



# **F-1/International Student Handbook**

**2017 – 2018**

**Volume 3**

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# Academics

## Student Identification Number and E-mail Account

An official Student Identification (ID) number and e-mail account will be assigned to students when the application for admission has been processed. Your student ID number will be used for identification on campus. It is NOT a Social Security Number and cannot be used as one. Your e-mail account will be used for all communication from the College. **It is very important that you check your e-mail account regularly.** You can log-in to your account from the Delta College home page, [www.deltacollege.edu](http://www.deltacollege.edu), by using the “Check Email” link provided at the top of the page. You may also sync your student email account to your cell phone. Click on the “Student Email Mobile Sync Guide” at the “Check Email” link for set-up instructions. You may also access your student e-mail at any of the following labs:

Lab Name	Location
Academic Computing Lab	Danner 202
Electronic Enrollment Services Lab (E-Services)	DeRicco Building, Room 149
Goleman Library – free wireless access available	
South Campus at Mountain House	Mountain House, Room 301

## Registration

Registration is the process of choosing and enrolling in classes. All registration is done on-line by appointment. After your first semester, you will automatically be assigned a registration appointment - the date and time that you will log-on to *Online Registration* to select your classes. You will be required to provide proof of medical insurance coverage for the semester before you will be allowed to register for classes. For more information on health insurance requirements, please see the **Insurance** section of this handbook.

If you are studying English as a Second Language (ESL), the ESL Lab, located in Holt 201, will register you for your classes according to your placement level. Please see the **ESL** section of this handbook for complete details.

## Registration Priority

Registration priority gives preference to students based on 10 priority variables. Priority points are calculated automatically each semester at the time a student is assigned a registration appointment. An earlier registration appointment means better class selection so you should be ready to register on your appointment date and time by making sure all college fees have been paid and proof of insurance has been submitted.

F-1 Students are part of Group Two: Special Populations for Priority Registration, which means you are eligible for second-day registration. Students must complete all three Priority Registration Requirements to receive second-day registration.

### Priority Registration Requirements

1. Complete the College's Assessment/Placement Test or English as a Second Language (ESL) Test.
2. Complete a New Student Group Advising (NSGA) Workshop.  
You may sign-up for an in-person workshop if space is available or choose the on-line option. Go to [www.deltacollege.edu/dept/guidance/Orientation.html](http://www.deltacollege.edu/dept/guidance/Orientation.html) and follow the instructions for the option that you choose.
3. Academic Counseling Appointment  
When you've completed the workshop you will be prompted to schedule an appointment to see a counselor for a one-semester Abbreviated Student Education Plan (ASEP).

## Refund Date

The first two weeks of the semester are for making adjustments (adding and/or dropping classes) in your class schedule before the refund date. The refund date is the last day you are allowed to drop/withdraw from the class and not have to pay for it. Pay close attention to the refund dates of your classes. **If you paid your fees then drop a class before the refund date, you must request the refund before the published deadline. If you drop classes after the refund date, you will be required to pay the full tuition amount.** Consult the online Schedule of Classes or Registration Calendar, for specific dates. The Registration Calendar is available from the Delta College home page.

## Payment of Fees

Enrollment and tuition fees must be paid when you register for classes. You are responsible for payment of all fees for all classes for which you register, whether or not you attend the class. Pay close attention to the refund date listed for each class on your Class Schedule. ***It is your responsibility to drop the class by the refund date. If you drop after the refund date, you will not be eligible for a refund.***

### How to Pay Your Fees

**Online** – Log-on to Online Registration at the College home page and click on the Pay Fees button then follow the instructions. Payment may be made by Visa or MasterCard ONLY. Partial payments are not allowed. Be sure to print your receipt.

**Mail** – Mail a check or money order to Delta College, Admissions & Records, 5151 Pacific Ave., Stockton, CA 95207. Write your student ID number on the check or money order.

**In Person** – Vault Services, Horton Administration Building, Room 102A Service Window. In-person payment is available in De Ricco 149 during the first two weeks of the semester.

## Absence from Class

Absences for medical reasons of less than one week do not need to be reported to the College. If you are ill or injured, or have a personal emergency, and must be absent from classes for one week or longer, notify your professors and the International Student Program (ISP) Office immediately to discuss your options. (San Joaquin Delta College Catalog, 2017-2018, p. 52)

## Attendance Regulation

Regular class attendance is necessary for satisfactory academic progress. Attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Under no circumstances will a student be allowed to attend a class if he/she is not officially enrolled. Any student who fails to attend a class during the first three sessions may be dropped unless the student has advised the instructor and obtained an absence approval from them in advance. An instructor may drop a student from class when absences become excessive. Excessive absenteeism is defined as one more absence than the class meets per week.

## Grading System

Delta College uses a letter grading system and a semester unit system. The number of semester units represents the number of hours each week that the class meets. Semester grades are available approximately two weeks after final examinations end. Grade reports are only available by Internet using the “Online Registration” link at [www.deltacollege.edu](http://www.deltacollege.edu). Grade reports list the courses completed, the letter grade, and a point grade used to calculate the student’s Grade Point Average (GPA).

Grading System		
A	Excellent	4.0
A-	Exemplary Work	3.7
B+	Very Good	3.3
B	Good	3.0
B-	Very Satisfactory	2.7
C+	Better than Satisfactory Work	2.3
C	Satisfactory	2.0
D	Less than Satisfactory	1.0
F	Failing	0.0
FW	Student ceased participating in the class and failed to withdraw in a timely manner. IMPORTANT: for F-1 Students, this is a violation of F-1 Visa status requirements and will result in Termination.	0.0
P	Passing: at least satisfactory – units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to 8/14/08.	0.0
NP	No Pass: less than satisfactory, or failing – units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to 8/14/08.	0.0



# Academic Services

## Computer Labs and Tutoring Services

There are various computer labs on and tutoring services available on campus to all registered students. If you experience academic problems such as failing grades, talk with your instructor, counselor, or the ISP office. Free tutoring is available so get help early. The College provides the following support services:

Academic Support Services		
	Location	Services Available
Academic Computing Lab	Danner 202	Access to computers and printers to complete class assignments.
E-Services Lab	DeRicco 149	Access to computers for Registration (Add/Drop classes), print grades and academic history, apply for scholarships (Jan-Mar only), and to check student email.
ESL Lab	Holt 201	English as a Second Language tutoring.
Goleman Content Tutoring Center	Goleman Library, 1 <sup>st</sup> Floor	<ul style="list-style-type: none"><li>• Tutoring assistance for course content, assignments, and learning strategies (study skills).</li><li>• Subjects: Business, Computer Science, Foreign Languages, and Social Science.</li><li>• Drop-in tutoring available.</li></ul>
Math/Science Learning Center	SCMA 162	Tutoring for all Math and Science courses.
Mt. House Tutoring Center	MH 407	Tutoring for Writing and selected courses.
Nursing and Psych Tech Tutoring	Locke 213	Tutoring for all Nursing and Psych Tech courses.
The Reading Center	Holt 201	Tutoring services for students enrolled in English 78A or 78B, and Reading 99.
The Writing Success Center	Goleman Library, Room 222	Tutoring for writing and skills workshops.
The Zone: Athletics Tutoring Center	Budd 205	Tutoring for student athletes.

For links to web pages for each location, select the “Student Services” link from the College home page and scroll down to the “Labs & Tutoring” section on the right side of the page.

## English as a Second Language (ESL), Holt 201

All new F-1 students are required to provide proof of their English language skill, either by taking the College's ESL Placement Test, submitting a TOEFL or IELTS Score Report, or an official transcript from a U.S. college/university showing completion of appropriate coursework with a grade of C or higher. The ESL test is offered each Thursday at 1:00 p.m. in the Assessment Center, DeRicco 110. After the test you will be given an appointment to get your test scores, usually available within three days at the ESL Lab, Holt 201. The ESL Lab staff will give you your test score, class schedule, and will register you in the appropriate courses for your English language skill level.

## Financial Aid, DeRicco Student Services Lobby

F-1 students are not eligible for state or federal financial aid, including the Federal Work Study program, Board of Governor's Fee Waiver, or grants. F-1 students are eligible to apply for Delta College scholarships after they have earned a GPA through course completion or have a GPA from a U.S. high school or accredited college. You are encouraged to apply for Delta College scholarships during the annual application period in January or other outside/private scholarships. There is no guarantee that you will receive a scholarship, so you cannot depend on a scholarship for funding. All financial arrangements for your educational funding and living expenses should be made before leaving home. Once in the U.S., if you are faced with a financial problem you should discuss your situation with the ISP Office immediately.

## Guidance and Counseling Services, DeRicco Student Services 234

<b>Service Counter Hours</b>	Monday - Thursday: 8:00 a.m. – 5:00 p.m. Friday: 8:00 a.m. – 12:00 p.m.
<b>Counseling Services</b>	Monday - Thursday: 8:00 a.m. – 3:30 p.m. Friday: 8:00 – 11:30 a.m.
<b>Phone Number</b>	(209) 954-5151, extension 6276

The Guidance and Counseling Department provides information and support to students.

<b>Services Available to Students</b>
Career self-assessment, planning and decision making
Development of appropriate academic programs
Resolution of personal issues affecting programs of study
Development of decision making and problem solving skills
Organization of resources which promote success

The International Student Counselors are Diane Feneck and Lydia Macy. They will assist you in planning your classes so that you will make progress towards meeting the academic requirements of your degree program and your educational goals such as transfer to a four year college or university.

During your first semester you are required to schedule an appointment with one of the International Student Counselors for a multi-semester Student Education Plan (SEP) so that your I-20 can be updated to show any change in your major or program dates. Identify yourself as an international student when you schedule the appointment so that you are given the full hour allotted for International Students. To schedule an appointment, go to the Counseling Center web page and select “Counseling Services”, then click on the “Make an Appointment” link. New appointments are available Monday through Friday at 8:00 AM. Schedule an appointment before the Registration cycle begins to avoid long wait times:

- During the Fall term, schedule an appointment before November.
- During the Spring term, schedule an appointment before May.

## International Student Program (ISP), DeRicco Student Services 132

<b>Phone Number</b>	(209) 954-5151, extension 6126
<b>Appointment Hours</b>	Monday - Friday: 8:00 a.m. – 12:00 p.m. Drop-in appointments as available.
<b>Live Chat</b>	Monday - Friday: 8:00 a.m. – 4:00 p.m.

The International Student Program is available to assist you with F-1 student related questions or issues such as immigration status and benefits, insurance, and employment. It is best to email in advance for an appointment. Please email [mblack@deltacollege.edu](mailto:mblack@deltacollege.edu) with the following information:

1. Your full name and student ID number.
2. Day and time you would like an appointment.
3. Reason for the appointment.

When you arrive for your appointment, check in at the Information Desk in the DeRicco Lobby and tell them you are there for an appointment with Miss Melissa. Please be on-time. If you are unable to keep the appointment, please email to reschedule.

All course planning questions should be directed to one of the International Student Counselors.

# Employment

## On-Campus Employment

F-1 students are authorized to work on-campus only during the first academic year (two semesters). Off-campus employment requires authorization from the U.S. Citizenship and Immigration Service (USCIS). F-1 students are limited to working 20 hours maximum each week during the semester and 40 hours a week when school is not in session (semester and summer breaks). Student employment on campus is *very limited*. Students interested in working on campus and who meet the minimum requirements as noted below should contact the departments directly.

Department	Contact	Required Qualifications
Bookstore, Food Service, and The Market at Delta College	Christine Becerra, Bookstore, Danner 100; <a href="mailto:kbecerra@deltacollege.edu">kbecerra@deltacollege.edu</a>	The Market at Delta College requires Saturday and Sunday work hours.
Goleman Tutor & Learning Resource Center	Virginia Kirschenman, Goleman135; <a href="mailto:vkirschenman@deltacollege.edu">vkirschenman@deltacollege.edu</a>	General Subject Tutoring: <ul style="list-style-type: none"><li>• Completion of English 1A with a grade of A or B.</li><li>• Instructor recommendation.</li></ul>
Math/Science Learning Center	Manuel Garcia or Renee Olson, SCMA 162; <a href="mailto:mgarcia@deltacollege.edu">mgarcia@deltacollege.edu</a> or <a href="mailto:rolson@deltacollege.edu">rolson@deltacollege.edu</a>	Math and Science Tutoring: <ul style="list-style-type: none"><li>• Completion of English 1A with a grade of A or B and minimum 2.5 GPA.</li><li>• Completion of the course to tutor with an A or B.</li><li>• Instructor recommendation.</li></ul>
Pathway Center	Sarah Bailey, Holt 201; <a href="mailto:sbailey@deltacollege.edu">sbailey@deltacollege.edu</a>	Reading Tutoring: <ul style="list-style-type: none"><li>• Completion of English 1A with a grade of A or B.</li><li>• Completion of in-person writing sample required.</li></ul>
Writing Success Center	Patti Drake, Goleman 222; <a href="mailto:pdrake@deltacollege.edu">pdrake@deltacollege.edu</a>	Writing Tutoring: <ul style="list-style-type: none"><li>• Completion of English 1A and English 1B or 1D with a grade of A or B.</li><li>• Completion of in-person writing sample required.</li></ul>

## Off-Campus Employment

Off-campus employment requires authorization from USCIS. To be eligible to apply for off-campus employment authorization, students must be in F-1 status for at least one academic year (eight months or two semesters) and meet the requirements for one of the Off-Campus Employment Categories, as listed below. Please review the information carefully and then contact the International Student Program Office for assistance with the application process.

Off-Campus Employment Categories	
<b>Curricular Practical Training (CPT) Eligible Majors</b>  1. Administration of Justice – Administration of Justice, Correctional Science 2. Agricultural Business or Engineering 3. Business – Accounting, Advertising, Banking, Business Administration, Customer Service, Merchandising, Retail Management 4. Child Development – Elementary, Preschool, Child Care Programs 5. Computer Science – Networking Database Design, Programming, Website Development 6. Culinary Arts – Baking, Management & Operations, Food Production 7. Health Science 8. Horticulture 9. Nursing	Employment must be directly related to the field of study (major).
	Employment authorized by the ISP Office; no USCIS application or fee required.
	Employment authorized only while school is in session; Fall and Spring terms only.
	<b>Instructions</b> 1. Submit a Letter of Employment (job offer) to the ISP Office; must be on employer's official letterhead and include the job title and duties. 2. Submit a Completed Work Experience application, available here: <a href="https://www.deltacollege.edu/org/intern/StudentApplications.html">https://www.deltacollege.edu/org/intern/StudentApplications.html</a> Contact the Work Experience and Internship Program, Holt 140, for questions or assistance with the Work Experience application and enrollment process. 3. Enrollment in a minimum 1.0 unit Internship/Work Experience unit(s) and related subject is required; enrollment must be completed by the end of the enrollment adjustment period at the beginning of the term.
<b>Post-completion Optional Practical Training (OPT)</b>	Employment is authorized for one year on completion of an Associate degree.
	USCIS application and fee required, currently \$380, and supporting documents, including proof of Associate Degree completion. Be sure to apply for Graduation early so that you have the required proof.
	Instructions will be emailed to students during their last semester.
<b>Severe Financial Hardship</b>	Must be able to prove there is a significant and unexpected financial hardship since you began your studies.
	If approved, employment authorized for one year; automatically voided on transfer to a different school.
	No restriction on type of employment; 20 hours per week while school is in session, full-time during official semester breaks and holidays.

# Off-campus Employment Authorization - Financial Hardship

## Application Procedure

***Please read and follow all instructions carefully.***

Submit the following items to the International Student Program (ISP) Office:

1. Completed USCIS Form I-765, *Application for Employment Authorization* and Form G-1145, *E-Notification of Application/Petition Acceptance*. Download the forms from the USCIS web site: [uscis.gov/forms](https://uscis.gov/forms). **USE ONLY BLACK INK to complete the form or complete it online and print it. Be sure to keep your signature ABOVE the line in the Certification section for the I-765.**
2. \$380 fee, personal check or money order only, payable to **Department of Homeland Security**. Write your Social Security number (SSN) on the check or money order. If you do not have an SSN, write your SEVIS ID number instead. Your SEVIS number begins with an "N" and is located on the top left corner of your I-20.
3. Completed Delta College Official Transcript Request Form, available from the ISP Office when documents are submitted.
4. Copies of your passport ID page, F-1 visa, and most recent I-94/Arrival Record.
5. Two passport style photos.
6. Copies of all of your I-20s, including I-20's from previous schools, in order by issue date, newest on top, and remove all staples.
7. Required Evidence
  - a. A letter to USCIS explaining the circumstances of your economic hardship in detail, and the reason on-campus employment is not sufficient. You must include evidence to prove your claim of economic hardship.
    - i. A letter from your sponsor explaining your financial hardship.
    - ii. Any medical bills, employment termination letters, death certificates, etc.
    - iii. Your bank statements for the previous six months, in US Dollars, for both you and your sponsor.
    - iv. Bank and credit card statements for the last six months (debit, credit cards).
    - v. Tuition statements and payments for the last six months. Tuition statements can be printed by logging in to your student account.
8. **Make a copy of everything you are submitting to USCIS and keep them for your own records.** Only a copy of the completed I-765 form, new I-20, and economic hardship documents will be kept in your file.
9. The ISP will review the completed application and supporting documents, then issue you a new I-20 with the Economic Hardship Employment recommendation and a supporting statement. The application and documents will be returned to you ready to mail. You should use a service that provides proof of receipt, such as Express Mail.

It will take approximately 90 days from the date the application is received by USCIS to process the application. You are not eligible to begin employment until you receive your *Employment Authorization Document* (EAD) from USCIS. Once you receive the EAD, submit a copy to the ISP Office for your file. Be sure to keep the mailer the EAD will arrive in.

## Basic Letter Format

Date

United States Citizenship and Immigration Services  
California Service Center  
Laguna Niguel, California

RE: Off-campus Employment Authorization Based on Economic Hardship

Applicant Name: Your Name

SEVIS Number: N (from the top right corner of your I-20)

Dear Madam/Sir:

Paragraph 1

NOTE: The number of paragraphs depends on your letter, there is not a required number or length. Be detailed and specific in your explanation of circumstances.

Paragraph 2

Sincerely,

(this area is for you to sign)

Your Name



## Social Security Number

A Social Security Number (SSN) is an identification number assigned to eligible individuals by the U.S. government for identification or employment purposes. To be eligible for an SSN, F-1 Students must have an employment offer on campus and be enrolled in a minimum of 12.0 units. If you are offered on-campus employment, please read and follow the SSN Application Instructions carefully.

### Social Security Number (SSN) Application Instructions

1. If you have been offered employment on campus, then you must request **F-1 Student On-Campus Employment Verification** letters from the ISP in order to apply for an SSN.
  - The following information is required: the department name, your supervisor's name, title, and telephone number; your job title, and start date. You may ask the supervisor to email the information directly to Melissa Black, [mblack@deltacollege.edu](mailto:mblack@deltacollege.edu).
  - You will be notified when the **F-1 Student On-Campus Employment Verification** letters are ready for you to pick up. You must take the Employer letter to your supervisor for their signature.
  - Be sure to follow the instructions provided with the verification letters.
2. Go to the Social Security Administration web site [www.ssa.gov](http://www.ssa.gov) to download *Form SS-5, Application for a Social Security Number*, with instructions.
3. Submit the following documents to the Social Security Administration office located at 4747 Feather River Drive, Stockton, 95219.
  - Completed *Form SS-5, Application for a Social Security Number*
  - F-1 Student On-Campus Employment Verification Letters
  - Passport
  - I-94 Arrival Document
  - Original I-20

It will take approximately two weeks to receive your Social Security card with your number. When you receive it, bring your Social Security card and passport or other official picture identification to the International Student Program office to update your records. You will not be cleared to complete the hiring process or begin work until you have submitted your Social Security number to the ISP office.

# Immigration Issues

## Maintaining Your F-1 Student Status

The most important thing you must do to as an international student is maintain your F-1 status. To “maintain” your status means to follow the rules required for all F-1 visa holders (see page three of your I-20). As an F-1 student you have been admitted to the U.S. for the duration of your status (D/S), which means you are authorized to stay as long as you are maintaining your F-1 visa status. If you do not maintain your status, also known as being *out of status*, there are **very serious consequences**. Failure to comply with the following list of regulations for maintaining F-1 status will result in the loss (or termination) of your F-1 status. If your F-1 Status is terminated, you must either apply to USCIS for Reinstatement to F-1 Status if you are eligible or return home. ***You are the only person responsible for maintaining your status.***

### Maintaining F-1 Student Status

1. Report to the Designated School Official (DSO) to have your SEVIS record Registered in SEVIS in a timely fashion. DSOs must Register the student in SEVIS no later than 30 days after the Program Start Date (new students in Initial SEVIS status), and each semester thereafter, no later than 30 days after the Next session start date (continuing students).
2. Pursue a "full course of study" (12.0 units minimum each Fall and Spring term) at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO. Summer attendance is not required for continuing students.
3. Make normal progress towards completing the course of study by completing studies before the expiration of the program completion date on Form I-20.
4. Report a change of address to the DSO within 10 days of the change.
5. Abide by the F-1 grace period rules:
  - An F-1 student may be admitted up to 30 days before the program start date listed on Form I-20.
  - An F-1 student may remain in the United States for up to 60 days after:
    - the completion of the program of study;
    - the completion date of any authorized post-completion Optional Practical Training.
  - An F-1 student who has been granted an authorized early withdrawal by a DSO may remain in the United States for up to 15 days following the withdrawal noted in SEVIS, to prepare to depart the United States.
6. Keep Form I-20 valid by following proper procedures for extension of stay, change in educational levels or programs of study (major), and school transfer
7. Do not work, either on or off-campus, unless specifically authorized under the regulations at 8 C.F.R. § [214.2\(f\)\(9\)](#) or § [214.2\(f\)\(10\)-\(12\)](#) (CPT, OPT, Economic Hardship).
8. Abide by rules requiring disclosure of information and prohibition on criminal activity.

Source: NAFSA Adviser's Manual

## Authorization for Reduced Course Load

A reduced course load (RCL) means to be enrolled in less than the 12.0 unit minimum required to maintain your F-1 status. There are only two exceptions to the 12.0 unit minimum requirement and both must be authorized by the ISP office **BEFORE** you reduce your course load. If you drop below 12.0 units without prior approval, you will be out of status.

1. **Illness or Medical Condition:** The medical condition must be verified by documentation from a licensed medical doctor or clinical psychologist. In order to be approved for a RCL, you must provide a signed letter from your doctor on letterhead confirming that you are under their care, the specific limitations, and duration. The documentation must be submitted and the RCL approved **BEFORE** you drop any courses, otherwise it is a violation of your status. Reduced course load due to illness or medical conditions may only be authorized for a maximum of twelve months for the duration of your studies.
2. **To Complete a Course of Study in the Current Term:** You are allowed to complete less than 12.0 units during your final semester if less than 12.0 units are required to complete your program. Written verification is required – either a current SEP or verification of Graduation eligibility from the Delta College Evaluations Department. You should apply for Graduation at the beginning of your final semester.

## Changing Your Major

You are required to notify the ISP office immediately if you change your major course of study.

How to Change Your Major
1. See a counselor in DeRicco 234 for a Student Education Plan (SEP), which will indicate your new major, the courses required, and number of semesters needed to complete your academic program.
2. Submit the SEP to the ISP office. You will be issued a new I-20, officially changing your major and adjusting the program dates if required.

## Concurrent Enrollment

Concurrent enrollment allows an F-1 student to enroll in two different SEVIS-approved (approved by the Department of Homeland Security) schools at the same time as long as the enrollment in both schools amount to a full course of study, a minimum of 12.0 units. If you are unable to enroll in 12.0 here at Delta College because classes are already full or the class you require is not available, concurrent enrollment allows you to take units at another school so that you meet the minimum units required to maintain your F-1 status. For specific questions about concurrent enrollment, please schedule an appointment with the ISP Office.

Concurrent Enrollment Requirements
Concurrent enrollment must be authorized <b>in advance</b> by the ISP Office. Submit a course description for the class that you want to enroll in for approval.
The school where the student wants to be concurrently enrolled must be a SEVIS approved school, authorized to issue I-20's by the Department of Homeland Security.
The course must be transferable to Delta College.
The student must provide written proof of enrollment (class schedule) at the beginning of the term and an official transcript once the course has been completed.

## F-1 Student Contact Information Verification

F-1 Students are required to report to the College's Designated School Official (DSO), Melissa Black, for SEVIS registration at the beginning of each semester as required to maintain F-1 Status. The Regulation states:

Report to the Designated School Official (DSO) to have your SEVIS record Registered in SEVIS in a timely fashion. DSOs must Register the student in SEVIS no later than 30 days after the Program Start Date (new students in Initial SEVIS status), and each semester thereafter, no later than 30 days after the Next session start date (continuing students).

You will receive an E-mail to your student account at the beginning of the semester asking you to verify your contact information: current address, telephone number, and personal E-mail address. Simply respond to the E-mail with the requested information by the due date. Failure to complete the verification will result in a hold on your record.

## Internet Course Limitation

F-1 students are limited to one Internet class each term for a maximum three units to be counted toward the 12.0 unit minimum requirement. Students may take additional Internet courses or more units (ex: 4.0 or 5.0) once the 12.0 minimum has been met. Hybrid courses do not count as an Internet course. Internet course enrollment will be monitored by the ISP.

## Leave of Absence

If you are going to be absent from the U.S. for more than a normal vacation period, it is considered a Leave of Absence. If you are gone for more than five months you will need a new I-20 in order to return to resume your studies. Please schedule an appointment with the ISP Office to develop a plan for your return.

### Leave of Absence Procedure

1. Schedule an appointment with the ISP Office. Bring your I-20 with you.
2. Know when you plan to leave the US and when you will return, if possible. Your SEVIS record will be terminated the day after you leave the US. Once your SEVIS record is terminated, your I-20 is no longer valid (active).
3. You must email the ISP Office a minimum of 30 days before the date you plan to return so that your I-20 can be reactivated. You may not return to the US while school is in session.
4. Check your student email while you are gone so that you know about important deadlines for registration, etc.

## Program Extension

If you are unable to complete your academic program before the Program End Date on your I-20, you must apply for an extension of your program to continue your studies. It is your responsibility to complete the Program Extension procedure **before** your I-20 expires.

### Program Extension Instructions

1. See an International Student Counselor to obtain the following documents:
  - a. Program Extension letter:
    - verifying the compelling academic reason(s) why your program could not be completed within the allotted time;
    - the new date or term of completion for your program.
  - b. New Student Education Plan (SEP) indicating which courses you will complete during the additional semester(s).
2. Obtain updated financial support documents, including a completed *International Student Sponsor Form* and current bank statement showing availability of funds for the additional semester(s) of study.
  - The *International Student Sponsor Form* can be downloaded from the ISP web site.

- Check the ISP web site for the current minimum financial requirement.
3. Submit the Program Extension Letter, SEP, and financial support documents to the ISP office a minimum of two weeks before your I-20 expiration date. You will be issued an updated I-20 with your new completion date.

## Student and Exchange Visitor Information System (SEVIS)

SEVIS is an Internet-based data system that maintains accurate and current information on non-immigrant students (F and M visa), Exchange Visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit electronic information and event notifications via the Internet to the Immigration and Customs Enforcement (ICE) and Department of State (DOS) throughout a student or exchange visitor's stay in the United States. The system will reflect international student or exchange visitor status changes, such as admission at the Port of Entry (POE), change of address, change in program of study, and other details. Visit the ICE website at

<http://www.ice.gov/graphics/sevis/students/academic.htm> for further information.

## School Transfer

**Transfer In:** A transfer student to Delta College must complete the transfer process in a timely manner. It is the student's responsibility to ensure their Form I-20 is transferred from their current school. **Special Note:** Students wishing to transfer to Delta College who have only completed a Spring term at their current school are required to transfer for the Summer term and complete the six units as required. If Spring was your first term in the US, you are not eligible for a summer vacation if you transfer.

**Transfer Out:** You are eligible to transfer to another college/university if you have maintained your F-1 Status. You must complete the admission process at the transfer school. After you are accepted for admission to the new college/university, you must provide written proof of your acceptance to the ISP office. The ISP office will then release your SEVIS record (I-20) for transfer on the last day of the current semester. The new school will not be able to issue you a new I-20 until your SEVIS record has been transferred.

## Summer Enrollment

Summer enrollment is not required for current (continuing) Delta College students who intend to enroll for the Fall semester. The Internet course limitation does not apply to current students during the Summer term if you choose to take classes. Students admitted to the College beginning in Summer are required to enroll in a minimum of six units. The six units must be in-person classes; Internet courses are not allowed.

## Travel Outside the U.S.

Each time you plan to travel outside the U.S. you must bring your I-20 to the ISP office to be signed, authorizing your re-entry. Please email [mblack@deltacollege.edu](mailto:mblack@deltacollege.edu) to schedule an appointment to have your I-20 signed. Remember, anytime you enter the US you must be prepared, be patient, and don't have anything with you that you would want a Customs and Border Protection Officer looking at, including anything on a mobile device. Mobile devices may be searched and social media activity reviewed.

<b>Required Travel Documents</b> <b>Have these documents in your hand when you enter the US:</b>	
Current I-20	Page two must be signed by the P/DSO.
Passport	You must have a valid passport while studying in the U.S. If your passport expires during your stay, you must contact your country's embassy to renew it. It can be a lengthy process, so be sure to renew your passport <i>before</i> it expires. It is the student's responsibility to maintain a current passport.
Visa	Your F-1 visa allows entry into the U.S. and your I-20 allows you to stay for the duration of your studies. If you travel outside the U.S. within six months of the visa expiration date, you must apply for a new visa in order to re-enter the U.S.
Proof of Enrollment	Print your class schedule or academic history.
Proof of Financial Support	A bank statement or letter from your sponsor.
I-901/SEVIS Fee Receipt	The I-901/SEVIS Fee was paid before you had your F-1 visa interview. If you need a copy of your receipt for travel, go to the following link and follow the instructions below: <a href="http://www.fmjfee.com/i901fee/dhs/loadSearchPage.do">www.fmjfee.com/i901fee/dhs/loadSearchPage.do</a> .

## Visa Expiration – Applying for a New Visa

You cannot get a new visa in the U.S., you must apply for a new visa in your home country just as you did the first time. The following table provides basic information you will need to get a new visa. Be sure to check the web site of the embassy or consulate where you plan to apply for a visa for specific instructions. Web links to U.S. Embassies abroad are available at the ISP web site Helpful Links page.

How to Apply for a New Visa
1. Enroll in the classes for the upcoming semester.
2. Email the ISP Office for an appointment to have your I-20 signed, authorizing travel.
3. Email the ISP Office and request an F-1 Student Status Verification Letter.
4. Request an official transcript from all colleges/universities you have attended in the U.S.
5. General Embassy Requirements <ul style="list-style-type: none"><li>• Non-immigrant Visa Application, Form DS-156 and DS-158.</li><li>• Visa application fee.</li><li>• One 2X2 photograph.</li><li>• Passport, valid for a minimum of six months.</li><li>• Proof of financial support.</li><li>• Current I-20 with page two signed for travel.</li><li>• Official transcripts from all colleges/universities you have attended in the U.S.</li><li>• F-1 Student Status Verification Letter.</li></ul>
6. Visit the web site of the embassy where you plan to apply for a new visa for specific information on process, fees, scheduling an interview appointment, etc.

## Invitation to Visit the US

Embassies will sometimes request an invitation letter from the College when an F-1 Student's family member applies for a Visitor Visa in order to travel to the US to visit.

How to Request an Invitation to Visit for a Member of Your Family
1. Email your request to the ISP Office, <a href="mailto:mblack@deltacollege.edu">mblack@deltacollege.edu</a> . <b><i>Allow a minimum of five days for processing.</i></b> You will be notified by email when the letter is ready to pick up.
2. Required information for each visa applicant: <ul style="list-style-type: none"><li>• First/Given Name</li><li>• Family Name</li><li>• Date of Birth</li><li>• Relationship to you – father, mother, etc.</li><li>• When they plan to travel to the U.S., if known.</li><li>• Special circumstances, if any – Graduation for example.</li></ul>



## ***Medical Insurance***

Health care in the United States is very expensive. The U.S. government does not provide free or subsidized medical care for F-1 Students so you are required to have adequate medical insurance to help cover high medical costs. Most insurance plans do not cover all health care costs 100%. There is usually a deductible, which is the initial portion of a covered expense that must be paid by the insured person before the insurance policy pays its part of the expense. After the deductible is paid, most insurance policies pay a certain percentage of your medical costs. Depending on the specific policy, the company may pay 80- 100% of the cost. F-1 Student or Traveler's Insurance plans do not include dental or optical (eye) coverage but they may be purchased separately.

### **Proof of Medical Insurance**

Proof of medical insurance coverage for the semester is required before you will be able to register for classes each term. The policy period you purchase must be in effect for the duration of the semester, from the first day of the term to the last day of finals. The ISP Office offers several policy options for your convenience. For link to the insurance companies, go to [isp.deltacollege.edu](http://isp.deltacollege.edu) and click on the Helpful Links page, then see the section on Student Insurance Resources.

You may purchase other insurance or purchase insurance in your home country if you choose, however the policy must meet the minimum standard requirement of \$250,000 per occurrence and you must provide proof of coverage each term. The ISP Office will email you approximately one month before Registration begins to provide full details, including the deadline to provide new proof of insurance and the coverage dates (begin and end dates). A hold will be placed on your student record that prevents adding or dropping classes until proof of insurance is submitted.

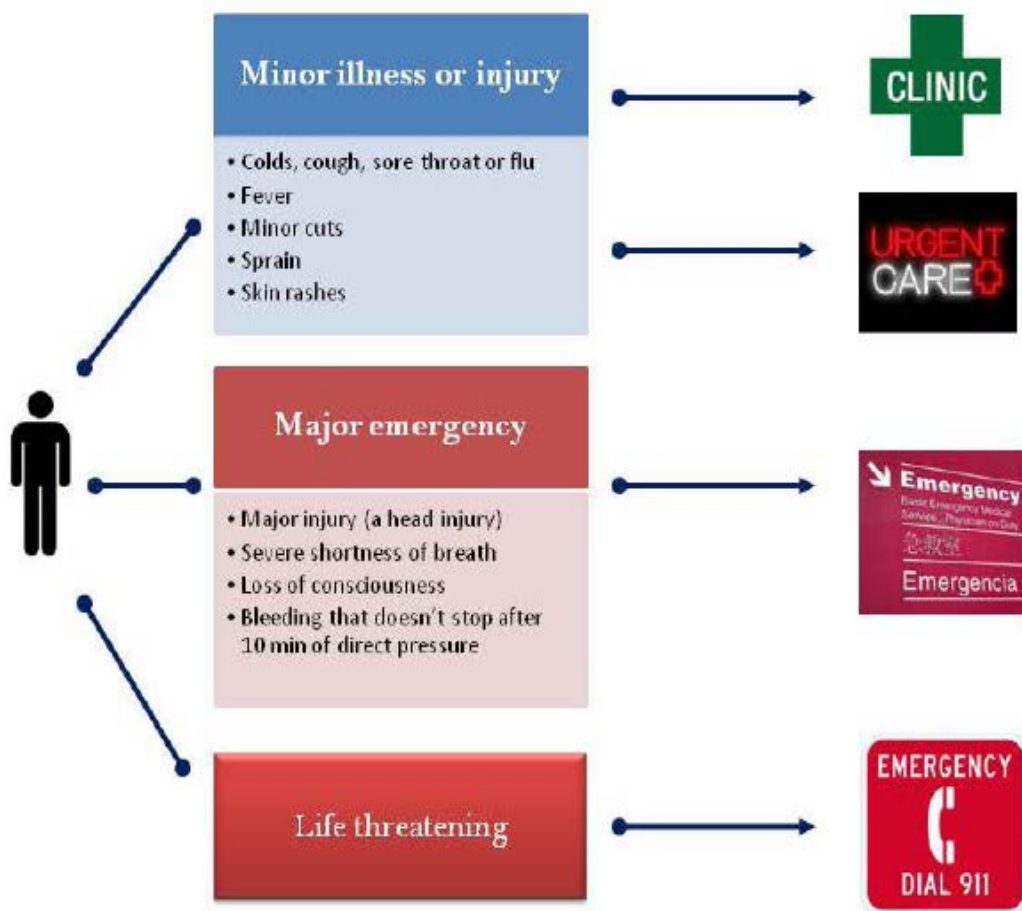
### How to Submit Proof of Insurance

1. Purchase the insurance policy of your choice.
2. Submit proof of coverage by the deadline to the ISP Office by forwarding the confirmation email you received with attachments from the insurance company or a summary of your coverage to [mblack@deltacollege.edu](mailto:mblack@deltacollege.edu). The policy begin and end dates are required on any proof of insurance that you submit.
3. The insurance hold will be removed within one working day of receipt. Check your student record to verify the insurance hold has been removed. **NOTE:** If you would like confirmation that your proof of insurance has been received you must send your email using the "Request Read Receipt" option from your email program. Individual confirmations will not be sent due to volume.

## Medical Treatment

You should know the general benefits provided by the insurance you purchase and have your insurance identification card with you at all times. There is normally a toll free number on the card for you to call if you are sick or injured and need to know where to go for treatment.

Follow these guidelines:



## **On-Campus Health Services**

The Mobility/Health Center is located in Danner 101. They provide mobility assistance to students who require physical help to navigate the Delta campus. The Mobility/Health Center also provides limited first-aid services. Qualified personnel are equipped to administer first aid in case of sudden illness or accident. Any student who becomes ill or injured on campus should report or be referred immediately to the Mobility/Health Services Office for first aid assistance. Campus Police may also be contacted in case of an emergency by using one of the blue Emergency Phones, located throughout the campus.

## **Smoke-Free Campus**

Delta College is a smoke-free campus. Use of any type of tobacco products or e-cigarettes on any campus property is forbidden.

## ***Safety and Security***

No matter where you are, on campus or in the community, the best way to ensure your safety and security is through *prevention*. Be aware of your surroundings and environment and develop a perception of what seems out of place, or out of the ordinary. Be willing to look out for one another and to report suspicious activities immediately to the District Police, (209) 954-5000. Do not take chances. What may appear harmless could be serious. Fortunately, the right attitude, actions and awareness can help protect you and your belongings.

<b>Preventing Crimes Against Property</b>	<b>Preventing Crimes Against Persons</b>
<ul style="list-style-type: none"><li>• Lock all of your doors</li><li>• Keep a list of serial numbers</li><li>• Keep valuables out of sight</li><li>• Do not carry very much cash</li><li>• Park in well-lit areas</li><li>• Never leave property unattended</li></ul>	<ul style="list-style-type: none"><li>• Use the "Buddy System"</li><li>• Walk tall, with pride</li><li>• Do not wear flashy jewelry</li><li>• Never be afraid to scream</li><li>• Be aware of your surroundings</li><li>• Walk with your keys in hand</li></ul>

### **TipSoft Alerts**

TipSoft is the College's mobile alert notification system. In case of a campus emergency, subscribers are sent a text message to your cellular phone advising you of the situation and what to do. You will not receive spam and your information will not be shared with third party marketers. Standard text message rates apply. To sign up TipSoft alerts, click on "Student Services" from the College home page, then select "District Police". Scroll down to the TipSoft icon and select it, then follow the instructions.

## ***Student Activities***

The Student Activities Office, located in Shima 101C, provides a variety of programs and services to Delta College students, including the twice yearly Delta Blood Drive, club start-up packets, housing information, identification cards, lockers, and legal services.

### **Lockers**

There are student lockers in Budd, Holt, and Shima buildings that may be reserved by students for personal use beginning on the first day of the semester. Lockers are available for use during the semester and must be cleaned out and the lock removed at the end of each term. There are also 26 bicycle lockers located in Shima and Budd buildings for students to secure bicycles.

#### **How to Reserve a Student Locker**

1. Choose one that is convenient for you and put your own lock on it.
2. Write down the building name and locker number.
3. Bring the locker information, your class schedule, and picture ID to the Student Activities Office, Shima 101C.

#### **How to Reserve a Bicycle Locker**

1. Pay the non-refundable \$5 key deposit at the Cashier's Office, Administration 102 service window.
2. Take your key deposit receipt, class schedule, and picture ID to the Student Activities Office, Shima 101C, to complete the locker registration form.

### **Mustang Pass - Student Identification (ID) Cards**

The Mustang Pass is the official Delta College student identification card. The card includes your photo, full name, and student ID number. Students that pay the \$10 Student Activity fee are eligible to receive a Mustang Pass, which provides a number of benefits such as discounts at the Delta College Bookstore, Cafeteria, and local businesses, access to free events and promotional gifts, scholarships, discount tickets to Associated Students of Delta College (ASDC) sponsored concerts, comedy shows, and special events.

How to Get Your Mustang Pass
1. Visit the ASDC Office in Shima during office hours.
2. Bring printed copies of your class schedule and receipt for payment of your fees to Shima 101F. You may also show proof of enrollment and payment using a smart phone with WI-FI connection.
3. Your Mustang Pass will be issued the same day.



## Student Clubs

Student activities and organizations are an important part of your complete college educational experience. Students may participate in the numerous clubs and organizations available at SJDC, including student government, social and academic clubs, sports, honor societies, and special interest groups. Your involvement in these organizations depends on your interest and free time. Participation in the college social and cultural activities helps to maximize the full potential of your studies in the United States. It is the easiest way to meet students and make a variety of friends. Visit the Student Activities office located in Shima 101C for a list of active clubs.

## Academic Teams

Please see page 30 of the current Delta College Catalog for descriptions of the Academic Teams.

## Athletic Teams - Intercollegiate Sports

Please see page 31 of the current Delta College Catalog for descriptions of each Intercollegiate Athletic team, or visit the Athletics Office, Budd 119.

# ***Taxes***

## **Internal Revenue Service (IRS), Form 8843**

All F-1 students are required to submit IRS Form 8843 for each year that you are physically present in the U.S. The ISP Office will email the form and instructions to all current F-1 students in March. A workshop to assist students with completing the form will also be scheduled.

## **Tax Return**

If you work while you are studying in the U.S., you are required to pay taxes on your income, even if you are not an American citizen. In order to fulfill your tax responsibility, you may be required to complete and submit, or “file”, an income tax return by April 15<sup>th</sup> of each year for income earned during the previous calendar year. You will receive a *Form W-2, Statement of Earnings* from your employer at the end of the year, which includes information required to complete your tax return.

## *Transportation*

### **Bus**

San Joaquin Regional Transit District (SJRTD) operates the public transportation (bus) system in Stockton, Lodi, Manteca, and Tracy. Bus schedules are available at the SJRTD web site: [www.sj-smart.com](http://www.sj-smart.com). A 31-ride student bus pass may be purchased at the Bookstore, Danner 100.

### **Driving in the Unites States**

In order to drive a vehicle in the U.S., you must have a valid Driver's License. If you are a visitor in California over 18 years old and have a valid Driver's License from your home state or country, you may drive in this state without getting a California Driver's License as long as your home state or country license is not expired. To apply for a California Driver's License, go to [www.dmv.ca.gov](http://www.dmv.ca.gov).

### **F-1 Student Status Verification Letter for Driver's License Application**

After you are enrolled in 12.0 units, you may request a letter from the ISP Office verifying your F-1 Student status to support your Driver's License application to DMV. Please email your request for a DMV Student Status Verification Letter to [mblack@deltacollege.edu](mailto:mblack@deltacollege.edu). ***Allow a minimum of five days for processing.***

### **Parking on Campus**

To park a vehicle on campus, you must purchase a Delta College parking permit decal each semester or purchase daily parking permits. Semester parking permits are purchased in the Bookstore, Danner 100. The cost is \$30 for cars and \$24 for motorcycles. Follow the instructions on the permit to display it on your vehicle. Daily parking permits are purchased for \$2 from the machines located in each parking lot and must also be displayed on the vehicle. Parking permits are required to park on campus beginning the first day of the term. Vehicles without the required parking permit will be ticketed (fined).

Parking on campus fills up very quickly, especially the first few weeks of the term. Be sure to arrive early enough to find parking and still get to class on time. Do not park anywhere but



designated parking areas on campus. If you park in the surrounding merchant's lots your car will be impounded (seized and taken away) by Police. It will cost the owner hundreds of dollars to get the vehicle released.