

# INTERNATIONAL STUDENT HANDBOOK



## *Temecula Campus*

26109 Ynez Road, Temecula, CA 92591  
1-951-719-2994, [patti.paulsen@golfcollege.edu](mailto:patti.paulsen@golfcollege.edu)  
Office Hours: Tuesdays and Thursdays

## MESSAGE FROM THE PRESIDENT

Dear Student,

The Professional Golfers Career College has been educating the future leaders in the world of golf since 1990. PGCC is a recognized leader throughout the world in golf education. Our graduates are located throughout the world and work as golf professionals, tournament directors, golf instructors, general managers of country clubs, sales representatives of golf club companies and playing professionals.

We are proud of our graduates and our college. But, PGCC is not for everyone. It is a college for serious minded and focused students who want to succeed in the golf world. PGCC is a college where traditional values of character and honesty and doing the right things are taught. Students are expected to be ahead of time for classes, not miss any classes, and act with politeness toward all faculty and fellow students.

Unprofessionalism will not be tolerated at the college or on the golf course or anywhere in the community. Every student must represent PGCC in a professional manner.

If you are thinking about enrolling at PGCC please read and understand all parts of this handbook. We want our students to have a good experience but this college is definitively not for everyone.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Tim Somerville".

Dr. Tim Somerville  
President

## **ATTENDANCE**

College enrollment assumes maturity, seriousness of purpose, and self-discipline when meeting the responsibilities of attendance regulations. The Professional Golfers Career College has a no excuse policy when it comes to attendance. Students are expected to treat their classes as if it was their job. They are expected to show up early and be prepared to work. Absences will be recorded. Being late for class is considered an absence. A student will not be allowed to enter a classroom late at the start of a class. He or she can enter at the break but will still be considered absent. Failure to attend classes may result in a lowered grade. Three absences may result in the lowering of a letter grade in a class. The fourth absence may result in the immediate dropping of the student from the class. It is the student's responsibility to satisfy the attendance requirements of each class. Students are encouraged to call the college before the class meets when they are unable to attend. An absence can only be approved by the College President. Students are expected to be prompt for golf lessons and tee times. Missing a tournament tee time is a disqualification: good lesson in living.

## **APPEARANCE**

PGCC is a business college and business attire (appropriate golf attire) will be worn while attending classes, on the golf course or at the driving range. Slacks, golf shirts, sweaters, and wind breakers, customarily recognized as golf attire, will be permitted. If sweaters are worn, they must be accompanied by a collared shirt or turtleneck underneath. No shirts worn outside of pants (untucked). Blue jeans, cargo pants, sweats, warm-ups, and t-shirts are not permitted. Belts must be worn. Women's shorts must not exceed 4" above the knee and mini skirts are not allowed. Men may not wear shorts. All attire must be clean and pressed. Every Friday is "dress for success" day. Students must purchase a PGCC blazer and tie to be worn to class on Fridays. Women are to be dressed in like business attire. No shorts are to be worn at any of our golf courses for play or practice.

Golf teaching shoes and dress shoes will be the only shoes worn in the classroom. No tennis shoes, boating shoes, desert shoes, sandals or cowboy boots are permitted. Soft Spikes are permitted in the classroom and office building. Socks must be worn with shoes at all times.

Hair must be neatly styled. Bleached hair, spiked hair styles or any other extreme hair styles are not acceptable and male students must wear their hair less than collar length. Neatly trimmed moustaches are permitted (trimmed at the corner of the mouth). Beards and goatees are not permitted and students are expected to be clean-shaven daily. Men are not permitted to wear earrings. Facial piercings or tongue rings are not allowed. Students can be sent home and marked absent for not shaving and will also lose golf privileges.

It is important for a student to maintain his weight in proportion to his height. Being overweight is not only hazardous to your health, but it also detracts from a professional appearance.

There will be no hats allowed in the classrooms or administrative building at any time.

A student on campus for any reason must be dressed as a golf professional and well groomed.

Self-confidence comes in part from knowing one looks like a professional; the college will help; make it a habit everyday.

Suspension of play, practice and lessons will be given to a student not obeying these guidelines.

### **ALCOHOLIC BEVERAGES**

The consumption of alcoholic beverages is not permitted at the college or on or at the golf courses. No alcoholic beverages will be served at any College sponsored activity. Professional Golfers Career College prohibits possession, transportation, and or consumption of alcohol by all individuals (this includes students over the age of 21) **residing in Student Housing.** Beer kegs and common source containers are prohibited from **all Student Housing Community areas, public or private.** Residents are not permitted to host in their apartment guests and residents of any age who are in possession of alcohol. Drunken and/or disorderly conduct is not tolerated.

### **ATTITUDE**

A cheerful, cooperative and positive attitude is expected of all students. Complaints of any improper behavior towards any member of the staff or student body are to be directed to the Administration.

### **CAREER PLACEMENT**

PGCC does not guarantee placement or a job for any student. We work with and try to help each student in placement. It is the student's responsibility to work hard and follow the Placement Director's suggestions in finding employment. Students need to prepare their resume, confer with the Placement Director and follow up on leads provided by the college.

**PGCC does not guarantee placement!**

### **CHEATING**

Cheating will not be tolerated. Instructors and faculty will provide students extra help whenever needed. IMMEDIATE suspension or termination from the college will result if a student is discovered cheating.

## **COMPLAINT PROCEDURE**

Students who have a complaint or are experiencing problems are encouraged to contact administrative personnel or a faculty member directly to attempt to resolve the complaint. In the event this contact does not resolve the complaint, the student is encouraged to make an appointment with the College President so that the complaint may be officially registered and solutions discussed. In the event a student submits their complaint in writing to the College President, a written response will be forwarded to the student within ten days. Decisions of the College President are final.

## **CONDUCT – Any Un-Professional Behavior by a Student...**

Knowledgeable violation of college rules and regulations or rules of golf may constitute grounds for disciplinary action. Specifically, but not limited to, the following acts will not be tolerated:

- a. Vandalism
- b. Use of loud, obscene, or crude language
- c. Use of unprescribed and controlled substances, including marijuana
- d. Any disturbance in the classroom by a student
- e. Smoking of any substance is not permitted unless in a designated smoking area
- f. Food or beverage in the classroom
- g. Unprofessional attitude on the golf course
- h. Underage drinking.
- i. Drunkenness
- j. Any disturbing act or issue that may bring a bad light on the reputation of PGCC. This could occur anywhere (example: Apartments, off-campus, etc.).
- k. Any student receiving a DUI while in attendance at PGCC will be terminated from the College and must sit out that semester and the following semester and then apply for reinstatement.

Disciplinary action may result in suspension or termination from the college for any unprofessional conduct while a student at PGCC, whether on campus or off campus.

## **ILLEGAL AND UNAUTHORIZED ACTIVITIES**

The following activities are prohibited and are grounds for immediate suspension and/or termination from the College:

1. Possession of illegal drugs, chemicals, narcotics, controlled substances, alcohol, stolen property or firearms on college property or while on college business at any location;
2. Use of alcohol on college property or while on college business at any location. No alcohol is allowed in the PGCC apartments.
3. Attending any college function while under the influence of alcohol, intoxicants or illegal drugs.
4. Distribution or sale of illegal drugs, chemicals, narcotics, controlled substances, alcohol, stolen property or firearms on college property while on college business at any location.

"College property" shall include but is not limited to all premises operated and utilized by the College, including residential premises provided by the College.

### **Drug and Alcohol Abuse Prevention Program**

To prevent drug and alcohol abuse, PGCC prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on school property, or as part of the school's activities. The legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol include criminal prosecution, the payment of court fines or incarceration.

Serious health risks are associated with the illicit use of drugs and alcohol, including the risks of dependency, injury and death. Consumption of alcoholic beverages impairs one's ability to drive a car or operate machinery, and may cause health problems. According to the U.S. Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risks of birth defects. In addition, the school will impose sanctions on students (consistent with local, state and federal law), up to and including expulsion from school or mandatory participation in a substance abuse program, and referral for prosecution, for violation of this policy.

Students may seek drug counseling from the professional staff at the Hill Solutions Counseling Center. Student contact with the Counseling Center is confidential. Students may contact the Counseling Center at Hill Alcohol and Drug Treatment by phoning 951-303-1230.

### **DRUG SCREENING**

All freshmen will be tested for drug and alcohol use. Failing the test will result in immediate counseling from a drug counselor. A student may be asked by the Administration to enter a drug awareness program. The student will be tested a second time throughout his/her attendance at PGCC. A second positive test will result in immediate termination.

Random drug screening will take place throughout the semester. An individual may also be directed to participate in drug screening at any time, at the discretion of the College administration. Disciplinary action, suspension or expulsion from the College will result if a student fails a drug screening.

### **SMOKING**

Smoking of any substance is not permitted unless in a designated smoking area. The only designated smoking area at our PGCC campus is in private vehicles. If smoking is done in vehicles, cigarette butts and related trash are not to be deposited in or adjacent to the parking areas.

### **STUDENT CONFERENCES**

Each student will have a private conference with a director each semester. The purpose of these is to discuss performance, goals and career choices. Students are encouraged to seek the directors and staff assistance on personal or college matters whenever the need arises.

### **TEXTBOOKS**

Books that are required for each class are mandatory. You will not be allowed to attend class without your textbooks. Build a professional library by keeping all of your books. Your books will benefit you in your golf career.

### **GOLF COURSE CONDUCT**

As a future leader in the world of golf, one's conduct on the course should be professional at all times.

The following acts will not be tolerated:

1. Slow play
2. Use of loud, obscene, or crude language
3. Use of alcohol or drugs
4. Club throwing or breaking
5. Temper tantrums or conduct unbecoming a professional

Disciplinary action may result in suspension or termination from the college

**GOLF ETIQUETTE IS IMPORTANT - NEVER LET PERSONAL PROBLEMS AFFECT FELLOW STUDENTS.**

### **MAINTENANCE OF COLLEGE AREA**

All students are expected to maintain and keep the college clean. Not only do clean classrooms and grounds project a favorable impression, they also reveal the standards we set for ourselves.

College regulations prohibit eating and drinking in the classrooms. Fire regulations prohibit smoking in classrooms. Smoking is discouraged for reasons of wellness: those who choose to smoke should extinguish their cigarettes in the proper receptacles. Smoking areas are provided.

### **PGCC TOURNAMENTS**

This is a mandatory class for all students who are not in the Advance Skills class.

Each student starts off with a letter grade of A. Maintaining the A is based on the student's behavior, appearance and attendance. Grades are dropped one letter grade for each violation of tournament guidelines. Violations of the following may lead to the student being disqualified from playing in any Cup Matches.

Any and all decisions regarding violations will be handled by the Director of Golf.

1. **BE ON TIME** - Show up 20 minutes before your assigned tee time. If you miss your tee time you will be disqualified and will not be allowed to play.
2. If you are absent from school the day of your tournament you will not be able to play without consent from the Director of Golf.
3. **DRESS CODE** - If you are out of school dress code you will not be allowed to play and your round will not be made up.
4. Students must comply with the following:
  - A. Clean shaven
  - B. Clean golf shoes
  - C. Collared shirt and slacks
5. Any unprofessional attitude or activity, such as the following:
  - A. Total disregard of rules and etiquette
  - B. Profanity
  - C. Club throwing



- D. Disregard for tournament chairperson and or committee members or golf course staff personnel
6. Purposely disqualifying yourself because of poor play by:
- A. Walking off the course
  - B. Not signing the score card

Violation of any of the above mentioned rules can result in you being disqualified from playing in any cup matches. Should a student be disqualified, he is still required to play in weekly tournaments in order to earn a letter grade.

### **TEE TIME POLICY**

1. The tee sheets will be posted on Friday for the following week.
2. Each student is responsible for their own name on the tee sheet
3. You should plan your week as to when you want to practice, take lessons, or play.
4. If you are not in school on that day, you will not be allowed to play, take lessons, or use the practice range.
5. If you play golf, take lessons, or use the practice range on a day that you are not in school, your privileges will be suspended for one week. 2<sup>nd</sup> offense - 2 week suspension, etc.
6. Any cancellation of your tee time must take place by 9:00am of the same day.
7. No shows \*\*\* any student who does not show up for their tee time will be responsible for paying their green fee (\$30.00) before their playing privileges are restored.
8. No changes to the tee sheet after it has been faxed at 10:00am.
9. Report to the pro shop and show your current student I.D.

### **RANGE PROCEDURES**

SCGA is the home practice facility for the Professional Golfers Career College.

The following procedures are to be followed at the range:

Range hours are 1:00 through 4:00 PM Monday thru Friday.

All lessons will be conducted at SCGA range unless otherwise stated.

PGCC dress code and conduct procedures are to be followed at the range at all

times.

Students are limited to three buckets or range balls daily.

Failure to follow range procedures will result in loss of privileges.

SCGA's rules and policies are to be followed without question.

Violation of range golf policy may result in the loss of privileges for one week. The second violation may result in a three week suspension or possible termination from the college. Students are limited to limited to three buckets of range balls daily.

## **HOUSING**

Residents in housing are expected to clean and maintain their apartments in an orderly and sanitary fashion. Students will be held liable for any and all damage done to property or supplies in the apartments during the student's residency. Students can be terminated from their apartment at any time for any unprofessional behavior. This is not a dorm. You must conduct yourself like an adult who needs to be at work on time the next morning. No loud partying that would disturb your neighbor.

One's attitude determines his or her behavior in the apartments and on apartment property and is expected to be exemplary in the respect for property and the rights of others.

There is no smoking allowed. No pets. No alcohol.

## **TUITION INFORMATION**

**Tuition is due on the 1<sup>st</sup> of the month prior to the start of the new semester.** If tuition is not paid on time there will be a \$200.00 late fee added. The due dates are as follows:

April 1 <sup>st</sup>	-	for the Summer Semester
August 1 <sup>st</sup>	-	for the Fall Semester
December 1 <sup>st</sup>	-	for the Spring Semester

All balances must be paid in full before any student will be allowed to start a new semester.

- A. Outstanding Tuition Balance
- B. Outstanding Pro Shop Balance
- C. Outstanding Housing Balance

Questions regarding any monies owed should be directed to the Financial Manager

# Privacy Rights of Students in Educational Records

The Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted there under (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained on campus. Specifically, the statute and regulations govern access to student records maintained by the campus and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The student may request a paper copy of his/her student academic file by filing out a request form and submitting it to the Admissions Office. The right to file a grievance under the law does not include any right to challenge the appropriateness of a grade determined by an instructor.

1. The types of student records and the information contained in the student files are:  
Application and backup documentation, submitted transcripts, health records, housing records, signed file completion forms, PGCC transcripts and conference records, disciplinary records, veteran's records, financial aid records, immigration records, and placement information.
2. The officials responsible for the maintenance of each type of record are:  
Ann Arnold – overall responsibility  
Maria Fons – Financial aid records  
Patti Paulsen – Immigration records  
Ann Arnold – VA records
3. Students who wish to view the contents of their student records must make a written request to the Executive Administrator. The Executive Administrator will meet with the student during normal business hours, at a time set by the Executive Administrator, and in the Executive Administrator's office. The original records may not leave the Executive Administrator's office. The Executive Administrator must comply with the student's request within fifteen working days.

The campus is authorized under the Act to release "directory information" concerning students. Currently, in response to a specific inquiry, the Administration Office releases the following: name, address and telephone number, place and date of birth, field of study, dates of attendance, and degrees and awards received. The above-designated information is subject to release by the campus at any time unless the campus has received prior objection from the student specifying information that the student requests not be released.

## Refusal to Provide Copies

While the student retains the right to inspect his or her records, Professional Golfers Career College may deny copies of records, including transcripts, in the following situation:

The student has an unpaid financial obligation to the College, pursuant to Section 42381, Title 5, California Code of Regulations.

### **Fees for Copies of Records**

With the exception of academic transcripts, which are covered by executive order, the fee for copies will be 25 cents (\$.25) per page.

### **Disclosure of Education Records**

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under such conditions as part of accreditation or program evaluation; in response to court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring.

PGCC will not permit third party access to information contained in a student's education records without the written consent of the student, except under the circumstances described below.

PGCC may permit access by third parties under the following conditions:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. To organizations conducting certain studies for or on behalf of the College.
7. To accrediting organizations to carry out their functions.
8. To comply with a federal or California judicial order or lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
11. To U.S. Military recruiters pursuant to 32 CFR 216 (Solomon Amendment).

## **FILING A GREIVANCE**

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the faculty, member of the administration, or member of the staff which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

The procedures for challenging the content of student records are for the student to file a grievance by submitting a formal written statement to the President of the College. A meeting will be held with the disagreeing parties and the President. Upon reviewing the facts presented by the student, faculty or staff, the President will render a decision. All decisions made by the President are final.

## **SEXUAL ASSAULT POLICY**

The Professional Golfers Career College has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on College premises, which includes the college building, and any location used for an off-site school function.

Sexual Assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

If a student believes he/she is a victim of sexual assault he/she should report the assault immediately to the nearest faculty or staff member, who will notify the school president and the police.

Any observer of a sexual assault crime should notify the school president immediately rather than take the initiative to contact the police. It is critical that the rights of the victim are protected so that they are the one to call authorities and report the facts of the crime accurately.

The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his/her escort are transported to a medical facility.

The student, as the victim, will be referred to specific counseling centers in your area. Below are some counseling centers in the Temecula area:

Bethesda Counseling Service Linda Hardin 41661 Enterprise Circle North, Suite 115 Temecula, CA 92591 (909)695-6897	Hill Alcohol and Drug Treatment 44099 Margarita Rd Temecula, CA 92592 909-303-1230
--	---

Confidentiality is required in order to protect all parties involved with the assault.

Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to Dr. Tim Somerville, President, to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with academic difficulties resulting from the crime. Should another student, faculty members, or staff member be accused of the crime, appropriate disciplinary action will occur until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students will take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self defense techniques, and increasing awareness of what sexual assault means.

### **RIGHT TO CANCELLATION**

The Buyer/Student has the right to cancel the Enrollment Agreement, without any penalty or obligation, until midnight of the fifth business day following the date of the first class of the first semester. If the Buyer/Student cancels, any payment made on his/her behalf will be returned to the payee within ten days following the Seller/School's receipt of the Buyer/student's written and dated cancellation. If the Seller/School gave the Buyer/Student any equipment, the Buyer/Student shall return the equipment within ten days of the date of the Buyer/Student signed the cancellation notice. If the Buyer/Student does not return the equipment within this ten-day period, the Seller/School may keep an amount out of what the Buyer/Student paid that equals the documented costs of the equipment. The Seller/School is required to refund any amount over that as provided above and the Buyer/Student may keep the equipment. To cancel the Enrollment Agreement, the Buyer/Student must mail or deliver a signed and dated copy of the cancellation notice, or send a telegram to the School at the address on the first page of this Agreement, NOT LATER THAN MIDNIGHT of the fifth business day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. The Buyer/Student does not have the right to cancel by merely telephoning the School or by not coming to class.

The Buyer/Student may be terminated from Enrollment, at the discretion of the School Director, if the Student's/Buyer's behavior, attendance or dress does not conform to the requirements, rules, and regulations of the School as set out in this catalog.

The Buyer/Student release holds harmless and indemnifies the Seller/School and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason or bodily injury, or property damage or loss which the Student/Buyer may suffer from any cause while enrolled in the School.

### **RIGHT TO WITHDRAW AND RECEIVE A REFUND**

The Buyer/Student has the right to withdraw at any time from the course of instruction after midnight of the fifth business day described above (RIGHT TO CANCELLATION). If the Buyer/Student withdraws or is terminated, or expelled, by the Seller/School, the Seller/school shall remit a refund as provided in this section less a registration fee not exceeding seventy-five dollars (\$75.00) within ten (10) days following withdrawal, termination or expulsion. The Buyer/Student shall be deemed by the School to have withdrawn from the course of instruction when any of the following occur: (1) the Buyer/Student notifies the School of withdrawal or of the date of the Buyer/Student's withdrawal, whichever is later; (2) the School terminated the Buyer/Student's enrollment as provided above; (3) the Buyer/Students fails to attend classes for the (3) week period. For the purpose of the calculation of this part, the date of the Buyer/Student's withdrawal shall be deemed to be the last day of recorded attendance.

### **CANCELLATION OF REFUND AMOUNT**

This policy is in addition to federal and state regulations regarding the return of Title IV Federal Student Assistance. The College has established a drop/add period which will equal the first calendar week of each semester commencing with the first day classes are held. During the drop/add period, a student may withdraw and the school will refund all funds paid for the semester less non-refundable charges as described above. If the student withdraws after the conclusion of the drop/add period, the student will not be entitled to a refund.

### **Specialized Associate Degree in Professional Golf Management**

The objective of the program is to help the student attain a fundamental grounding in professional golf management, including an introduction to the theory and practice of golf shop operations, methods of golf teaching, golf rules and country club management.

*Revised 12/14/07*

## **HELPFUL INFORMATION SPECIFICALLY FOR OUR INTERNATIONAL STUDENTS**

### **PLEASE READ**

Dear International Student,

Welcome to PGCC! In order for you to have an enjoyable stay in the USA, please read and understand this entire handout. Always ask if you have any questions, as we will do our best to assist you.

### **IMPORTANT IMMIGRATION LAWS!!!**

Please see Patti with any questions regarding your immigration status:

- Your immigration status is your responsibility
- Your passport must be valid at all times
- You will fall “Out of Status” if you are not enrolled full-time at PGCC.
- You **MUST** attend classes every day
- On an M1 visa, you are not allowed to work while you are studying. Ask Patti about “Practical Training” if you are interested in working after you graduate. If interested, you will want to see me at least 90 days before your course ends because the application must be received two weeks before you graduate.
- It is required by law to **ALWAYS** carry your I-94 with you; you can be arrested if you are found without this document. However, it costs \$200 USD to replace and over one year to receive a replacement.
- It is required by law to notify US Immigration and PGCC of your change of address within 10 days.
- Your I-20 end date is **EXTREMELY** important!!! Please know this date very well. Your I-20 must never expire while you are studying or you may fall out of status. Please see me **AT LEAST ONE MONTH BEFORE** your I-20 expires, so that I can assist you in extending your stay.
- The I-94 is the white card stapled in your passport and you must depart the USA within 30 days after the date on your I-94 card.

### **TRAVEL**

- Anytime you travel, **ALWAYS** see me **BEFORE** you make any travel plans!!!!
- Travel to Mexico - requires my signature. Keep in mind that Mexico is another country. You need to check your “entries status” on your Visa: Multiple or Single. If you have a Single entry, **Do Not Travel!** Be sure your M1 visa is still valid.
- If you have sent **ANY** application to US Immigration (change of status, extension, practical training), leaving the USA will cancel your application!!!!
- We may need to extend your I-20 via travel, which will typically only require an updated bank statement and possibly a \$100 SEVIS fee if you have studied with PGCC and your I-20 was issued about one year ago.



## **MEDICAL INSURANCE**

PGCC highly recommends that you consider medical insurance coverage during your studies!

You are not covered by insurance by simply enrolling at PGCC. Medical insurance is an option in the USA and may become mandatory in the future. You can sign up for health insurance at [www.hthstudents.com](http://www.hthstudents.com) for an “individual plan”. This type of medical insurance has a \$100.00 deductible which means you would pay \$100.00 to the doctor and the insurance would cover up to your plans maximum which could be \$500,000.00 for the “preferred health plan” or \$250,000.00 for the “healthcare advantage plan”. As you may have heard, a stay at a US hospital and services are EXTREMELY expensive. This type of insurance will protect you in the unfortunate event of an accident or sickness. Please know that you are welcome to use any insurance company that you wish, I just recommend the above company based on previous students and their positive experiences for the past five years. Please see me if you need assistance in enrolling on-line- I would be happy to assist you.

## **SOCIAL SECURITY CARDS**

As an international M1 student, you are unable to receive a Social Security card until you graduate and receive a work permit. You will hear from other people and students that it is impossible to “survive” in the USA without a Social Security card. There have been thousands of students who have “survived” in America without one and you can too. Sometimes you will need to pay extra deposits to secure a type of service like a Cellular Phone without a social security card.

After graduation, you can apply for “Optional Practical Training” which once you receive the OPT card, you may visit S.S. Office and receive a S.S. Card.

## **TRANSPORTATION**

Public Transportation in the Temecula area is EXTREMELY limited. Most students find it impossible to get around without access to a car. Especially since you will need to be able to travel to the many golf courses in different towns that we play. Therefore, you should budget to purchase a car at some point during your studies. Some students choose to share a car or get rides from other students, just know that this can work for some time but will most likely add frustration.

### Nearby International Airports-

Ontario International Airport

50 miles (apx. 50 minute drive without traffic)

San Diego International Airport

63 miles (apx. 1hr 10 min drive without traffic)

Los Angeles International Airport

91 miles (apx. 1 ½ hours drive without traffic and has the most traffic)

### Airport Transportation-

I always recommend renting a car from the airport rather than taking a shuttle, as a shuttle can cost over \$100 each way. The benefit of renting a car, is that you have transportation once you arrive in Temecula for one day (or more), rather than just being dropped off. Most car rental companies allow you to return a car at their local office for a small fee and most companies require that you be a minimum of 25 years of age to rent a car.

### Renting a car-

Enterprise Rent a Car- [www.enterprise.com](http://www.enterprise.com)

Avis- [www.avis.com](http://www.avis.com)

Hertz- [www.hertz.com](http://www.hertz.com)

Alamo – [www.alamo.com](http://www.alamo.com)

National Car – [www.nationalcar.com](http://www.nationalcar.com)

### Airport Shuttle Services –

Shuttles are a more economic option for airport transportation than taxi cab services. A private taxi cab will be extremely expensive. A shuttle may take several passengers to different locations that are nearby. This saves you money but can add some time to your trip. However, it is a very popular and efficient way to travel to and from the airport. Here is a list of local airport shuttles:

Prime Time: [www.primetimeshuttle.com](http://www.primetimeshuttle.com)

Super Shuttle: [www.supershuttle.com](http://www.supershuttle.com)

Elite Private Car Service: [www.elitelimosonline.com](http://www.elitelimosonline.com)

LAX Airport Shuttle: [www.laxairportshuttle.com](http://www.laxairportshuttle.com)

## **D M V**

### Getting a California Driver's License-

DMV (Department of Motor Vehicles)-

You may take two tests (one written and one driving exam) in order to receive a California Drivers License at the local DMV. You must visit a Social Security first to show in their computer system that you are not eligible for a SS card.

It is best for you to make an appointment ahead of time as the lines are typically very long. You may reach the DMV at 1-800-777-0133 or [www.dmv.ca.gov](http://www.dmv.ca.gov)

Local DMV Office:  
27851 Diaz Road  
Temecula, CA 92590

The law states that you must obtain a California's driver's license after you are living here for more than 10 days. If you are caught without a local driver's license, you will receive a ticket and asked to apply for a California license.

A study booklet is available for free at the local DMV-

- If you are over the age of 18 and an experienced driver, you will need to pass a written and driving test at the local DMV.
- If you are not an experienced driver, you will need to get instruction from a friend or relative or enroll in a private driving school which you may find in a "Phone Book" or "Yellow Pages". Before beginning this type of instruction, you will need to obtain a Learner's Permit which requires that you pass the written exam at the DMV.

#### Buying a car-

In California, public transportation is very limited, and most people consider owning a car a necessity. However, owning an automobile is a major expense and responsibility.

Helpful hints:

- [www.kellybluebook.com](http://www.kellybluebook.com) – website that shows what is a fair price for a used car. You may want to compare the asking price from a dealer versus the "kelly blue book" suggested price.
- In the USA, most prices are negotiable unless specified.
- It is more convenient to buy from a dealership than a private party.
- Buying from a private party can save you a lot of money. Many people take the car that they wish to purchase to a mechanic for an inspection. This does cost money, but it could save you a lot of money on necessary future repairs.
- I prefer to buy a car with a "Saturn" car dealership or a car dealership which is owned by "Mossy" [www.mossy.com](http://www.mossy.com) because they do not bargain, they base their prices off of the Kelly blue book website and also pay their salesmen commission based on a flat rate, not how much the sale was.

#### Auto Insurance-

California law demands that you carry liability and property damage insurance on your car to pay for personal injury or damage which may occur during an accident. The cost of automobile insurance varies from company to company. Therefore, I suggest that you shop around for the best pricing before making a decision. Reputable companies include: Progressive, AAA, Geico, 21st Century, among many others. You may always check the Better Business Bureau (BBB) is available to research ANY company to see if there have been any formal complaints filed and the BBB typically gives a company a rating as well. [www.bbb.org](http://www.bbb.org)

### Traffic Tickets-

If you receive a ticket of any kind, you must respond to that citation within the time period stated. A warrant for your arrest will be issued if you do not respond in time. The issuance of such a warrant is an additional expense and includes possible confinement in jail, it remains on your record and upon entry into the US in the future you may be arrested upon entry.

### Bicycles-

Bicycles are not permitted on freeways and if you do own one, it should be kept locked when not in use because bicycle theft is very common. All bicycles are supposed to be licensed at the local police department (although most US residents do not do this).

### Motorcycles-

A special license is required and can be obtained from the local DMV.

### Pedestrians-

Pedestrians are expected to obey all traffic lights and crossings. They also always have the “right of way”, therefore you must always yield to the pedestrian.

### Taxicab Service-

Taxi's are a very expensive mode of transportation but sometimes necessary....

Southern California Red Top Cab Company 951-694-3333

Southwest City Coach 951-699-5555, 951-461-7111

### Public Transportation-

The following link is to the Riverside Transit Agency which provides public transportation in this area: [www.rta.com](http://www.rta.com)

Please know that public transportation is NOT an easy, convenient or inexpensive method of transportation in this area.

## **MONEY MANAGEMENT**

Your first month will be the most expensive; you may need to pay deposits to secure services (phone, cable tv, etc.) Once settled, your monthly expenses will be medical insurance, food, housing, clothing, utility bills, and car insurance along with tuition and books every four months.

### Opening a bank account-

You can open a bank account at any local bank. All banks have different interest rates and fees, so please shop around to see what bank offers the best deal for you and the best location for you. Most banks are federally insured, so it is safe to keep your money there.

If you open an account, be sure to understand it's services. Once an account is established, your money can be accessed through an ATM with an ATM or Check Card.

Please do not use the school's address as your contact information, it is not legal.

#### Local Banks-

Wells Fargo, 28751 Rancho California Road, Temecula, CA 92590

Bank of America , 26480 Ynez Rd # O, Temecula, CA 92591

Washington Mutual, 26411 Ynez Road, Temecula, CA 92591

Citibank, 26480 Ynez Rd # O, Temecula, CA 92591

#### ATM-

An ATM card (Automated Teller Service) can be used at any time for your convenience. You will need an ATM card which looks like a credit card with an ATM symbol and a personal identification number (PIN number). The pin number will be given at the bank or you will need to activate your card through the phone.

#### Check Card-

A Check Card is like an ATM card but it has a Visa or Mastercard symbol on it. A check card may be used anywhere a credit card is accepted but instead of it working on credit, the money comes directly from your checking account. This card is a major convenience and is becoming one of the main methods of payments in the USA.

#### Checking Account-

If you open a checking account, there is typically a monthly fee charged by the bank. Personalized checks are the most common way people pay their bills. Personalized checks have your name, address and phone number. Cash should never be sent in the mail. When paying for an item with a check in person, you will need a California ID or California driver's license. Another benefit of a checking account is the "check card" which is explained above.

#### Credit Cards-

Credit cards are issued by banks, retail stores and gasoline companies. It can be difficult for you to obtain a credit card because you are unable to get a social security card. However, if you are lucky enough to receive one, there are many things you should keep in mind. It is good practice to keep all of your receipts to be sure your monthly statements are correct. You are required to make a prompt payment upon receipt of your bill or a late fee will be given and you may get a negative mark on your credit score.

#### Money Order's/Cashier's Checks –

Money orders may be purchased at banks, post offices, and some grocery stores.

Cashier's Checks can only be issued by a bank.

## **SHOPPING**

### Supermarkets-

These stores carry all food products (meats, bakery goods, canned foods, fresh fruits and vegetables), cleaning supplies, paper products, personal needs and non-prescription drugs.

### Neighborhood and Convenient Stores-

These are smaller and have far fewer non-food items but may carry locally grown produce and specialty items. Foods from your home country may not be offered in supermarkets but you may find them in specialty stores. You may want to look in the yellow pages for grocers or ethnic grocers.

My personal and local favorite is called “Trader Joe’s” located on Winchester Road in the same parking lot between Winco and FedEx Kinko’s / Mimi’s Cafe

### Farmer’s Market-

This is a wonderful way to get fresh local produce. The Temecula Farmer’s market is on Wednesday at the Promenade Mall in the parking lot by the Movie Theater from 9am - 1pm or on Saturday’s in Old Town from 8am – noon at 6th and Old Town road.

## **SALES TAX**

A tax is added to the cost of some non-food purchases. Money which is collected from our sales tax supports various state and city agencies. The current sales tax rate for our area is 7.75%

## **TIPPING**

Service charges or tips are not included in bills at hotels, restaurants (waiter/waitress), barbers and taxi drivers but are expected for their services. It is customary to tip 15% of the total bill. At the airport, it is acceptable to carry your own luggage but if a porter assists you at the curb, it is customary to tip about 1\$ per item.

## **INCOME TAX**

The IRS considers M visa holders to be non-resident aliens for the purpose of tax payments. However, if you have been living in the US for more than 4 of the last 6 years, you would be considered a resident alien and would be taxed just like US Citizens.

## **POLICE**

The police have different roles in different countries. In the USA the primary role of the police is to investigate crimes and arrest people who commit crimes. Another common activity is driving tickets and parking tickets. Police expect residents to ask for help with stolen property, noisy neighbors, and suspicious activity in their neighborhoods.

If you are arrested or accused of a crime, an international student has the same rights as a US Citizen and the right to be represented by a lawyer.

### **INTERNATIONAL PHONE CALLS**

Prepaid phone cards seem to be the most economical way to place International Phone Calls. Please do not use operator assisted calls (00) when you dial internationally. The phone company won't tell you that the call will cost at least three times the typical rate for the call. One operator assisted call can cost over \$100.00.

### **HELPFUL WEBSITES**

[www.google.com](http://www.google.com)

[www.cityoftemecula.org](http://www.cityoftemecula.org)

[www.immigration.gov](http://www.immigration.gov)

[www.mapquest.com](http://www.mapquest.com) or [www.yahoomaps.com](http://www.yahoomaps.com)

[www.nctimes.com](http://www.nctimes.com) and [www.pe.com](http://www.pe.com)

Internet search engine

City of Temecula's website

Government website for US

Immigration

Maps and driving directions

Local newspapers

Please let me know if you have any further questions or concerns, I am here to assist you!

~Patti