

PCC INTERNATIONAL STUDENT HANDBOOK



www.pasadena.edu/international

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Welcome from the PCC International Student Program

The International Student Center (ISC) at Pasadena City College is the primary office on campus that addresses the needs of PCC's international students. We encourage prospective and degree-seeking students to contact our office:

Pasadena City College

International Student Program
1570 East Colorado Blvd, Pasadena, California 91106

Office location: D204

Phone: +1 626.585.7808

Fax: +1 626.585.3268

Email: iso@pasadena.edu

Web: www.pasadena.edu/international

Facebook: www.facebook.com/ISC.PCC

ISC staff are professional and can help you with questions regarding educational development, personal and financial planning, cross-cultural issues, immigration rules and regulations, as well as community programs and resources. International student counselors assist students in designing their educational plans and prepare students for their transfer to a four-year university to continue their undergraduate education.

Each semester, the International Student Pathway organizes an orientation program for all new international students that cover a wide range of topics including preparation for studying at an American college, health issues, personal safety, academic success, and other topics to help you get the most from your studies at PCC. The ISP also conducts numerous workshops throughout the academic year on a broad range of topics based on student needs and interests. Information about these workshops and other cultural and social events is available through the PCC ISC Facebook page, as well as through regular emails from ISP staff

International Student Program Staff Contact list

INTERNATIONAL STUDENT CENTER

For questions about admissions, F-1 visa, student employment, travel outside of the US

Name	Office
Amy Yan (Asst. Dir.)	D204
Natasha Hong (Admissions)	D204
Ronny Dorian (I-20 Form)	D204

COUNSELING

For questions about choosing majors, educational planning, study skills

Amy Cheung	L104N
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COACHES

(for Students in the Pathways Program)

For questions about personal, school challenges in & out of the classroom, study skills, student life

Emily Bangham	V102
Narineh Karimian	V102
Yvette Nguyen	V102

Getting Started

THINGS TO DO BEFORE YOU REGISTER:

- View online pre-registration videos – www.pasadena.edu/internationalstudents/pre-registration.html
- Check-in to the International Student Center in D204 (Required)
- Attend Welcome Day Event (Required)
 - Bring copy of Visa & I-20
 - Bring signed international student agreement
(Available at: www.pasadena.edu/internationalstudents/upon-arrival.html)
- Take ESL/English and Math placement tests (Required)
- Attend iJam (one week orientation) (Required)
- Attend group counseling and register for classes (Required)
- Pay \$540 medical insurance fee, tuition, and other fees (Required)

THINGS TO DO BEFORE CLASSES BEGIN:

- Get a student ID card (C121)
- Purchase parking permit on LancerPoint or at Police and Safety Services (B210) or Metro tap card (Student Bank B203)
- Find out where your classes are located
- Become familiar with campus resources (International Student Center, Counseling Office, Library, Learning Assistance Center (LAC), Student Health Center)
- Buy textbooks online or in the Book Store (B Building)

THINGS TO DO DURING THE SEMESTER:

- Check your PCC email account regularly for important school information
- Meet with your Pathways coach (first or second year pathway students)
- Meet with a counselor to develop a Student Educational Plan (SEP) (L104) (Get a referral slip from a pathway coach to get a quicker appointment.)
- Find out what your instructors expect from you by reviewing each class syllabus carefully and asking your professor in class or office hours for more information.
- Visit the Pathways Center or the Learning Assistance Center (LAC) for tutoring.
- Think about transferring. (Visit the Transfer Center in L110.)
- Think about your career and major. (Visit the Career Center in L103.)

Maintaining Your F1 Status

1. **Check in with the ISC to activate your SEVIS record.**
2. **Academics**
 - Enroll in 12 units or more each semester
 - Enrolling in less than 12 units is permitted ONLY with authorization from the ISC
 - Medical exception: If you experience medical problems, meet with an ISC staff member.
 - Attend each class session. (Remember that for many professors, late = absent!)
3. **Pay tuition/fees by the Friday before classes begin.**
 - If you enroll in additional classes during the add/drop period, pay for the classes as soon as possible after enrolling.
4. **Report address, cell phone, or email address changes to the ISC within 10 days.**
5. **Inform the ISC if you change your major or change your immigration status.**
6. **Keep your I-20 and passport valid.**
7. **Travel**
 - Get a travel signature on your I-20 before traveling outside of the US.
8. **Employment**
 - Get employment authorization BEFORE you start working
 - Complete at least one semester with a 2.0 GPA or higher before looking for on campus employment.
 - Employment off campus must ALWAYS be authorized, including volunteer work.
 - Employment hours per week are limited to 20 during the school year (fall and spring semesters), and full time (over 20 hours) during the summer.
9. **Time Departure, Transfer, or Change of Status**
 - F1 students have 60 days from program completion to depart the US, transfer their SEVIS records to another school, or change their immigration status.
10. **Enrollment**
 - Be sure that you are enrolled full time, all tuition and fees are paid, and that you attend every meeting of the class, especially the first class meeting.

The International Student Center website has specific instructions on these processes, required forms, and business hours: www.pasadena.edu/international

Travel & US Re-entry

Each time you travel out of the US, you need to have a valid travel signature. You can request a valid travel signature by completing a travel request form: (www.pasadena.edu/internationalstudents/forms.html). Bring the completed form to the ISC and make an appointment with an ISC staff member to obtain the signature. During the semester, the ISC will also offer a workshop giving additional important information regarding travel outside of the US. Plan to participate in this workshop if you are planning to travel outside of the US for the first time since beginning your studies at PCC.

The International Student Pathway

The Pathways Program at PCC is a special award-winning program that helps you get the classes that you need, supports you in your success for up to two years at PCC, and provides you opportunities to explore your major and career goals.

The International Student Pathway has the following components:

- A special one-week *orientation program* called iJam. (Resident students have a similar orientation called Math Jam, Design Jam, etc.)
- A Pathways *study center* on the first floor of the V building
- A *student success team*, consisting of first and second year coaches, counselors and tutors to help you adjust to the culture, expectations of American college life, and tools you need to complete your goals.
- A student success course, College 001, designed to help you develop critical reading, writing, and college-level research skills, as well as develop academic and personal behaviors necessary to succeed in college. (Students with English skills at ESL level 2 or level 3 take COUN 010 instead of College 1).

Pathways students receive the following benefits:

- Priority registration, allowing you to register earlier than many other students
- Easy access to the full student support team
- Access to the Pathways Center, along with tutors, computers, and free printing up to 5 pages per day

All new international students are given the opportunity to be in the International Student Pathway from their first semester at PCC. Being a part of the Pathways program is not a requirement. Students can choose not to be part of this program. However, only international students in the Pathways program, or in a few other programs (athletes, student government, etc.) qualify for priority registration. Additionally, students must complete all of the requirements of the Pathways program during their first year at PCC to qualify for the second year of the program, including priority registration.

Finding Help: Advisors, Coaches, Counselors, & Therapists

ISC Advisors (D204) <i>What can Advisors do for you?</i>	Pathway Coaches (V102) <i>What can Coaches do for you?</i>	Counselor (L104) <i>What can Counselors do for you?</i>	Personal Counseling (L108) <i>What can Therapists do for you?</i>
<ul style="list-style-type: none"> • Provide you with guidance and process your paperwork for: <ul style="list-style-type: none"> - travel outside of the US - Reduced course load - Transfer • Give recommendations and process the paperwork for on campus jobs • Assist you in identifying opportunities for scholarships • Provide you with guidance and help process the paperwork for Optional Practical Training (OPT) and CPT. • Write verification letters for social security numbers, requirements by students' government requirements, or others. • Support you and refer you to needed services in case of medical, family, or other emergencies. • Provide you with guidance and act as a source of referral to various student support services and resources • Assist you with housing, transportation, banking, driver's license and insurance needs • Help you connect with campus clubs, cultural activities, and other events 	<ul style="list-style-type: none"> • Prepare you to see an academic counselor by helping you research your major and universities of interest • Identify ways you can maximize your time here at PCC in order to be successful • Answer basic questions about major and transfer requirements • Assist you in your first year of college while adjusting to the culture, academic and social expectations of college life • Provide you with guidance and act as a source of referral to various student support services and resources • Assist you with housing, transportation, banking, driver's license and insurance needs • Collaborate with you in acquiring time management, study strategies, and other skills necessary for student success 	<ul style="list-style-type: none"> • Help you to create an education plan • Help you understand university transfer requirements and articulation agreements • Provide transfer information • Review General Education (GE) patterns for transfer and AA/AS degree requirements • Answer in-depth questions about major and transfer requirements • Provide personal counseling • Help you with career/ major exploration • Discuss your progress towards transferring and degree attainment • Recommend courses • Interpret assessment scores • Help you to petition for graduation • Provide unofficial transcript evaluation • Provide probation counseling • Direct you to campus resources • Make recommendation for I-20 extension, reduce course load, concurrent enrollment, and Optional Practical Training (OPT) 	<ul style="list-style-type: none"> • Help you identify your current struggles • Provide individualized personal counseling and strategies to help you cope with your difficulties • Up to 8 sessions per semester at no cost • Help you reduce stress and manage your time better to become a more successful student • Help you resolve interpersonal conflict and improve relationships

Finding Help: Additional Campus Resources for International Students

Office	Services	Room	Phone
Admissions and Records	<ul style="list-style-type: none"> Assists students with the enrollment process of adding, dropping and withdrawing of classes Processes grades, maintains students' academic records Provides transcript and enrollment verifications Evaluates academic records Provides certification of graduation, IGETC, CSU GE requirements. 	L113	626.585.7395
Assessment Center	<ul style="list-style-type: none"> Administers a variety of tests, such as ESL, English, Math, and Chemistry 	D205	626.585.7272
Career Center	<ul style="list-style-type: none"> Provides career counseling and career information Job search assistance, resume writing, and interview skills 	L103	626.585.7381
Degree and Transfer Center	<ul style="list-style-type: none"> Provides information and advisement on transfer requirements and opportunities Conducts transfer-related presentations, workshops, fairs and forums Provides visits by university representatives Provides preliminary transfer evaluation Provides Transfer Admission Guarantee (TAG) programs Provides application and essay review Maintains a transfer resources library Offers campus tours to universities 	L110	626.585.7287
Health Services	<ul style="list-style-type: none"> Provide s treatment and counseling for minor illnesses and medical problems. Provides nursing services. (Available days and evenings, call for hours). 	D105	626.585.7244
Honors Program	<ul style="list-style-type: none"> Program for students planning to transfer to four-year colleges and universities such as UCLA, UCI, & UCR 	L104	626.585.7889
Learning Assistance Center	<ul style="list-style-type: none"> Provides free tutoring to improve learning in areas from basic skills to more comprehensive and subject specific information. Provides Pre-Assessment Workshops (PAWS) Offers a variety of instructional materials and technologies 	D300	626.585.7230
Library	<ul style="list-style-type: none"> Maintains a wide variety of books, pamphlets, newspapers, periodicals, documents, and other learning materials. 	LL	626.585.7221
PCC Website	<ul style="list-style-type: none"> PCC general information Catalog & Schedule of Classes Campus Directory College programs & services Academic Policies 		www.pasadena.edu
Pathways Center	<ul style="list-style-type: none"> Place to meet with coaches Free tutoring Math, English, ESL, Statistics for First Year Pathways students Computer Lab Free printing for Pathways students 	V102	626.585.3046
Prerequisite Office	<ul style="list-style-type: none"> Provides course prerequisite clearances 	L103D	626.585.7951
Personal Counseling	<ul style="list-style-type: none"> Provides individualized, confidential, personal counseling Walk-in services are available (call for hours.) 	L108	626.585.7273
Registration Office	Processes: <ul style="list-style-type: none"> Class registration data Add/drop Withdrawal from college forms 	L113	626.585.7575
Student Affairs Office	<ul style="list-style-type: none"> Provides a wide variety of activities including student government, cultural and athletic events, and over 70 clubs 	CC105	626.585.7384

Glossary of College Terms

ASEP (Abbreviated Student Education Plan) - A tentative outline of courses students need for the first two semesters at Pasadena City College.

Add Code - An Add Code is given by the instructor during the first two weeks of school and is used to register for a course that is closed.

Articulation Agreements - Guides to check which courses are accepted or equivalent between PCC courses and those at CSU, UC, and independent colleges and universities. See the Transfer Center (L110) or a counselor (L104) for agreements. Articulation agreements between PCC and universities can be found online at www.assist.org, or transfer tool at: www.pasadena.edu/studentservices/counseling/articulation.cfm

Associate in Arts or Science Degree (A.A., A.S., AS-T, AA-T) - Degrees are awarded after satisfactory completion of graduation requirements at a community college. For detailed information, go to www.pasadena.edu/studentservices/counseling/graduation

Bachelor of Arts or Science Degree (B.A. or B.S.) - Degree awarded after satisfactory completion of a four- or five-year program of study at a college or university. You may complete your freshman and sophomore years at PCC, transfer to a university, complete your junior and senior years, and then graduate with a B.A. or B.S. degree.

Catalog - The college catalog describes college programs, services, degrees, majors, graduation and transfer requirements, academic policies, and descriptions of courses taught throughout the year. Available online

Certificate of Achievement - Document awarded by college when you have completed all required courses of a career and technical nature. A Certificate of Achievement is required for an A.S. degree.

Closed Class - A class that has reached enrollment capacity. Register for a place on the Waitlist using LancerPoint or by showing up to class during the first two weeks of school.

CSEP (Comprehensive Student Education Plan) - An outline made in consultation with a counselor, showing all the courses that need to be taken for students to achieve their educational goals.

Co-requisite - A course that must be taken together with another course during the same term. i.e., Nursing 050 and Nursing 050L.

Course Number - The number immediately after a course title (i.e., English 100, Psychology 001). Courses numbered 001-099 are college level and may count toward transfer or graduation from PCC. Courses numbered 100-399 are preparatory or occupational courses and may count toward the A.S. degree only. Courses numbered 400-499 teach basic skills and may not be used to meet graduation requirements.

CRN (Course Reference Number) - The four-digit number used to identify a particular class in a given semester. For example, each section of English 001A meets at a different place or time and has a specific CRN. The CRN is used to register and is found in the Schedule of Classes.

Dismissal (Disqualification) - Termination of a student's eligibility to attend PCC after being on probation and failing to attain a cumulative GPA of 1.75 or having more than 50% of attempted units as "W", "I", "NP" and ""NC" in each of the two subsequent semesters of enrollment.

Drop - Withdrawing from a class you no longer want to attend. It is YOUR responsibility to drop a class. If you do not officially drop, you may receive an "F". Drop classes online through LancerPoint. Always confirm your drops by going online to check your schedule.

ED Plan (Education Plan) - An outline made in consultation with a counselor, showing the courses that need to be taken for students to achieve their educational goals.

Elective - A course that is not specifically required for your major or general education but may be taken to meet unit requirements for transfer or graduation.

Freshman Status - Students who have completed less than 30 units.

Full-time Status - Enrollment in 12 or more units per semester. International Students are required to enroll in at least 12 units in the Fall and Spring semester.

General Education - A group of courses, usually outside your major, which must be completed in order to graduate or transfer.

Grade Point Average (GPA) - The weighted average of all grades. Determined on a four-point scale in which an A is 4.0, B is 3.0, C is 2.0, D is 1.0, F is 0.

IGETC - Intersegmental General Education Transfer Curriculum. A list of courses that can be used to complete UC or CSU general education requirements prior to transfer. www.pasadena.edu/student-services/counseling/graduation/documents/IGETCGE.pdf

Incomplete Grade - A grade given to a student who has not completed a class due to unforeseen circumstances (such as illness). A contract must be signed by the instructor and the student. All coursework must be completed and a final grade assigned within one year.

Major - A group of courses required for your area of study.

Part-time Status - Enrollment in less than 12 units per semester.

Pass/No Pass Grading - A type of course grading in which a grade of P (Pass) or NP (No Pass) is given instead of a letter grade. P is equivalent to letter grades of A, B, or C. NP is equivalent to D or F. Apply to take a class P/NP at the Registration Office (L113). P/NP grading cannot be used for courses in your major. Only one class may be taken as P/NP each semester, with a maximum of 12 units.

Prerequisite - A requirement that must be met before enrolling in a course (usually a placement test or prior course). Prerequisites are listed in the catalog and schedule of classes.

Probation, Academic - A student is placed on academic probation when their grade point average falls below 2.0 after attempting 12 or more units.

Probation, Progress - A student is placed on progress probation after enrolling in at least 12 units and failing to complete at least half of all units attempted.

Registration - The process of enrolling in classes each semester. New international students are assigned a registration date during iJam. Continuing students obtain their registration dates on LancerPoint.

Schedule of Classes - The schedule is published each semester and lists the descriptions, days, hours, location, and instructor for each class offered. Available online at www.pasadena.edu/classes

Semester - The fall or spring term. Each semester is 16 weeks long. Summer intersessions are six to twelve weeks long.

Sophomore Status - Students who have completed 30 or more units.

Syllabus - An outline of the instructor's expectations for the course (i.e., attendance, assignments, test dates, grading methods, instructor's contact information). This outline serves as a contract between the instructor and the students and is usually given to the students on the first day of class.

Transcript - An official record of your academic work. Official transcripts can also be ordered online at www.pasadena.edu/admissions/records/transcripts.cfm

Transfer Courses - Classes that are accepted for credit at four-year colleges and universities. Courses numbered 001-099 are typically transferable to CSU. Some of these may not be UC transferable. (See www.assist.org).

Unit - The amount of college credit given for a course based mainly on the number of hours the course meets each week. One unit generally represents one hour of class per week.

Wait List - A list created once a class is full. See definition of Closed Class.

Withdrawal - Formally removing yourself from all classes in which you are enrolled. Deadlines to withdraw from classes varies. Click on the CRN of the course you plan to drop for the deadline information. You must report to the International Student Center (ISC) before dropping from all classes.

Tuition & Fees

International students pay the same tuition and fees that US students from other states pay. This non-resident, or "out-of-state", rate includes both the enrollment fee of \$46 per unit, tuition of \$200 per unit, and a capital outlay fee of \$30 per unit. The enrollment fee and tuition are set by the California state government; the capital outlay fee is calculated based on a state formula that community colleges must follow. In addition to other student fees paid by resident students, international students are required to pay for health insurance each semester. These fees may be increased. A summary of student fees for the 2015-2016 academic year can be found in the table below.

Units	Enrollment	Tuition	Capital Outlay	Health	A.S.B	Activity Fee	Medical Insurance	Total
12	\$552	\$2,400	\$360	\$13	\$1	\$10	\$540	\$3,876
15	\$690	\$3,000	\$450	\$13	\$1	\$10	\$540	\$4,704
18	\$828	\$3,600	\$540	\$13	\$1	\$10	\$540	\$5,532

Full payment is due by the Friday before classes begin. If you register for additional classes during the Add/Drop period, you should pay when you register for the class. If you drop from a class during the add/drop period, you will receive a full refund. If you withdraw from the class after the add/drop period, the refund will be pro-rated based on the amount of the class attended. Generally, refunds take a minimum of six weeks to process.

ATTENDANCE

It is your responsibility to attend all class meetings of each course in which you are enrolled. It is especially important to attend the first two meetings. If you do not, you may be dropped from the class. If you miss two weeks of classes during the semester, your instructor may drop you. This may also put you at risk of falling under 12 units. After an absence, check with your instructor about completing missed assignments.

GRADES

When you register for a class, you will have the option of choosing to take the class for a letter grade (A, B, C, D, F) or pass/no-pass (P/NP). You should not take a class in your major as Pass/No Pass (P/NP). You should check with a counselor before choosing other required transfer classes on a P/NP basis. Classes taken on a P/NP basis do not affect your GPA.

Grades are represented by the following symbols:

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
P	Pass (= C or above)
NP	No Pass (= D or F)
I	Incomplete (See below)
W	Withdrawal (class dropped between week 3 and 12 of a 16-week class)

INCOMPLETE GRADES

An incomplete grade is given to a student who has not completed a class due to unforeseen circumstances (such as illness). When a grade of 'I' is given, a contract must be completed by the instructor. The contract will list the conditions for removal of the 'I' grade. Students must make up an 'I' grade within one year or the default grade will be recorded on the transcript.

WITHDRAWALS (DROPS)

It is your responsibility to drop any class that you no longer plan to attend. If you do not officially drop a class, you may receive a grade of F. Check the drop deadline by clicking on the CRN (Course Reference Number) of the course you plan to drop, or contact the Registration Office (L113; 626.585.7575 to find out about drop deadlines. **DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU! DO NOT** drop a class if it will result in you being below 12 units unless you have received authorization from the counselors and from International Student Center (ISC).

REPEATING COURSES

A course may be repeated when student receives a grade of D, F, or NP. After successful completion of a repeated course with grades A, B, C, or P, the original course and grade will automatically be disregarded from the cumulative GPA. Students wishing to take a course for the fourth time where three previous grades were earned (W, D, F, or P) will need to file a petition. This petition can be obtained online at www.pasadena.edu/admissions/documents/petition-repeat-class-form.pdf

Calculating your Grade Point Average (GPA)

To compute your GPA, divide the total number of grade points earned by the total number of units attempted.

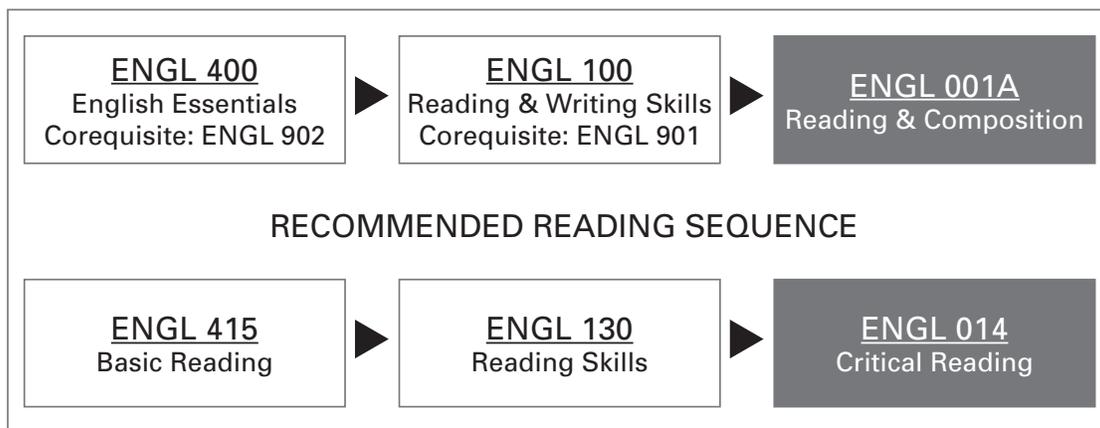
Example:

Class	Grade	Point Value		Units		Grade Points
Spanish 001	A	4	x	5	=	20
Math 125	B	3	x	4	=	12
Psychology 001	C	2	x	3	=	6

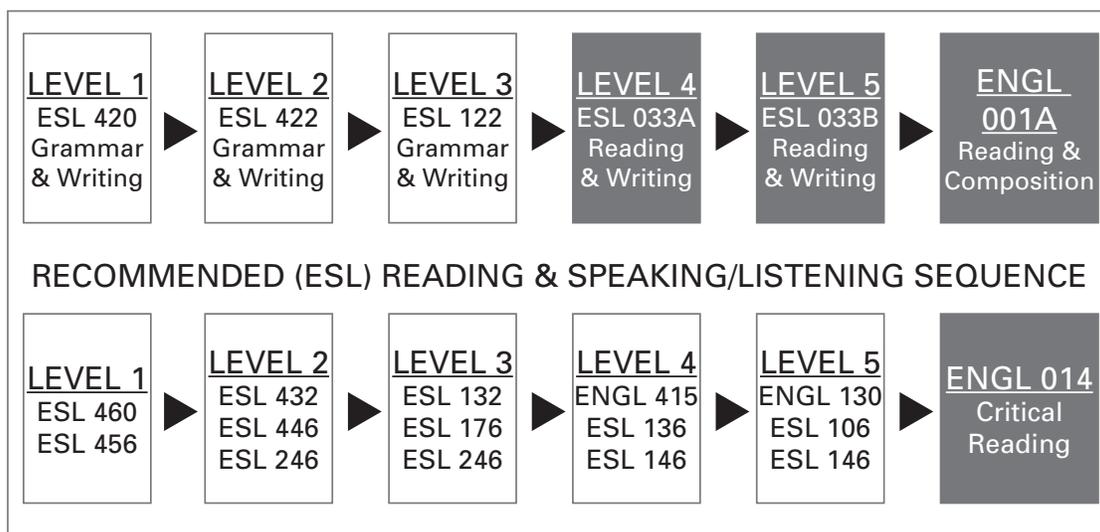
				12		38
Total grade points earned		Total units attempted		GPA		
38		÷		12 = 3.16		

PCC Required English, ESL, & Chemistry Sequences

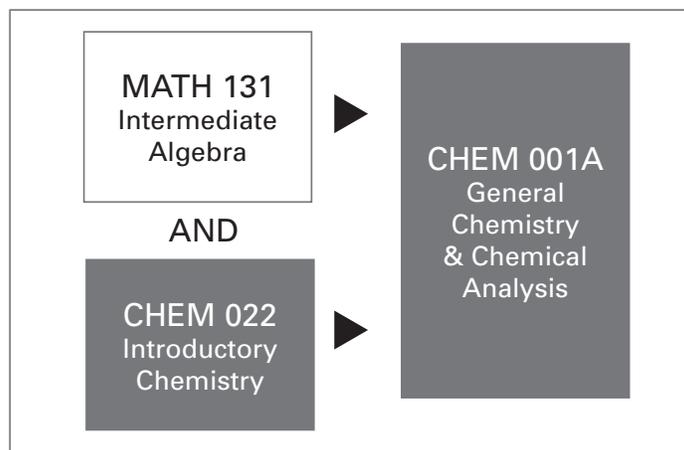
REQUIRED ENGLISH SEQUENCE



REQUIRED ENGLISH AS A SECOND LANGUAGE (ESL) SEQUENCE



CHEMISTRY SEQUENCE



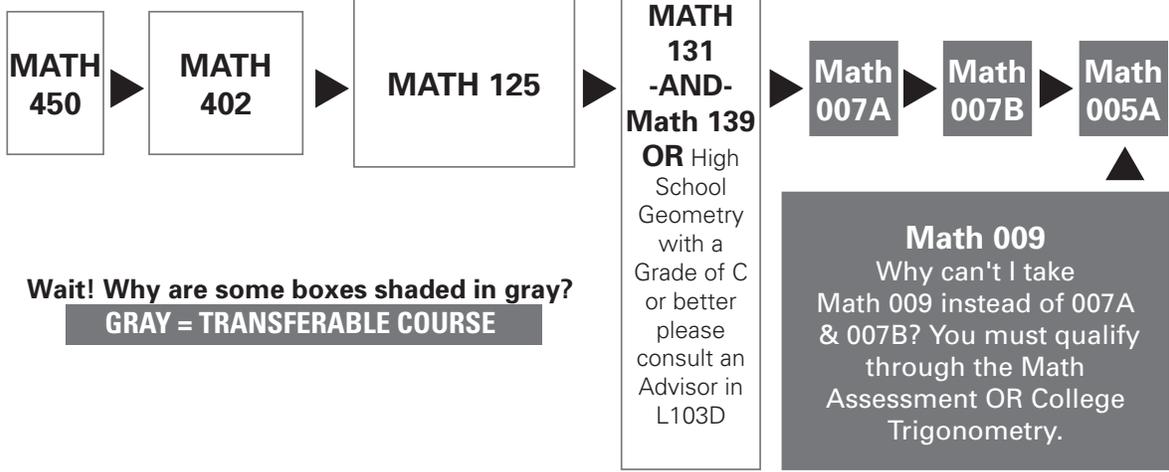
Note: Gray boxes represent transferable courses which are numbered 001-099. Students are not allowed to retake the placement tests once they have registered for a math and/or English/ESL course.

STEM – This path is for Science, Technology, Engineering, and Mathematics majors.

STEM Option 1:

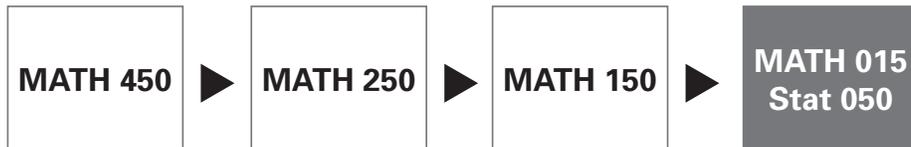


STEM Option 2:



Wait! Why are some boxes shaded in gray?
GRAY = TRANSFERABLE COURSE

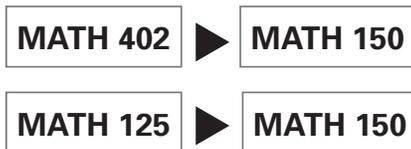
SLAM – This path is for students who are planning to take Statistics or Liberal Math.



CAN I SWITCH FROM STEM TO SLAM AND VICE VERSA?

Good question! The answer is yes but please consult an Advisor before you proceed. Below tells you when in the sequence you can make the switch between classes.

STEM to SLAM



SLAM to STEM



Make sense? If your answer is no, please see an advisor in the Prerequisite Office for further clarification in L 103D.

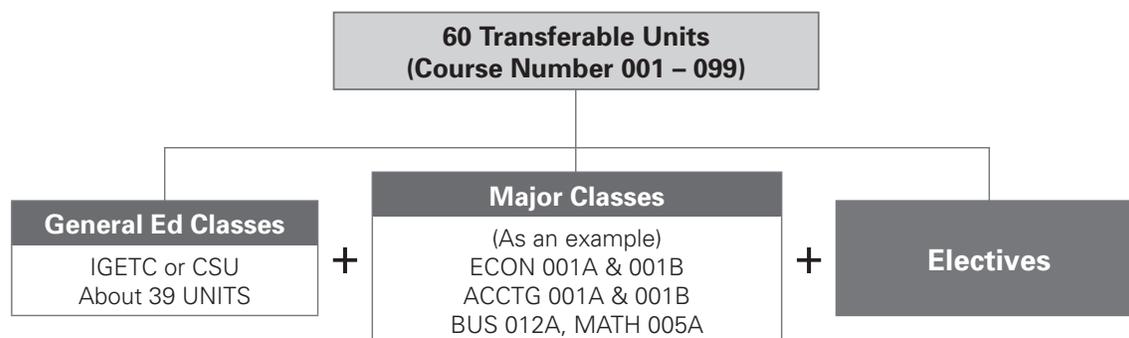
EDUCATIONAL OPTIONS

TRANSFER

PCC offers coursework that prepares students to transfer to a four-year college or university. While at PCC, students will take General Education classes using Intersegmental General Education Transfer Curriculum (IGETC), California State University (CSU), or private university general education patterns. Students usually complete 60 transferable semester units consist of general education and major coursework at PCC and then transfer to a university. For more information about transfer, visit www.pasadena.edu/transfer. See also the PCC transfer tool, which lists the transfer requirements for majors and 4-year schools most commonly selected by PCC students: www.pasadena.edu/transfer/tool.

Anthropology	Engineering	Liberal Studies	Physics
Architecture	Engineering Technology	Librarianship	Political Science
Art	English	Mathematics	Printing Management
Biological Sciences	Environmental Science	Medicine*	Psychology
Business Administration	Ethnic Studies	Music	Radio and Television
Chemistry	Fire Protection Adm. and Tech.	Nursing – Transfer	Broadcasting
Chicano Studies	Foreign Languages	Occupational Therapy	Rehabilitation Services
Child Development	Geography	Oceanography	Religious Studies
Chiropractic*	Geology and Geophysics	Optometry*	Social Science
Computer Science	History	Pan-African Studies	Sociology
Criminal Justice	Industrial Arts Teaching	Pharmacy*	Spanish
Dental Hygiene	Journalism	Philosophy	Speech
Dentistry*	Latin American Studies	Physical Education	Speech Pathology
Economics	Law*	Physical Therapy*	Theater Arts
Education		Physician’s Assistant	Veterinary Medicine*

You will need a minimum of 60 units to transfer (Private University Requirements vary)

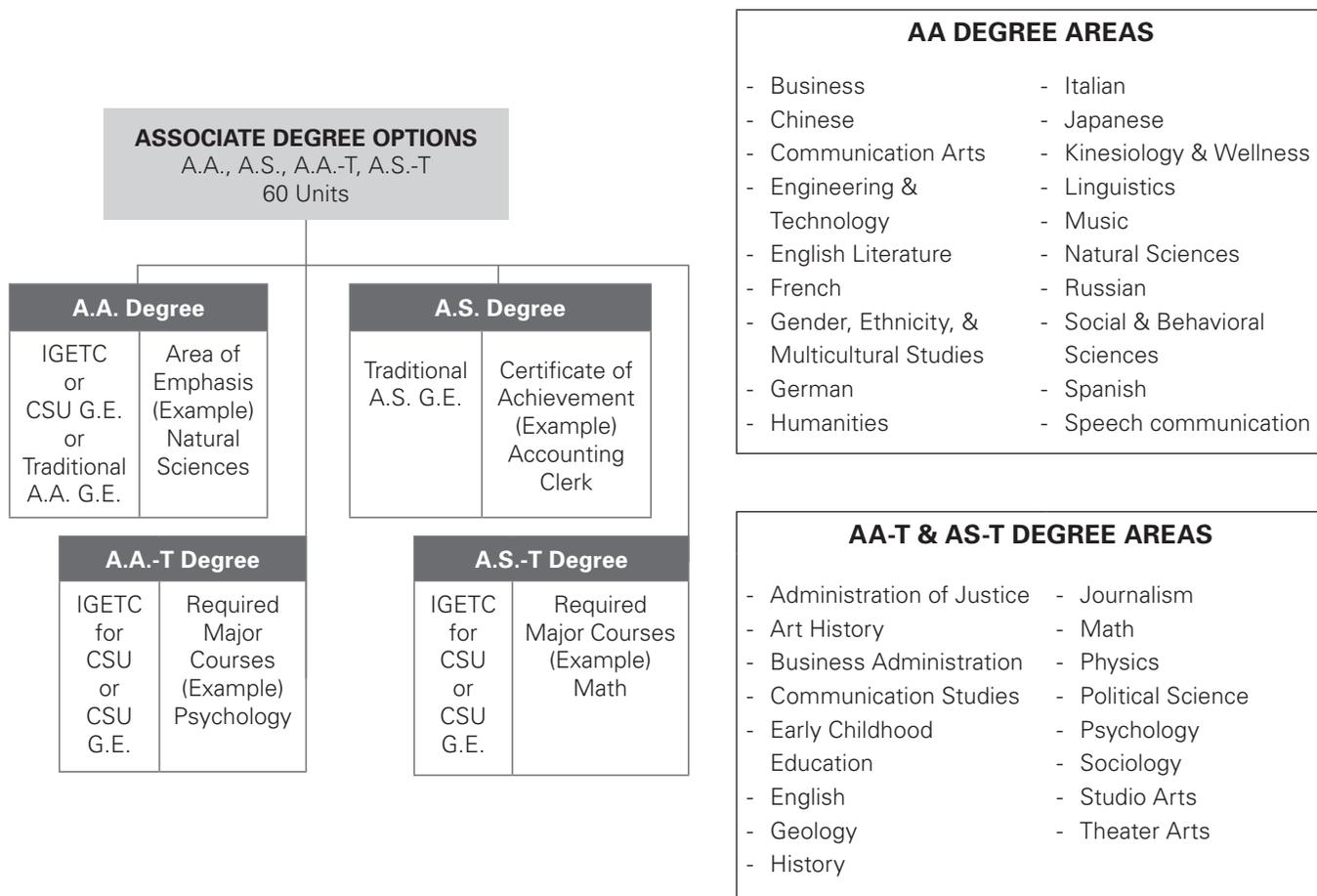


- To transfer to a UC, follow the IGETC for GE
www.pasadena.edu/studentservices/counseling/graduation/documents/IGETCGE.pdf
- To transfer to a CSU, follow the IGETC or the CSU GE
www.pasadena.edu/studentservices/counseling/graduation/documents/CSUGE.pdf
- To look up major requirements for transfer to a UC or CSU, go to www.assist.org.

Note: Most students meet the graduation requirements at PCC by meeting the UC or CSU transfer requirements. For transfer to private universities, please visit the specific campus website, meet with the college representative, visit the Transfer Center (L-110), and see a counselor (L-104).

Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees:

PCC awards the A.A. or the A.S. degree after completing a minimum of 60 units of general education and major coursework. Degree coursework may also be used to fulfill transfer requirements. PCC offers 19 A.A. degrees with different areas of emphasis. We also offer 16 Associate Degree for Transfer (AA-T and AS-T). PCC awards the A.S. degree after completing a minimum of 60 units of general education and coursework from a Certificate of Achievement. These lists can be found at www.pasadena.edu/student-services/counseling/graduation. This list can be found at www.pasadena.edu/cte/ca.cfm.



IGETC

www.pasadena.edu/student-services/counseling/graduation/documents/IGETCGE.pdf

CSU GE

www.pasadena.edu/student-services/counseling/graduation/documents/CSUGE.pdf

Traditional A.A. GE List

www.pasadena.edu/student-services/counseling

A.S. GE List

www.pasadena.edu/student-services/counseling/graduation/documents/TraditionalASGE.pdf

19 Areas of Emphasis

www.pasadena.edu/student-services/graduation
Click on Question #1

Certificate of Achievement

www.pasadena.edu/academicprograms/vocational-ed.cfm
Click on Question #1

Required major courses for Associate Degrees Transfer (A.A.-T. & A.S.-T.)

www.pasadena.edu/student-services/counseling/graduation
Click on Question #1

Classroom Etiquette

CLASSROOM EXPECTATIONS

- Always attend the first day of classes
- Arrive to class on time, be prepared, and do not leave early
- Notify your instructors when you will be missing class (ahead of time)
- Ask for help or clarification when needed
- Participate in class by asking questions, contributing to the discussion and/or group work
- If you need extra help, go to your instructor's office hours
- Be responsible for your own work
- Gain motivation for learning, not just because you want to pass or earn the highest grade
- Do not text, listen to music, or surf the Internet during classroom time

ACADEMIC INTEGRITY

Every country has its own ideas about cheating. In the U.S., we have a high standard for academic integrity. Your professor will expect you to complete your work on your own and that you will appropriately cite your sources of information. As a student in the U.S., it is in your best interest to be aware of and abide by these rules in order to be successful academically. There are two common types of academic dishonesty:

Cheating – using unauthorized sources or assistance on a test, in a paper or other assignment; examples include:

- Using lecture notes during a closed-book test
- Working with other students on an individual assignment

In a learner-centered classroom, students are expected to express their own opinions, free of influence of others including their friends and classmates. In some countries, students often share notes, papers, data, and resources. In the U.S., there are appropriate and inappropriate times to share information and ideas.

Plagiarism – using the ideas and words of another person without giving proper credit to the author; examples include:

- Copying (in whole or in part) texts from the Internet without giving the source
- Representing an idea you got from reading a book/article as your own idea in an essay

In the U.S., an individual is thought to own original ideas, words, and knowledge. This means that students must carefully give credit to the authors of sources they cite. What is already written must be cited, including written sources in books, journal articles, unpublished manuscripts, and the Internet. There are also cases when spoken words, such as a formal speech, must be cited.

WHAT HAPPENS IF I CHEAT OR PLAGIARIZE?

Consequences may include:

- A mark of zero for your assignment
- A grade of "F" for the class in which the cheating/plagiarism occurred
- Suspension or expulsion from Pasadena City College

WHERE CAN I GET HELP?

All of these consequences can have a serious impact on your student visa. Not knowing how to properly cite your sources is not a valid excuse for plagiarism – all students are responsible for learning how to properly cite sources. The staff at the Writing Center (C-341; 626.585.7089) can advise you on how to correctly cite your sources.

For more information, visit www.pasadena.edu/student-services/lac

For additional resources on how to cite your sources, visit the site owl.english.purdue.edu/owl

6 Great Habits for Improving Your English

Studying at an American college can be challenging if English is not your first language. Every college student wants to make the most progress in the shortest time. What habits can help you learn English faster and get better grades?

1. **Learn Every Day**

Even when you are very tired or have lots of homework in your classes, learn something new – vocabulary, sentence patterns, ideas – every day. Even 10-15 minutes a day can make a big difference. Never miss a chance to increase your knowledge. Language is the key that will open many opportunities during your college career.

2. **Be Motivated**

What is your goal at PCC? How will improving your English help you reach your goal? Do you want to work in a business field? Improve your writing so that you can create effective business plans. Art or design? Develop the spoken and written skills to sell your concept to clients. Health care? Develop communication skills to take effective notes and communicate with patients and colleagues. You get the idea. You are learning because you want to achieve something. When you get there, your life will be better. Always remember your goals, even when learning or using English makes you feel tired.

3. **Record New Vocabulary**

To learn a new vocabulary word really well, you have to remind yourself of it hourly, daily, and weekly. Research shows that you need to review a new word at least 6 times to remember it. Write down all your new vocabulary in a little book that you can always carry around with you. Or keep a record on your cell phone – you always have that with you don't you? And when you learn a word, remember it in a sentence, practice pronouncing it, and learn synonyms and antonyms of the word (Synonym – words that have similar meanings, and antonym – words that have opposite meaning. **Remember:** Use it or lose it!

4. **Read and Watch!**

Read in English things that you like, not boring things. Watch programs that are interesting. (TED.com has great resources for learning!) These should stretch your language abilities, too. Notice new grammar patterns and important vocabulary. The more you read and watch, the quicker you progress – it's as simple as that.

5. **Be Brave**

Don't worry about small mistakes! No one minds! When you learn new vocabulary or grammar, try to use it as soon as possible. Don't always hang out with friends from the same background as you. Grow your friendship circle to include friends that you have to speak English with. Campus clubs are a GREAT way to meet new people and become a part of the campus. Go to your professors' office hours to ask questions. Practice makes perfect!

6. **Use Technology (wisely)**

Listen to podcasts of native speakers. Do online practice to check your level and knowledge. Watch the news in English. Comment on articles you read online (in English) and interact with blog authors. Record yourself speaking with free audio software. Make your own flashcards with online flashcard generators. Play games in English...so many opportunities!

**Remember that no one can improve your English for you.
But if you develop the right habits, you can reach your study goals faster.**

When, Where, & How to Study

WHEN TO STUDY

- Plan two hours of study time for every hour you spend in class.
- Study difficult subjects first.
- Take breaks when needed.
- Be aware of the aware of your best time of day. Some people study better at night; some during the day.
- Review class notes as soon as possible, and get help with the parts you do not understand.
- Use waiting time wisely. Whether it's between classes, at lunchtime, or when waiting for an appointment, you can find time to study.

WHERE TO STUDY

- Study in the same place as much as possible. Have a routine!
- Study in an upright chair. Do not study on a comfortable couch or in bed!
- You know the best place to study (i.e., library, park, or in your room).
- Avoid studying in a room with distractions, like TV, radio, or phone.
- Study in a well-lit and orderly room.

HOW TO STUDY

- Study every day. Keep up with your assignments.
- Make notes of what you read, using your own words. This works better than underlining because it makes you think about what you read.
- Anticipate exam questions based on class work and assignments. Prepare answers to help you review.
- Use the college library for reference, research, and quiet study.
- Review class notes as soon as possible.
- Use 3x5 index cards as informational flash cards.
- Learn to say NO to distractions
- Begin papers and projects early so you can write, revise, type, and proofread. Spelling errors, poor grammar, or late work will lower your grade.
- Form or join a study group with classmates. Research shows this is the best way to study.

If you have trouble with a course, consider:

- Asking your instructor for help
- Free tutoring in the LAC (D300), the Pathways Center, or another tutoring center on campus
- Meeting with a counselor in L104
- Enrolling in Counseling 011
- Meeting with a Pathways coach in V102
- Consulting with a therapist in PS, L108

Time Management

Before choosing your classes, take time to consider the following: How much time will you need to spend on your studies as a college student? Being a successful college student requires not only the time you spend in the classroom but hours of study outside of class as well.

Each class has a unit value. Generally, one unit of credit equals one hour of class time. Most classes are three units, so they meet about three hours per week. Plan on studying 2 – 2 ½ hours per week for each hour in class. But keep in mind that some classes that involve a heavy reading load, like Art History or Business Law, or extensive lab or project hours, like Architecture or Fashion Design, will require even more time outside of class. If English is not your first language and you have not taken a full load of classes in English before, you might need twice as much study time as a native speaker student to get the same results.

Calculate your semester work load like this

12 units (3-4 classes)

Enroll in

12 units (3-4 classes)

16 units (4-5 classes)

Study:

24-30 hrs/wk

32-40 hrs/wk

Total time needed:

36-42 hrs/wk

Full-time load = 12 units, or 36-42 hours/week!

Use a weekly planner like the one below to arrange your hours during a regular school week. Consider the following:

- Class time and study time for all of your classes
- Other commitments (family/friends, eat, sleep, travel to and from school, etc.)
- Time for yourself (exercise, social life)
- Plan realistically! You might want to start with fewer classes during your first semester. This way you can get used to the demands of being a US college student. Evaluate your situation at the end of the semester in order to make necessary adjustments for the future

SAMPLE SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Commute/Park	Commute/Park	Commute/Park	Commute/Park	Commute/Park		
9 a.m.	Study - Library (15 min break)	Bio 011* - SV 31**	Study - Library (15 min break)	Bio 011 - SV 31	Study - Library (15 min break)	Study - Library (15 min break)	Hiking
10 a.m.							
11 a.m.							
12 p.m.	Lunch	Lunch	Lunch	AGS club mtg - CA101**	Lunch	Lunch	Lunch
1 p.m.	SOC 001* - C415**	Study - Starbucks	SOC 001 - C415	Study - Starbucks		House work - Food, laundry...	

...

7 p.m.	THART 7B* - UU180**	Dinner	Dinner	Dinner	Friends		
8 p.m.							
9 p.m.		Gym		Gym			Plan my week
10 p.m.	Commute						
11 p.m.							
12 p.m.	Sleep	Sleep	Sleep	Sleep			Sleep

* class ** room

MANAGING YOUR HEALTH

- A doctor or nurse practitioner can help you, often for free.

- Waive the \$25 co-pay to see a outside doctor

- For mental health needs, start with Health & Wellness - Personal Counseling (L108) at no additional cost

- Weekend or holiday? See page 21 for care suggestions.

Pay Insurance Fee Early

- Coverage for Fall semester is 7/1-12/31, and 1/1-6/30 for Spring semester

- Need to see a doctor before you pay the premium? Pay the doctor first, and then request a reimbursement after you pay the premium.

Visit Health & Wellness - Health Services (D105)

- See an Anthem PPO provider for most illnesses, minor accidents, and non-urgent care needs.

Get the Care You Need

- Visit an urgent care facility for more serious needs.

- In case of a medical or psychiatric **emergency**, dial 911 or go directly to a hospital emergency room.

Remember to pay the balance on your bill

Medical Insurance FAQs

Insurance Company	Anthem Blue Cross
Cost	\$540 per each 6 months (Subject to change)
Coverage Dates	July 1 to December 31 for Fall Semester January 1 to June 30 for Spring Semester
Coverage	Medical and Behavioral Health services (Dental and vision care are not covered)
Insurance ID Card	Will be mailed to student approximately one month after payment. (Carry the card with you at all times.)
Insurance Claim Form	renstudent.com or (800) 537-1777

Note: All F-1 Visa international students are required to have medical insurance endorsed by PCC. The cost of insurance will be added to your tuition and fees at registration.

- Always visit Student Health Services first before receiving any treatment! Obtain a Referral Form and keep it until you are ready to submit your claim.
- When choosing a doctor or hospital always try to use a Blue Cross Participating Provider—your coinsurance payment will be lower. Follow the instructions in #9 on page 22 to find a Participating Provider online.
- **Call the doctor to schedule an appointment**
- If you have an urgent healthcare need on the weekend or at other times that Student Health Services is closed, the following urgent care clinics near PCC accept Blue Cross insurance. (Please note that this information is provided without endorsement.)

Clinic	Hours	Address	Phone Number
Healthcare Partners- 24 hours	24 hrs	797 S. Fair Oaks Avenue Pasadena, CA 91105	626-795-2244
West Coast Urgent Care	Mon.-Fri.: 9am-9pm Sat.-Sun.: 9am-3pm	600 S. Lake Ave., #105 Pasadena, CA 91106	626-844-8848
Pasadena Community Urgent Care Center	Open 7 days a week, 7am-10pm	3160 East Del Mar Bl. Pasadena, CA 91107	626-270-2400
Minute Clinic (Inside CVS- local clinics) – minor care only		www.minuteclinic.com to locate one near you	

1. DO I NEED HEALTH INSURANCE?

Yes. All students holding an F-1 Visa will be automatically enrolled and charged for Health Insurance. For more information visit www.pasadena.edu/internationalstudents/medical-insurance.html.

2. WHY DO I NEED HEALTH INSURANCE?

International Students attending PCC are mandated to purchase the medical insurance policy provided by PCC. Medical care in the United States is very expensive, as well as complicated. When an unforeseen accident or illness occurs, it is important that you have insurance to cover the high costs of medical treatment. When used in accordance with the guidelines, the insurance policy the college provides is designed to cover 100% of medical treatment that a student receives and 50% of medication costs that are prescribed. For more information or to schedule an appointment, representatives can be reached at (800) 537-1777.

3. WHAT IS A CO-PAYMENT?

- A co-payment is the amount of money you pay your provider (doctor/hospital) each time you receive medical care. Your co-pay for a doctor visit is \$25 and \$100 for a hospital visit. These fees are non-refundable.
- \$\$ Saving Tip: If you plan to see a doctor for a non-urgent matter, see the Health & Wellness - Health Services or Health & Wellness - Personal Counseling in advance. Your \$25 co-payment may be waived.

4. WHAT IS A DEDUCTIBLE, AND DO I HAVE ONE?

A deductible is the amount of money you must pay out of pocket for your medical services before the insurance company starts paying. You do not have a deductible; you only have a co-payment.

5. WHY DOESN'T THE INSURANCE COVER VISION AND DENTAL CARE?

PCC only provides F-1 visa students with medical care coverage, not dental and vision. They are recognized as separate plans. For more information about adding vision or dental to your plan please contact a representative at (800) 537-1777.

6. WHAT IF I DON'T RECEIVE MY INSURANCE ID CARD IN THE MAIL?

If you've paid your health insurance fees and do not receive your insurance ID card in the mail within about three weeks, call (800) 537- 1777 to request a duplicate ID card. Always report a change of address to the insurance company. Carry your Insurance ID card with you at all times. You may also download a copy of your insurance ID card from www.renstudent.com. You may also request a copy of your card by email.

7. WHAT IS A CLAIM FORM? DO I NEED TO FILL ONE OUT?

A Claim Form is a form you must fill out with each medical condition you have. It must be filled out completely and you send it to the insurance company. If you receive medical treatment and do not fill out a Claim Form, your medical bill will not be paid.

8. WHAT SHOULD I DO IF I NEED TO GO TO THE DOCTOR?

Go to the Student Health Services first for a referral because a Campus Health Center referral will waive your co-pay charge

1. If the Student Health Services cannot treat you or is closed, go to one of the urgent care centers approved by your Insurance Plan. Please note that use of an urgent care center instead of a hospital emergency room may decrease your out-of-pocket expenses. You may also refer to the Student Insurance Website to search for an individual doctor.
2. If you have specific questions about your insurance you can contact the insurance company directly at (800) 537-1777 or visit their Website. In order to for a medical bill be paid at 100%, the doctor or hospital must be a member of the Preferred Provider Organization. (Blue Cross)

9. HOW DO I FIND A DOCTOR?

Go to www.renstudent.com/students 1.) Select Pasadena City College. 2.) Scroll to the bottom of the page & follow the directions to find a doctor of your choice. 3.) Call to schedule an appointment with the doctor.

The www.renstudent.com link will also give you access to the following: 1.) Download you medical insurance ID card. 2.) Review your insurance plan benefits and coverage dates/status. 3.) Download claims forms and instructions. 4.) Search for a doctor. 5.) Translate medication names, medical phrases and terms. 6.) Important telephone numbers.

10. WHAT IF IT IS AN EMERGENCY, SUCH AS AN ACCIDENT OR LIFE-THREATENING SITUATION?

In the case of an emergency go to the nearest hospital or call 911. You may receive treatment at any hospital and you will have a \$100 co-pay.

11. WHAT IS MY INSURANCE IN AN ACCIDENT AND SICKNESS POLICY?

This means your insurance only covers you when you're sick or you've had an accident. In addition, there is an annual woman's wellness visit, which includes a pap smear and a breast exam.

12. WHAT IS A PPO?

PPO stands for Preferred Provider Organization. It is the network of all doctors, specialists and hospitals that accept the PCC insurance plan. All of those listed are available to you for consultation and treatment. Always check that they are still participating providers.

13. WHAT IF I USE A DOCTOR OR HOSPITAL THAT IS NOT PART OF THE PPO?

If you use a doctor or hospital that is not a member of the Preferred Provider Organization, you will be responsible for 25% of the eligible expenses charged.

14. WHAT DO I NEED TO BRING WITH ME FOR A SCHEDULED VISIT WITH A PHYSICIAN OR HOSPITAL?

Always bring your insurance ID card, a referral from the PCC Health Center, and photo identification.

15. WHERE DO I SEND MY BILLS, CLAIMS, OR ANY OTHER IMPORTANT INFORMATION?

If the bills are given or sent to you, send copies of them to the Claims Department. The Claims Department may respond if further information is needed. Send your copies to the following address: BC – Life & Health PO Box 60007 Los Angeles, CA 90060-0007

16. WHAT IF I PAY FOR SERVICES SUCH AS DOCTOR'S VISITS, PRESCRIPTIONS, ETC...?

If you have paid out of pocket for prescription, doctor visit etc...you will need to submit a claim for a reimbursement. If you do not have a claim form, you may download one at www.renstudent.com and send only copies of the claim form and receipts to the above address.

17. HOW DO I CHECK ON THE STATUS OF A CLAIM?

You may contact the Claims Department directly by calling (888) 850-4770.

18. HOW DO I KNOW MY CASE IS CONFIDENTIAL? WILL THE HEALTH & WELLNESS CENTER TELL MY PARENTS OR GUARDIANS ABOUT MY CASE?

Every case is treated confidentially by Health Services and Personal Counseling on campus. No information will be released without your expressed written consent.

19. WHAT IF I ALREADY HAVE A HEALTH INSURANCE POLICY FROM MY HOME COUNTRY?

No other insurance policies will be accepted as a substitute for the one that PCC provides. International Students attending PCC are mandated to purchase the medical insurance policy provided by PCC.

20. WHAT IF I'M OUTSIDE OF CALIFORNIA OR THE UNITED STATES AND I NEED MEDICAL TREATMENT?

Any treatment received outside of California is covered at 100% for PPO and 75% for NON-PPO after the co-pays. You should still send copies of all bills, receipts, and other information to the following address: BC – Life & Health PO Box 60007 Los Angeles, CA 90060-0007

Culture Shock

Cultural Shock is the feeling of disorientation experienced by someone who is suddenly subjected to an unfamiliar culture as a result of visiting a new country, a move between social environments, or simply change to another type of life-style. One of the most common causes of culture shock involves individuals moving to a foreign environment.

FOUR STAGES OF CULTURAL SHOCK

1. HONEYMOON:

During this period, the differences between the old and new culture seem exciting. Individuals are fascinated by the new food, the different music, customs and life-style of the new culture. But, eventually this stage ends.

2. NEGOTIATION:

After some time (around three months, depending on the person), differences between the old and new culture become apparent and this may create anxiety. Excitement may eventually give way to unpleasant feelings of frustration and anger as one continues to experience language barriers, limited food accessibility and other cultural differences which may heighten a sense of disconnection from surroundings.

3. ADJUSTMENT:

Usually after 6 to 12 months, one grows accustomed to the new culture and develops routines. One knows what to expect in most situations and the host country no longer feels all that new. One becomes concerned with basic living again, and things become more "normal". One starts to develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

4. MASTERY:

In the mastery stage, individuals are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages. It is often referred to as the bi-cultural stage.

If you are feeling homesick, having interpersonal difficulty, having difficulty adjusting to life in the US, go to Psychological Services for Personal Counseling at no additional cost. If PS is unable to help you, the staff will provide you with a referral.

Dealing with the Effects of Culture Shock

1. KEEP AN OPEN MIND

Try not to make judgments about the way people in the U.S. do things. Try to remain positive and accept people for who they are.

2. EXPERIENCING ANXIETY IS NORMAL

Learning to function in a new environment is not easy. It is natural to feel anxious or frustrated sometimes. The key is to remind yourself that these feelings are normal and are likely to be situational and temporary.

3. DON'T BE TOO HARD ON YOURSELF

Don't expect your English to be perfect on the first day, and don't worry if you find that you struggle with things that would be easy in your home country. Give yourself a break and take the time you need to adjust.

4. BE PATIENT

Don't try to understand everything immediately. The process of adjusting to a new culture requires time. It may also require a different amount of time for different areas of adjustment. Try to remind yourself to be patient with this experience and not be overly critical of yourself.

5. GET INVOLVED

The more people you know and activities you take part in, the more you will feel a genuine part of this new environment. In general, Americans are very accepting of people from other cultures. Meet as many people as you can and really make yourself part of the community.

6. VISIT THE INTERNATIONAL STUDENT CENTER (ISC), YOUR COACHES AND COUNSELORS

Always remember, you are not alone and we are here to help you. Make an appointment to meet with your coaches, counselors, and staff in the ISC for any questions you may have.

7. KEEP A GOOD SENSE OF HUMOR

The ability to laugh at yourself in uncomfortable situations can go a long way in making your life less stressful. Go into each new situation knowing that making mistakes is okay. Learning to laugh at yourself is a great skill.

8. TAKE CARE OF YOUR PHYSICAL HEALTH

Be mindful about keeping a healthy diet and getting enough exercise and rest. Try to find an activity that you enjoy and make it part of your routine. Being physically active can help reduce your stress level.

9. STAY IN CONTACT WITH YOUR FAMILY AND FRIENDS FROM HOME

Of course, you will miss family and friends from home. Stay in touch via phone, Skype, and email. They understand you, and their encouragement will help you a great deal.

Security Off Campus

The following information has been prepared for your protection so that you will not take unnecessary risks. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

TIPS FOR PERSONAL SAFETY IN PUBLIC AREAS

- Carry a cell phone in case of emergencies – dial 911
- Walk in lighted areas
- Reduce the time you spend alone
- Do not walk alone at night
- If you think someone is following you, go to a public area such as a bank, restaurant, or store
- Try not to use an ATM at night and be aware of other people around you when using an ATM

TIPS FOR PROTECTING YOUR PROPERTY

- Never leave your belongings unattended – bring them with you or ask a friend to secure them for you
- Don't leave possessions visible in your parked car – put it away in your trunk
- Do not carry large amounts of cash or valuables with you – leave it at the bank or at home
- Use a U-lock instead of a cable lock to secure your bicycle
- Keep your personal information in a secure place – do not carry them with you – in case you lose your wallet
- Keep your immigration documents in a secure place, such as a safe deposit box at your local bank.

Police and Safety Services (B-210, Phone Number: 626.585.7484)

PCC is a beautiful and generally safe campus. The Campus Police Department provides campus protection and provides periodic information regarding current concerns. You should sign up for the campus emergency alert system called Rave Alert.

Students with concerns about their safety while on campus should contact Police and Safety Services in person or by calling the number listed above. In an emergency, dial 911 from any campus phone or use one of the blue emergency call boxes located throughout the campus. The department offers an escort service for students from classrooms to their cars.

Housing Guide

PCC, like most community colleges in the U.S., does not offer any dormitories or boarding. But many convenient housing options are available near campus, including apartments, shared housing and homestays. All of them are very convenient for shopping, restaurants and public transportation. If you have questions regarding your housing options, please contact the International Student Center.

APARTMENTS AND RENTALS

Students can rent a studio or a one-bedroom apartment, share an apartment with another person, or rent a room in a house. The selection of apartments and rentals is extensive, and the price the price range varies. For planning purposes, the average price of a room in Pasadena is \$600-\$1000/month. Students will sign a contract and pay a security deposit (usually the same as one month's rent). Before agreeing to rent an apartment, take the following important steps:

LOOK CAREFULLY AT THE RENTAL PROPERTY

- Check if everything is working properly (air conditioner/heater, faucets, toilet, hot water etc.)
- Check to see if your room is clean and ready to move in.
- Point out to the landlord any cracks/damages already there and take photos of them for your own records for evidence.

CONFIRM RENTAL TERMS

- How much is the rent? Are the utilities (gas/electricity/wifi/trash) included?
- How much is the deposit? Is it refundable?
- How long is the lease? What if I need to move out earlier?
- When can I move in? When is the rent due each month?
- What is the penalty on late rent payment?
- Who do I call for a repair? Who pays for repairs? How long will it take for a repair?
- Can I use the living room/kitchen/laundry room?

If you are satisfied with the arrangement, you may sign the lease or any rental agreement. You should receive your key as soon as you sign the lease and pay the deposit and/or first month's rent. Be sure to put everything in writing, and request a copy of the written leasing agreement

OTHER RESOURCES FOR YOUR HOUSING NEEDS

- PCC's Office of Student Life (CC105)
- Ask other International Students and friends
- Bulletin boards around campus
- Listings on local newspapers
- Search online housing listings: zillow.com, trulia.com, rent.com, Craig's List
- California Department of Consumer Affairs – dca.ca.gov/publications/landlordbook

Disclaimer: PCC does not endorse any listed person or entity nor make any representations or warranties concerning any housing nor bears any liability for any act or omission on the part of any third person.

Transportation Guide

It has been said that Californians don't walk...Well, that depends on where you live. There are some cities that are more walking friendly than others. Pasadena is a walking-friendly city. You can easily walk to many grocery stores, pharmacies, coffee shops and even school. Old Town Pasadena has various restaurants, shops, and entertainment venues. However, if you are planning to leave town and drive to other cities, you may want to consider these three options:

1. **Personal Car:** This is one of the top options for students because it gives them the freedom to go anywhere at any time. It is the most costly option given that you have to purchase a car, car insurance, and car maintenance. Remember to take the proper examinations to obtain a driver's license in California.
2. **Public Transportation:** This is another reliable and cheaper option. The Gold Line is a light rail line running from Pasadena to East Los Angeles through Downtown Los Angeles passing through several attractions, including Little Tokyo, Union Station, the Southwest Museum, Chinatown, and the shops of Old Town Pasadena. Buses are also another great option. You can check out bus routes online at www.cityofpasadena.net/transportation/Gold_Line to find out which bus is more convenient for you. PCC students can purchase a transportation card for only \$35 per semester. This gives you unlimited riding on all trains and buses! What a great deal! Here are some additional links for public transportation:
 - Pasadena A.R.T.S. Bus Service:
www.cityofpasadena.net/Transportation/Arts_Routes_and_Schedules
 - Los Angeles County Metropolitan Transit Authority: www.metro.net
 - Metro Gold Line: metrogoldline.org
3. **Bicycle:** Some students opt to be more environmentally friendly and choose to ride their own bike to school. Of course, this depends on where you live and how feasible it is for you to ride your bike to places. Many students use both a bike to come to school and use public transportation to travel to further locations in LA. Remember to lock your bike when you park it on campus!

Banking Guide

HOW DO I OPEN A CHECKING ACCOUNT?

Even though many banks allow new customers to open accounts online or by phone, international students should plan to open an account in person at a local branch. Bring the funds you want to deposit, as well as the following documents: passport, school ID, state driver's license or ID, visa and I-20. You do not need a social security number to open an account.

QUESTIONS TO CONSIDER WHEN SHOPPING FOR A CHECKING ACCOUNT:

- How much will the bank charge you to maintain your account?
- Will your checking account come with a debit card?
- Is there a charge to withdraw money from your bank or another bank's ATM?
- Will the bank charge you for your checks?
- Is a minimum balance required for the type of checking account you are opening?
- What are the fees if your balance drops below the minimum?
- Does the bank offer overdraft protection? How does it work and what is the cost?
- When you deposit a check into your account, will you have same-day access to the funds or will there be a waiting period before your money is available to you?

Things To Do Around Pasadena

PLACES TO VISIT

- **Griffith Park Observatory:** Open Wed- Sun, free www.griffithobs.org
- **Huntington Library** (gardens and museum): walking distance from PCC www.huntington.org
- **Old Town Pasadena:** www.oldpasadena.org/
- **Olvera Street** (birthplace of Los Angeles); take Metro Gold Line to Union Station www.olvera-street.com/html/olvera_street.html

FUN THINGS TO TRY

- **Ice Skating** – www.skatepasadena.com
- **Bowling** – www.bowlmor.com/pasadena
- **Hiking** - www.everytrail.com/best/hiking-pasadena-california

MUSEUMS

- **LA County Museum of Art (LACMA):** Open M-Sun, closed Wednesdays \$10/\$15, with free days and specials every month; take
- **Getty Museum** (free) www.getty.edu/museum

PERFORMANCES

- **LA Philharmonic** (Disney Hall) - www.laphil.com
- **Hollywood Bowl** (Summer only): historic outdoor concerts; bring a picnic and enjoy jazz, classical and rock music; prices start for as little as \$15; take Gold Line from Pasadena, then transfer to the Red Line to Hollywood. www.hollywoodbowl.com
- **Pasadena Playhouse** (theater) - www.pasadenaplayhouse.org

OTHER THINGS TO DO:

- **Universal Studios** (Metro Gold line from Pasadena, transfer to Hollywood Red Line at Union Station) www.universalstudioshollywood.com
- **Six Flags Magic Mountain** (roller coaster theme park; no public transportation; 40 minutes north of Los Angeles; check PCC transit office for discount tickets) www.sixflags.com/magicMountain/index.aspx
- **Pasadena Farmers Market** (Tues, Wed, Sat): www.pasadenafarmersmarket.org

WHAT'S HAPPENING WHEN AND HOW GOOD IS IT:

- *LA Weekly* - restaurants, movies, concerts, museums, nightlife: www.laweekly.com
- *Pasadena Weekly*: www.pasadenaweekly.com/cms/index
- *Yelp*: www.yelp.com

Employment

Employment is a benefit granted by the U.S. Citizenship and Immigration Services (USCIS) to eligible F-1 visa students who have been in good academic standing and have not violated any F-1 status rules and regulations. You should always consult an International Student Advisor first to check your eligibility before searching for a job.

I. **On-Campus Employment**

You may accept on-campus employment at PCC without prior approval from USCIS. However, you need approval from the International Student Center. To get approval for on-campus employment, you need to:

- A. Have completed 12 or more units at PCC,
- B. Be currently enrolled in 12 or more units,
- C. Have a 2.5 GPA or above

On-campus employment is limited to part-time (maximum 20 hours per week) when school is in session (i.e., Fall and Spring Semesters) and full-time (maximum 40 hours per week) during summer vacation and winter/spring breaks. Some on-campus sites where international students have worked in the past include the Learning Assistance Center, Campus Bookstore, Pathways Center, International Student Center, Science Village, iJam, and Shatford Library.

II. **Off-Campus Employment**

There are different types of off-campus employment opportunities available to international students.

A. **Practical Training**

Practical training is defined as work experience in the student's major field of study that can be conducted off-campus. Two types of practical training are available to international students:

1. *Curricular Practical Training* (CPT) available before completing their studies. CPT must be a class requirement.
2. *Optional Practical Training* (OPT) available before or after completing their studies. For example: vacation and post-completion optional practical training.

Students interested in doing practical training should attend one of the practical training workshops offered by International Student Programs as early as possible followed by preparing the paperwork with the international student advisor. Prior authorization from the ISC and USCIS is required before engaging in employment.

B. **Economic Hardship**

Student must have been in F-1 status for one full academic year. Must prove to USCIS that employment is needed due to SEVERE Economic Hardship caused by circumstances beyond student's control. Must apply to USCIS for approval and show proof of hardship.

For more detailed information on working as an F-1 student, go to www.pasadena.edu/internationalstudents/on-campus-employment.html

VOLUNTEERING

Many international students are interested in volunteering their time during their stay in the United States for a variety of reasons, such as to serve others or to help strengthen their transfer application. You may wish participate in a campus club service event, to help out in a food bank, or volunteer in a company in your field, perhaps to "shadow" or observe to gain real-world experience. While the issue of volunteering may seem clear-cut ("I'm not getting paid, therefore I am not working"), it is actually complex and involves immigration regulations and labor law. Some of these activities are legally acceptable, and some are not. Generally any type of volunteer work that is related to a campus club activity is approved. Volunteering off-campus might not be approved. To avoid problems with your visa, please check with the ISC before engaging in volunteer activities that are not connected with a student club or a charitable organization.

Student Life & Leadership

PCC offers a variety of student clubs and organizations, including academic, cultural, religious, sports, and social clubs. Students who join and are active in clubs tend to have a better college experience than students who do not participate in clubs. Learning how to balance school work and the responsibilities of being a club member teaches students valuable time management skills, which can lead to higher grades! There are many benefits in joining a club!

POPULAR CLUBS AMONG INTERNATIONAL STUDENTS

- PCC International Student Club
- Academic Support Club
- Alpha Gamma Sigma Honor Society (AGS)
- Chinese Student and Scholars Association
- Circle K International
- PCC Global Club
- The Network
- Taiwanese American Student Association
- Vietnamese American Student Association

FINDING THE RIGHT CLUBS

- Search the clubs directory: as.pasadena.edu/clubs/dir/
- Attend Clubs Week – held at the beginning of every semester

Note: If there are no existing clubs that fit your interests, you can start a new club! Contact the Office of Student Life for more information (CC-105B, t: 626.585.7980)

SOCIAL AND LEADERSHIP DEVELOPMENT

- Meeting new people and making friends
- Volunteering opportunities
- Leadership opportunities
- Networking opportunities
- Career/interest exploration
- Experiences to include on your resume & transfer application

Frequently Asked Questions - FAQs

VISA QUESTIONS

1. **What should I do if I have an expired Visa?**

An F-1 visa acts as a key that allows you to enter the U.S. Once in the country, it is not a problem if your visa expires. However, if you leave the U.S. and try to re-enter, you will need a valid F-1 visa. This means you must first apply for a new visa at the U.S. embassy/consulate in your home country. It can take between 2 weeks to 3 months to process, so be prepared for an extended visit.

2. **What should I do if my Passport expires?**

If your passport expires, go to the consulate of your government in the U.S. to obtain a new one. Don't let it expire. You must always have a valid passport. Plan ahead and apply at least 6 months prior to expiration.

3. **As an International Student, when can I start working?**

Obtaining permission to work can be difficult and requires permission from the International Student Center and in some cases, USCIS. To work on campus, you must be in status, have completed 12 units, and have a GPA of 2.5 or higher. This means you must wait approximately 5 months to apply for work on campus. For other work options, please see a Designated School Official (DSO) in the International Student Center (D204).

4. **What must I do before I can take a trip?**

If you are traveling within the United States, you do not need to make any special preparations and do not need to have any documents signed. However, if you are traveling outside the country, you must have a valid travel signature on your I-20 before you travel. Visit the International Student Center and turn in a copy of the following: the picture page of your Passport, your Visa, your current original I-20, and travel request form. Check with the ISC for travel request submission dates.

ACADEMIC QUESTIONS

Registering for Classes

5. **How do I find out what classes I should take?**

As a new student to PCC, you will be assigned to attend group counseling led by your International student counselors who will help you to select and register for classes you need. After the first semester, you may meet with the counselor individually for assistance with course selection.

6. **What is a unit?**

A unit is the amount of college credit given for a course based on the number of hours the course meets weekly.

7. **How many units do I have to take each semester?**

A minimum of 12 units are required for all international students during the Fall and Spring semesters

8. **How do I find out my registration date and time?**

As a new student, your registration date and time will be given to you during iJam. After your first semester, you can check LancerPoint to view your registration date and time. In LancerPoint, go to the "Classes & Academics" tab and click on "Check Registration Status". If your registration date does not show for the semester you desire: Click on "Return to Menu", then click on "Select Term" and select your desired term. Click on "Registration Status".

9. **How do I meet a course prerequisite?**

If the course prerequisite requires a placement test, you must take the test in D-205 before registering for the course. If you have passed the prerequisite course at PCC, LancerPoint will automatically clear you for the next course sequence.

If you have met a prerequisite by taking a course at another college, you can get your prerequisite clearance by:

- Showing a copy of your unofficial transcript from the university in person to Prerequisite Office in L-103D (immediate) OR
- Faxing your unofficial transcript and request (takes 2 business days). For more information on fax, please go to www.pasadena.edu/studentServices/counseling/advise.cfm

10. **How often do classes meet?**

There is a wide variation in how many times a course meets per week. Courses may meet once per week for approximately three hours or twice a week for approximately one and a half hours to two hours. However, classes such as lab science and math may meet three, four or five days per week. Short term classes are less than 16 weeks long.

11. **What do I do if the class I want to take is closed?**

Once the class is full, you may register online for a space on the Waitlist. If space becomes available, you may receive an email with instructions on how to activate the class. You must respond within 48 hours of receiving the email. You need to check your PCC email account daily. If you do not receive an email, you may still attend the first class meeting. If there is space available in the class, the instructor will give you an Add Code. You can use the Add Code to register online and pay on LancerPoint.

12. **I have just registered for my classes, when do I have to pay?**

We recommend that you pay with your credit or debit card immediately after you register. A minimum of \$540 is required in order to secure your classes. You are required to pay in full before you can register for the following semester.

13. **Where am I on the waitlist?**

To find out your waiting list number, go to LancerPoint: Click on "Classes & Academics" tab. Then click on "Check Registration Status", "Return to Menu", and "Student Detail Schedule".

14. **Who is "Staff" in the schedule of classes?**

At the time the class schedule was created, an instructor had not yet been designated for the class. An instructor will be assigned to the class before the beginning of the semester.

15. **What does "Permission" or "Restricted" mean on the online schedule of classes?**

"Permission" and "Restricted" classes are reserved for special programs. You will not be able to register for the class unless you are in that special program.

16. **What does "TBA" mean in the schedule of classes?**

To Be Arranged. This usually means that class hours are flexible and will be arranged with the instructor.

More Questions about Classes

17. **How do I contact an instructor?**

You can find an instructor's contact information on the class syllabus or in the PCC online directory: www.pasadena.edu/directory

18. **How do I know which textbooks to buy?**

The Bookstore (B Building) will list the instructor and required text for each course. You may purchase your books before school starts or you can wait until after the first class meeting when the instructor confirms which books are required. Used textbooks can be purchased at a reduced price. You can also order your books online at bookstore.pasadena.edu.

19. **How do I get final semester grades?**

Final semester grades are available online approximately twelve days after the end of each semester. Login into LancerPoint and go to "Classes & Academics" tab and click on "Transcript (View Unofficial)".

20. **Will an instructor automatically drop me if I stop attending a class?**

Although your instructor may drop you, you should never assume that you will be automatically dropped from a class. Always initiate a drop yourself online using LancerPoint. Remember to drop classes by the drop deadlines listed in the academic calendar in the Schedule of Classes. Do not drop below 12 units during the Fall and Spring semester

21. **What drop deadlines am I responsible for meeting every semester?**

The drop deadline of each course is different. This information can be found by clicking on the Course Reference Number (CRN) of the course you wish to drop.

22. **What is PCC's refund policy?**

You may receive full refund in the form of a check if you drop your classes before the drop deadline. The drop deadline of each course is different. This information can be found by clicking on the Course Reference Number (CRN) of the course you drop. The refund check is usually mailed out one month after the drop deadline to the address on record. Make sure to update your address with International Student Center (ISC).

Questions About Other Academic Policies & Procedures

23. **Can I repeat a placement test?**

Placement tests may be repeated after a waiting period of eight weeks. However, if you have already begun the sequence of your Math or English/ESL class, you may not retest.

24. **How do I receive credit for coursework taken at another college?**

Send an official transcript to the Admissions Office (L113). After you have completed 15 units of coursework at PCC, you may request a transcript evaluation when you see a counselor.

25. **How do I receive credit for coursework taken in another country?**

Your international college transcript must be evaluated by an approved private evaluation agency. The evaluation is then reviewed by PCC evaluators. See a counselor before you have your transcript evaluated. You may not need to go through evaluation services if you are planning to transfer.

26. **How do I receive credit for AP (Advanced Placement) test scores?**

After you have completed 15 units, bring a copy of your scores to a counselor (L building), who will assist you with a student petition. You can also initiate the process yourself by submitting a student petition with a copy of your AP test scores in L112. In order to have prerequisites cleared based on your eligible AP scores, before completion of 15 units, you may bring the scores to the Prerequisite Office, L103D, or see a counselor.

27. **How do I change my major?**

First, you must see a counselor to get a new Educational Plan. Second, take your new Ed Plan to the Career Center (L-103) to change your major. Third, take your new Ed Plan and your I-20 to the International Student Center so a new I-20 displaying your new major can be issued to you.

28. **How long will it take me to graduate or transfer?**

The time it takes to graduate or transfer depends on the number of units completed each term. The average time it takes most students to transfer is 2.5 to 3 years. Some majors may have more required major courses (e.g., Engineering, Biology, etc...) which may increase the length of stay at PCC

Questions About Resources

29. **Where do I find the college Catalog and Class Schedule?**

The catalog can be found at www.pasadena.edu/documents/CAT_13-14C.pdf. The class schedule can be found at selfservice.pasadena.edu/prod/pw_psearch_sched.p_search

30. **How do I get my student ID card?**

You can get a LancerCard ID once you have registered into a class. The LancerCard ID boot is located in C121, first floor. For more information, go to www.pasadena.edu/studentaffairs/lancercard.cfm.

31. **How do I purchase a parking permit each semester?**

Parking permits may be purchased at the time you register for classes through LancerPoint (Home tab Purchase a Parking Permit). You may also purchase parking permits from Police and Safety Services in B210 two to three weeks prior to the beginning of the semester. Daily permits may be purchased from machines located in student parking lots. For more information, visit www.pasadena.edu/police/parking.cfm.

32. **How do I forward my PCC emails to my personal email account?**

Click on your PCC email in LancerPoint. It will take you to your PCC Google email account. In the settings icon to top right corner, click on "Settings". Click on the "Forwarding and POP/IMAP" tab. Click on "Add a forwarding address"

33. **Is there an ATM on campus?**

Yes. The ATM is located next to the CC Building, first floor.

34. **Does PCC have student housing?**

No. The Student Affairs Office posts notices for roommates and rooms for rent in the local community. Students can also view bulletin boards throughout the campus.

35. **Are there copy machines and computers on campus for student use?**

Computers are available in the Shatford Library (LL Building), D Building, first floor, and the Learning Assistance Center (D300). Copy machines are located in the Shatford Library, Career Center (L103) and the Degree and Transfer Center (L110).

36. **How do I get a Social Security Card?**

You can only get a Social Security Card for employment purposes. Once you are able to work, the International Student Center will write a letter for you to take to the Social Security Office to obtain the Social Security Number.

37. **How do I get a California Driver's License?**

You can get a California Driver's License by first visiting the DMV online at www.dmv.ca.gov to obtain the latest California Driver Handbook, forms, and instructions. You can also call 1-800-777-0133 to make an appointment.

I understand that I am responsible for maintain my visa status by following the US government regulations related to the F-1 visa. **I agree to maintain my status by:**

- Signing the second page of my **I-20** after reading and understanding it.
- Maintaining a **full-time academic load** (at least 12 units) during fall and spring semester.
- Keeping my **passport and I-20** valid at all times.
- Reporting **any changes** in my residence address, phone number, email, major, or other changes within 10 days.

Initial Here: _____

I understand that if I do any of the following **without prior approval from the International Student Center**, I risk losing my F-1 status and may be required to file for reinstatement and pay the related fee and/or may be required to leave the country immediately:

- **Working** on or off campus without prior approval from the International Student Center and/or the United States Citizenship & Information Service.
- **Dropping below 12 units** during the fall or spring semester.
- Enrolling in more than one 3-unit **online class**.
- Enrolling for a class that is not on the PCC main campus or the Community Education Center Campus
- Enrolling in classes at **another college**.
- Maintaining a **GPA** below 2.0 (Average Grade "C").
- Being found guilty of **cheating or plagiarism**.

Initial Here: _____

I understand that I also have a responsibility to follow the **PCC policies and procedures** below to maintain my status and good standing at the college:

- Purchase **international student Medical Insurance** though PCC and maintain the policy at all times
- Attend **iJam** and all required ISC workshops.
- Register for classes on my **priority registration date**. I must have 12 units *before the semester begins*. Schedule an appointment with ISC staff before I *stop attending or drop* a class.
- Schedule an appointment to see a counselor to create an education plan, choose a major, and/or discuss a problem I am experiencing in class
- Regularly check my PCC and/or personal **email account** for important notices from the ISC
- **Report to the ISC** within 3 working days of receiving an email from the ISC requiring immediate attention
- Obtain a **travel signature** from the ISC **before** buying an airline ticket for travel outside of the US

Initial Here: _____

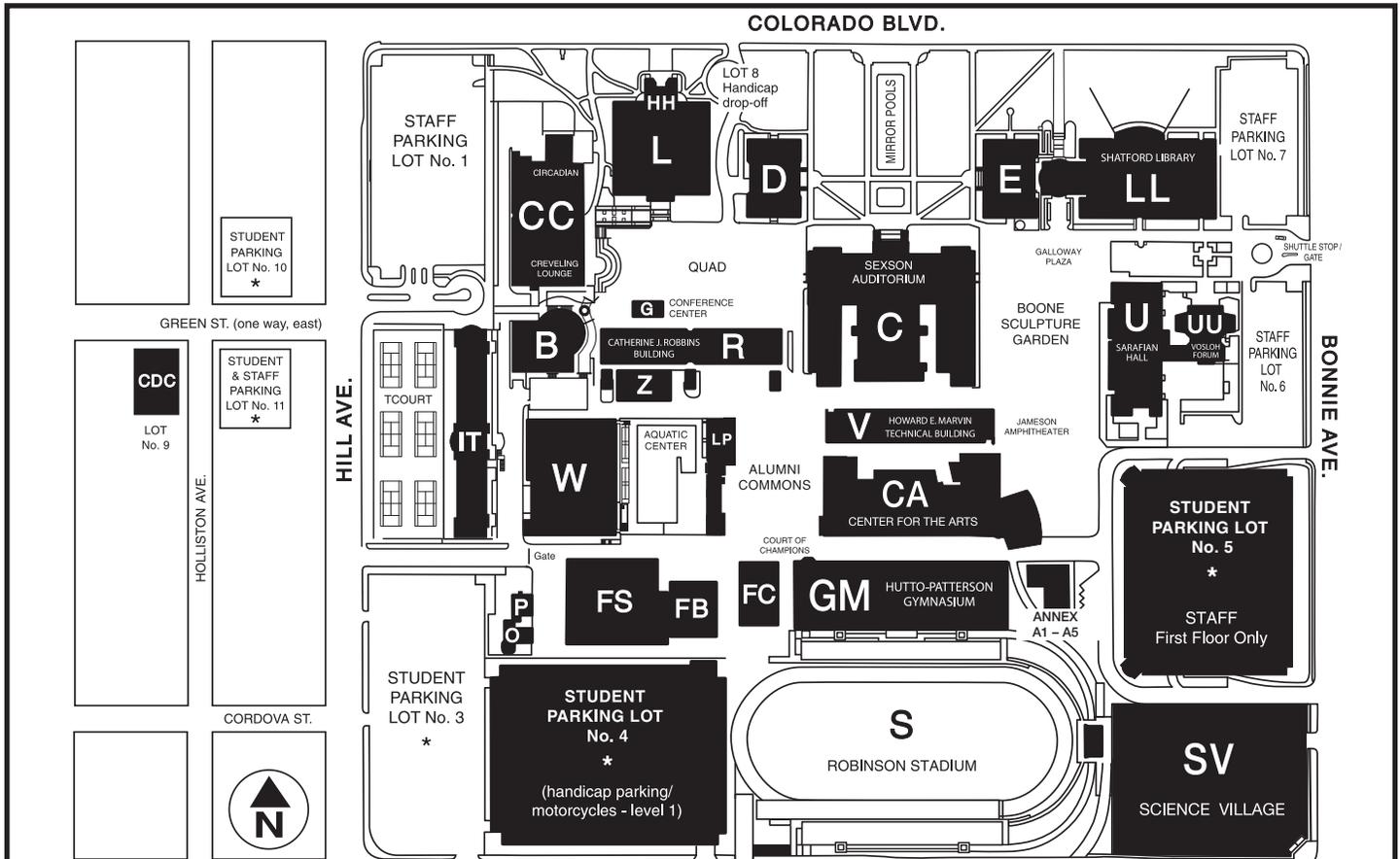
I understand if I leave the United States for any reason there is **no guarantee that I will be able to return**. I further understand that if I violate any of the above, I **may be subject to dismissal** from Pasadena City College and that my dismissal will be reported to the United States Citizenship and Immigration Services.

Student's Name: _____

Student's Signature: _____ Date: _____

PASADENA CITY COLLEGE - CAMPUS MAP

1570 E. Colorado Blvd., Pasadena, CA 91106-2003 • (626) 585-7123 • www.pasadena.edu



* Semester permit
OR \$2.00 daily fee

DEL MAR BLVD.

Revised 5/15

Academic Affairs	C229	Facilities Services/Shops	FS	Police and Safety Services	B210
Admissions and Records	L113	Financial Aid/Scholarships	L114	Pool	Aquatic Center
Alumni Relations.....	CC	Fiscal Services	C203	President's Office	C235
Assessment.....	D205	Forum	UU	Public Relations	C145
Athletics Department	GM201	Foundation	C241	Publications Office	C145
Bookstore	B	Gymnasium	GM	Registration	L113
Business & Computer		Harbeson Hall.....	HH	Robinson Stadium.....	S
Technology	R201	Health Sciences Department	W204	Sarafian Hall	U
Business and College Services	C221	Howard E. Marvin Technical Bldg.	V	Sexson Auditorium	C230
Business Services.....	C221	Human Resources	C204	School of Health Sciences	CEC B6
CalWORKs	L107	Hutto-Patterson Gymnasium.....	GM	School of Humanities and	
Campus Center	CC	Industrial Technologies Building	IT	Social Sciences.....	C245
Career and Technical Education	IT200	Information	C218	School of Science and	
Career Center	L103	Information Technology Services.....	LL	Mathematics	SV6
Cashier	L	International Student Office.....	D204	School of Visual, Media,	
Catherine J. Robbins Building.....	R	Job Placement (Students)	L103	and Performing Arts.....	CA102
Center for the Arts Building	CA	Lancers Pass (Cafeteria)	LP	Shatford Library	LL
Ceramics Lab	Z	Languages Department.....	C247	Social Sciences Department	C321
Circadian	CC	Learning Assistance Center	D300	Student Affairs	CC105
Conference Center.....	G	Library	LL	Student & Learning Services	L112
Counseling Services.....	L104	Lillian Vosloh Forum	UU	Student Business Services	B203
Creveling Lounge	CC	Little Theatre	C106	Student Health Services	D105
Disabled Student Programs		Mathematics and Computer Science		Study Abroad Office	C247
and Services	D209	Department	R322	Tennis Courts.....	TCOURT
Engineering & Technology		Natural Sciences Department.....	SV6	The Piazza (Cafeteria)	CC
Department	IT200	Observatory/Planetarium.....	O/P	Track and Field.....	S
English Department	C245	Outreach, Degree &		Veterans Resource Center.....	W108
EOP&S	L107	Transfer Services.....	L110	Veteran's Services	L113
Extension & Contract Education.....	IT200	Photo ID.....	CC	Westerbeck Recital Hall.....	CA140

■ Community Education Center

3035 E. Foothill Blvd., Pasadena, CA 91107 • (626) 585-3000

■ Community Business Center

3035 E. Foothill Blvd., Pasadena, CA 91107 • (626) 585-3210

■ Child Development Center

1324 E. Green St., Pasadena, CA 91106 • (626) 585-3180

■ PCC at Rosemead

4105 N. Rosemead Blvd., Rosemead, CA 91770 • (626) 585-3333



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