



# **INTERNATIONAL STUDENT HANDBOOK**

**2017-2018**

# California School of Health Sciences

## Main Campus

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Note: If you find an error in this document, please contact the ESL Program Director or the International Students Affairs Office at [info@cshs.edu](mailto:info@cshs.edu).

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**Welcome to California School of Health Sciences (CSHS)**, a leader in providing language and short-term training programs, the goal of CSHS faculty and staff is to make sure you receive outstanding support during the program you choose and that your academic experience at CSHS is satisfying. We are experienced in working with students who come to us with all levels of academic experience and we help them strive for excellence. Our programs are designed for individuals who want to succeed in new careers. We wish you the best in your educational enterprise.

### Mission

As an accredited institution, CSHS's mission is to provide quality-oriented educational programs that increase students' knowledge, improve their skills, and foster critical thinking in an efficient, timely, and economical manner. While ensuring that its' students are adequately prepared to transition to the professional field or academic institution of their choice, CSHS also strives to support hospitals, schools, and other healthcare facilities in California and throughout the world, by means of best-based and evidence-based practice, results-oriented training, and standardized academic development.

### Vision

To prepare students for success in a professional career in nursing and allied health.

Furthermore, to prepare students to transition to academic institutions.

### Philosophy

We believe that learning is a continuous, dynamic, and interactive process that takes place in an atmosphere of mutual respect and helpfulness.

### Faculty Qualification

California School of Health Sciences is an organization operated by dedicated, experienced professionals with advanced degrees and extensive experience in health professionals' education.

Faculty members include the school director, the Instructors' supervisor, and four Instructors. All instructors should hold a BSc, BA to be a main instructor for a course. America Heart Association Instructor: All instructors should have AHA instructor card. English Instructors Instructional staff has, at minimum, a bachelor's degree with ESOL teaching experience or a bachelor's degree in teaching ESL or a foreign language with ESOL teaching experience. Instructional staff also demonstrates near-native proficiency in English. Faculty for other courses should hold a BA, BSc, RN, or MD degrees

### School History and Ownership

California School of Health Sciences (CSHS) was founded in the year 2000 by a group of professionals with extensive clinical and inter-cultural experience. Since its commencement the school has continued to update its programs and expand its services. Currently, CSHS has one campus in Garden Grove.

### School General Information

#### **Accreditation and Approvals**

#### **State Approval**

California School of Health Sciences is approved to operate as a private postsecondary institution in the state of California by the Bureau for Private Postsecondary Education.

#### **Accreditation**

California School of Health Sciences is accredited by ACCET (Accrediting Council for Continuing Education & Training). The US Department of Education officially recognizes ACCET as a "reliable authority as to the quality of education or training provided by the

programs they accredit."

Working with CSHS faculty and staff, the function of ACCET is "focused upon educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices within their programs" (ACCET website).

International students and schools should be particularly interested to learn that, "In 1998, ACCET became the first recognized accrediting agency to be certified as an ISO 9001 Quality Management System under the international standards established by the International Organization for Standardization" (ACCET website).

## **CSHS CEP Academic Policies**

### **Student Placement**

CSHS use the MELICET GCVR and the MELICET L, a commercially developed standardized examination, designed by the English Language Institute Testing and Certification Division Test Publications. This test was designed as part of a secure test battery to assess the ability of students whose native language is not English to pursue academic study in an English-language college or university.

CSHS recognizes that it is possible that a student may be placed into a level that is not offered at the time the student arrives. If the student is a transfer student, or otherwise a local student, CSHS will simply explain that the course is not currently offered, and place the student on a waiting list; but the student shall not be enrolled in the school. CSHS will inform the student on the waiting list should the class become available in the future.

In the case of an international student, who arrives and places into a level that is not currently offered, CSHS will immediately open the necessary course(s) for the student, regardless of the number of students enrolled in the course. CSHS guarantees all international applicants' admission into the course level appropriate to them regardless of the enrollment number.

The Academic Director will give the student the opportunity to ask questions about the different courses available to him or her. Once the Academic Director has answered all the student's questions, the student will then proceed to register.

- Level 1: Beginner Track
- Level 2: Intermediate Track.
- Level 3: High-Intermediate Track
- Level 4: Advanced Track
- Level 5: High-Advanced Track
- Level 6: Electives

### **ENGLISH AS A SECOND LANGUAGE PROGRAM**

#### **Beginner Track**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>
ESL- 01 R	5	Beginner Reading
ESL- 02 LS	3	Beginner Listening/Speaking
ESL- 03 G	5	Beginner Grammar
ESL- 04 W	5	Beginner Writing
Total Per Week	18	
Total Per Course	216	

#### **Intermediate Track**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>
ESL- 01 R	5	Intermediate Reading
ESL- 02 LS	3	Intermediate Listening/Speaking
ESL- 03 G	5	Intermediate Grammar
ESL- 04 W	5	Intermediate Writing
Total Per Week	18	
Total Per Course	216	

### High-Intermediate Track

Course Number	Credit Units	Course Title
ESL-301R	5	High- Intermediate Reading
ESL-302 LS	3	High-Intermediate Listening/Speaking
ESL-303 G	5	High-Intermediate Grammar
ESL-304 W	5	High-Intermediate Writing
Total Per Week	18	
Total Per Course	216	

### Advanced Track

Course Number	Credit Units	Course Title
ESL-401 R	5	Advanced Reading
ESL-402 LS	3	Advanced Listening/Speaking
ESL-403 G	5	Advanced Grammar
ESL-404 W	5	Advanced Writing
Total Per Week	18	
Total Per Course	216	

### High-Advanced Track

Course Number	Credit Units	Course Title
ESL-501 R	5	High-Advanced Reading
ESL-502 LS	3	High-Advanced Listening/Speaking
ESL-503 G	5	High-Advanced Grammar
ESL-504 W	5	High-Advanced Writing
Total Per Week	18	
Total Per Course	216	

### Electives

Course Number	Credit Units	Course Title
ESL-601T/I	3	TOEFL/IELTS Preparation
ESL-608	2	American Idioms and Expressions
ESL-610	2	Professional Skills
ESL-602	2	Pronunciation

## English as a Second Language Program

### Required Textbooks

Title	Publisher	Author/Editor	Copyright
Interactions Access Reading (Silver Edition)	McGraw-Hill	Hartmann, P., Mentel, J.	2009
Interactions Access Listening/Speaking (Silver Edition)	McGraw-Hill	Thrush, E.A., Baldwin, R., Blass, L.	2009
Grammar Form and Function 1, Second Edition	McGraw-Hill	Broukal, M.	2010
Interactions 1 Reading (6th Edition)	McGraw-Hill	Kirn, Elaine, Hartmann, P.	2013
Interactions 1 Writing (5 <sup>th</sup> Edition)	McGraw-Hill	Pvlik, C., Segal, M.	2009
Interactions 1 Listening/Speaking (6 <sup>th</sup> Edition)	McGraw-Hill	Tanka, J., Most, P.	2013
Interactions 1 Grammar (5 <sup>th</sup> Edition)	McGraw-Hill	Kirn, E., Jack, D.	2009
Interactions 2 Reading (6th Edition)	McGraw-Hill	Hartmann, P., Kirn, E.	2013
Interactions 2 Writing (5th Edition)	McGraw-Hill	Pavlik, C., Segal, M.K.	2009
Interactions 2 Listening/Speaking (6 <sup>th</sup> Edition)	McGraw-Hill	Tanka, J., Most, P.	2013
Interactions 2 Grammar (5 <sup>th</sup> Edition)	McGraw-Hill	Tanka, J., Baker, L.R.	2009
Mosaic 1 Reading (6 <sup>th</sup> Edition)	McGraw-Hill	Knezevic, M., Webmann, B.	2013
Mosaic 1 Writing (5 <sup>th</sup> Edition)	McGraw-Hill	Blass, L., Pike-Baky, M.	2009
Mosaic 1 Listening/Speaking (6 <sup>th</sup> Edition)	McGraw-Hill	Hanreddy, J., Whalley, E.	2013
Mosaic 1 Grammar (Silver Edition)	McGraw-Hill	Werner, P.K.	2009
Mosaic 2 Reading (6th Edition)	McGraw-Hill	Knezevic, M., Webmann, B.	2013
Mosaic 2 Writing (5 <sup>th</sup> Edition)	McGraw-Hill	Blass, L., Pike-Baky, M.	2009
Mosaic 2 Listening/Speaking (6 <sup>th</sup> Edition)	McGraw-Hill	Hanreddy, J., Whalley, E.	2013
Mosaic 2 Grammar (5 <sup>th</sup> Edition)	McGraw-Hill	Nelson, J., Werner, P.K.	2009
Cambridge Preparation for the TEOFL Test (4 <sup>th</sup> Edition)	Cambridge University Press	Gear, J., Gear, R.	2006
Cambridge IELTS 8	Cambridge University Press	University of Cambridge	2011
Essential Idioms in English: Phrasal Verbs and Collocations 5th Edition	Pearson Education ESL		2003

## **Orientation**

All new students must attend an academic orientation with the ESL Coordinator and Academic Coordinator. During this orientation, the academic policies of the CSHS' CEP program will be described to the student.

## **Classroom Rules**

- Be on time.
- Speak only in English. (Students who use their first language will be asked to leave the room).
- Turn off your cell phone and mobile devices during class time. Do not use them during class time.
- Show respect to the teacher, to all other students, and to the learning process.
- Pay attention to the teacher and to any student who is asking or answering a question.
- Leave the room as you found it: clean. Pick up your trash.
- Fully participate in class – remember, learning a language is a group activity!
- Bring your books, paper and pencils.
- Always speak in English (Students who use their first language will be asked to leave the room.)
- Do not translate for a class member. (Translating may be considered cheating.)
- Listen to your instructor and classmates when they speak.
- Ask the teacher or classmates to repeat if you do not understand them.
- Ask the instructor to explain directions if you do not understand them.
- Ask the instructor to speak more slowly if he/she speaks too quickly for you.
- Raise your hand when you want to speak. Do not interrupt your classmate or instructor.
- Do not leave during class time.

## **Completion and Promotion**

Students successfully complete their class when they have passed all the course requirements. For regular ESL courses, when a student completes his/her course, he/she will be promoted to the next level (unless the student is already at the most advanced level, in which case he/she is encouraged to take one of the electives, or leave the school to follow other pursuits).

Should a student fail to pass a class and obtain a grade lower than a C, he/she will have one week to remediate and pass the class. The highest possible final grade the student can obtain upon completion of this plan is 70% or C. Should the student fail to obtain a C and, thus, fail the class, he/she will be required to repeat the complete level in which he/she was enrolled.

### **Maximum Course Repeats**

A student may repeat a course only once. However, the student may repeat Level One - twice for true beginners- and Level Six courses to refine his/her skills and to be better prepared for higher education. Furthermore, the student cannot go down more than one level from the level completed. In addition, a student will have the option of repeating a level should they receive a C and wish to have a higher GPA. In this case, the highest grade will be recorded as final. The student must make normal progress towards completing the school's ESL and TOEFL programs.

Due to the nature of the programs offered and the number of levels available for all students, a student's maximum cumulative total length of language training should not exceed a period of 30 months at CSHS.

### **Special Consideration**

- In the case a student arrives during weeks 1- 4 of the term, he/she will be required to sign a contract (Late Enrollment Remediation Form) stating that he/she agrees to make up and complete missed assignments, or that he/she wishes to repeat the level in which he/she is currently enrolled.
- In the case a student arrives during weeks 5-8 of the term, he/she will also be required to sign a contract (Late Enrollment Remediation Form) stating that he/she agrees to make up and complete missed assignments. Students arriving during weeks 5-8 of the term also have the option of repeating the level in which they are currently enrolled, or being placed at a lower level based on their initial placement test score.
- In the case a student arrives during weeks 9-12, he/she will agree to be placed at a lower level, based on the initial placement test.
- The remediation arrangements will be arranged by the ESL Academic Director and CSHS ESL staff to ensure that missed materials will be covered and that all assignments are completed. Upon completion of the make-up sessions, terms of the contract will be considered as having been fulfilled.

### **Academic Counseling**

For students applying to community colleges or universities, the Academic Director is available to help them understand application forms and other requirements required of them. For students who are planning on applying but have not yet selected a school or program, the Academic Director is available to talk with the student and help them look at the different options available.

### **Course Textbooks**

Students generally pay for their textbook(s) on the day they register for classes. CSHS charges students the cost of their textbook(s) up front, if the books are not available at the school, then the CSHS will order the textbooks for the student, which will usually arrive in two business days, based on availability. The student should return to pick up their textbook(s) as informed when placing the order. Once they receive their textbook(s), students should make sure to always bring them to class.

## **Excusing Student Absences**

In cases where a student cannot attend class due to illness, CSHS will excuse the student's lack of attendance for that day if he or she brings in a doctor's note. The doctor's note must be from the office of either a doctor (with a M.D. degree), a dentist (with a D.D.S. degree), or a chiropractor (with a D.C. degree). Notes from the offices of acupuncturists and herbal doctors will not be accepted.

To be excused for a day's attendance, a student must inform the ESL Program Director within 5 days of the absence. The student must also bring a doctor's note within two weeks of the day it was written. The doctor's note should be given to the ESL Program Director.

If a student's absence from school is longer than a week, the student must see the international Students affairs office and request official medical leave.

## **Vacation Policy**

- A student must study at CSHS for 16 consecutive weeks of attendance before taking vacation time, with the vacation granted for a maximum period of one week for every four weeks of study completed. Vacations must occur at the completion of a student's term or session and may not be granted as a means to excuse student absences. Vacations must begin on a Monday and end on a Sunday. ESL students are only entitled to one week vacation after the completion of the term.
- Students must see the ESL Program Director immediately after returning from vacation to receive tuition credit and have their tuition due date extended.
- If leaving the USA:
  - o provide a copy of your plane ticket
  - o have your I-20 signed by the ESL Coordinator.

## **Attendance Policy**

California School of Health Sciences (CSHS) expects students to attend all parts of a course for which they have registered. Attendance is recorded daily as scheduled. Students will be required to maintain at minimum an 80% or higher to complete the session/course/term (defined as the student period of enrollment). Any student with less than 80% cumulative attendance for the session/term/course will be required to retake such session/term/course with additional charges. and, if applicable, their I-20 will be Terminated for Failure to Maintain Full-Time Status.

### **Attendance Warnings ("Attendance Probation"):**

The student is considered to be on probation for "poor attendance" when the student's cumulative term/session attendance falls below **80%** in the following order:

- Written Warning #1
- Written Warning #2
- (Final) Written Warning (Notice of Expulsion)

For 12 week terms, written warning letters will be issued after the first three weeks (25%) of the course session. Students who receive an attendance warning have 2 weeks in which to improve their attendance (improvement means attending at least 80% of all scheduled course sessions) before the next warning will be issued California School of

Health Science neither has no excuse absence policy nor excuse periodic absences; if applicable, the agent/ sponsor will be notified.

Students who receive the (Final) Written Warning (Notice of Expulsion) will have a maximum of 7 calendar days to provide documentation to support reversal of the decision before they are expelled. If a student is expelled for poor attendance, their enrollment will be cancelled immediately. If applicable, the 1-20 will be terminated for Unauthorized Drop below Full Course of Study.

**Tardiness:**

- 1-10 minutes late = 1 tardy
- 11+ minutes late = 1 absent hour
- 3 tardies = 1 absent hour

**Consecutive Absences:** If a student is absent for 14 consecutive days, without prior written authorization or notice, the course will be cancelled effective the 14th day ("date of determination"). If applicable, the 1-20 will be terminated for Unauthorized Early Withdrawal.

**Expulsion due to Poor Attendance:**

In the event of expulsion due to attendance issues, regardless of whether attendance warnings have been given or not, termination refund policies shall apply. *If applicable*, the 1-20 will be terminated in SEVIS.

**Make-up Tracking Process**

If a student has sub-standard attendance or has failed an examination required for the course, the instructor will advise the student of the option to make-up the missing part(s) of the course and/or retake the examination.

For ESL Students are allowed to make up absences within a week of such occurrence to make up missed work. Students are allowed to make-up up to 5% of the total registered program hours.

Make-ups must be prearranged with the Administrative Assistants and course instructors (i.e. student will call ahead to attempt to attend on a day the course is being offered). The Administrative Assistant will advise the Instructor that a "make-up student" is coming and detail which day or part of the course are outstanding and need to still be completed. The student will not receive a Certificate of Completion or Certification Card until all parts of the course are complete and documented as such. At this point the student's status in the database can be changed from Incomplete to Complete (from "I" to "C").

Remediation and Make-Ups will be tracked using the form found on AP Policy 2.1: Remediation and Make-Up Plan. The instructor will fill out this form and include the following:

1. Identify Problem: indicate either substandard attendance or substandard performance. Describe in detail
2. Create an Action Plan that is fair and appropriate for the student's situation. Also, there must be a timeline for completion [can be the same day of course, but try to limit to within 90 days (N/A for CPT1 or ESL)]. Both student and faculty sign in agreement regarding the Action Plan and deadline (This form will be kept in a designated file until agreed plan is executed)
3. The last section regarding Evaluation Process must be filled out after the Action Plan has been completed.
4. See ESL students please review ESL Satisfactory Progress Policy for remediation.

**SACM Scholarship Students:** Sponsored SACM students are expected to have 100% attendance at all times. If their attendance falls below 90%, their Advisor will be

informed and this may put their scholarship at risk.

### **Issuing Student Transcripts**

Current or former students wishing copies of their CSHS transcripts should fill out the documents request form, which they can acquire from the front desk. The transcript can be picked up after 3 working days from date of submitting the form.

### **Exit Test**

CSHS requires all students leaving CEP to take a final exit test. The exit test will help give you an idea of how much you've improved since you took the initial placement test and will be a good assessment tool for students wishing to apply to local colleges. The ESL Program Director will give you the final exit test in your last week of school at CSHS.

### **E-mails**

Please check your e-mail account regularly as this is how CSHS prefers to communicate to students.

### **Public Safety**

During your studies at CSHS, your safety is very important. Crime and violence happen. Please follow these safety tips:

- Always keep remember that the number to dial in case of an emergency is 911. Also remember to dial this number only in real emergency situations.
- Do not go out alone at night, it is better to have a friend with you.
- Keep your room locked day and night.
- Never leave your personal property unattended.
- On public transport- stay awake and keep your belongs close to you.
- Do not carry large amounts of cash around with you.
- Before answering the door check to see who it is.

If you have any questions or issues concerning safety issues, please see the ESL Program Director.

### **Student I.D. Cards**

Every student gets an ID card. The card must be put on at all times while you are in the school. Please note: replacement I.D. Cards cost \$10.

### **Student Conduct**

Students are expected to conduct themselves properly when in the classroom and around the CSHS's campus. There should be mutual respect between students and teachers.

### **Immigration Matters for F-1/M-1 Students**

- CSHS is an avocational institution approved by the US Citizenship & Immigration Service (USCIS) to issue an F-1 &M-1 visas only.
- California School of Health Sciences (CSHS) is committed to following Student & Exchange Visitor Information System (SEVIS) regulations and procedures when issuing I-20's for potential international students.

It is your responsibility to maintain your F-1 nonimmigrant status while you are in the U.S. The CSHS staff is available to help you understand the various immigration laws and regulations that affect you as an international student in the U.S. If you have any questions about your visa or your status, please see the ESL Program Director.

- You should be enrolled in a full-time basis.
- F-1 & M-1 I-20 are issued and signed only by SEVIS approved officials International Student Coordinator (PDSO/DSO).
- All applicants should submit an application form via email or mail to CSHS.
- The PDSO/DSO evaluates each applicant and approves the application and issue the I-20 form.

### **Application Process**

Prospective F-1 & M-1 students need to contact the International Students Affairs (DSO) for appropriate application materials. After being accepted into the program, students will receive an immigration form I-20 (Certificate of Eligibility for Non-immigrant Student). The form I-20 is a required document for the student entry into the United States. The student cannot be a student in the US without this form.

### **Financial Support**

- It is the responsibility of the International Students Affairs (DSO) to approve the all financial support documents such as bank statements and affidavit of support.
- Employers or Sponsors who are in contractual agreements with CSHS are allowed to provide letter of support to the students. Payment through embassies (Such as SACM) or wire transfer should be approved by the PDSO (president).
- All individually registered international students should submit a financial support form (Affidavit of Support) and financially supportive documents.

### **Tuition Credit (Scholarship) Qualifications:**

In an effort to create a diverse student population at California School of Health Science, the institution adopted a scholarship program to encourage international students to attend CSHS and be part of a vibrant diverse population. This scholarship is offered to all current students, new students, and students transferring in from other institutions, regardless of their nationality or language.

#### Scholarship Qualifications:

- The student is holding a valid F-1 or M-1 Visa, or local resident.
- A Student must apply by submitting the “Scholarship Application Form”.
- The student maintains a GPA of 2.0 or “C” grade.
- In good academic standing and attendance (>80%).
- Current with his/her student account.

To apply for a scholarship, please send an email to: [info@cshs.edu](mailto:info@cshs.edu)

### **Checking In**

All students are required by immigration rules and regulations to check in at the International Coordinator Office when they arrive on campus for your program. The student must bring your passport, I-94 card (or print from website), and I-20 form. If the student has dependents that came to the US with them, they are required to check in at the same time. Failure to check in will cause your immigration status to be terminated by the SEVIS system and thus you will be out of status.

### **Transfer-In School**

- Transfer in students F-1/M-1 who plan to transfer in into CSHS ESL program should be in good attendance and academic standing at the other approved school.
- The student must report to CSHS within 15 days of the program start date.
- If the student does not report to CSHS, the DSO will terminate the student's record for Transfer Student - No Show. If the DSO does not enroll the student within 60 days of the program start date, SEVIS will automatically terminate the record.

### **Full-time Enrollment**

- Students must enroll in a full course of study each session in order to maintain status. However, there are certain exceptions that allow students to drop below a full course of study: academic difficulties, medical conditions and completion of a course of study (DSO and Academic Director approval required).
- F-1 students English language programs — must attend 18 clock hours per week of classroom instruction
- M-1 Students must attend 18 to 22 clock hours per week

### **Transfer to another Program**

The student must maintain status by attending classes until the transfer release date. An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record should be terminated.

- To be eligible to transfer to another school, the student must currently be a full-time student and must intend to be a full-time student at the new school. The students must prove that they have the financial resources required for their education and stay in the US.
- The M-1 visa students may only transfer to another school within the first 6 months from the date they were admitted to the United States to begin their program or from the date they changed the non-immigrant status to become an M-1 student. The M-1 student is not allowed to change his/her education objective.
- For F-1 visa student may transfer to another school at any time after entering the US. Students must complete all transfer procedure and should be in good financial standing with the CSHS.
- Transfer to another school should be performed smoothly with no fees or conditions.

### **Changes in Enrollment Status (F-1)**

- CSHS only offers an Intensive English program, student must be enrolled on a full-time basis. Students won't be able to change their programs. The student will be able to transfer out to another school to change the program.
- Review change of status and transfer out sections in this handbook for more information.

### **Student Record Terminations**

- SEVIS records are terminated when nonimmigrant students are:
  - No longer participating in a program of study potentially out of status
  - No longer an F-1 or M-1 nonimmigrant student
  - Out of the country for more than five months and not enrolled full time
  - Denied an application for certain adjudicated benefits
- Not all terminations are negative. For example, an F-1 or M-1 student might need to return home before completing his or her program. The student would no longer need a nonimmigrant status so his or her SEVIS record would be terminated for Authorized Early Withdrawal. If a student's SEVIS record is terminated for Authorized Early Withdrawal, he or she has 15 days to depart the United States. This is not a negative termination, as it indicates a student contacted you or another DSO to request an early withdrawal. Students who receive an authorized early withdrawal and depart within 15 days have not violated status.
- Other termination reasons revolve around a student's failure to meet the requirements of his or her F-1 or M-1 status. Examples include the following:
  - Failure to enroll in a full course of study
  - Working without proper authorization
  - Expulsion from the school or program of study

### **Vacation/Travel during program**

- Regulations allow continuing nonimmigrant students in valid status to travel outside of the United States and reenter without jeopardizing their nonimmigrant status. The only restrictions on such travel are as follows:
  - The student needs a Form I-20 with current information that is signed by a DSO on pages one and three allowing travel outside of the United States
  - The student's visa (if applicable) and passport must still be valid at the time the student reenters the United States (unless the student has taken a trip of less than 30 days to Canada, Mexico or contiguous islands)
  - A student cannot reenter the country during the grace period granted after completing a program of study.
- Travel is not recommended in these situations. If a student must travel while an application is pending, he or she may ask for a new Initial Form I-20 and apply for an F-1 or M-1 visa at the United States embassy or consulate, if necessary, and apply for reentry (not recommended for those awaiting approval of OPT applications). See the Travel and Reentry FAQ on the SEVP Web site for more information.
- An F-1 student who leaves the country while a request for transfer is pending can travel using:
  - The active Form I-20 from the transfer-out school if the return date is before the transfer release date
  - An initial Form I-20 from the transfer-in school if the return date is after the

transfer release date

### **Departing the US/Grace Period**

The M-1 students (and your dependents) are allowed to stay in the United States for one year OR for as long as they are enrolled as a full-time student in a vocational program (plus 30 days after your program ends to prepare for departure), whichever is shorter. Students (and dependents) should not travel outside the US while in your 30-day grace period as they will not be allowed to re-enter the US.

### **Address Changes.**

You are required to maintain an updated mailing address, e-mail address, and phone number with CSHS. You may not use a Post Office box. Please inform CSHS whenever you change any of this information by filling out an address change form. Please ask the Administrative Assistant for the Change of Address form. You must inform CSHS within 10 days of changing your address, it is part of maintaining F-1/M-1 status.

### **Dependents**

The spouse and unmarried children under 21 years of age may come with the F-1/ M-1 student to the United States in M-2 non-immigrant status. The F-1/M-1 student must provide a copy of all dependents passports with your own request for the F-1/M-1 I-20 and must also provide financial support documentation (\$2500 per dependent; \$7500 max) They should go with the F-1/M-1 to the US embassy or consulate to apply for the F-2/M-2 visa at the same time the F-1/M-1 is applying for your own visa. Dependents should be well prepared to show your relationship to the student (marriage license; birth certificates). If the spouse and/or children will follow the F-1/M-1 student at a later date, the F-2/M-2 should provide the US embassy with a copy of the F-1/M-1's Form I-20. The F-2/M-2 status is dependent upon the F-1/M-1 status; this means that if the F1/M-1 student changes your status, the F-2/M-2's must change also; if F-1/M-1 loses your status, the F-1/M-2's status is lost also; when the F-1/ M-1 leaves the US at the end of your program, the F-2/M-2's must leave also.

### **Student Activities While Pending Reinstatement**

A nonimmigrant student is limited in the activities that he or she can pursue while an application is pending with USCIS. While a request for reinstatement is pending with USCIS, the student:

- Can and should continue a full-time program of study at the school where they are enrolled
- Must comply with all the requirements for maintaining student status
- Should not travel outside the United States, as doing so will be considered an

abandonment of the pending reinstatement application. If the student decides to do so, he or she will have to reenter on a new, initial attendance Form I-20 as well as pay the SEVIS fee.

- Cannot work on or off campus

### **Students Responsibilities**

- Enroll in a full course of study at the beginning of every session (excluding authorized break periods)
- Consult with your DSO before dropping below a full course of study for any reason
- Report address changes to your DSO within 10 days of the change
- Report any change in sources of financial support to your DSO
- Seek the approval of the DSO/USCIS before engaging in employment or practical training
- Report any changes in program of study to your DSO
- Report any change in academic status to your DSO
- Notify your DSO prior to traveling outside the United States
- Notify your DSO upon applying for change of nonimmigrant status
- Notify your DSO upon approval of an adjustment of status to an immigrant
- Consult with your DSO to extend your program
- Notify your DSO if they intend to transfer
- Notify your DSO about changes in dependent status
- A student must maintain status by attending classes until the transfer release date. An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record should be terminated.

### **Documents you should always have**

- Passport
- VISA
- FORM I-94 (Arrival/ Departure record stapled to your passport)
- FORM I-20

If you are missing any of the above documents, or if they are incorrect, please contact the ESL Program Director.

### **Passport**

Your passport must be valid at all times during your stay in the U.S. For passport renewal, contact your consulate. Always renew your passport 6 months before it expires.

### **Form I-20**

Do not let your I-20 expire. It is the responsibility of every F-1/M-1 student to keep a current I-20 to stay in status. The Form I-20, Certificate of Eligibility for Non-immigrant (F-1/M-1) Student Status for Academic Students, is the document you received from CSHS when you were officially admitted to our program. You used the Form I-20 to

apply for an F-1/M-1 visa at a U.S. Consulate or Embassy abroad or to transfer from a previous school, college or university you were attending in the U.S.

### **Entrance into the US with the Form I-20**

The I-20 Form indicates the date you are expected to report to CSHS to begin your studies. Normally, you may enter the U.S. as early as 30 days before the Program Start Date in order to find housing and get acclimated with Garden Grove. If you are unable to arrive in the U.S. by the Program Start Date noted on your I-20 Form, it is possible that the US Immigration and Customs Enforcement (USICE) will not let you into the US. If you cannot arrive by the Program Start Date, contact CSHS as early as possible.

### **Extending your I-20**

- Your CSHS I-20 Form indicates that the normal length of study at CSHS is 30 months.
- If your I-20 is going to expire soon, you may apply to CSHS for a Program Extension within the last 30 days before the expiration date. Please ask for the I-20 extension request form from the ESL Program Director. You will also need to submit an original bank statement with your request. If you are granted a program extension, you will be issued a new I-20 Form, reflecting the additional time you need to complete your course of study.
- If your I-20 Form expires before you have completed your course of study, you will be Out of Status. It is possible that the ESL Program Director may not grant an extension if the I-20 has expired.
- When you complete your studies in the U.S. and return to your home country, you should keep your I-20s and I.D.s from all the schools you have attended in your permanent record you may need to use them as supporting documents for a future change of status.

### **Visa**

Your visa is the multi-colored stamp entered in your passport at a U.S. Embassy or Consulate abroad. The visa is used to authorize your entry into the U.S. for a certain number of entries until the visa expires. It may be authorized for multiple entries (often indicated on your visa with the letter “M”), or once (single entry, indicated on your visa as “S”), two entries (indicated on your visa as 2 or “two”), etc.

An F-1 visa, for example, is used to enter the U.S. to study at an academic or language school; a B-2 visa (visitor for pleasure) is used to enter the U.S. as a tourist.

### **Expiration of Visa while in the U.S.**

Your visa may expire while you are in the U.S.— this is okay since your visa must only be valid at the time you enter the U.S. If you leave the U.S. after your visa has expired, however, you must go to a U.S. Consulate or Embassy abroad to obtain a new visa in order to re-enter the U.S.

Note: You cannot obtain a new visa from inside the U.S.

### **Duration of Status**

As noted on the Form I-94, F-1/M-1 students are admitted to the U.S. until “D/S” (Duration of Status). This means that students who are maintaining F-1 status are authorized to stay in the U.S. until:

- the completion of all educational goals at one or various schools, colleges or universities
- the completion of any periods of authorized training

Additionally, F-1 students are given a 60-day grace period following the successful completion of their course of study or authorized training (M-1 student 30-day grace period).

Students must complete at least one academic term (12 weeks) to complete a program at CSHS.

The 60-day grace period is to be used for the following purposes:

- To prepare for departure from the U.S.
- To transfer to another school, college or university
- To change status from F-1 (student) to another nonimmigrant status such as B-2 (tourist)

If you want to travel in the U.S. longer than 60 days after the completion of your course of study, you will need to apply to the USCIS for a change of status from F-1 (student) status to B-2 (tourist) status.

### **Immigration counseling procedures**

The ESL Program Director is available if students need immigration counseling in the following areas:

- The student has questions about maintaining their F-1 student status.
- The student has questions about the transfer-in or transfer out procedures.
- The student has questions about extending their I-20, or proof of funding required.
- The student needs advice about changing their nonimmigrant status and completing the I-539 form (for example from J1 to F1, or if the student is seeking

reinstatement)

- The student is unsure of how to apply for the F-1 visa and the next steps after receiving the I-20 document.
- The student has to leave the US in an emergency or requires a reduced course load.
- The legal requirements for authorized work in the USA.
- The student has had 3 attendance warnings.
- The student is in terminated status.
- For any other immigration reason/ question the student might have.

If a student works without the permission of the International Students Affairs Officer (DSO), the student will have violated his/her F-1 status and will be immediately terminated from CSHS and SEVIS.

### **Health Insurance**

Medical care in the United States is extremely costly, so most people have health insurance to cover the high cost of health care. At CSHS, medical insurance is highly recommended for all F-1/M-1 students. If you would like more information, please speak to the ESL Program Director.

### **Tuition Policy**

International Students pay for 12 weeks tuition for their first payment, which is due the first day of class. After that, students can continue to pay in 4, 8 or 12 week blocks, but it must be paid in advance or on your due dates, otherwise there is a \$30 late fee if it is more than 5 days late.

Transfer students can choose to pay for 4 weeks for their initial tuition which is due the first day of class. After that, students can continue to pay in 4, 8 or 12 week blocks, but it must be paid in advance or on your due dates, otherwise there is a \$30 late fee if it is more than 5 days late.

Please pay with a credit or debit card, check, or cash (Mondays through Fridays)

### **Enrollment Agreement**

All students must sign an enrollment agreement when they pay for their tuition. This is a legal contract between you and the school. It contains important refund dates, so please read it carefully.

### **Deferring Program Start Date**

If a student is unable to start their ESL program on their program start date (see program start date on the I-20), CSHS must have written notification 14 days prior to the program

start date, with an explanation and a new program start date. Students can defer their program start date up to six months if CSHS is contacted 14 days prior to the program start date. If students do not arrive and register on their program start date, and no contact was made to request deferring program start date, CSHS will assume the student will not attend classes, and the student's I-20 will be terminated.

### **Visa Denial**

If the U.S. Consulate in your country refuses to issue you a student visa, you must inform CSHS in writing. You must immediately return the original acceptance letter and I-20 to CSHS. There is no refund for the Application fee if a visa is denied. However, if the student would like another I-20 within six months of their initial I-20 program start date, CSHS will create one at no additional cost.

### **Cancellation After Arrival**

Cancellation shall occur when the student gives written notice of cancellation at: ATTN: ESL Program Director, CSHS CEP, 12141 Brookhurst St Ste. 201. Garden Grove, CA 92840. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To cancel their enrollment agreement, students must inform the ESL Coordinator of their decision in writing. A withdrawal may be either voluntarily.

### **Cancellation by the School**

We reserve the right to cancel any class with fewer than four students. In such a case, students will receive a refund for all prepaid unused class hours.

### **Personal Counseling Procedures**

The Academic Director and ESL Coordinator are available if students need personal counseling in the following areas:

- The student is experiencing culture shock, or feeling depressed.
- The student needs referrals to services outside CSHS; for example, if the student needs help finding a lawyer, a doctor or needs help finding accommodation.
- For any other personal counseling the student should require.

For whatever reason the student requires the counseling, the student is made aware of the International Students Affairs Office (DSO) or the ESL Program Director consultation hours during the initial orientation. However, if it is an emergency, both CSHS members will see the student outside of these hours.

## Resources List

### Doctors and Dentists

Doctor MD	Dentists
Omar Fadeel MD Internal Medicine/Family 3356 W Ball Rd, Anaheim, CA 92804 (714) 827-6625	Ayman Zraiqat DDS General Dentistry 401 N. Tustin Ave, #345, Santa Ana, CA, 92705. (714) 401-6735 (949) 748-0673
Hassan Alkhouli MD Internal Medicine/Family/Lung 7955 Westminster Blvd, Westminster, CA 92683 (714) 379-3221	California Smile Dental Group General Dentistry 2424 W Ball Rd, Anaheim, CA 92804 (714) 826-9000
Ahmad Bader MD Internal Medicine/Family/Lung 3055 W Orange Ave, Anaheim, CA 92804 (714) 995-2901	Family Orthodontics 1101 Bryan Ave, Tustin, CA 92780 (714) 544-0200
Majed Chain MD Cardiologist 18800 Main St, Huntington Beach, CA 92648 (714) 842-8100	Anaheim Chiro Practice 710 S Brookhurst St, Anaheim, CA 92804 (714) 533-2002

### Bank Account

To open a bank account, you usually need an official form of identification: government issued, for example a passport, or a driver's license. Some banks may require a deposit to open the account. You can open an account at any of these local banks:

Wells Fargo <https://www.wellsfargo.com/>  
9929 Chapman Ave  
Garden Grove  
(714) 590-8300

Chase [www.chase.com/](http://www.chase.com/)  
11922 Brookhurst St  
Garden Grove  
(714) 530-5680

Citibank [www.citibank.com/](http://www.citibank.com/)  
12221 Brookhurst St  
Garden Grove  
(800) 627-3999

## **Driving License Information**

California DMV Website:

<http://www.dmv.ca.gov/portal/home/dmv.htm?lang=en>

## **Academic Testing sites**

- IELTS examinations - [www.ielts.org/](http://www.ielts.org/)
- TOEFL examinations - [www.ets.org/toefl/](http://www.ets.org/toefl/)
- TOEIC examinations - [www.ets.org/toeic](http://www.ets.org/toeic)
- GMAT examinations- [www.mba.com/the-gmat.aspx](http://www.mba.com/the-gmat.aspx)
- GRE examinations- [www.ets.org/gre/revised\\_general/register/centers\\_dates](http://www.ets.org/gre/revised_general/register/centers_dates)

## **Accommodation in Garden Grove**

Please contact our international department at [info@cshs.edu](mailto:info@cshs.edu) to arrange for your airport pickup and lodging. CSHS has many affordable options for you.

### **Hotel & Resorts**

#### **Extended Stay America**

1742 S Clementine St

Anaheim, CA

(714) 502-9988

#### **Candlewood Suite**

12901 Garden Grove Blvd,

Garden Grove, CA 92843

(714) 539-4200

### **Shopping**

#### **Grocery - Fresh Choice**

9922 Katella Ave

Garden Grove, CA 92804

#### **The Outlets at Orange**

20 City Blvd

Orange, CA 92868

#### **Clothing – Ross**

9939 Chapman Ave

Garden Grove, CA 92840

#### **Clothing – Marshalls**

9939 Chapman Ave

Garden Grove, CA 92840

#### **Mall – South Coast Plaza**

3333 Bristol St

Costa Mesa, CA 92626

### **Theme Parks**

#### **Disneyland**

1313 Disneyland Railroad

Anaheim, CA 92802

#### **Universal Studios**

100 Universal City Plaza

Universal City, CA 91608

#### **Sea World**

500 Sea World Drive

Diego, CA 92109

#### **Knott's Berry Farm**

8039 Beach Blvd

Buena Park, CA 90620

San

**Orange County Cultural Centers/ Churches/Mosque's**

**Orange County Islamic Society**

1 Al-Rahman Plaza,  
Garden Grove, CA 92844

**Church of GOD**

8362 Trask Ave.  
Garden Grove, CA 92844

**West Coast Islamic Center**

1717 S. Brookhurst  
Anaheim, CA 92804

**St Columban Catholic Church**

10801 Stanford Ave,  
Garden Grove, CA 92840

**Orange County Korean Cultural Center**

12555 Garden Grove Blvd. Suite #303,  
Garden Grove, CA 92843

**South Coast Chinese Cultural Center**

9 Truman St., Irvine, CA, 92620

**Brazil Cultural Center**

11928 W Washington Blvd,  
Los Angeles, CA 90066

**El Centro Cultural de Mexico**

310 W 5th Street  
Santa Ana, CA 92701

**Little Saigon Economic, Cultural, & Social Service Center**

14541 Brookhurst St., C9, C10, C12  
Westminster, CA 92683

**Orange County Japanese American Association**

2190N. Canal Street, Orange, CA 92865

**Orange County Turkish American Association**

Address:  
P.O. Box 6132  
Irvine, CA 92616-6132