welcome.
the international student guide to Cal U.
congratulations.
your Cal U journey
starts here.

The California University of Pennsylvania Office of International Programming warmly welcomes students from around the world every semester. We offer an academically rigorous education, strong support and a caring environment.

Many of the faculty, staff and your fellow students at Cal U understand the challenges posed by language and cultural differences. We’re here to lean on whenever you need help at any time throughout your Cal U education.

If you experience difficulty in any respect in preparing for your time at Cal U, or in achieving your educational goals while a student here, you are strongly encouraged to contact the Office of International Programming.

Please remember that there are solutions for difficulties and that waiting too long to seek assistance with overwhelming challenges can make those difficulties greater than necessary.

This handbook is designed to help you prepare for studies at Cal U. Simply follow these steps to make sure you do everything that is required prior to the start of your first semester.

office of international programming

Bessy Bennellick
Director of International Programming
Noss Hall, Room 108
bennellick@calu.edu
1-724-938-5217
Skype: elizabeth.bennellick

John Watkins
Coordinator for International Students/SEVIS PDSO
Noss Hall, Room 118
watkins@calu.edu
1-724-938-1599
**make it official.**

1. **SUBMIT YOUR INTERNATIONAL STUDENT ENROLLMENT CONFIRMATION.**
   After receiving your acceptance letter via email, you will receive an international student confirmation form. Complete and submit your enrollment confirmation within 10 days of acceptance notification via email attachment to international@calu.edu.

2. **SUBMIT SEVP I-20.**
   Shortly after you have been admitted, you will receive instructions via email from Mr. John Watkins (watkins@calu.edu) on how to have your SEVP I-20 mailed to you. The email will also include your SEVIS ID number so that you can schedule a visa appointment as you await arrival of your documents. The I-20 is a U.S. government authorized document issued by Cal U that enables you to apply for an F-1 student visa and enter the U.S. to attend Cal U.

   It cannot be used to transfer your I-20 to another school in the U.S. before attending Cal U. To locate a U.S. Embassy or Consulate assigned to your location and to view appointment wait time, go to http://travel.state.gov/content/visas/en/general/wait-times.html/.

3. **UNDERSTAND THE F-1 VISA PROCEDURE.**
   After you receive your Acceptance Letter and you submit your Enrollment Confirmation Form, the Cal U SEVIS PDSO, John Watkins, will produce an I-20 in your name for study at Cal U. John will notify you via email that your I-20 is available for shipment. Your I-20 is shipped at your cost using eShipGlobal courier based shipment service for international students.

   Your SEVIS ID number is provided with your email notification. Using your SEVIS ID number and your passport, you can choose to schedule an F-1 Student Visa Application appointment with the nearest U.S. Embassy or Consulate in your home country while you wait for your I-20 shipment to arrive.

   Many embassies now require you to make an appointment online. To locate a U.S. Embassy or Consulate assigned to your location and to view appointment wait time, go to http://travel.state.gov/content/visas/en/general/wait-times.html/.

   Pay the I-901/SEVIS fee prior to your application appointment. Learn more about the SEVIS fee and make payment at https://www.fmjfee.com/i901fee/.

   Note that application procedures and required documentation varies by U.S. Embassy, so check on this before you appear in person and be prepared. For further information, go to http://www.nafsa.org/findresources/default.aspx?id=8633.
For your application appointment, take your I-20, Cal U Acceptance Letter, a list of courses you have registered for at Cal U, proof of payment of the I-901/SEVIS fee, financial documents and other documents the embassy or consulate requests. Note that you may enter the U.S. no more than 30 days in advance of the program start date listed on your I-20 and that you must arrive in the U.S. on or before this date.

4. GET YOUR CAL U EMAIL ACCOUNT USERNAME AND PASSWORD.
Once your application has been accepted, connect with the University computer system by getting your campus username and initial password for Cal U’s computer network at http://www.calu.edu/current-students.

You will need your Campus Wide ID Number (CWID) located at the bottom of your acceptance letter to do this.

5. LOG IN TO YOUR CAL U EMAIL ACCOUNT.
Important Cal U correspondence will go directly to this account. Be sure to check regularly because your professors, advisor and others will contact with you through Cal U email instead of your personal email.

6. LOG INTO VULCAN INFORMATION PORTAL (VIP).
VIP is the Cal U system for class registration, billing and other essential information.

7. REGISTER FOR CLASSES.
For freshmen and transfer students, follow the instructions sent to your Cal U email address to confirm your class schedule created by the Scheduling Center.

New students, including freshmen and transfer students, may need to take a Cal U placement test for Mathematics and/or English. Taking a placement test is dependent upon SAT, ACT scores or transfer credits. Students who do not submit SAT/ACT scores or transfer credits must take placement tests. Students who do not achieve predetermined scores on these tests must enroll in appropriate developmental courses.

Note that F-1 visa regulations require that undergraduate students maintain a full-time schedule (minimum 12 credits) their first term and every fall and spring semester thereafter. A minimum of 9 credits must be taught on-campus (not online). Only one online course (3 credits) may count toward fulfillment of this requirement.

www.calu.edu/welcome
For graduate students, follow the instructions provided by Graduate Admissions to confirm your class schedule. Note that F-1 visa regulations require that graduate students maintain a full-time schedule (minimum 9 credits) their first term and every fall and spring semester thereafter. A minimum of 6 credits must be taught on-campus (not online). Only one online course (3 credits) may count toward fulfillment of this requirement.

To enter the portal, follow the instructions and use your CWID provided in your acceptance letter. Every student should consult with their academic advisor before registering for courses. Your advisor should be listed on your account when you log into VIP. Contact the Graduate Office for assistance at 1-724-938-4187 or gradschool@calu.edu.

TERMS & CONDITIONS STATEMENT.
In order to comply with Pennsylvania's State System of Higher Education policy and regulations, you are required to review and accept the “Financial Terms & Conditions Statement” in VIP before confirming your class schedule. In order to do so, complete the following steps:

- Log into VIP with your Username and Password
- Click on the Academic Information Tab
- Click on Course Registration
- Click to Add/Drop Class – This will prompt the “Financial Terms & Conditions Statement”
- Review the Financial Terms & Conditions Statement

Once you’ve accepted the terms and submitted, you will then be able to confirm your schedule.

9. APPLY AND DEPOSIT FOR CAMPUS HOUSING.

10. GET YOUR STUDENT IDENTIFICATION CARD (CALCARD).
All students must have a CalCard. Your CalCard provides access to a number of functions and services. Get your CalCard in the Lower Level of Natali Student Center and give them your CWID number.

11. MAKE COPIES OF YOUR DOCUMENTS.
Keep copies of your immigration documents, copy your I-20 or DS-2019, passport, visa, I-94, etc. and put them in a safe place that you will remember.
OFFICE OF ACADEMIC SUCCESS
From orientation to graduation, the Office of Academic Success provides students with the learning resources they need to achieve both their personal and academic goals. The friendly staff offers academic consultation for undecided majors, coordinates the Four-Year Graduation Plan and Peer Mentoring Program, serves those in need of improving academic skills, provides scheduling and placement testing assistance, and offers other programs to help all students achieve success.

1-724-938-1523
sturetention@calu.edu
103 Noss Hall

FOUR-YEAR GRADUATION PLAN
Cal U understands that the cost of a college education is an important issue. The Four-Year Graduation Plan offers incoming freshmen guaranteed savings in time and money as they work toward the completion of their baccalaureate degree. The no-cost program provides eligible students with a unique combination of advising, priority course scheduling and individual attention, ensuring efficient and steady progress toward graduation in four years.

You will receive an enrollment form during summer New Student Registration sessions and have the opportunity to enroll in the Four-Year Graduation Plan at that time. Interested students must enroll no later than the second week of their first fall semester. The Four-Year Graduation Plan reinforces Cal U’s commitment to student success.

1-724-938-4866
fygp@calu.edu
224 Noss Hall

PEER MENTORING PROGRAM
Peer mentors are upper-class students who volunteer to assist new students with the adjustment to college by offering guidance, encouragement and friendship. Peer mentors know a great deal about academic and campus life, such as campus resources, student organizations, intramural sports or even the best places to eat or shop. Having a peer mentor can give you an edge. Over the past 10 years, Cal U freshmen with a peer mentor have returned for their sophomore year at a 10-13 percent higher rate than freshmen without peer mentors. Students can apply for a peer mentor online. Visit www.calu.edu, keyword “protégé application.”

1-724-938-1682
mentoring@calu.edu
120 Noss Hall

www.calu.edu/welcome
SCHEDULING CENTER
The Scheduling Center is home to the Student Success Facilitators. Student Success Facilitators assist students with course scheduling needs and provide information on academic policies and procedures, general education and major requirements. They also counsel students who are still exploring majors.

1-724-938-1608
schedulingcenter@calu.edu
210 Noss Hall

PLACEMENT TESTING CENTER
Appropriate course placement is important to your success. Depending on SAT/ACT scores or transfer credits, freshmen and transfer students may take placement tests in mathematics and writing. Students who do not achieve predetermined scores on these tests must enroll in applicable developmental courses. Placement testing for new students and retesting for current students is offered throughout the year through the Placement Testing Center.

The Placement Testing Center also offers tests for students who wish to obtain college credits in areas of English, business, math, social sciences and natural sciences. Information for the CLEP and DSST Programs is available by typing “CLEP Exams” in the search box at www.calu.edu or by contacting the Placement Testing Center.

1-724-938-5779
pizer@calu.edu
215 Noss Hall

THE SUCCESS CENTER
The Success Center is a resource for all students with academic questions or who wish to more fully develop academic skills. The Success Center offers assistance with topics such as setting academic goals and developing a plan to meet those goals, time management to meet the student’s specific needs, access to academic resources, study skills development, effective communication skills, and more. The center holds mini-workshops on academic topics and assists in forming study groups. Students can make an appointment or walk in during posted office hours.

1-724-938-4997
successcenter@calu.edu
211 Noss Hall
CENTERS FOR ACADEMIC ASSISTANCE
Even the best students may need academic help at some time during college. The Writing Center, Math Lab, ESL Center, Reading Clinic and Tutoring Center offer no-cost assistance designed to help students perform at their academic best. Trained peer tutors assist students in most curriculum areas.

Tutoring Center and Reading Clinic
430 Manderino Library

The Math Lab, ESL Center and Writing Center
1st Floor Noss Hall

OFFICE FOR STUDENTS WITH DISABILITIES (OSD)
Cal U welcomes otherwise qualified students with disabilities. The university recognizes its responsibility to these students as guided by Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act, as amended. Reasonable accommodations that maintain fundamental university standards are available to ensure access and participation. Requests for accommodations should be submitted to OSD and must adhere to established OSD accommodation procedures.

1-724-938-5781
osdmail@calu.edu
G-35 Carter Hall

The International Club meets regularly and sponsors activities that provide exposure for members to the culture and attractions of our geographic region. It also provides its members with the opportunity to share their cultures and customs with the university community. You can find the International Club on Facebook by searching ‘Cal U International Club’.

Meetings are held every Tuesday at 11 a.m. in Noss Hall, Room 121.
take advantage of Cal U’s career resources
earn your career.

CAREER AND PROFESSIONAL DEVELOPMENT
It is never too early for to begin gaining a Career Advantage. Students who actively participate in the Career Advantage Program (CAP) beginning in their freshman year typically graduate in four years, saving time and money. The caring and professional Career Services staff can help you to:

- Choose a major and explore career options.
- Gain hands-on experience through Cooperative Education, paid career-related experience.
- Prepare for a job search or graduate school application, including resume and portfolio development, interviewing skills and learning how to conduct a successful job search.
- Connect with employers and Cal U graduates through job fairs, online job postings and networking events.
- Transition from college to work after graduation through our career services for alumni.

Every student has a Career Adviser, who will help you to gain a Career Advantage.

1-724-938-4413
careers@calu.edu
138 Natali Student Center
www.calu.edu/careers

THE INTERNSHIP CENTER
An internship experience can help you decide on the career path you want to take, and also improves your chances of landing a full-time job after graduation. Internship opportunities allow students to test-drive careers, hone professional skills, build resumes, network and gain an edge in the job market. The Internship Center is the central resource for exploring the internship process and finding one that fits your major and interests perfectly. Traditionally, juniors or seniors earn college credit for their internship experiences.

Cal U students participate in internships locally, across the country and around the world. Sponsor organizations have included the Pittsburgh Steelers, the Allegheny County Medical Examiner’s Office, Fort Necessity National Battlefield and the U.S. Marshals Service, among thousands of others. Cal U also partners with The Washington Center for Internships and Academic Seminars in Washington, D.C., which places interns in agencies such as Interpol, the Drug Enforcement Administration and the Environmental Protection Agency.

1-724-938-1578
internctr@calu.edu
138 Natali Student Center
www.calu.edu/welcom
understand privacy and FERPA information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The FERPA is a federal law that protects college students’ privacy and grants them the exclusive right to view and share their education records, such as grades, transcripts, financial aid, billing information and class schedules. Under the federal law, colleges and universities may not disclose education records to anyone other than the student without consent.

We’ve created the Cal U Parent/Guest Portal, a secure online solution that enables students to make choices regarding access to such information. You will receive instructions for creating a parent/guest account. Once an account has been created, parents or guests will receive further instructions for accessing the Parent/Guest Portal.

Because students’ rights are protected under FERPA, you may restrict the information that a parent or guest is able to access, and you may revoke access at any time. For more information about FERPA and California University’s disclosure policies, please visit: www.calu.edu and search “FERPA.”

PARENT/GUEST PORTAL
The Parent/Guest Portal is now the exclusive means by which you can establish FERPA proxy access to give parents or guests direct access to their financial, billing or academic records.

The portal offers parents a secure and convenient means for viewing the information they are looking for, as well as provides a vehicle for enhanced communication between parents and students. Registration for the Parent/Guest Portal must be initiated by a student. Visit www.calu.edu and search “parent portal instructions” for details on setting up an account and accessing the Parent/Guest Portal.

For technical assistance, please contact the University Help Desk 1-724-938-5911 or utechrequests@calu.edu.
secure student housing at Cal U.

Cal U provides two options for University affiliated housing: residence halls and Vulcan Village.

All six of Cal U’s residence halls have been built in recent years. Along with comfortable rooms, the halls feature well-designed common areas for socializing, including lounges with large-screen TVs and media players. Residence halls also have full kitchen areas and comfortable seating, not to mention recreation rooms with ping-pong and foosball tables.

make yourself at home.

Vulcan Village is Cal U’s garden-style apartment complex, located a short distance from the main campus and easily accessible via our free shuttle service. These 10 three-story buildings offer unsurpassed comfort and convenience in an independent setting.

All incoming undergraduate students who meet the following criteria are required to live in University housing for their first four semesters of enrollment:

- First-time college students who are enrolled full-time and permanent address is beyond a 50-mile radius from Cal U.
- Transfer students who have earned less than 24 credits at a previous institution and are enrolled full-time.

apply for housing at Cal U.

1. Have a credit card or check ready to make a payment.
2. Log into your VIP account.
3. Click on the “Housing and Dining” tab.
4. Choose “MyHousing.”
5. Click “Go to Apply Online.”
6. Choose the appropriate property application (Residence Hall or Vulcan Village Apartment) then click next.
7. Read carefully the Standard Terms and Conditions then click “I Agree” at the bottom.
8. Answer the questions in the Personal Preference Section. There are a few required questions you must answer before you can continue.
9. Complete your credit card information.
10. Select your meal plan (Required for the Residence Hall application).
11. Check your campus email account for confirmation that the application has been completed and processed.

For graduate students, off-campus apartment rental is available in the town of California and in other small towns nearby. A number of apartments are within walking distance of campus but many are not, and you will need transportation to commute to and from campus. Cal U does not manage or coordinate off-campus apartment rentals.
be well at Cal U.
make sure you’re covered for health and wellness services.

STUDENT WELLNESS CENTER
The Student Wellness Center is staffed by a medical director, a nurse supervisor, a certified registered nurse practitioner and registered nurses. Services are free of charge to all students and include medical treatment, referrals and healthy lifestyle education. Any required services outside the capabilities of the Health Center are available through the student’s private health insurance.

The Women’s Health Clinic is available every other Wednesday from 1-3 p.m. by appointment only. You may schedule a clinic appointment by contacting the Student Health Center at 1-724-938-4232.

HOURS:
24 hours a day, Monday through Friday
7 p.m. – 7 a.m., Saturday and Sunday

1-724-938-4232
G-53 Carter Hall

HEALTH AND WELLNESS EDUCATION CENTER
The Health and Wellness Education Center provides students with awareness of current health topics and resources about healthy living. The center is also the meeting place for Cal U’s Health and Education Awareness Resource Team (H.E.A.R.T.), an organization dedicated to promoting health to students through information, individual consultations and interactive events. The Health Center also facilitates Options@Cal U, the Cal Alcohol and Other Drug (AOD) Coalition, the Prevention Awareness Recovery Center (PARC) and the BASICS and CASICS programs. Together these programs form a comprehensive strategy to reduce underage drinking and other drug abuse among students.

Fran Fayish, Nurse Practitioner
1-724-938-5922
fayish@calu.edu
G-82 Carter Hall

Rachel Michaels, AOD
1-724-938-4775
michaels_r@calu.edu
PROVIDE PROOF OF MEDICAL INSURANCE.
All F-1 visa students must carry student health insurance coverage in the U.S. for the entirety of their enrollment period at Cal U. You will not be permitted to maintain your enrollment at Cal U without adequate student health insurance. Your health insurance must include medical evacuation and repatriation benefits.

Undergraduate and graduate students can choose to purchase the Cal U student health insurance plan. Information on the university plan can be accessed at https://consolidatedhealthplan.com/group/232/home.

SUBMIT YOUR MEDICAL INFORMATION FORM.
All students enrolling at Cal U are required to submit the Medical Information Form, which consists of four pages. The first three pages of this form must be completed by you and your family. The “Report of Health Evaluation” must be completed and signed by your physician.

To access the form, visit http://www.calu.edu/current-students/new-student-resources/files/Medical_Information_Form.pdf.
get the tech help you need.

**UTECH HELP DESK**
The Help Desk is ready to assist you with campus computing concerns, help reset a password or answer questions about the Vulcan Information Portal (VIP).

1-724-938-5911
utechrequests@calu.edu
219 Noss Hall

**UTECH SERVICES DESK**
The Services Desk provides students with network registration assistance, anti-virus installation and updates, basic computer virus removal, campus account username retrieval and password resets. Technicians also can help with mobile email setup.

1-724-938-5911
utechrequests@calu.edu
219 Noss Hall

**COMPUTING LABS**
Even students who bring a computer to campus should know where the computer labs are located. There are computer labs in every residence hall and also in the Instructional Computer Facility (ICF) on the second floor of Noss Hall. Students have access to any of the network services on campus. Printers and scanners are also available.

Each enrolled student receives a $25 credit at the start of every semester for printing use in the ICF labs. This is equal to 500 single-sided or 312 double-sided pages. Jobs can be sent to these printers from the ICF Open Lab, or from a laptop, smartphone or tablet - even if a student is off campus. Directions for using the ICF printers are available in Noss Hall, Room 219.

Learn more about ICF lab printing by visiting www.calu.edu and keyword search “print management.”
live, learn, play.
discover many cultural communities within our region.

With more than 30 ethnic communities, the greater Pittsburgh region is home to many diverse neighborhoods.

These communities have formed thanks to generations of immigrants instilling their rich culture throughout the area.

Whatever culture you seek to connect with, Pittsburgh offers many restaurants, retail stores, cultural and religious centers, professional associations and other communities.

Visit www.globalpittsburgh.org for information on specific communities and cultures.

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<tr>
<td><strong>Buddhist</strong></td>
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<tr>
<td>The Pittsburgh Buddhist Center</td>
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<tr>
<td>111 Rt. 908</td>
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<tr>
<td>Natrona Heights, PA 15065</td>
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<tr>
<td>1-724-295-2525</td>
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<td><a href="http://www.pittsburghbuddhistcenter.org">www.pittsburghbuddhistcenter.org</a></td>
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<tr>
<td>The Vietnamese Buddhist Association of Pittsburgh</td>
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<tr>
<td>1-412-461-2358</td>
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<td>Contact: Thu Vo</td>
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<tr>
<th><strong>Christian</strong></th>
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<tr>
<td>Asian Indian Christian Church of Pittsburgh</td>
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<tr>
<td>1630 Greentree Road</td>
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<tr>
<td>Pittsburgh, PA 15220</td>
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<tr>
<td>1-412-372-1703</td>
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<tr>
<td><a href="http://www.aiccp.org">www.aiccp.org</a></td>
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<tr>
<td>Chinese Alliance Church of Pittsburgh</td>
</tr>
<tr>
<td>515 Monroeville Ave.</td>
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<tr>
<td>Turtle Creek, PA</td>
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<tr>
<td>1-412-824-1500</td>
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<td><a href="http://www.pittsburghcac.org">www.pittsburghcac.org</a></td>
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<td>Sri Shiridi Sai Baba Temple</td>
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<tr>
<td>1449 Abers Creek Road</td>
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<tr>
<td>Monroeville, PA 15146</td>
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<tr>
<td>1-412-823-1296</td>
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<tr>
<td><a href="http://www.baba.org">www.baba.org</a></td>
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<tr>
<td>Sri Venkateswara Temple (S.V. Temple)</td>
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<tr>
<td>1230 South McCully Dr.</td>
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<tr>
<td>Pittsburgh, PA 15235</td>
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<tr>
<td>1-412-373-3380</td>
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<td><a href="http://www.svtemple.org">www.svtemple.org</a></td>
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<th><strong>Korean Central Church</strong></th>
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<td>Korean Central Church of Pittsburgh</td>
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<tr>
<td>821 South Aiken Ave.</td>
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<tr>
<td>Pittsburgh, PA 15232</td>
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<tr>
<td>1-412-687-7775</td>
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<tr>
<td><a href="http://www.centralchurchpitt.com">www.centralchurchpitt.com</a></td>
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<tr>
<td>Korean United Presbyterian Church of Pittsburgh</td>
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<tr>
<td>7600 Ross Park Dr.</td>
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<tr>
<td>Pittsburgh, PA 15237</td>
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<tr>
<td>1-412-369-9470</td>
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<td><a href="http://www.kupcp.org">www.kupcp.org</a></td>
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<th><strong>Muslim</strong></th>
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<td>The Islamic Center of Pittsburgh</td>
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<tr>
<td>4100 Bigelow Blvd.</td>
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<td>Pittsburgh, PA 15213</td>
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<tr>
<td>1-412-682-5555</td>
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<tr>
<td><a href="http://www.icp-pgh.org">www.icp-pgh.org</a></td>
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<tr>
<td>Muslim Community Center of Greater Pittsburgh (MCCGP)</td>
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<tr>
<td>233 Seaman Lane</td>
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<tr>
<td>Monroeville, PA 15146</td>
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<tr>
<td>1-412-373-0101</td>
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<td><a href="http://www.mccgp.net">www.mccgp.net</a></td>
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<td>615 Illini Dr.</td>
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<tr>
<td>Monroeville, PA 15146</td>
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<tr>
<td>1-724-325-2054</td>
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<td><a href="http://www.hindujaintemple.org">www.hindujaintemple.org</a></td>
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<td>Pittsburgh Sikh Gurdwara</td>
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<tr>
<td>4407 McKenzie Dr.</td>
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<tr>
<td>Monroeville, PA 15146</td>
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<tr>
<td>1-412-372-8890</td>
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<tr>
<td><a href="http://www.pittsburghsikh.org">www.pittsburghsikh.org</a></td>
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contact us.
we’re here to answer your questions about Cal U.

Undergraduate Admissions Office 1-724-938-4400
Graduate Admissions Office 1-724-938-4187
College of Education and Human Services 1-724-938-4125
Eberly College of Science and Technology 1-724-938-4169
College of Liberal Arts 1-724-938-4240
Office of Articulation and Transfer Evaluation 1-724-938-5939
Office of Students with Disabilities 1-724-938-4012
Office of Student Success 1-724-938-1523
Office of Student Orientation Programs 1-724-938-1626
Global Online 1-724-938-5958
Housing and Residence Life Office 1-724-938-4444
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