Pitzer College International Student Handbook

2016-2017 Claremont, CA



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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 Commencement Field (located on your campus map) near the basketball courts.
- 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

Pitzer College has a high respect for individuality among its students and acknowledges the right to explore, clarify and adopt individual values. The College makes no attempt to stand in loco parentis or to be responsible for the total life of its students. The College does, however, have the responsibility of encouraging an atmosphere where students, staff and faculty can effectively pursue the goals of education and community living. All students are responsible for their own behavior and how this behavior impacts the community. The Code of Student Conduct seeks to protect the rights of the individual and the rights of the community with fairness, integrity and respect for the goals of all.

The Pitzer College Code of Student Conduct sets out definitions of rules and fair procedures within the Pitzer community. As members of this community, students are required to abide by all the policies and procedures of Pitzer College and The Claremont Colleges as well as all local, state and federal laws. It is each student's responsibility to be aware of the content of the Code of Student Conduct as well as other policies of the College, which are published in the Student Handbook.

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.

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

http://www.pitzer.edu/student_life/pdf/Student_Handbook.pdf

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-I) 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 6:00 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 or through wireless access. Assistance with this procedure is available Monday through Friday.

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. Hours are subject to change. Please contact Honnold Library to confirm their hours of operation.

Normal hours: Monday - Thursday 8:00 a.m. to 1 a.m.

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 6:00 p.m.

Saturday 12:00 p.m. to 6:00 pm

Sunday Closed

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.

<u>Lucian Marquis Library and Reading Room</u>: 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.

<u>Residence Hall Living Rooms</u>: The various living rooms throughout the residence halls are quiet places to study. There also are individual and group study rooms in each residence hall that you can use.

<u>Grove House</u>: 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 10:00 p.m. Hours are subject to change. Please contact Grove House to confirm their hours of operation.

PitStop Café: Another place to get coffee and specialty drinks, as well as light snacks is the Café in Scott Courtyard. Monday-Thursday: 8am - 7pm, Friday: 8am - 5pm, Closed Saturday & Sunday.

<u>Claremont Public Library</u>: 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 (909) 621-4902.

Library hours: Monday – Tuesday

Wednesday – Thursday Friday – Saturday

Sunday

1:00 p.m. to 8:00 p.m. 11:00 p.m. to 8 p.m. 10:00 a.m. to 5:00 p.m. 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

Career Services

In Career Services, you can find job listings 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 Scott 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 Atherton Hall, 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 Phase II West Hall Q105. 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 in Fletcher 102.

Student Computing Lab

Located at the northwest corner of Bernard Hall, the computing center contains personal computers (PC and Mac) for students to use free of charge. Student are given \$5 per semester to use for printing. 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 second floor of the Gold Student Center, this office helps students with housing. For example, if you are having problems with your residence hall 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.

The majority of Pitzer students live in residence halls on campus. Residential living enables students to share intellectual and educational pursuits while learning to live within a diverse community. It provides opportunities for individual growth through community involvement, interpersonal relationships, and social interaction.

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

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

http://www.pitzer.edu/student_life/pdf/Student_Handbook.pdf

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/Flex" Dollars

You are given a certain number of "Flex" 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 House, The Shakedown, The Hub). If you purchase the 16 meal plan, you will receive 160 "Flex" dollars; if you purchase the 12 meal plan, you will receive 120 "Flex" dollars. If you choose to purchase the 5 meal plan, however, you will receive 0 "Flex" 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 cards.cuc.claremont.edu, or at the Claremont Connection in the Honnold-Mudd Library.

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. Hours are subject to change. Please contact individual dining hall to confirm their hours of operation.

Breakfast: 7:30 a.m. to 9:30 a.m. Lunch: 11:15 a.m. to 1:30 p.m. Dinner: 5:00 p.m. to 7:30 p.m.

Other Places to Eat on Campus

THE GROVE HOUSE

Serves light lunches, pastries, coffee, tea, and other specialties. Open weekdays for breakfast from 8:00 a.m -10:00 a.m. and lunch from 12:30 pm - 3:30 p.m.

THE PIT-STOP CAFÉ

Serves coffee, espresso drinks, gourmet sandwiches, wraps, salads, fruit cups, juice and freshly baked pastries, quiche and bagels. Open Monday – Friday, 8:30a.m. – 5:00p.m. Located in Bernard Hall facing the Scott Courtyard.

SHAKEDOWN CAFÉ

A student-run organic eatery that features an experimental and diverse set of World cuisines with tea, appetizers, smoothies, desserts and hookahs all available for poolside lounging or study breaks. The hours are Sunday through Thursday, 6 pm-10:30 pm with events and movie screenings hosted regularly. Located upstairs in the Gold Student Center. Hours are subject to change. Please contact the Shankedown Café to confirm their hours of operation.

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 and late dinner 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. The Mudd Hole is only open at night.

Local Markets for Ethnic Food

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

<u>TRADER JOE'S</u>: On Foothill Boulevard at the corner of Indian Hill. "TJ's" has a great selection of prepackaged foods, vegetables, snacks, hors d'oevres, beers and wines.

<u>SPROUT'S</u>: On Foothill Boulevard at the corner of Mountain. Sprout's has bulk dry goods, meat and produce, as well as body products and vitamins.

<u>STATER BROS</u>.: 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.

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

TELEPHONE INFORMATION

In order to make calls from residence hall 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 and International Place. You may also make calling card phone calls from the public telephones in the residence halls and outside of McConnell.

MAILBOX AND ADDRESS GUIDE

Your mailbox on campus is located on the first floor of Atherton Hall. The mailroom is staffed Monday Friday from 8:00 a.m. to 5:00 p.m. You can, however, access your mailbox after hours and on weekends. In your orientation packet, you will receive your mailbox number. You will need to contact Kathy Kile, coordinator of the mailroom for your combination. She can also answer any questions you might have about your mail service or receiving packages.

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 Avenue
Claremont, CA 91711
U.S.A.

CHECKING-OUT

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

End of Fall Semester Residence Halls close for Winter Break
First Sunday of Spring Semester Residence Halls open for Spring Semester
End of Spring Semester Residence Halls close for Summer Break

The residence halls remain open during Fall Break and Thanksgiving recess. During Spring Break, the residence halls remain open, but the dining halls are 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 residence halls 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 residence hall.

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 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:

Reliable Self Storage 1495 Andrew Dr. Claremont, CA 91711 (909) 625-5060 http://www.reliableselfstorage.com/

Upland Self Storage 2026 West Foothill Boulevard Upland, CA 91786 Telephone (909) 920-4400 http://www.stor-a-lot-self-storage.com/

Extra Space Storage 525 West Arrow Highway Claremont, CA 91711 Telephone (909) 621-6829 http://www.extraspace.com/

Please come by the International Programs 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. One automatic cash machine is available at the Claremont Colleges. The machine is 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. Campus Security machine

Location: Smith Campus Center, Pomona College

Hours: 24 hours a day, 7 days a week

<u>Service:</u> This is a cash withdrawal machine only.

2. Local Banks

All banks in the local area will have a 24 hour ATM machine located outside. There are many banks around the campus and in the Claremont Village.

For a complete list of banks in the Claremont Village please see the Chamber of Commerce directory.

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.

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 a week (preferably more often though) for information on upcoming events or deadlines. If you have a personal email account with another provider (like hotmail or yahoo or your home university), please inform the International Programs office.

Postal Services

Every student receives a mailbox on campus. Your mailbox is located on the ground floor of Atherton Hall 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. Ilth Street.

The fee is \$65.00 per semester for students.

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.

The California Department of Motor Vehicles is the state agency responsible for driver licensing and vehicle registration. If you would like to obtain a California Driver's License, and have never been licensed to drive anywhere else in the United States, you must take both the Written Test as well as the Behind-the-Wheel Driving Test. You may go directly to the DMV office for the written test, but must have an appointment to take the Behind-the-Wheel Driving Test. Making an appointment online at www.dmv.ca.gov will always save you time. 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.

To get a driver's license in California you need: \$33 and proof of your age (a passport will do), along with your I-94 and I-20. 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, 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).

PLEASE NOTE: An "international driver's license" is a translation of information contained on your home country driver's license. It only verifies that you hold a valid license in your home country. It is your foreign driver's license that allows you to drive in the United States. If you drive in the U.S. before you obtain a California driver's license (or one from another U.S. state) you must be prepared to show your home country driver's license as well as the international driver's license.

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 \$750 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.

Not all out of state Insurance Companies are allowed to operate in California.

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 \$750.00 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 (<u>The Daily Bulletin</u> or the <u>Claremont Courier</u>) 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 <u>Pitzer Green Bike Program</u> raffles off bikes at the beginning of the semester. You can use a bike for the semester with a \$10 deposit, which will be returned to you if you return the bike in good condition at the end of the semester. The GBP is also a great resource for bike maintenance, education, and information regarding local cycling related events. The GBP is located next to the Gold Student Center. Visit their website at http://www.pitzer.edu/student life/gbp/index.asp

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.

Public Transportation

<u>Taxi</u>: Yellow Cab Company (909) 622-1313 or (800) 200-1234 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, 7 days a week or make a reservation online at <u>www.claremonttaxicabs.com</u>. The driver's expect a 10-15% tip. For more information on tipping visit http://tipping.org/tips/taxi.html

<u>Car Rental</u>: 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.

<u>Super Shuttle</u>: If you need to get to LAX (Los Angeles Airport) or Ontario Airport, you can make a reservation for Super Shuttle (800) 258-3826 or make your reservation online at <u>www.supershuttle.com</u> 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 \$55.00. The driver expects a 10% tip.

<u>Prime Time Shuttle</u>: If you need to get to LAX (Los Angeles Airport) or Ontario Airport, you can make a reservation for Prime Time Shuttle 1-800-RED-VANS or 310.536.7922 or make your reservation online at http://www.primetimeshuttle.com a few days in advance. Reservations may also be made online. Have your airline ticket ready when you make your reservation. Prime Time Shuttle will pick you up in Claremont and take you to LAX for \$52.25. The driver expects a 10% tip.

<u>Foothill Transit:</u> 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 <u>www.foothilltransit.org</u>

Metro Buses (MTA): MTA buses service all of Southern California. For information about routes and schedules call (323) 466-3876 or visit www.mta.net

<u>Greyhound Buses</u>: For out-of-town travel, try the Greyhound Bus Line. The office is located at 888 South Indian Hill Boulevard. For information call (909) 624-4564 or visit www.greyhound.com

<u>Metrolink</u>: 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

<u>Claremont Dial-a-Ride</u> can take you to Montclair Plaza, Pomona Valley Hospital or any location within Claremont. Steps to using Claremont Dial- a-Ride. First you must register by calling (909) 621-9900 (9am to 4pm Mon - Fri.) Please note: if you register after 12 pm, you can use the service starting the next day. To schedule a ride, call 909-623-0183 about 1 hour before your desired pick up time. Have a phone number and specific address ready for both pick up and destination. You will be picked up and transported in a comfortable taxicab or minivan. Rides are only \$2.50 each way (rates subject to change).

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 Pomona Valley Hospital (1798 N. Garey Avenue, Pomona). Telephone: (909) 865-9500 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 Advisor as soon as possible to inform us of the emergency.

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.

<u>Bua Thai Cuisine</u> is located at 450 W. Ist Street in the village expansion. It features a variety of contemporary Thai food and drinks. Their phone number is (909) 626-6666; http://www.yelp.com/biz/bua-thai-cuisine-claremont.

<u>Heroes and Legends Bar and Grill</u> 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 (909) 621-6712; http://www.yelp.com/biz/heroes-restaurant-claremont.

<u>Casablanca Mediterranean Bar and Grill</u> is located in the "village expansion," downtown west of Indian Hill. They specialize in Mediterranean cuisine; there is outdoor seating and a lounge – (a bit pricey). Casablanca is open Monday – Thursday and Sunday 11:00AM – 11:00PM, Friday and Saturday 11:00AM – 1:00AM. The phone number is (909) 626-5200; http://www.casablancabarngrill.com/.

<u>Mix Bowl Cafe</u> 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 Monday through Thursday from 11 a.m. - 1 a.m and Friday through Sunday from 11 a.m. - 2 p.m. Their phone numbers are (909) 447-4401; http://www.mixbowlcafe.com/.

<u>Patty's Mexican Food</u> 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 (909) 625-9160; http://www.yelp.com/biz/pattys-mexican-foods-claremont.

<u>Some Crust Bakery</u> is located at 119 Yale Avenue in the Claremont Village. It specializes in croissants, pastries, cakes, and coffee. Hours are Monday – Thursday from 6:30 a.m. – 6 p.m., Friday from 6:30 a.m. to 7 p.m., Saturday from 7 a.m. – 7 p.m., and Sunday from 7 a.m. – 5 p.m. Call them at (909) 621-9772; http://somecrust.com/.

<u>21 Choices</u> is a popular place for frozen yogurt. 21 Choices is located west of the Claremont Colleges at 817 West Foothill Boulevard (next to Ralph's). It is open every day from noon until 11:00 p.m. Call them at (909) 621-7175; http://www.2lchoices.com/.

<u>Viva Madrid</u> 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 7 days a week from 5 p.m. until 10:30 p.m. The phone number is (909) 624-5500; http://www.vivamadrid.com/.

Walter's Restaurant in the Claremont Village specializes in Afghani, Italian, and American cuisine. Walter's is open Monday – Wednesday from 8 a.m. – 9 p.m., Thursday from 8 a.m. – 10 p.m., Friday and Saturday from 8 a.m. – 2 a.m., and Sunday from 8 a.m. – 9 p.m. Located at 310 Yale Avenue and the phone number is (909) 624-2779; http://www.waltersrestaurant.com/.

* For a complete list of restaurants (and shops) in the Claremont Village and/or information on more local restaurants and menus, go to West Hall Q105.

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.

<u>Domino's Pizza</u> delivers until 12:00 midnight on weekdays and 1:00 a.m. on Thursday, Friday, and Saturday. A large pizza with one topping is only \$8.99 after midnight for all Claremont Colleges Students. Call (909) 624-1960 or visit their website at www.dominos.com to place an order.

Round Table Pizza delivers until 11:00 p.m. 7 days/week. Round Table Pizza offers a coupon for all Claremont Colleges Students. The coupon offers two options: (Option #1) one large pizza with one topping only \$8.99, and (Option #2) one medium pizza with one topping only \$5.99. If you want to take advantage of this coupon be sure to mention that you are form the Claremont Colleges when you call to place your order. Call (909) 625-3856 or visit their website at http://www.roundtablepizza.com/rtp/ to place an order.

<u>Pizza Hut</u> 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 \$10.00 for delivery only. A large pizza any way you want it for pick up only costs \$10.00. To order, call (909) 593-2000 or visit their website at http://www.pizzahut.com.

<u>Papa John's Pizza</u> delivers Monday to Thursday until 10:00 p.m., Friday and Saturday until 11:00 p.m., and Sundays until 10:00 p.m. Call (909) 392-7272 or visit their website at <u>www.papajohns.com</u> to place an order.

Pizza deliverers carry a limited amount of change so be sure to have the appropriate amount of money available. You can also pay with a credit or debit/bank card.

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; www.target.com Wal-Mart - Foothill and Benson, Upland; www.walmart.com

Huntley Bookstore sells school supplies, snacks, and a large selection of books. It is open 8:30 a.m. to 6:00 p.m. Monday through Thursday, Friday 8:30 a.m. – 5 p.m. 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; www.montclairplaza.com. 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 one of the the largest indoor malls in America and 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; http://www.simon.com/mall/ontario-mills.

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; http://www.victoriagardensie.com/.

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 International Programs 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	
Laemmle Theaters- Claremont 5	(909) 621-5500	450 W. 2 nd Street, Claremont	
Edwards Ontario Mountain Village	(909) 460-5312	1575 North Mountain Avenue	
Stadium 14		Ontario	

Call ahead for show times. You may also check the web for the Laemmle Theater showtimes at www.laemmle.com

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 \$4.99. To search their rental library go to http://www.videoparadiso.net/. 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:

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

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

<u>Host Family Program</u>: 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 International Programs office can help you arrange for a host family through I-Place.

<u>Spouses of International Students</u>: community friends and I-Place arrange English classes, meetings and outings for spouses of international students. Call Donald Delgado at I-Place (ext. 18344) for information about English classes and meetings for spouses of international students.

<u>Lunch and Conversation</u>: 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).

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

<u>International Banquet</u>: 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 18241.

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.collegescalendar.org 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.