Report (RCR) when you move in. Check over the RCR to make sure the information is accurate. You are personally responsible for any damage you cause to Pitzer College property. You will be expected to pay for any damages you cause before leaving the program.
26. **Smoking Policy:** Smoking is not permitted in any public areas of the dorms or any place in Pitzer buildings. Smoking is permitted outdoors, but please be careful to extinguish your cigarette completely and dispose of it properly when you are finished smoking.
27. **Telephones:** Public telephones are located in each dormitory and on the east side of McConnell. These phones can be used to make off-campus and long distance calls.

You may install a phone in your room. Any telephone with tone dialing can be plugged into a telephone jack. Room phones may be used to make on-campus calls, collect calls and credit-card calls.

CAMPUS DINING

Meal Plan Policy

You must choose a meal plan at the beginning of the semester. College policy does not allow changes to be made after the first two weeks of the semester. Do not lend or transfer your meal card to someone else. You must have your meal card to enter the dining hall. Any of the Claremont Colleges dining halls are open to you for any meal. Check each hall for meal times.

“Plus Board” Dollars

You are given a certain number of “Plus Board” dollars to spend when you purchase your meal plan. This money can be used to purchase non-dining hall food at any campus food source (e.g. The Grove, The Hub, The Coop). If you purchase the 16 meal plan, you will receive 160 “Plus Board” dollars; if you purchase the 12 meal plan, you will receive 120 “Plus Board” dollars. If you choose to purchase the 5 meal plan, however, you will receive 0 “Plus Board” dollars.

Claremont Cash:

You can purchase “Claremont Cash” at both Pomona’s the Coop Store and CMC’s Emett Store so you can purchase food **and** non-food items anywhere on the campuses and even in participating shops in the Claremont Village. If you would like to purchase more than \$50 in Claremont Cash, you may do so online at card.cuc.claremont.edu, or at the Claremont Card Center.

Meal Times

Times for breakfast, lunch, and dinner are posted at the cafeteria and in the dorms. Generally, meals are at the following times, but in order to get the most recent schedule, check with the Dining Hall you plan to visit.

Breakfast:	7:30 a.m. to 10:00 a.m.
Lunch:	11:15 a.m. to 1:30 p.m.
Dinner:	5:00 p.m. to 7:00 p.m.

Other Places to Eat on Campus

THE GROVE HOUSE

Serves light lunches, pastries, coffee, tea, and other specialties. Open 8:00 a.m. - 11:00 p.m. at Pitzer.

THE MANDARIN

Located upstairs in the Gold Student Center, the Mandarin serves boba, and some packaged foods. Please stop by the Gold Student Center to find out the hours of operation for the Mandarin.

THE HUB

Located at Claremont McKenna College, The Hub operates a short order grill and has both a snack bar area and a dining room. Video games and TVs are available.

MOTLEY

Located at Scripps College, the Motley serves fancy blends of coffee, tea, and homemade pastries.

THE COOP

Located at Pomona College, the Coop has a short order grill snack bar. The COOP Courtyard is also open for lunch every day of the week. Video games, pool, and table tennis are available.

THE MUDD HOLE

Located at Harvey Mudd College underneath Platt Dining Hall, the Mudd Hole has a short order grill, snack bar and a game room.

HAGELBARGER'S

Located in McManus Hall of Claremont Graduate University, Hagelbarger's offers a breakfast menu and daily lunch specials in addition to a short order grill.

Local Markets for Ethnic Food

WOLFE'S: On Foothill Boulevard at the corner of Harvard Avenue, this store has ethnic foods, a fabulous delicatessen section, and other grocery and household items.

STATER BROS: On Foothill Boulevard at the corner of Towne Avenue; a regular American grocery store, with all sorts of foods, household items, etc.; quite a bit less expensive than WOLFE'S.

HOA HING SUPERMARKET: 1925 S. Garey Avenue in Pomona (south on Garey from Foothill Blvd.) Specializes in reasonably priced Asian foods of all types and has a terrific fresh seafood section.

POMONA VALLEY PRODUCE: 945 E Holt Ave #A in Pomona; specializes in Middle Eastern food.

TELEPHONE INFORMATION

In order to make calls from the dorm room you will need to obtain a pre-paid calling card or long-distance calling card. The only direct calls available to be made from the dorm rooms are on-campus calls or local numbers in the (909) area code. Calling cards are available on campus at the Huntley Bookstore. You may also make calling card phone calls from the public telephones in the dormitories and outside of McConnell.

MAILBOX AND ADDRESS GUIDE

Your mailbox on campus is located in the basement of McConnell Center. The mailroom is staffed Monday - Friday from 8:00 a.m. to 11:00 a.m. and 12:00 Noon to 5:00 p.m. You can, however, access your mailbox after hours and on weekends. In your orientation packet, you should receive a mailbox number and combination. If you don't know your mailbox number and/or combination, contact Kathy Kile, coordinator of the mailroom. She can answer any questions you might have about your mail service.

Outgoing mail can be sent from the mailroom. You cannot purchase stamps for domestic mail at the mailroom. The Post Office in Claremont on Harvard Avenue and Second Street will sell postage for packages or for international mail.

You can receive mail by having it sent to the following address:

Your Name
Pitzer College
Box #*Your mailbox number*
1050 North Mills
Claremont, CA 91711
U.S.A.

CHECKING-OUT

The dormitories close at the end of each semester. During vacation breaks in each semester, however, they do remain open.

End of Fall Semester	Dorms close for Winter Break
First Saturday of Spring Semester	Dorms open for Spring Semester
End of Spring Semester	Dorms close for Summer Break

The dorms remain open during Fall Break and Thanksgiving recess. During Spring Break, the dorms remain open, but the dining halls are usually closed.

Donations of Clothing, Books, etc.

If you have any unwanted clothes or furniture, these can be donated to community organizations. In the lobby of every residence hall, during the last two weeks of each semester, there will be a box where you can put your donations. If you have any new or used books that you would like to donate, please bring them to the International Student Advisor's Office.

End of the Semester Check-Out

You will need to check out of the dorm when you permanently leave. A sign-up sheet will be posted outside your RA's door-- choose a time for an appointment to check out. You should have your room completely clean and clear of all personal belongings. Cleaning supplies, vacuums and extra trash bags will be available at the service desks. Use these to remove all of your trash from your room, vacuum the floor and clean all surfaces in your room, including the sink area/bathroom. If you have questions about the check-out process, please ask your RA. At the end of both the Fall and Spring semesters, you will turn your keys into the Residential Life staff in your dorm.

After you leave, Residential Life staff will check your room for damages, comparing the check-out condition to the initial condition as listed on your Room Condition Report. You may be charged for nail holes or tape marks in the walls if you hang pictures, burns in or stains on the carpet, or leaving your desks/shelves or bathrooms areas dirty. If you have questions about what might be a charge, please ask your RA.

Extensions

If you need to stay in your dorm room because of a late flight or other travel plans, you will need to request an extension from the Housing and Residential Life Office. Forms are available during the last week of classes of each semester and can be found at the service desks in the residence halls or you can pick one up in the Housing Office.

Mail

The Pitzer mailroom will forward your mail to your new address if you are going to stay in one place. Just tell the employees in the mailroom what your new address will be. If you are going to be traveling, or moving during the summer, you can have your mail forwarded to the International Student Advisor's Office to be held over the summer.

Shipping and Packing Supplies

If you need to ship your belongings, you can do this at the Village Postmark (112 Harvard Avenue in the Village). At the end of the Spring semester, there is a station set up at the end of 12th Street in front of Broad Hall. You can buy packing materials and boxes, and also ship your belongings from there.

Storage

If you are returning from the Fall semester to take classes in the Spring semester, you may leave your belongings in your room. You may want to move your valuables (money, jewelry, stereos, CDs, etc.) to a safer place (maybe off-campus with a family or friend) or take them with you.

If you are a student during the Spring semester and are enrolling in the Summer Residence Program, you may store your belongings in the Mead Hall basement. The Summer Programs' staff will post dates and time when you can do this. If you need long term storage (for instance, over the entire summer), you will need to rent an off-campus storage space, such as:

Nearby off-campus storage spaces are:

Evergreen/Claremont Self-Storage
454 West Baseline Road (Claremont)
Telephone 399-9989

Upland Self Storage
2026 West Foothill Boulevard (Upland)
Telephone 920-4400

Empire Self-Storage
525 West Arrow Highway (Claremont)
Telephone 621-6829

Please come by the PACE Office for more information about off-campus storage.

MONEY AND BANKING

Banking

Most students who use banks maintain checking, savings and other accounts, and buy and receive international money orders and wire transfers.

Automated Teller Machines (ATM'S)

Automated Teller Machines are quite common in the U.S. and can be found at banks, shopping centers and in some food markets. Many businesses allow customers to use their ATM card (check card) to pay for purchases directly from your checking account. Two automatic cash machines are available at the Claremont Colleges. Both machines are provided by Bank of America, but may be used by non-Bank of America customers with credit or ATM cards from other banks. Non-Bank of America customers will be charged a service fee for using the machines.

1. Huntley Bookstore machine

Location: corner of Eighth Street and Dartmouth Ave.

Hours: Monday - Thursday: 8:30 a.m. - 5:30 p.m.

Friday: 8:30 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 5:00 p.m.

Service: This is a full service machine. You can make cash withdrawals, credit card cash advances or conduct regular electronic Bank of America business at this location.

2. Campus Security machine

Location: Smith Campus Center, Pomona College

Hours: 24 hours a day, 7 days a week

Service: This is a cash withdrawal machine only.

COMMUNICATION

Public Telephones

Most telephones in the U.S. are coin-operated, although in certain areas phones take credit cards or cards issued by phone companies. Nearly all the phones you will see will take coins.

Phones only accept the following coins: quarters (25 cents), dimes (10 cents), and nickels (5 cents). There is a coin changer in the video game room at the Gold Recreation Center. Several banks located in the Claremont Village can also change dollars for coins.

To use a phone, lift up the receiver. You will hear a "dial tone." Insert your money and dial the phone number. Calls within the local area cost approximately 35 cents (prices may vary and phones will not give change). If you do not insert enough money, a computer will tell you how much you need to insert.

Fax Machines

There is a fax machine available in the International Programs office for international students to use. The charge for an international fax is \$4.50 and the charge for a domestic fax is \$1.00 per page. Please check with International Programs Office in Scott Hall 110, for more information.

Electronic Mail

Every student will receive a computer account and an email address. The computer account will allow you to access the Internet on campus. While you are a student at Pitzer College, your email account will be active. Please be sure to check your account at least once week for information on upcoming events or deadlines. If you already have an email account, such as hotmail or yahoo, please inform the PACE office.

Postal Services

Every student receives a mailbox on campus. Your mailbox is located on the ground floor of McConnell Center in the Pitzer mailroom. You can send and receive mail, weigh packages and letters. At the U.S. Post Office on the corner of Harvard Ave. and Second St., you can purchase stamps and mail packages.

TRANSPORTATION

Motor Vehicle Regulations

All Pitzer students who own or operate motor vehicles (cars, trucks, or motorcycles) on the campus must register these vehicles with the Department of Campus Security located at 251 E. 11th Street.

The fee is \$30.00 per semester for students who live ON-CAMPUS.

The fee is \$15.00 per semester for students who live OFF-CAMPUS.

You will be required to have a hang tag for your car in order to park on campus. This tag will be available when your photo ID picture is taken.

Please remember to bring the following items to get your parking hang tag:

- car registration
- driver's license
- proof of insurance

Please read the Motor Vehicle Regulations brochure included in the pocket of this folder for other campus regulations concerning motor vehicles. **YOU ARE RESPONSIBLE** for knowing and obeying all campus regulations and state laws governing motor vehicles.

A Driver's License

You may drive in this state if you have a valid license from your home country. However, it is strongly recommended that you get a California license if you expect to drive here over several weeks. A California license is a valuable piece of identification. It is almost impossible to purchase car insurance without a California license.

To obtain a California Driver's License, you must get a Social Security card. The card you get will be stamped-- "Not for Employment." The Social Security Office is at 436 W. Fourth Street in Pomona. They are open from 9 a.m. to 4:30 p.m., Monday through Friday. You may pick up your application in the International Student Advisors Office or go to the Social Security Office personally to pick it up. After you fill out your form, you must hand it in to the Social Security Office and show your passport and another form of ID (such as a student ID). It will take about three weeks to receive your card after you hand in the application. You should carefully study the California Driver's Handbook, which will be provided in the Survival Seminar. The driver's handbook will help you to prepare for the driving test.

The Department of Motor Vehicles is located at 1600 S. Garey in Pomona, between Franklin and Phillips Street. It is open from 8:00 a.m. to 5:00 p.m. Monday thru Friday, except on Wednesdays when it is open from 9:00 a.m. to 5:00 p.m. The phone number is 1-800-777-0133.

To get a driver's license in California you need: \$25 and proof of your age (a passport will do). You will be given an eye test, a written test and a driving test.

You may take the California driver's test in any of the following languages in either written or oral form (tape): Chinese, Japanese, Korean, Vietnamese and Spanish. Arabic tests are available on tape only and are not available in a written form. The handbook is available in these languages also (except Arabic).

Car Insurance

You are required by law to have your car covered by insurance. **BE SURE YOUR CAR IS INSURED.**

The law says that you are financially responsible for injury to another person or that person's property in excess of \$500.

You are required by law to be covered by liability (coverage for the other person) insurance or deposit \$35,000 with the Department of Motor Vehicles.

Your insurance must cover at least \$15,000 for the injury or death of one person in any one accident, \$30,000 for more than one person in any one accident and \$5,000 property damage in any one accident.

If there is a lawsuit, the person who loses the suit pays the damages beyond the amounts given above. Damages in excess of the above amounts are common. It is wise to be well insured.

All accidents involving more than \$500 property damage or any injury must be reported to the DMV within 15 days by each driver regardless of fault.

Always keep your license with you when you drive. Always keep your car registration papers with you in the car.

In case of a car accident:

1. Call the police or the Highway Patrol. Make sure that the officers make a record of the accident.
2. Get the name, driver's license number, address, and insurance company of the driver of any other vehicle involved in the accident.
3. Get the name, phone number, and address of any witnesses of the accident.
4. Do not admit fault for the accident. Just help the police officer get the facts.
5. As soon as possible, report the accident to your insurance company. If the accident involves any injuries or more than \$200.00 in property damage, you must report the accident to the Department of Motor Vehicles.

Bicycles

An easy way to get around in the Claremont area is bicycling. Check the local newspapers (The Daily Bulletin or the Claremont Courier) for bicycles for sale. Phone the bicycle shops listed in the Yellow Pages of the telephone book for information about new or used bikes.

The City of Claremont requires that all bicycles be licensed at the City Hall at 2nd Street and Harvard Ave. There is a small licensing fee.

Ask for form 004 to apply for tests in other languages.

Public Transportation

Taxi: Paul's Yellow Cab Company (622-1313 or 622-1316) operates on the metered combination of mileage and time; there is no charge for extra passengers. You should call the company at least 30 minutes before you would like to leave. Taxi's run 24 hours a day. The driver's expect a 10-15% tip. For more information on tipping visit www.tipping.org

Car Rental: Most car rental agencies require a valid driver's license (local or international), a form of photo identification and a major credit card. Most agencies also have a minimum driving age (usually 25 years old) and require proof of insurance. On average, it costs approximately \$50.00 a day to rent a small car. Some agencies also charge an additional fee for mileage. The renter is responsible for returning the car with a full tank of gas. All car rental agencies are not created equal! It is wise to call several car rental agencies to do some comparison shopping before deciding.

Super Shuttle: If you need to get to LAX (Los Angeles Airport) or Ontario Airport, you can make a reservation for Super Shuttle (909) 467-9600 a few days in advance. Have your airline ticket ready when you make your reservation. Super Shuttle will pick you up in Claremont and take you to LAX for \$48.00. The driver expects a 10% tip.

Claremont Transit Store: Located on 200 W. First Street (at the Metro Link Station) or at (909) 399-5347, the Claremont Transit Store provides free advice and services to anyone wishing to use public transportation. They will help plan your trip, advise what buses, trains and routes to use and help you purchase tickets. Also available are free bus and train schedules for all of the major lines listed below.

Foothill Transit: This local bus company can be reached by phone at (800) 743-3463. It provides service to Montclair Plaza and many other destinations. For more information visit www.foothilltransit.org

Metro Buses (MTA): MTA buses service all of Southern California. For information about routes and schedules call (213) 626-4455 or visit www.mta.net

Greyhound Buses: For out-of-town travel, try the Greyhound Bus Line. The office is located at 888 South Indian Hill Boulevard. For information call 624-4564 or visit www.greyhound.com

Metrolink: Metrolink is Greater Los Angeles' commuter train service. Claremont's station is located on First Street in the Village. Trains leave for L.A.'s Union Station in the morning and return in the late afternoon and early evening. For more information about tickets and schedules call 1-800-371-5465 or visit www.metrolinktrains.com

Dial-A-Ride: provides transportation to three main drop off points—Pomona Valley Hospital, Montclair Plaza and Montclair Transit Center, or anywhere within the City of Claremont. Cost is \$1.25 one-way to all residents in the Claremont area. Call 623-0183 to arrange a pick up time no later than 6 p.m.

HEALTH/MEDICAL INSURANCE

Medical Insurance

All students must have adequate medical insurance. Medical care in the United States is very expensive. Medical costs are the personal responsibility of the student or his/her sponsor. The College does not assume responsibility for any medical costs, including those related to injuries that occur while participating in athletic activities.

The Claremont Colleges offer a low cost student health insurance. We will require you to purchase this insurance, or an equally good policy, if you are not already insured. If you do not bring proof of adequate health insurance coverage to the International Student Advisors Office by the first day of classes, you will not be permitted to enter classes.

PLEASE NOTE: Members of your family who are not Pitzer students or students at the Claremont Colleges are not eligible to use the student health services at Baxter Medical Center. However, they may be covered by the health insurance for an additional fee.

Baxter Medical Center (621-8222) (Fall and Spring)

The Student Health Service at Baxter Medical Center is located at 175 East 6th Street. The hours of the center are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. (On Wednesdays appointments are available until 7:00 p.m.) Emergencies at any other times will be taken care of through the San Antonio Community Hospital (999 San Bernardino Road, Upland). Telephone: (909) 985-2811 for general information; (909) 985-4747 for emergencies.

Doctors and nurses staff Baxter Medical Center. They offer consultation, examination, treatment, emergency care, laboratory tests, x-rays, immunizations, allergy desensitization, and injections. The center will refer students to specialists for consultation when needed. There is also a charge for prescriptions, x-rays, and special work.

EMERGENCY OFF CAMPUS

1. For a medical emergency, call **911**.
2. Give your name and address.
3. Ask for an ambulance.
4. Call the International Student Advisors Office as soon as possible to inform us of the emergency (909) 621-8308.

EATING OFF CAMPUS

Local Restaurants and Cafes

Most casual and fast food restaurants will package your food to take home if you ask. Tipping for good service is expected in restaurants. No tips are necessary at fast food restaurants where you order and pick up your food at the counter.

Harvard Square Cafe is located in the Claremont Village at 206 West Bonita Avenue. It features steaks, chicken, and seafood served on an outdoor patio. Harvard Square is open Monday through Thursday 11:00 a.m. until 9:00 p.m. On Fridays and Saturdays, it is open from 11:00 a.m. until 10:00 p.m. and on Sundays from 10:00 a.m. until 9:00 p.m. The phone number is 626-7763.

Heroe's Restaurant is situated at 131 Yale Avenue in the Claremont Village. While munching on peanuts, watch a sporting event as you wait for a big, juicy burger. Their phone number is 621-6712.

La Picoletta is an Italian restaurant located in the Claremont Village. La Picoletta features several types of pasta and sauce on the weekdays and a meal with four courses on Saturday evenings. La Picoletta serves from 5:00 - 8:00 p.m., Tuesday through Thursdays, 5:00 p.m. - 9:00 p.m. pm Fridays and reservations are required for Saturday evening. It is located at 114 North Indian Hill Boulevard. The phone number is 624-1373.

Mix Bowl Cafe is located at 1520 Indian Hill Blvd South of the 10 Freeway. It features a variety of Thai noodles, BBQ dishes, and rice dishes. With a minimum order of \$10, they will deliver your order. Open daily from 11 a.m. - 2 a.m. Their phone numbers are (909) 447-4401 and (909) 447-4403.

Patty's Mexican Food is known for their good food, gigantic portions, and cheap prices. They are open only for lunch and are located at 1332 North Towne Avenue. Their phone number is 625-9160.

Some Crust Bakery is located at 119 Yale Avenue in the Claremont Village. It specializes in croissants, pastries, cakes, and coffee. Some Crust is open Monday through Friday from 6:00 a.m. until 6:00 p.m.; Saturday 7:00 a.m. until 6:00 p.m.; and Sunday from 7:00 a.m. until 4:00 p.m.

21 Choices is a popular place for frozen yogurt. 21 Choices is located west of the Claremont Colleges at 817 Foothill Boulevard (next to Ralph's). It is open every day from 11:00 a.m. until 11:00 p.m.

Viva Madrid is located at 225 Yale Avenue in the Claremont Village. A trendy tapas bar, this restaurant has great food and a live Flamenco guitarist on Wednesday and Thursday nights. The restaurant is open on Tuesday through Sunday from 5 p.m. until 11 p.m. and is closed on Monday. The phone number is 624-5500.

Walter's Restaurant in the Claremont Village specializes in Afghani, Italian, and American cuisine. Walter's is open from 8:00 a.m. until 9:00 p.m. It is located at 316 Yale Avenue and the phone number is 624-2779.

For information on more local restaurants and menus, go to Scott Hall 104.

Pizza Delivery

Many Pizza Houses deliver to the Pitzer dormitories. Look for coupons from various shops at the dorm front desks, on the bulletin boards and in local newspapers.

Domino's Pizza delivers until 12:00 midnight on weekdays and 1:00 a.m. on Friday, Saturday, and Sunday. A large pizza with cheese and one topping costs \$12.98. Call (909) 398-0404 to place an order.

Round Table Pizza delivers until 10:00 PM on weekdays and 11:00 p.m. on weekends. A large pizza with cheese and one topping costs \$13.89. The phone number is (909) 625-2444.

Pizza Hut is also popular with students. They deliver until 11:00 p.m. Sunday - Thursday and 1:00 a.m. on Friday and Saturday. A large pizza with cheese and one topping costs \$14.37. To order, call (909) 593-2000.

Pizza deliverers carry a limited amount of change so be sure to have the appropriate amount of money available.

SHOPPING

The Claremont Village features art, clothing, music, book, and gift stores. It is located about 3/4 of a mile southwest of Pitzer College (from Pitzer go west on Twelfth Street then south on Harvard Avenue). Most of the stores open around 10:00 a.m. and close around 6:00 p.m.

Target and Wal Mart sell a wide variety of household goods ranging from clothes, shoes and personal care products to electronic items and furniture. Most stores open 7 days a week, open at 8:00 a.m. and close at 10:00 p.m.

Target - 9052 Central Avenue, Montclair

Wal Mart - Foothill and Benson, Upland

Huntley Bookstore sells school supplies, snacks, and a large selection of books. It is open 8:30 a.m. to 5:00 p.m. Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays.

Montclair Plaza is a large shopping center with many clothing, music, food, and specialty stores. It is located at Arrow Highway and Monte Vista Avenue. You will need to take a car, taxi, or bus to Montclair Plaza. By bus you can take #292.

A cab to Montclair Plaza costs approximately \$8.00 plus tip. See the information about going to Montclair Plaza by bus under the "Movies" heading.

Ontario Mills Mall is the largest indoor mall in America features hundreds of designer and discount stores. The mall is located at Miliken Avenue, just north of the junction of the 10 and 15 Freeways. You will need to take a car, taxi, or bus.

Victoria Gardens is a beautiful outdoor mall with abundant designer and discount stores and restaurants. To enjoy this popular shopping and eating venue, take I-210 East. Exit at Day Creek Boulevard heading south. Access to the center is available by making a left turn (heading east) onto North Mainstreet, South Mainstreet or Versailles Street.

RECREATION AND ENTERTAINMENT

The Gold Recreation Center has numerous sports facilities and equipment, including weight machines and exercise equipment, a swimming pool, coin-operated video games, a big screen TV, pool and Ping-Pong tables, basketball and sand volleyball courts. These facilities and related sports equipment are available free of charge to students who show a Pitzer ID card.

Swimming pool passes are available during the summer from your program coordinator and the PACE office. Your ID card is required during the academic year.

Walking the Claremont College campuses is a great way to explore them. See beautiful grounds including famous works of art.

Entertainment

The Movie Theaters located in the Claremont area and their telephone numbers are listed below:

Theater	Telephone	Address
Edwards Ontario Mountain Village Stadium 45	777-3456	1575 North Mountain Avenue Ontario
Edwards Cinema of La Verne	392-4885	1950 Foothill Boulevard, La Verne

Call ahead for show times. Listings of current movies can be found in the Calendar section of the Los Angeles Times.

You will need to take a car, taxi, or bus to the theaters. You can take bus number 187 to Edwards Cinema of La Verne. You can catch this bus at the Claremont Transit Depot (at College Avenue and 1st Street in the Claremont Village). There is a bus stop directly in front of the theater. The bus costs 85 cents each way. Be sure to carry exact change onto the bus because the drivers will not make change.

Videos may be rented very inexpensively for a few days. The closest video rental store is **Video Paradiso** located at 330 West Bonita Avenue in Claremont Village. Videos can be rented from Video Paradiso for \$.99-\$3.99. You may need to take a car or taxi to Video Paradiso. Videos can be borrowed from Honnold Library and the Claremont Public Library free of charge. During the academic year videos may also be borrowed from the Pitzer College AV Department at a very nominal charge. A large selection of popular titles is available.

MEETING PEOPLE

We strongly recommend that you become involved in some of the many activities and organizations at the Claremont Colleges. By participating in a group or club, you have the opportunity to make long-lasting friendships with both American and other international students.

International Place

The international student affairs office of the Claremont Colleges is called International Place. It provides information and referral service, assists with the orientation of new students, publishes a monthly newsletter, and in cooperation with Community Friends of International Students and other organizations, plans programs of interest to the international community. Programs include:

World Speakers: I-Place often asks international students to volunteer to speak about their countries to classes at public schools throughout the year.

Tours and Trips: I-Place arranges tours and sightseeing trips during the summer and school year to points of interest locally and within the western states.

Host Family Program: International students are encouraged to participate in the host family program. Several families in the Claremont area are matched with students who are interested in meeting an American family. Although a student does not live with this family for the entire school year, the family often invites the student to participate in various activities throughout the students' stay in the U.S. The PACE office can help you arrange for a host family through I-Place.

Spouses of International Students: community friends and I-Place arrange English classes, meetings and outings for spouses of international students. Call Charlene Martin at I-Place (ext. 19344) for information about English classes and meetings for spouses of international students.

International Club: This group of American and International students concerns itself with issues that are relevant to the promotion of international and intercultural understanding as well as with helping foreign students become oriented to the colleges. The group sponsors several activities throughout the year.

Lunch and Conversation: Students, college faculty and staff, and community friends meet on Thursdays during the school year for "lunch and conversation" on the Claremont McKenna campus (September through May).

International Festival: Every spring, I-Place hosts a festival for food, entertainment and global activities which draw thousands. The festival is a student-run event.

International Banquet: Every fall, students and community friends produce a feast of global foods and entertainment.

Workshops: I-Place organizes workshops on legal issues, careers, tax preparation and study skills.

PAct

PAct is a student activities group designed to promote two things: access and involvement. This structure provides more activities and events, using a wellness framework, and makes it easier for any student to get involved in campus life. The PAct Student Coordinators meet weekly, planning and conducting activities on and off campus, and making allocations for one-time events organized by any student. The PAct Student Coordinators welcome volunteer assistance and event suggestions from any interested student, and are also ready to assist people who have an idea they want to put into action. For more information, contact PAct at extension 73321.

Claremont Colleges Calendar

Once a month, a calendar of activities for the month is published. In it you will find announcements of lectures, seminars, concerts, movies, dances, plays, workshops, and parties. Go to <http://www.calendar.claremont.edu/> for more information.

Five College Organizations

There is a list in the Pitzer Student Handbook which can give you an idea of which clubs exist. Descriptions of the various organizations have been included in the pocket of this handbook.

Look for flyers, banners and announcements in the residence halls, at the Grove House, in McConnell Dining Hall, in the Gold Student Center and in the Scott Quad for upcoming events.