

California International Business University

Student Handbook

September 4, 2018 - September 3, 2019

CALIFORNIA INTERNATIONAL BUSINESS UNIVERSITY provides the following information as reference material only. The school does not vouch for the authenticity of information included as some of the information is subject to change. It is offered only as a guide. The school does not endorse any of the services or entities that are found within. This resource has been compiled from many different sources, and some of the information may not be current. If you find any discrepancies, please let the front desk person know and he/she will update this resource.

This is your **Student Handbook** so please pass on any information to the student liaison that you might find useful and it will be added to this Handbook.

**550 West B Street
San Diego, CA 92101**

Rev. 2018

Message to Students

Dear Student,

Welcome to California International Business University. This handbook applies to all undergraduate and graduate students.

The information provided in this handbook is merely a brief explanation of the policies of California International Business University on general issues. This information serves as a basic guideline for treatment of these issues. Routine matters will be handled accordingly to University policy as set forth in this handbook and will be reviewed on an individual basis by the Dean of Student Affairs. CIBU is committed to a policy of non-discrimination.

Another source of information is the CIBU Catalog, which can be found online at www.cibu.edu. The catalog is the governing document for policies and procedures.

If you have any questions about this handbook or any other CIBU related questions, please contact CIBU for more information.

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Administration and Staff

EXECUTIVE	ACADEMIC AFFAIRS	STUDENT AFFAIRS
BRIAN HAWKINS, MBA Acting President	MARCUS BENNIEFIELD, DBA Dean, Academic Affairs	BRIAN HAWKINS, MBA Dean of Student Affairs
DAN ERSHADI, MBA Chief Financial Officer	SUSI HAUGH, M.Ed. Librarian & Information Resource Assistant	SUSI HAUGH, M.Ed. Registrar/Designated School Official
SUSI HAUGH, M.Ed. Administrative Officer	GABY LEWIN Cooperate Librarian & Information Resource Manager	
PRASHA SINGH, BSc Comptroller		

Administrative Office Hours:

Monday through Friday **9:00 AM to 5:00 PM**

Expected Turnaround Times for Requested Items:

One to Two Weeks for: I-20, Transcripts and similar items.

Two Weeks for Dependent I-20s (F-2), letters, I.D. card replacement and similar items.

Please make an appointment with the appropriate staff at the front desk in order to facilitate processing.

Mission

At CIBU we are ambitiously and constantly dedicated to developing and offering relevant education programs that:

- Ensure the right competences for the corporate world
- Optimize the possibilities of the individual

That is CIBU's contribution to American and foreign competitiveness.

Vision

It is CIBU's ambition to be the most international and innovative business university in California – renowned for our faculty and staff to professionally optimize and facilitate the learning process of our students.

Supporting Objectives

The objectives are based on responding to the mission and other challenges. The University shall pursue the following objectives to sustain and strengthen our position as a leading international private business university:

- Having world-class education
- Having attractive educational programs, suitable for everyone
- Remain the preferred partner of the corporate world
- Being an exciting, stimulating and attractive workplace
- Running an effective institution

Goals

The goals include:

- develop an internal climate of diverse students promoting an international understanding of transnational organizations and entrepreneurship;
- provide an ongoing assessment of student learning by using key performance indicators and data to guide the improvement of academic programs;
- prepare students across all programs to effectively engage in organization assessment and problem solving specific to transnational and global organizations.

Ethics

CIBU is committed to the highest ethical standards in the pursuit of the mission and vision. The policies, procedures, and standards are informed by CIBU core values set forth below. These values are honored in our daily structure and activity as members of this community. We are committed to:

- Respect- We respect the rights and dignity of others.
- Integrity-We conduct ourselves with integrity in our dealings with and on behalf of all individuals in our environment.
- Accountability - We are accountable as individuals and as members of this community for ethical conduct and for compliance with applicable laws, University policies, and directives.
- Excellence - We conscientiously strive for excellence in our work.

Purpose

CIBU's central purpose, as an institution of higher learning, is to be a business university with a true international character within an expanding world of international business educational institutions in America and abroad. The CIBU model trains students to enter into various positions in the international marketplace including, but not limited to, entry-level positions for undergraduate students, management positions for master's degree students, and senior administrative positions for graduates of the doctoral program.

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable and public purposes. This corporation is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986.

Office of Student Affairs

Help with Academics:

Each semester, we offer workshops surrounding topics that have proven to be helpful to our students, such as the basics of Excel, APA guidelines, how to improve your presentation skills, getting accustomed to American Culture, and more. In addition, we invite you to make suggestions and let us know what topics you would like to learn more about, that would help you succeed in school.

Help with English:

To ensure that our students get the most out of their learning experience, CIBU offers free English language services to help students succeed. English language services are geared for students who need a little extra guidance with language challenges encountered on a day-to-day basis, both inside and outside of the classroom. The free workshops will answer specific questions students have (e.g. clarifying grammar, understanding vocabulary, refining pronunciation, practicing presentations, etc.) Students will receive help to further their confidence and eagerness to participate in conversations in a small, supportive environment free of intimidation. CIBU also offers Conversation Station, an informal environment in which students can refine their English speaking simply by conversing with others about a variety of topics. Each free workshop is facilitated by a strong speaker of English, who will allow students to suggest interesting current events to discuss.

Extra-Curricular

In line with our mission and focus, we offer a variety of events and opportunities to maximize your experience in the United States. These might include an invitation to hear someone lecture on an interesting topic, or participate in a unique event taking place in the city, or volunteering with an organization that you are passionate about. Please check your cibu.edu mail often, to be kept in the loop of what's going on. There's no end to experiential learning at CIBU.

Career Services

Your education doesn't end once you graduate. Take advantage of our workshops and counseling to help get you headed in the right direction for CPT/OPT, internship, career choices after graduation, networking, or just plain preparation for life. Check out the CIBU Alumni and CIBU Student Affairs groups on Facebook.

Housing

The California International Business University does not provide student housing and the School assumes no responsibility to find or assist a student in finding housing. However, the staff of CIBU tries to provide limited assistance to students seeking suitable housing, and help them in their transition to life in San Diego.

	Home-Stay	3 rd Party Dormitory	Hotel	Room/Apartment
Price/ month	\$900 to \$1,110	\$670 to \$1,700	\$1,600 to \$3,100	\$700 to \$2,700
# of people / room	1 to 2	1 to 4	2 to 4	1 to 2
Bathroom	Share or own	Share or own	Share or own	Share or own
Distance	Varies (up to 1 hour)	5 to 45 minutes by walk and public	50ft (1 minute walk)	Varies
Transportation	Public and walk	Public and walk	Walk	Public and walk
Meals	Breakfast and dinner	Self-cooking or partial meal options	Breakfast	Self cooking
Kitchen	Not Available	Fully Available	Mini refrigerator & Microwave	Only refrigerator, microwave, dishwasher and oven
Furnished	Yes	Yes	Yes	No
Utilities	Included	Included	Included	Excluded (vary)
Deposit	Yes (Vary)	Yes (\$100 to \$150)	No	Yes (vary)
Pros	<ul style="list-style-type: none"> ▪ English speaking ▪ Meals provided ▪ Family interaction 	<ul style="list-style-type: none"> ▪ Short commute ▪ Kitchen available ▪ Interaction with other students and Americans. ▪ Some meal options 	<ul style="list-style-type: none"> ▪ Closest to school and downtown ▪ Classmates nearby 	<ul style="list-style-type: none"> ▪ Individualized housing ▪ Roommates ▪ Self-organized ▪ You pick location
Cons	<ul style="list-style-type: none"> ▪ Long commute ▪ No kitchen to use 	<ul style="list-style-type: none"> ▪ Cannot choose roommates ▪ 30 days cancellation process 	<ul style="list-style-type: none"> ▪ No host family ▪ No kitchen ▪ High price 	<ul style="list-style-type: none"> ▪ Self-furnish ▪ Partially refundable deposit ▪ Leasing contract required

Typical rent is approximately:

\$900-\$1,110/month for a room in an American Home-Stay

\$700-\$2,700/month in an apartment with one or two roommates

\$670 - \$1,700/month in a third party dormitory

It is highly recommended that arriving students book or organize an accommodation with a minimum of one month prior to arrival in either an American Home-stay or a downtown hotel suite (i.e. Vantaggio).

We hope the accommodations you obtain are safe and comfortable, and that you enjoy your stay in San Diego. If you have any questions, or need help finding housing or adapting to living in the area, please don't hesitate to contact CIBU at (619)-702-9400.

“Word of Caution”:

When dealing with private housing located from a private ad, it is highly recommended you do not send money in advance as scams have been reported in the past. Wait until you have a chance to see the apartment or house to send a deposit.

Quick facts

- Vantaggio (nearby dormitory-style housing), 2 block walking distance
- Search on craigslist: <http://sandiego.craigslist.org> for apartments, rooms etc.
 - Neighborhoods including Pacific Beach, Ocean Beach, Downtown, Claremont, etc. are very popular
- Check out <http://www.padmapper.com>
- Housing cost can vary from \$500-\$1800 per month for a small single or shared apartment depending on area
- Deposit (1 month's rent) is typical
- Rental agreements typically require a six-month, one-year, or month-to-month agreement. Be sure to inquire which is suitable for your length of stay and/or budget.

Additional information and services can be available through the Student Affairs Office.

Some companies that provide Apartments & Rooms in San Diego:

Near CIBU

Vantaggio Suites www.vantaggiosuites.com (619) 595-0111

Kamo Housing. www.kamohousing.com (858) 750-3425

Newport Place www.newportplace.com (858) 490-6282

Avalon Apartments www.avaloncommunities.com (866) 646-2664

Rent Cafe www.rentcafe.com

Apartment Listings & Advertisements

San Diego Reader (free paper every Thursday)

www.sdreader.com or call the San Diego Reader free Roommate Hotline: (619) 235 2415

sandiego.craigslist.org

www.apartmentlist.com

www.apartments.com

www.move.com

www.rentcafe.com

Community Housing

You may want to experience American life by living with a family or by sharing an apartment with other students. Whatever you choose, your English will improve if you live with or make friends with Americans or students who do not speak your language. Especially here in California families and neighborhoods are very diverse with ethnicities from all over the world.

What is the difference between Homestays, Shares, and Privates?

Homestay means you stay as a guest in a family home. This allows the student to observe and be part of an American household. The student will have her/his own room and may have 2 meals per day provided, usually breakfast and dinner.

Shared Housing is a rental term used by Americans to indicate group housing. Shared housing became popular in the United States (U.S.) as a response to both an increase in housing costs and a population which was constantly moving to new locations. With family changes, people who have large houses enjoy sharing life with others.

"Private" is a rental term used to indicate a unit of housing such as a private apartment or house. When you rent a private apartment or house, it is only for you and your family or group. It does not include other people living there.

Length of Stay in Community Housing

Some housing may be *month-to-month* or require you to stay for 6 months or a year. Although some housing is *month-to-month*, preference may be given to students who expect to stay for a certain pre-determined length of stay.

By state law, you need to give at least 30 days written notice if you plan to move before your rental agreement expires. Otherwise, you may lose your deposit or last month's rent. If you have a written lease for a definite length of stay, you are obligated to continue paying rent until your lease expires unless the owner agrees to a new lease or rental agreement.

How to Get Your Foot in the Door for Housing in San Diego

To get the type of housing that you want in San Diego, you have to be persistent, but not rude. You need to look at the housing lists frequently. Students might have to invest some time/effort in order to find the housing they are looking for.

When you find an apartment or room you would like to live in, you must remember that the owners have many applicants to choose from. They will choose you if they think you are the best applicant. To convince them of this, you need to make a good impression. A smile, a cooperative, relaxed manner will go a long way towards getting what you want.

Questions to Ask About a Share Rental

1. How much is the rent?
2. How often and when is the rent to be paid?
3. Are utilities included? (i.e., water, gas, electricity)
4. Is there a security deposit?
5. Under what conditions is the deposit to be returned to me? When will you return my deposit?
6. Do you require the last month's rent in advance?
7. Are meals included?
8. May I use the kitchen? Are there kitchen privileges?
9. May I use the living room?
10. Will I have a private bathroom?
11. Will I share the bedroom?
12. Are there children in the house? How old are they?
13. Do you have any pets?

14. How many bathrooms are there?
15. What would my responsibilities be as a member of the household?
16. Are there any house “rules” I would be expected to follow?
17. Are there any costs in the household that are shared by all members?
18. Are overnight guests permitted?
19. Are there other students who speak my language in your house?
20. Is smoking permitted?
21. Is there a lease? (Is there a rental agreement?)
22. How long is the term of the lease or rental agreement? (How long am I obligated to stay there?)

Settling In San Diego

Keep in mind, if you will be here for only 1 year or less, it may be cheaper and more convenient to find a furnished apartment than to spend a lot of time, energy, and money purchasing items!

Furniture and Housewares

Costco, Target, K-mart, Ikea, and Wal-Mart are all stores well known for their reasonable prices. There are several different locations. Please check online.

Thrift Stores

San Diego offers an abundant number of thrift shops where you can buy a variety of used products, from furniture, to pots and pans, and dishes to music, books and clothes.

Check under Thrift Shops for a list of San Diego Thrift Stores. Some of the well-known thrift stores are: Goodwill, AmVets, Salvation Army, St. Vincent De Paul's, Buffalo Exchange (in Hillcrest and Pacific Beach)

Garage/Yard Sales

It is common to find people selling their used items in front of their homes. This is the cheapest way to shop, and you often find nice things that people simply cannot take with them if they are moving or simply don't have the room for. Typically, they are held on Saturday and Sunday mornings. You will see signs posted in various neighborhoods. Also check the “Free stuff” section on craigslist.

Flea Markets

Another great way to find both used items and new household goods, i.e. cleaning products, tools, furnishings, is at **Kobey's Swap Meet** at the Sports Arena. www.kobeyswap.com.

Classified Ads

Look in the Penny Saver, Union Tribune, and The Reader for used items for sale. Great websites where locals post items they are selling like www.craigslist.com also exist. Even the SDISA website www.sdisonline.org has items being sold by international students.

Grocery Shopping

Again, do some research to find the location nearest you. Some grocery stores are:

Sprouts specializes in products such as fruits and vegetables, milk without growth hormones, breads, fresh fish, meat and organic bath, body and vitamin products. www.sprouts.com

Trader Joe's located in Hillcrest, Ocean Beach, PB, La Jolla and La Mesa has a great selection of international foods, wines, cheeses, breads, etc. www.traderjoes.com

Services

Banking Options

Most banks are open Monday through Friday from 9:00 am-4:00 pm and some are open until 6:00 pm. Many banks are also open on Saturdays.

Chase: www.chase.com

The closest office is at 1415 India Street (619) 237-1090. Call Customer Service at (800) 788-7000 for more locations.

Bank of America: www.bankofamerica.com

90 Branches. Main office located at 450 B Street, (Downtown). (619) 515-7574. 24-hour Customer Service: (800) 732-9194

Union Bank: www.uboc.com

58 branches. Main office: 12015th Avenue, (Downtown). 24-hour Customer Service: (619) 230-3800.

Wells Fargo: www.wellsfargo.com

80 branches and 180 ATM locations. Main office located at 401 B Street, (Downtown). (619) 702-6949. 24-hour Customer Service: (800) 869-3557.

Using an Automatic Teller Machine (ATM)

Most banks charge you a small fee for using other banks' tellers. The standard amount is \$1.50 from your bank and another \$1.50 from that other bank.

Checking Accounts

Paying by check or debit card is a very common practice. It is important to have a checking account to pay for bills, purchases and other expenses. It is much safer than carrying cash. When paying by check or debit card, you will be asked to show a Picture I.D., such as, a passport, driver's license and sometimes another form of I.D.

Foreign students may open a checking account by presenting their passport and I-20 form to the new accounts section of the bank. You will receive a checkbook with checks and a debit card, which you may use to spend the money in your account. You may also open a savings account.

Postal Services /Mail

To find the Postal Office nearest you and for General Information, call: (800) 275-8777 or visit the website at www.usps.gov.

The nearest Post office is at Horton Plaza Shopping Center in Gaslamp. Please do not have mail sent to you at the school's address. CIBU is not responsible for any personal mail received at its office.

Most communities or towns have a Post Office Branch. Mailboxes are located everywhere on the streets of San Diego. Regular mailboxes are blue and say "U.S. Mail" on them. There are also Express Mail boxes, which are used only for overnight mail, which is more expensive. The last mail pickup at most mailboxes is at 5:00pm Monday– Friday and at 12:00 pm on Saturday. Pick up times vary. There isn't a pick up on Sundays or holidays.

Telephones

Area Codes

All cities in the U.S. and Canada have a 3-Digit Area Code. It usually appears in parenthesis (619) before the number.

Most of San Diego County is served by Area Code (619) or (858). If you are dialing an area code and a recorded message tells you to check the area code, generally use (858) instead of (619) or vice versa! North San Diego County uses area code (760).

When using a phone to place a call, dial a "1" and then the other area code.

Long Distance Calling

To call direct, within the U.S. or Canada: Dial 1 + area code (3-digit code of the city you are calling) + the 7-digit number you are trying to call.

To call direct to other countries: Dial 011 + Country Code + City Code + phone number. At a public phone, an operator or a recording will come on the line and tell you how much money you need to put in. To call from a Hotel room, first ask the operator if the Hotel has any (800) (888) or (877), TOLL-FREE CALLING. A "Toll Free Number" always has an (800) or (888) area code. The call is free to the person making the call and can be dialed from any telephone, public or private, even without any coins. The business or person you are calling can be located in San Diego or in another city. To make a toll free call, simply dial 1 + 800 or 888 + the number given.

Calling Cards: They are very convenient and they can be used from almost every telephone. They usually come in amounts of \$5, \$10 or \$20. You can buy them at liquor stores, mini-markets, hotels, information centers, newsstands, etc. The rates you pay for calling in the U.S. and International varies a lot from one card to the other, so shop around. To use them, simply follow the instructions on the card.

VoIP

Provides free calls, video calls and instant messaging over the internet, plus great value calls to phones anywhere in the world. www.skype.com

Cell Phones (mobile phones)

Be careful of length of contract (if you'll be here for 4 months, do you want a one year contract?) and calling restrictions. Most providers charge a deposit if the user has no social security number or credit history (i.e., Sprint \$300).

AT&T at www.att.com

T-Mobile at www.t-mobile.com

Verizon at www.verizonwireless.com

Sprint at www.spint.com

Besides the four big companies, there are various Mobile Virtual Network Operators (MVNO). These companies use the networks of the big four, but offer cheaper plans and sometimes with no contract like *Simple Mobile*, *Straight Talk*, *H2O Wireless*, *Virgin* etc.

Internet

Some of the Internet providers are:

COX CABLE: www.cox.com

TIME WARNER CABLE/SPECTRUM: <https://www.spectrum.com/?cmp=TWC>

Libraries

One of the goals of the CIBU Library is to provide services and resources to meet the educational, information and research needs of students, faculty, and staff. CIBU has a Learning Resource Center with a variety of print materials, such as newspapers, periodicals, journals and texts for educational and research needs. Additional resources include electronic databases, and a library catalog. Services include reference, database training, research assistance, library orientations, and career assistance.

Students have access to remote research databases included in The Library and Information Services Network (LIRN), which includes the Gale InfoTrac and ProQuest databases. LIRN provides 24/7 online access to electronic journals, books, videos, podcasts, etc. in a wide variety of disciplines that support our academic and general studies. These full text research databases include Academic OneFile, Business Insights: Global, ABI/Inform Complete, General Business File ASAP, Dissertations and Theses, Entrepreneurship, etc. and allow students to conduct research from home or on campus. In addition, students have access to Hoovers and J. P. Morgan Research, both premier sources of business information. Students receive training on how to access LIRN and other useful online research tools, such as Google Scholar, The Wall Street Journal online and SSRN. Procedures on how to access the LIRN databases and other library resources are provided at orientation and are available at the Library. To obtain the User ID and Password to access the databases or for assistance searching LIRN, contact the Librarian at library@cibu.edu or call (619)702-9400.

The library's print collection includes approximately 2,100 physical volumes and approximately 100 unique doctoral dissertations by CIBU students, faculty, and other colleagues. The collection also includes a wide variety of business periodicals as well as daily newspapers. All incoming students are provided with a Library Orientation training session/tour and are encouraged to utilize both the print and online resources available to them. In addition to our print collection and online resources, CIBU students can access San Diego State University's (SDSU) databases on their campus. CIBU also maintains a corporate membership with SDSU and issues library cards to DBA students so they may also borrow library materials. CIBU also maintains an Interlibrary Loan agreement with the University of San Diego Library (USD). Students have access to the many public libraries in the San Diego region, including San Diego County and City libraries. Residents may establish library cards with the San Diego City and County Libraries with proper identification (current picture ID and proof of CA residency).

General School Information

Parking

CIBU does not offer or manage on-site parking. Parking downtown is expensive. We recommend using public transportation, riding your bike to school, or carpooling. Free street parking may be found in the residential area about a 10- minute walk from CIBU. Just be aware that most of the spots are for 2-hours.

Meter Parking After 6:00 pm or 8:00 pm, parking on streets in San Diego is free. When using the meters, \$1.25 is for one hour (coins only accepted). Do not forget to move your car every 2 hours – and to a different block.

You can purchase a pre-paid meter card that works with any meter in the City of San Diego Parking Administration: 1010 Second Avenue, Sixth Floor, West Tower, San Diego CA 92101. (866) 470-1308

Also, please “**curb your wheels**”, which means to turn them toward the curb whenever you are parking downhill or away from the curb when parking uphill when parking on anything but a perfectly flat street surface! A ticket for not doing this is almost \$100 and is strictly enforced in the downtown area. The meters are the best place to park for a 5:00 pm class as you only need to put in a few coins

Downtown Parking Lots: Several Ace Parking lots are within five minutes of CIBU. These self-parking lots are the least expensive parking option at \$6.00-\$15.00 dollars for all day. Most do not have “in and out” privileges so you cannot come and go. Underground and public lots are the most expensive option, but you might be able to find a good monthly rate if you’ll be studying at CIBU for at least a few months.

The following prohibitions apply to students, faculty, and staff of CIBU:

Absences in class, as per student F-1 visa, to equate to less than 80% attendance. Faculty are required to keep accurate records and report all absences to the Administration Officer/ Registrar after each class via the class roster.

No misuse, alteration or mutilation of university property.

No stealing of any kind.

No physical or verbal abuse of faculty, administration, or fellow students is permitted, as well as inappropriate conduct that can threaten or endanger anyone at the university.

No obstruction or interference of movement on university property, or disruption of activities on university property.

No unlawful possession, use or distribution of illegal drugs, or abuse of alcohol on university property during any student activities.

No violation of any federal, state, or local ordinance.

No aiding, abetting, encouraging, inciting, or participating in a riot.

No use or possession of any dangerous weapons, firearms, ammunition, substances, materials, bombs, explosives, or incendiary devices prohibited by law.

No misrepresentation or falsification of materials leading to the awarding of any degree. If this violation, which has serious legal and personal consequences, is discovered, the degree will be revoked.

No unauthorized use of university facilities or personnel.

No disregard of or violation of university policies or regulations.

No forgery or misuse of university documents, records, or identification.

No disorderly, lewd, indecent, or obscene conduct or expression in or on university property.

No defamatory statements, undocumented allegations, attacks upon personal integrity, or harassment of any kind.

No failure to comply with directions of university officials acting in the performance of their duties.

No conducting personal business for gain while teaching or participating in other university activities in or on university property or facilities.

No failure to maintain the highest ethical standards in interactions with students, staff, and faculty with regard to confidentiality and personal privacy.

Parties to have been found to be in non-compliance to the aforementioned prohibitions, may be asked to withdrawal/resign from the school.

Student ID Cards, Building Access and guests, Personal belongings

Student ID cards

Degree students will be issued a CIBU Student I.D. card within the first week of enrollment. Show it at local shops, services and movie theaters and ask if they offer a student discount. If you need a replacement card, a fee of \$15 will be charged.

Building access and guests

During regular business hours, you may bring guests to the School. Please inform the front desk of any guests. Also, if you would like to bring a guest to a class, you must ask permission from the professor.

Current Office Hours:

Monday to Friday: 8:30 AM to 5:00 PM. The facility and library are open until 2 hours before the scheduled end of the evening.

Personal belongings

CIBU does not have any storage or lockers. You must keep your personal belongings, including computers, with you. CIBU is NOT responsible for any items left unattended at the school. Should you find something missing, you should notify the School Office and call the non-emergency Police Number to file a report. The Lost and Found box is located in the Administrative office.

Campus Lounge

Students have access to the Campus Lounge to meet, study or to relax between classes. A vending machine and an information board is available in the lounge.

Students can post "for sale items," housing requests or other signs. They must be written on 3 X 5 cards and approved and stamped by the front desk. The cards are available in the lounge and at the front desk.

Smoking

You may smoke outside the front entrance to the building, 200 feet away from the lobby entrance. California law prohibits smoking inside this building and all public buildings, including restaurants and bars.

Many cities in San Diego County prohibit smoking on the beaches and in the parks.

Equipment and Services

The CIBU Library computers are the only computers on campus available to CIBU students and are available during library hours.

CIBU will not be responsible for loss of data. It is your responsibility to maintain periodic backups of your data.

There is no food or drink allowed near the computers - this includes bottled water and drinks in a covered cup.

You will be asked to leave the computer area if you are using the computers or printer in a manner deemed "inappropriate".

Inappropriate behavior consists of looking at material which may be offensive to other individuals such as pornographic, violent, hateful, and rude material.

Do not change any of the computer or printer settings.

CIBU reserves the right to suspend computer access to anyone who participates in any inappropriate activities while using the computers or printer.

Please keep noise to a minimum and if you have been on the computer for longer, please watch out for other students who might need to use it.

Our equipment also includes a printer for students. For more information on the printing services, please contact the Librarian.

U.S. University Traditions

It is common for U.S. students to take fifteen to eighteen hours per week of instruction at the undergraduate level, and nine to twelve hours per week at the graduate level. Students are not expected to take comprehensive exams. The professor will give you a syllabus in the beginning of the semester detailing his/her course criteria, weekly assignments, projects, attendance requirements and the policy on laptops.

Students should expect a very typical U.S. business school experience at CIBU. These include a very traditional, yet advanced, curriculum model, teaching style, and overall philosophy of independence in academic pursuit. A part of the experience includes the social interaction and meeting new international

students and faculty, so you are encouraged to get to know your fellow students in the different categories of exchange students, graduate students, doctoral candidates and visiting scholars.

The academic calendar

CIBU has three academic terms known as “semesters”. Each semester is 15 weeks. Please review the calendar – enclosed in the catalog or on the website- for details.

Activities

CIBU will offer fun activities throughout the year, and you’re encouraged to participate. You should sign up by the reservation deadline and pay any fees (if applicable) in order to participate. Your ideas are welcome, and we hope you will share both what you have enjoyed during your stay and any suggestions to make it an even better experience for future CIBU students.

Textbooks

In U.S. universities and business schools, students are required to buy and use textbooks for most classes. Textbooks are expensive and you can expect to pay \$50 to \$140 per class for books. Please check with other students or alumni (Facebook) if they have old books to sell. Sometimes students are able to use older editions of textbooks, that are significantly cheaper than the latest editions. Please consult with your professor if that would be an option.

Students should purchase their textbooks prior to the first class; as instructors start using the textbooks and request assignments from the textbooks on the first day of class.

Books can be purchased online at the following:

www.amazon.com

www.campusbooks.com

www.betterworldbooks.com

www.abebooks.com

And you can go to Google.com and put in the ISBN number

E-Books can be bought at the following websites:

www.barnesandnoble.com

www.amazon.com

Students can also rent books at www.chegg.com

Dress code

Students are expected to wear casual attire in classes, unless there is an excursion or an important guest lecturer in which casual business attire is required. If you are enrolled in an internship class you may need business professional clothing, depending on the company you elect to work for. You will need business

attire for any interview. Please dress in a courteous and respectful manner.

Attendance and participation

Students should attend all classes on time. This does not mean sitting in the library checking email. It means being physically in the classroom at the start of class. Absences should be for illness only, and we ask that you notify your instructor (e-mail or phone). If you are ill more than 2 consecutive days, a doctor's note will be required.

Participation in class is considered important by CIBU faculty. Students are encouraged to participate by sharing ideas, thoughts, experiences, and asking questions as part of the classroom discussion. Professors make this part of the grade. You will be treated as an individual in regard to your own grades and personal performance. Yet, you might be expected to be a member of a small team to work on classroom discussion and research.

Academic honesty

CIBU expects that all academic work by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. All acts of academic dishonesty are strictly forbidden, including cheating, plagiarism, unauthorized collaboration, or misappropriation of research materials. Students may be placed on probation, suspended, dismissed, or given another sanction for academic dishonesty.

Foreign Student Information

Basic Immigration Rules for F-1 Foreign Students

1. Foreign students studying in the USA are on a F-1 Visa in a non-immigrant status. While studying in the U.S., you must be a full time student, attending classes. If you are not full-time, you will fall out of status and can be deported. This will also affect your eligibility to transfer to another school.
2. As an F-1 student, you are not permitted to work. Only under very special circumstances are students given permission to work in the U.S. by the Immigration Department. See the Designated School Official for details.
3. **Mexico and travel outside the U.S.:** If you plan to leave the U.S, check with the Admissions Coordinator to obtain an endorsement from the school DSO on your Form I-20. This signature is good for six months. To re-enter the USA, you will need your Passport with F-1 Student Visa, and your endorsed Form I-20.
4. After completion of your studies, you are allowed to stay in the U.S. for a maximum "grace period" of 60 days, if you have F-1 status. If you want to stay more than 60 days, you must apply for a change of status from student to tourist. However, if you drop out of a program (do not complete it), you do NOT have a

grace period and must leave the country. If you do not have an F-1 status, you must leave the country by the date indicated on your I-94. Check with the Admissions Coordinator and Records for information.

5. While in the USA, your passport may be required for ID purposes. If possible, obtain a California Identification card (which is different than the student ID) from the Department of Motor Vehicles for identification purposes. Your International Driver's license may be helpful as well. Keep it in a safe place so no one can steal it and so you will not lose it. If U.S. immigration or a California Police Officer ever stops you, you may be asked to show your Passport.

6. Change of Address or Phone Number: If you are an international student you are required by INS to inform the School Office of a change in physical address or phone within 10 days or a change. Please note a Post Office (PO) box is not acceptable as a physical address (street address) is required.

REMEMBER: When leaving the USA, be sure to have: **Your Passport with F-1 Visa, and Endorsed Form I-20** (signature of DSO School Official within the last 6 months)

For General Information:

Visit <http://www.uscis.gov>

For Border Crossing information visit <http://www.cbp.gov>

How Can I Get A Social Security Number?

The US government issues Social Security numbers to individuals who meet certain requirements. International students who are in the US for only a semester or year abroad are not authorized to receive a Social Security number unless their program includes "Curricular Practical Training" or "Optional Practical Training" after all academic work is completed.

Students whose program allows for "Optional Practical Training" may request a Social Security form from the school. Please visit www.ssa.gov for addresses and more information.

You must also bring your passport, immigration documents (F-1 visa holders: I-20; J-1 visa holders: IAP-66) and another form of identification such as a passing score on driver's license exam (\$30), student I.D., and if you have a letter from a company wishing to hire you for practical training. It takes 3-4 weeks to receive a Social Security Card. Please give the School Office a copy of the card upon receipt.

Insurance

Medical care in the United States is costly, so most people have health insurance to help cover the high costs of health care. The Department of Homeland Security requires all students to carry health insurance. You will have the opportunity to buy it from one of the carriers for the school or show proof that you have health insurance in your country.

Medical / Optical / Dental

For a real medical emergency or in case of a fire or theft, call 911 for free. If it is not an emergency and you need some health assistance, the following are some telephone numbers you can call to find a Doctor (Physician), Dentist, Optometrist, Dermatologist, Gynecologist, etc.

To find a community health center call 211. This is a 24 hour hotline for information, programs and services. The 211 hotline is also available online at 211sandiego.org.

Also, try calling 1-800-SanDiego (1-800-726-3434) and ask for a medical provider near you. Always make sure your health insurance is accepted, and at what rate, by the medical provider you have chosen. Some medical providers accept only specific health insurance.

Hospitals (For Real Medical Emergencies Only)

Throughout San Diego: Sharp Hospitals: (619) 636-2100. www.sharp.com

Downtown: Mercy Hospital: (619) 294-8111; 4077 5th Avenue

Mid-Town: University of California San Diego (UCSD) Medical Center: (619) 543-6222; 200 W Arbor Drive

Mission Bay: Mission Bay Hospital: (619) 274-7721; 3030 Bunker Hill Street

SDSU Area: Alvarado Hospital: (619) 287-3270; 6655 Alvarado Road

Walk-in Clinics

Normally staffed by family practice physicians, neighborhood clinics are located throughout the community. Hours of operation vary, so it is advisable to check before your visit. For more information on Walk-in Clinics, please contact the Administrative Officer.

Pharmacies

1. CVS Pharmacies
2. Rite Aid Drug Store: located at C Street and 5th Avenue
3. Walgreens

If you have an emergency or need some medicine in the middle of the night, and you can't wait until morning, the best thing is to go to a hospital emergency room.

Today, most pharmacies are called Drugstores and will sell you just about everything. They are also probably the least expensive places to buy medicine, wine, cosmetics, milk, sodas, beach chairs, coolers, detergent, you name it. There are several "chain stores" with locations all around the country and most of them are open 7 days a week, and some are open 24 hours a day.

Transportation

Airport Information

San Diego International Airport also known as Lindbergh Field, is a public airport 3 miles (4.8 km) northwest of downtown San Diego, California, 15 miles (24km) from the Mexico – United States border at Tijuana, Mexico.

San Diego International is the busiest single-runway commercial airport in the United States and second busiest single use-runway in the world after London Gatwick with about 550 departures and arrivals carrying 50,000 passengers each day, and a total of 17,250,269 passengers. San Diego is the largest metropolitan area that is not an airline hub or secondary hub; however, the airport is a focus city for Southwest Airlines.

The top five airlines by market share are Southwest Airlines (38.45%), United Airlines (15.3%), Delta Air Lines (10.9%), American Airlines (7.9%) and Alaska Airlines (6.5%).

The airport has domestic flights and international ones to Canada, the United Kingdom, Mexico and Japan.

Commuter Terminal

It is used for “small commuter airplanes” which take you mostly to Los Angeles (LAX) to make your international connection and to other small California destinations. If you are coming from downtown, on Harbor Drive, it is the first one you come up to, on your right. The exits are clearly marked.

Shuttle Services

These companies provide door-to-door transportation between home, office, hotel and airport.

Service is 24 hours a day, usually in a 7-passenger van, and you might be stopping to pick up other people along the way. Shuttle service has been recommended to be more reliable in picking you up on time. Although this service is convenient for one person, a taxi is usually cheaper if shared by several. For information visit www.supershuttle.com

Travel to and From The Los Angeles Airport (Lax)

For travel by Amtrak train or Greyhound bus to and from LAX, go to www.mta.net for contact information.

At LAX, you can catch a free shuttle to the City Transit Center. Go outside of the terminal to the black and white “LAXSHUTTLE” sign located over the center traffic island. Take Shuttle Bus “C” to Parking lot “C”

Traveling to Mexico

Always check with the Consulate General of Mexico. <http://consulmex.sre.gob.mx/sandiego/>.

When traveling to México and Canada, remember that you will need to take all of your immigration documents:

- Passport with I-94 stamp
- Visa
- I-20 with Page# 4 signed by the school's Designated School Official (one signature is good for up to 6 months). This is very important! Otherwise, you may not be allowed back into the U.S., or you will have to pay a very expensive fine.

You can easily take the trolley to the border and then walk over. There is also paid parking near the border. Also, keep in mind that special auto insurance is required for driving in Mexico. If entering Mexico by car, be sure to have current registration, insurance documents, valid driver license with you. On busy days the "line" in San Ysidro can take up to 5 hours.

Bus: Greyhound

For service out of town (Los Angeles, Las Vegas, and throughout the U.S.), the main San Diego bus terminal is the Greyhound bus station located at 120 West Broadway, (619) 239-4007. For reservations and schedule information visit www.greyhound.com.

Train: Amtrak

For reservations and information visit <http://www.amtrak.com/>

The national train company is AMTRAK. It provides service to all points in the U.S. and Canada, connecting through Los Angeles Union Station. The trains in San Diego arrive at the Santa Fe Depot, downtown, at the corner of Broadway and Kettner. There are two other stations in San Diego, one in Solana Beach and the other in Oceanside. Traveling by train is a great experience. You can watch the scenery, relax, meet people, have a drink at the bar or restaurant. Long distance trains offer sleeper cars. Amtrak runs 9 trains daily between Los Angeles and San Diego and 3 from San Diego to Santa Barbara, many connecting through Los Angeles to other national points.

Local Transportation

For detailed transportation information, check out:

www.sdmts.com

www.sandag.org

San Diego has quite a comprehensive network of public transportation. The Metropolitan Transit System (MTS) operates bus and trolley routes throughout the county. At the Train Store, located downtown at 102 Broadway Street, (619) 234-1060, you can obtain route maps, schedules, bus and trolley tickets and daily, weekly and monthly bus and trolley passes. This is also where the lost and found department is located.

The store hours are 8:30 am to 5:30 pm, Monday through Saturday. Be aware that on holidays, buses don't run as often as on regular days. A very useful brochure is "Your Open Door to San Diego", which details all the tourist attractions and the buses that take you there. The local fare for adults is: \$2.00 one-way. Express fares (faster, direct buses) are from \$2.25-\$2.50 one-way. You must have exact change. Drivers do not carry cash. A blue sign, with the numbers of the buses that stop there, marks bus stops.

Taking Your Bike on the Bus

These and other routes are served by buses with bike racks: 9, 27, 41, 81, 11, 34, etc. The bus stops along these routes are marked with a bicycle symbol. The Transit Store also has a brochure "Buses and Bicycles Go Places" for more information and trip suggestions.

The Trolley

The bright red Trolley is part of the MTS and it operates 3 lines.

Blue Line It goes from Downtown San Diego (America Plaza) to the Mexican Border, at San Ysidro, through National City and Chula Vista. An extension to the north of downtown, to Old Town is being finished.

Orange Line: From Downtown San Diego (Santa Fe Depot), east to El Cajon, through La Mesa and Lemon Grove with a 3.6-mile expansion to Santee.

Green Line: It goes from downtown (12th & Imperial), with an extension to Mission Valley, Qualcomm stadium and SDSU to Santee.

All trains run about every 15 minutes and twice as often during rush hours.

Trolley Rates

One-way rates are anywhere from \$2.50 One Way to \$5 for the whole day. Please have exact change. You can get tickets at the machines located at all trolley stops. For monthly fares, please see <http://www.sdmts.com/fares.asp>.

Buying a Car

Buying a car is difficult, and you will need to put some time and effort into looking for one. If possible, have the car you're interested in checked by a mechanic and always ask all the questions you want. Check on sandiego.craigslist.org, www.cars.com or in our Facebook group. It is also recommended that you check the "blue book" to find the value of the car you want to purchase by looking at "Kelly Blue Book" at www.kellybluebook.com or at www.edmunds.com.

Automobile Registration

All automobiles, old and new, must be registered at the time of purchase. If a car is found parked on the street, without a valid registration sticker on the license plate, it will be either ticketed or towed away and you will have to pay, not only to register it, but also a fine and the towing expenses.

To register a car the following things will be needed:

1. Certificate of Ownership:

When you buy a car, the person that sold it to you, whether it's the owner or a car dealer, must sign the certificate of ownership releasing interest in the vehicle.

2. Smog Certificate:

You need to have your car verified against smog. This can be done at most gasoline stations. The cost is usually about \$40-\$50, plus \$10 for the certificate. Prices can vary. Check in the "PennySaver" magazine for great coupons.

3. Current Registration:

The charge for the vehicle registration depends on the value of the vehicle and the year and make of the car. You will also have to pay the local sales tax on the price of the car, at the time of registration.

California Driver License

Possessing a California Driver License is advantageous. All applicants must take written and behind the wheel tests (\$32). American traffic rules can differ significantly from foreign ones. It is therefore recommended to read the DMV handbook and conduct the practice tests that can be found on the internet (www.dmv.ca.gov). The process to obtain a driver's license may take up to 3 months or more.

Department Of Motor Vehicles ("DMV")

The place to register your car and obtain a California Driver's License or a California Identification Card is at any DMV. **It is best to make an appointment online at www.dmv.ca.gov**

San Diego (Hillcrest) - Normal Avenue office: 3960 Normal Avenue. (619) 688-0227

Clairemont office: 4375 Derrick Drive. (619) 565-6691.

Chula Vista Office: 34 North Glover Avenue. (619) 427-5550.

Automobile Insurance

In California, the law requires that you have "liability" or financial responsibility for damages to others, plus "Uninsured Motorist Insurance" or protection if someone without insurance crashes against you. If you are not insured and get involved in an accident, in addition to legal penalties, you are personally responsible for the damages caused. In the case of injury or death, the costs can be enormous. Ask your insurance agent about what insurance is best for you.

NOTE: A California Driver's License or an International Driver's License is required to obtain car insurance. If you don't have either one of these, you will need to use a friend's car that is insured, to take the DMV road test, in order to get your California Driver's License. Then, take your California Driver's License to your insurance agent to buy insurance for your car. Some car insurance companies to consider include:

www.esurance.com; www.geico.com; www.allstate.com; www.aaa.com; www.progressive.com

Rental Cars/ Car2Go

Car rental companies are plentiful. Many have offices at the airport and at major hotels. Almost all require a credit card. You'll need a valid driver's license and your passport if you are foreign. Verify all additional charges for mileage, additional insurance, etc. If you don't have a local driver license it is recommended to also compare rates booking on websites from your home country. Many times you will get better rates and better insurance packages for less. It is very common that rental companies charge you a daily fee for being under 25.

Try one of these local car companies for reasonable prices and the willingness to rent to students age 19 and up:

Express Car Rental: <http://www.rentfromexpress.com/> 2595 Kettner Boulevard.

The national companies below might be preferable.

Alamo: www.alamo.com; **National:** www.national.com; **Thrifty:** www.thrifty.com;

Fox: www.foxrentacar.com

Sports & Activities

YMCA Downtown. Facilities include a swimming pool. Classes include everything from yoga to kickboxing. For students here less than 1 year, membership costs \$2/month. Longer-term students pay \$25 to join and \$25/month.

24-Hour Fitness. Great facilities and a gym open 24 hours per day and convenient downtown location. You can join just this location or get a membership to workout at any 24-Hour Fitness location.

Mission Bay Aquatic Center This organization has lessons and lubs for everything from surfing to kayaking and rowing to sailing and kite boarding. They also have equipment rentals. <https://www.mbaquaticcenter.com/>

Balboa Park Activity Center: Usage rates are very affordable here, and it's a popular spot with students. Check out the schedule of open courts and leagues for almost anything: Table Tennis, Badminton, Volleyball and more at the <https://www.sandiego.gov/park-and-recreation/centers/bpac>

Dave & Buster's Games Center Especially for adults. They have over 200 video games, shuffleboards, billiard tables, dining and cocktails. If not at least 21 years of age, someone who is at least 25 must accompany you. One 25 year old can escort up to three 21 year olds. www.daveandbusters.com

Organizations/Clubs

San Diego International Students Association: Check out this International Association for many events and discount tickets to attractions and movies.

Meetup has various groups and activities for all interests and can connect you with local San Diegans. Visit www.meetup.com It's free to sign up and most activities are also free.

Volunteer! Meet people with similar interests and concerns: from world affairs and education to theater and film to children and the elderly or even animals. Use your business, marketing, computer or simply social skills to help out a non-profit organization. You can generally volunteer for as little as a few hours per week. From joining children on field trips to office work to helping organize events to feeding the homeless, make a difference with your free time. At www.volunteermatch.org, your interests will be matched with positions available at various non-profit organizations in San Diego.

To start an organization at CIBU, please contact the Director of Student Affairs.

Movie Theaters & The Arts

Drive-in-movie- theaters are a uniquely American experience:

Santee Twin Drive-In, 10990 Woodside Avenue, (619) 448-7447

South Bay Drive-In, 21701 Coronado Avenue, (619) 423-2727

Theater

www.broadwaysd.com: Civic Center. 3rd and B Street, (Downtown).

Balboa theatre. 868 4th Avenue, (Downtown).

Arts Tixbooth- Horton Plaza for half price tickets: Broadway Circle and 4th Avenue, (Downtown) (619) 497-5000. www.sdartstix.com

Concerts

4th and B: Downtown, (619) 299-2583. www.4thandb.com

House of Blues: 1055 Fifth Avenue (Downtown), (619) 299-2583. www.hob.com

Viejas Casino: 5000 Willows Road, (Alpine), (619) 659-2426. www.viejas.com

Also Check: www.ticketmaster.com

Dining & Night Life

Eating and Dining in San Diego is an experience itself and one you should definitely take time to explore. Whether you're interested in breakfast, Sunday brunch, a festive Mexican Lunch or an elegant gourmet dinner, San Diego has a wide variety of local and international restaurants that will please even the most demanding tastes, plus some of the most panoramic, elegant, romantic and entertaining settings you'll find anywhere in the world. The atmosphere at most restaurants and nightclubs is casual and relaxed and very few will require a coat and tie. Nightlife is plentiful and you can find any kind of nightclub and music you desire.

For restaurants and places check out www.yelp.com or www.urbanspoon.com , check with friends for referrals,

It is very important that you bring with you a California I.D. or your country's passport (not just any I.D.) proving you are at least age 21 to get into clubs and bars here. U.S. rules are strict!

San Diego Safety TIPS

San Diego is a relatively safe city. Just like anywhere in the world, whenever you're visiting an unfamiliar area, always use your experience and common sense. It is best to travel with a friend to minimize the possibility of anything happening to you.

The following tips are given to you as a general advice and are meant for you to make the best of your stay and not to worry:

1. Never walk late at night, whether alone or with company, especially in dark and secluded areas. Do not walk at night in Balboa Park.
2. Preferably wear a money belt and never carry a lot of cash or jewelry. Use Traveler's Checks or Credit Cards, preferably.

3. Do not display money openly and carry small bills. Do not go to Automated Teller Machines (ATM) at night.
4. Keep your air, bus, or train tickets safely at home. If you lose them, they're like cash.
5. Be cautious of your surroundings and the people near you. If you feel like someone is following you, go into a public place and wait until he or she leaves, or get help from a shopkeeper or police officer. Call a taxi or a friend to come pick you up and stay in a lighted area.
6. Be careful of people offering you drugs or any service that makes you feel uncomfortable.
7. Be aware of people who seem too friendly or too eager to help.
8. If you are carrying camera equipment or a laptop, always hold onto it and never leave it out of your sight.
9. Keep your I-20 and passport with you, at all times. A copy is not acceptable. The best choice would be to get a California ID or a California Driver License.
10. When going to a night club or out at night, try to bring only what you can fit into your pockets. Women should never leave a purse unattended.
11. People may recognize you as a foreigner, so speak English in public.
12. If you intend to go to Mexico, keep in mind that Mexico is another country, and you will need to bring your passport and I-20. Be sure to travel with friends and not by yourself, as some areas are not safe.

If you have an accident or your car breaks down:

If you are involved in an accident, do not leave the scene, under any circumstances. Ask someone to telephone the police department or 911 if there are injured people. Do not discuss what happened with anyone other than the police and don't admit anything to anyone. You should notify your insurance agent immediately. If there aren't any injuries, the police might not come. In that case, just exchange insurance information and your insurance agents will work it out. You also need to fill out a traffic accident report (form SR-1) of the accident and give to the Department of Motor Vehicles (DMV).

If your car breaks down, it is normally a good idea to "turn your flashers on" and "raise the hood" of your car, so that someone may stop and help you. However, because of safety concerns, most people will not stop. Someone without good intentions may stop and pretend he/she wants to help, so this is not always a good idea. If you notice you are in a "bad neighborhood," it might be best to lock your car and go to the nearest "public" place like a store or gas station to call for help. If you are on a freeway, "S.O.S, Green Boxes" are located at every half mile. Just pick up the phone and ask for help. The boxes are programmed to identify your location and they will probably send a tow truck to assist you. The cost, of course, is yours. Do not, under any circumstances, try to cross the freeway.

1. Always make sure you have a working flashlight, a jack and a spare tire in your car.
2. Lock your car and never leave the car running when you are not in it.
3. Never leave suitcases, bags, maps or other things where they can be seen. Always put them in the trunk of the car and try to park in well-lit and transited places.
4. At the beach, do not leave your keys hidden in the car (i.e., on the wheel). Hundreds of cars are stolen every year when the driver "hides" the keys somewhere on the car.

Remember:

As a visitor, you stand out from the crowd and thieves know this, so just remember these simple guidelines and enjoy your stay in San Diego.

Emergency information

Become familiar with Emergency Phone Numbers

- 9-1-1
- CIBU (619) 702-9400

Become familiar with our building floor plan, building exits, and doors.

During an emergency

- Remain calm.
- Dial 9-1-1 for emergencies.
- Alert emergency responders (police, fire, medical) to situations requiring their attention.
- EVACUATE using the safest route
- Assist individuals with disabilities.
- Walk; do not run.
- Use stairs; do not use elevators.

After an emergency

- Follow instructions from emergency personnel
- Follow campus updates which may be communicated through a variety of sources
- Normal campus operations will resume as soon as possible following an emergency

In case of fire

Close doors and windows if time permits.

Touch closed doors. Do not open if they are hot.

Use stairs only; do not use elevators.

Pull an alarm as you leave the building.

Move well away from the building when evacuating.

Notify the fire department 911 from a nearby phone to provide further information.

In case of an earthquake*Inside*

- When you feel an earthquake, duck under a sturdy object and hold onto it.
- If you are not near a sturdy object, duck and protect your head with your arms.
- Avoid windows, filing cabinets, bookcases and heavy objects that could shatter or fall.
- Watch out for falling plaster, ceiling tiles and light fixtures.
- Stay under cover until the shaking stops; then evacuate the building.

Outside

- Move away from trees, signs, and buildings, electrical poles and wires.

- Protect your head with your arms from falling bricks, glass, plaster and other debris.
- Move away from fire or smoke.
- Also check out the First Aid and Survival Guide in Yellow Pages Phone Book

Policies

Please refer to the CIBU Catalog for academic policies and policies of conduct.

- End of Student Handbook -