

USC International Academy

# STUDENT HANDBOOK

2023-2024

# WELCOME TO THE UNIVERSITY OF SOUTHERN CALIFORNIA



Congratulations on joining one of the most diverse and talented communities of scholars and professionals in the United States. We are delighted to welcome you to the Trojan Family and guide you through all of the opportunities to explore, connect, and succeed at USC.

Your journey at USC starts now and we want to do everything we can to make your start with us as pleasant as it can be. The information in this handbook will be useful to you not only in the beginning of your time with us, but also throughout the semester.

Please take some time to read through each section. If you have any questions, please ask your teacher or schedule an appointment with an advisor. Remember, we are here to support YOU, so please let us know if anything is unclear or if you would like more information.

Good luck and fight on!

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## USC HOLIDAYS

» 2023 - 2024

USC International Academy offices  
will be closed on the dates listed  
below:

### LABOR DAY

Monday, September 4, 2023

### THANKSGIVING

Thursday, November 23 &  
Friday, November 24, 2023

### CHRISTMAS

Monday, December 25, 2023

### WINTER RECESS

Tuesday, December 26, 2023 -  
Friday, December 29, 2023

### NEW YEAR'S DAY

Monday, January 1, 2024

### MARTIN LUTHER KING'S DAY

Monday, January 15, 2024

### PRESIDENT'S DAY

Monday, February 19, 2024

### MEMORIAL DAY

Monday, May 27, 2024

### INDEPENDENCE DAY

Thursday, July 4, 2024

Please go to the Current Student's  
website, <https://iastudents.usc.edu/>  
for more information about program  
breaks, session start dates, and more.







# NEW STUDENT CHECKLIST

# NEW STUDENT CHECKLIST

## Things to Do

- ☐ **Pay Outstanding Tuition and Housing Fees**
  - Make sure you have paid tuition and housing fees in full.
- ☐ **Immigration Document Verification**
  - Passport, I-20, I-94, and visa are required.
- ☐ **Pre-Master's & Master's Preparation students:**  
**Login to Blackboard and view information for your academic English studies in the Pre-Orientation Course**
- ☐ **Placement Test**
  - Pre-Master's & Master's Preparation students: Take a Placement Test if you did not officially report your English test scores by the deadline.
  - Intensive English Preparation students: Complete the English Placement Exam.
  - If you missed it during Orientation, contact your advisor.
- ☐ **Focus Skills Selection**
  - Choose your Focus Skills classes based on level and interest.
- ☐ **Immunizations**
  - Receive your required immunizations before your program start date.
- ☐ **USC Email Set-up**
  - Get set up on the Blackboard system and check your new email.
- ☐ **Sign up for Conversation Groups**
  - This is a great opportunity to practice English outside the classroom.
- ☐ **Sign up for One-on-one Tutoring**
  - Receive individual assistance from one of academy's tutors (e.g. homework, GRE test preparation, etc.)
- ☐ **USCard - USC ID Card**
  - Apply for USC ID card: <https://mycard.usc.edu/get-your-uscard/>
- ☐ **Get Your Class Schedule**
  - Find your class schedule in your Student Portal.
- ☐ **Start Classes - Fight On!**

## Things to Attend

- ☐ **Program Overview**
  - Learn more about your program and what to expect.
- ☐ **Academic Overview**
  - Learn more about what you will be studying and what to expect in the classroom.
- ☐ **Safety Information Session**
  - Learn how to stay safe while studying at USC International Academy.
- ☐ **Student Conduct Training Session**
  - Learn about USC Unifying Values
- ☐ **Health Information Session & Health Documents**
  - Learn about the Health Center and what to do in case you get sick.
- ☐ **Academy Activities**
  - Learn about the fun activities happening during the session.
- ☐ **Immigration Information Session**
  - Learn about required rules and regulations for studying as a F-1 student in the United States.

## Things to Turn In (Fill Out & Return)

- ☐ **Permanent Record Form**
  - Fill out your most recent information and provide the Permanent Record form to the Admissions and Immigration Advisor at the International Academy.
- ☐ **Health Documents**
  - Upload your vaccination documentation by accessing Student Health Portal: <https://studenthealth.usc.edu/mySHR/>.
  - Please note: students can receive vaccinations via the USC Student Health Center.
- ☐ **Focus Skills Selection Form**
  - Fill out the Focus Skills Selection form.
- ☐ **Liability Release Form**
  - Students need to complete it in order to participate in activities

## IMPORTANT

If you attended the entire Orientation, you probably completed most of these tasks already! If you have any questions, stop by our Front Desk. If you arrived late or did not go to Orientation, please make sure you check all the boxes and complete each task listed above.





USC International Academy  
at Davidson Conference Center

# PROGRAM & COURSE OVERVIEW



# PROGRAM & COURSE OVERVIEW

## » LEARN ABOUT YOUR PROGRAM AND FUTURE STUDY OPTIONS

USC International Academy offers three programs. Below you will find a summary of what each program offers. For more detailed information, please visit our website, [international.usc.edu](https://international.usc.edu).

### INTENSIVE ENGLISH PROGRAM

Full-time Intensive English Program students at the USC International Academy study in three different classes each week for a total of 20 hours per week.

#### Reading, Writing and Grammar

Reading and Writing classes are taught at each academic level. In lower levels, you build foundational reading and writing skills, working on the sentence- and paragraph-level. In intermediate levels, you read a wider range of texts and learn to write longer compositions like essays with greater fluency and accuracy. In higher levels, the focus shifts to more academic content and styles of writing.

#### Listening and Speaking

Listening and Speaking classes are designed to improve students' communications skills, including active listening, discussion, and public speaking skills. In the lower levels, these areas are covered through work with adapted materials, and there is a focus on building confidence in speaking English inside and outside the classroom. In the intermediate and higher levels, there is a more academic focus as students practice listening to and discussing/presenting academic and/or professional content.

#### Focus Skills and Project-Based Courses

Focus skills and project-based courses offer students the opportunity to reinforce key skills and work with interesting content to accomplish a variety of tasks. Focus Skill course options are subject to change each



session, but typical offerings include TOEFL and IELTS test preparation, Service Learning, Film, and American Culture.

#### Undergraduate Admissions Support

Students looking to transition into a U.S. college or university are uniquely supported with expert admissions advising, test preparation, tutoring, and Intensive English courses designed to build academic language and study skills.

#### Optional SAT Preparation

High school graduates who reach Level 5 can choose to enroll in our SAT Preparation course, specifically designed to meet the needs of international students, at an additional cost.

# PROGRAM & COURSE OVERVIEW *continued*

## PRE-MASTER'S PROGRAM

Pre-Master's students have already been accepted to select USC master's programs and take courses to prepare their English and academic skills for the rigors of USC graduate coursework.

In the Pre-Master's program, you will learn how to read and critically assess academic texts, communicate effectively in writing and speech, develop a graduate-level vocabulary, and improve your GRE/GMAT test-taking strategies to help you reach your required score for your degree program. Split into two tracks, courses are tailored to the reading and writing styles of your discipline and will introduce you to topics and content relevant to your field of study.

### Academic Tracks

- Business, Social Science, and Arts (BSA)
- Science, Technology, and Health (STH)

### Core Courses

- Academic English Skills for Graduate Studies
- Graduate Communication Skills

### Focus Skills Courses

Students take two Focus Skills courses every session (seven weeks). Every session, you will receive a Focus Skills class selection form where you can indicate your course preferences. Placement is based on required courses, availability, and schedule.

**Please note:** All new students are required to take the Academic Integrity and Graduate Study Expectations course in their first semester. Students with a GRE/GMAT requirement are registered for a test preparation course until they reach their target score.

## Minimum Entry Requirements

- Bachelor's Degree
- Cumulative GPA 3.0
- High-intermediate English level  
(depending on your chosen master's program)

Meeting minimum requirements does not guarantee admission to any USC degree program. Please check the website for more details. If you have any questions about the Pre-Master's Program, please contact: [iapmadm@usc.edu](mailto:iapmadm@usc.edu).

## MASTER'S PREPARATION PROGRAM

Master's Preparation students have the opportunity to follow the same academic tracks and take the same courses as those offered in the Pre-Master's Program plus TOEFL or IELTS test preparation, Focus Skill Courses and comprehensive academic advising.

## Minimum Entry Requirements

- Bachelor's Degree
- High-intermediate English level  
(equivalent to TOEFL iBT 61+ / IELTS 5.5 / PTE Academic 44+  
OR completing International Academy IEP Level 4 )

If you have any questions about the Master's Preparation Program, please contact Chiara Mirabile: [cmirabil@usc.edu](mailto:cmirabil@usc.edu).

## PROGRAM & COURSE OVERVIEW *continued*

### CONVERSATION GROUPS

#### **What to expect in a Conversation Group:**

Conversation Groups are limited to 4 people maximum; one current USC student who hosts the session and up to three USC International Academy students, depending on the time and day. Sessions run 45 minutes in length and provide an opportunity to practice conversational English skills with a peer, in a comfortable small group setting. There is no additional charge for the sessions and they are scheduled around class time, as not to conflict with your studies.

#### **Where to meet:**

- All In-Person Conversation Groups meet in the lobby of the International Academy (DCC) Building, in front of the Student Services desk. Please arrive 5 minutes prior to your reservation to allow time for check-in. From there, the group leader will lead students to an open classroom or spot on campus (weather permitting) where the group will sit together and talk.

#### **Who are our Conversation Group Partners?**

All of our conversation group partners are native English speakers, and current USC students, who work at the International Academy. They are warm, friendly, patient, and experienced in international education so they understand the challenges faced when mastering a new language, and would love to talk to you. Sign up for conversation groups online [here](#).

### TUTORING

Online and in-person Tutoring Center provides one-on-one support for students needing test preparation, writing support or speech preparation practice. Get more information and instructions on how to schedule tutoring [here](#).



A photograph of the Stanford University Main Quad. In the center is the red brick Sather Tower (the Redwood Treehouse), which has a clock face and arched windows. In front of the tower is a large American flag on a tall pole. At the base of the flagpole is a bronze statue of a person on horseback, surrounded by a low wall and red flowers. The quad is flanked by large, leafy trees, and a paved path leads towards the tower. The sky is blue with some light clouds.

# ACADEMY POLICIES

# ACADEMY POLICIES

## » RULES ABOUT YOUR PROGRAM AND CLASSES

### PROGRAM FEES

Students must pay all fees before the program begins. **Students who do not pay on time will not be able to attend classes.** If you have questions about this policy, please contact our Finance Department: [pay-international@usc.edu](mailto:pay-international@usc.edu)

### LEVEL PLACEMENT

All new students are required to attend two days of orientation which will include an English Placement Exam. If you do not test during the scheduled placement test period, you will be charged a \$100 late testing fee for individual placement testing. Pre Master's and Master's Preparation students are waived from the English Placement Exam by submitting an official TOEFL or IELTS or PTE Academic Test Score Report by the application deadline. During the first few days of classes you will take diagnostic tests and your English ability will be carefully observed to be sure your placement is correct.

### CLASS CHANGES

#### STUDENTS IN THE INTENSIVE ENGLISH PROGRAM

New students may submit a Placement Reevaluation Form during the first week. Requests are reviewed carefully. Placement decisions are based on class performance, English ability, and test results. Placement changes are made for language reasons only. We do not make changes to class schedules because of classroom location, teacher preference, or class time. Continuing students are not eligible for a placement review. Level changes will be made based on your performance during the first few days of class.

#### STUDENTS IN THE PRE-MASTER'S & MASTER'S PREPARATION PROGRAM

Students in the Pre-Master's and Master's Preparation programs will move up in level by successfully completing coursework and maintaining a B average. A Placement Reevaluation Form will not be accepted for any Pre-Master's or Master's Preparation students. New students that do not meet the expectations of the level will meet with their Program Advisors to draft up a study plan. Master's Preparation and Pre-Master's advising provides students with the support they need to complete their programs successfully. Advisors meet with students to assess academic progress during pivotal parts of the term, starting with a mandatory initial meeting. As a result of these meetings advisors provide resources and personalized individual tutoring as needed. Outside of advisor initiated contact, students are encouraged to contact their advisor and setup meetings throughout the term.

#### FOCUS SKILLS COURSES

Focus Skills courses run for seven weeks. You will not be able to change your Focus Skills Course during the first seven weeks. At the end of seven weeks, you may change your Focus Skills course if you pass the course with a grade of "C" or higher.

Pre-Master's students:

- If you are required to take the GRE or GMAT courses, you will be enrolled in these courses and may not be able to change until you achieve the required score for admissions to your department.
- All new students must take the Academic Integrity course for seven weeks in their first semester.

# ACADEMY POLICIES *continued*

## » MAINTAINING YOUR STUDENT STATUS

### PROBLEMS IN CLASS

If you have a problem with your class, homework assignments, teacher, or attendance, you should first talk to your teacher. In America, people prefer that one is direct and honest with them. If you and your teacher are unable to agree on a solution, you should talk to your Program Advisor.

### ATTENDANCE

Students are expected to attend every class every day. Students who are absent too often will be warned in writing that they must attend class or risk being dismissed from the school and being out of status with SEVIS. Students who are absent more than 20% of Academy courses are not awarded a certificate of completion.

### IF YOU ARE ABSENT OR LATE TO CLASS

- By five to fifteen minutes: you will be marked absent for half an hour (30 minutes). If you are more than fifteen minutes to an hour (60 minutes) late you will be marked absent for one hour.
- If later than that, you will be marked absent for the entire class.
- **If the total hours of absence reach 20% of class time at any point in the semester, you will be placed on probation.**
- If a student who is on probation continues to miss or be late for classes, the student will be dismissed from the language program and his/her I-20 will be terminated.

### NOTIFY YOUR INSTRUCTOR

- It is a student's responsibility to notify an instructor BEFORE class in the event of an absence for any class.
- Find out what you missed, check with your classmates or instructor to find out what the homework is, and make sure you are prepared for the next class.
- If you anticipate being sick more than one day, please notify your instructors and your advisor.

- Students should complete all assignments by the deadline given. In the U.S., it is a student's responsibility to make sure they understand what an assignment requires and to check the deadline for an assignment. If you are not sure, please ask your instructor before the deadline.
- Students who are unable to submit assignments as the result of illness, should notify their instructor, as soon as they know that they will be absent from class. Make up work or permission to turn in work late is at the instructor's discretion.
- Certain scheduled assignments such as group or live presentations, debates, quizzes, tests and final exams may not be taken early or turned in late. Limited exceptions may be made by the instructor in emergencies/cases of hospitalization or COVID-19 illness.
- For other missed assignments (such as homework, in-class assignments, and papers) allowing late or make up work is at the instructor's discretion. Work may be excused in some cases due to illness (e.g. COVID-19).
- As a general guideline, instructors may accept late work up to two weeks after the original deadline to complete an assignment at their discretion. Late work will NOT be accepted more than two weeks after a deadline. (Exceptions are only made for hospitalization.)



# ACADEMY POLICIES *continued*

## LATE ARRIVAL

Students are expected to arrive on time and submit full tuition payment for their studies by the start date of their program. Per Terms & Conditions, students cannot join classes after the 5th day of the program. In exceptional, rare situations, students may receive a special written permission from the program advisor to start classes after the 5th day but before the end of Week 2 of the program. Late arrivals are permitted up to the end of Week 2 of a study program. After Week 2, only cases with extenuating circumstances will be considered for enrollment. All other late arrivals will need to defer their enrollment to the next available term.

Any student who arrives after a program's start date needs to be aware of the following:

- Pre-Master's and Master's Prep Programs: The student will not be exempted from classwork and attendance for the days they were not enrolled in classes and is expected to make up missed work as soon as they are able to join the class. Please note: some missed work may not be possible to make up (e.g. graded discussions)
- Intensive English Program: Students may be exempt from completing missed assignments that cannot be made up (e.g., speaking test, first unit test); late arriving students should communicate with their teacher on their first day in class and find out what tasks can be made up.

Important: It is not possible to make up "attendance"; students are required to attend 80% of their classes.

## ATTENDANCE PROBATION

Students who have too many absences are put on probation. Students on probation are in serious danger of losing their full-time student visa status.

In order to maintain full-time student visa status with the university, a student who is on probation must attend all classes and improve attendance.

Students who meet the requirements of their probation and who finish the semester in good standing are allowed to register for the next semester. Those who fail to improve their attendance will be dismissed from the program without refund, will lose their full-time status, will need to leave USC housing, and will not be allowed to register for the next semester.

Students who are absent more than 20% are automatically considered "out of status." Students who are out of status will not be allowed to enroll again at the Academy.

Students starting any term on probation may be dropped from the program and their I-20 may be terminated if they don't attend all scheduled classes. Once an I-20 is terminated, students need to leave the U.S.

A photograph of a young woman with long, wavy hair, wearing a black graduation cap and gown with a colorful sash. She is smiling broadly and speaking into a microphone at a dark wooden podium. The background is a blurred interior of a building with large windows. A red rectangular box is overlaid on the bottom left of the image, containing the text "GRADES & RECOGNITION" in white, bold, sans-serif capital letters.

## GRADES & RECOGNITION

# GRADES & RECOGNITION

## » ACADEMIC STANDARDS FOR SUCCESS

### GRADES

At the end of each semester (Pre-Master's and Master's Prep) or session (Intensive English Program, IEP), USC International Academy students receive final grades which represent their achievement of the learning objectives for each course. Students are expected to make satisfactory progress in their program by earning passing grades for all courses.

#### PASSING GRADES

In order to pass a course, students must earn a B grade (83%) or higher in core classes, and a C grade (73%) or higher in focus skills and project-based courses.

- *Intensive English Program:* To be promoted to the next level, you must pass all core classes. In general, a student is allowed to repeat a level only twice.
- *Pre-Master's & Master's Preparation:* If you do not pass one or both core classes, you will have to repeat the entire level the next semester. In general, a student is allowed to repeat each level only once.

#### PRE-MASTER'S GRADE POLICY

Pre-Master's students must pass all their classes and maintain an overall B grade point average in order to successfully meet the conditional requirements of their USC admission offer. Pre-Master's students must also meet any other requirement set by their university department (e.g. GRE score) before they can successfully progress into their graduate program.

#### GRADE POINT AVERAGE (GPA)

Students will receive a grade report which lists the final grade received in each course and the student's overall grade point average (GPA).

### ACADEMIC RECOGNITION

The Academy chooses several students each term to be recognized with an "Outstanding Student" award. These students have perfect attendance and grades (As) in their program.

### ACADEMIC PROBATION

When a student has failing grades at the end of a term, the student may be placed on academic probation. Academic probation is a university warning system designed to alert a student that he/she has a GPA or grade performance that is lower than the program requirement. Students on academic probation are required to meet with their Program Advisors at the International Academy.

Students are expected to make sufficient progress in their language studies as required by their student visa. When a student on academic probation completes a term with passing grades, the academic probation status is removed.

#### Pre-Master's & Master's Preparation

- » If a student does not pass a level after 14 weeks of study, the student is placed on academic probation.
- » The student will have one more 14-week term to demonstrate they can pass the level.
- » If the student does not pass the level after two semesters of study, the student may be asked to leave or transfer.

#### Intensive English Program

- » If a student does not pass a level after two 7-week terms of study, the student is placed on academic probation.
- » The student will have one more 7-week term to demonstrate they can pass at least one of the required core classes.
- » If the student is not able to pass one of their core classes after 21 weeks of study, the student may be asked to leave or transfer.





# STUDENT CONDUCT & ACADEMIC INTEGRITY

# STUDENT CONDUCT

## » LEARN ABOUT THE RULES & BEHAVIOR EXPECTATIONS

You are expected to abide by the student conduct rules of the USC International Academy, [USC Student Conduct Code & Policies](#), as well as the laws of the United States.

You are expected to conduct yourself in a manner that is considerate of those around you. Inappropriate conduct includes -but is not limited to- disruptions to the learning environment (i.e. use of profanity, harassment); deliberate destruction, misuse or theft of USC property or the property of fellow classmates; violence or threats of violence toward persons or property of students or USC staff; improper use of email or Internet access; and failure to comply with local copyright or criminal laws forbidding the misappropriation, copying or alteration of copyright-protected materials.

If you commit a criminal offense; violate the student conduct code or school policy -such as a poor attendance record (whether or not such attendance is in breach of any visa attendance requirements); are absent for 14 consecutive days without notification; or fail to pay the remaining program and service fee amount for your program by the deadlines provided, you may be expelled or suspended.

No refund will be given and the immigration authorities will be informed. Travel and other costs incurred as a result of expulsion must be met by you or by your guardian.



## ADDITIONAL RESOURCES

For more information about student life at USC, safety, important dates, and deadlines, visit the International Academy Student Portal at: <https://iastudents.usc.edu>.

The student portal is complete with an events calendar for upcoming activities and deadlines and also academic resources for policies and course registration.





## STUDENT CONDUCT

### » LEARN ABOUT THE RULES & BEHAVIOR EXPECTATIONS

#### ACADEMIC DISRUPTIONS

Students must follow the student code of conduct at USC. In the American higher education system, instructors expect students to listen, pay attention, follow directions and to refrain from using cell phones unless directed to do so. A student is considered disruptive when they engage in behaviors which interfere in a significant way with normal teaching activities. These behaviors may include: arriving late and talking, talking while the instructor is talking, asking inappropriate questions that interrupt the flow of class, persistently calling or interrupting an instructor's office hour/work, showing verbally or physically abusive behavior, or sending threatening emails.

If you are observed to cause an academic disruption in a live or online class: Your instructor will give you a warning, explain the behavior that is disruptive and ask you to stop. If you continue this behavior, the instructor may ask you to leave class or refer you to speak to your academic advisor. All academic disruptions will be documented. In the case of violent or threatening behavior, campus police may be called (if in-person).



# ACADEMIC INTEGRITY

## » LEARN ABOUT EXPECTATIONS & ACADEMIC INTEGRITY VIOLATIONS

Academic integrity is a term used to indicate the value of honesty and the expectations for ethical practices in a university setting. University of Southern California's academic programs are based upon profoundly important themes of trust, honor and responsibility, for and between all students, faculty and administration.

In alignment with the trust and honor necessary to support our community, it is expected that all members will embrace the responsibility to uphold the standards articulated in the [Student Code of Conduct, found in SCampus, Part B.](#)

### ACADEMIC INTEGRITY VIOLATIONS

The following are summarized examples of Academic Integrity violations (to see a full list go to: SCampus, Part B., Section 11).

Examples of the Academic Integrity Violations include, but are not limited to:

#### PLAGIARISM

- Submitting material authored by another person as though it is your work.
- Acquiring work from any source and presenting it as your own work.

#### UNAUTHORIZED COLLABORATION

- Working with others unless expressly permitted by the instructor.
- Providing a copy of an exam or answer key to others by any method, including mobile phone pictures.
- Sharing with another student by any method a solution to homework or other assignments.

#### CHEATING

- Getting assistance in doing your work from another person without the instructor's permission.
- Allowing another student to copy your work.
- Resubmitting/reusing the same work that was produced for another assignment (or class) without the knowledge and permission of the instructor.
- Possessing notes or other materials not explicitly allowed by the professor during an exam.
- Talking with fellow students during exams.
- Looking at another student's exam.
- Continuing to write after the allotted time period.
- Taking a test for someone else or permitting someone else to take a test for you.

#### FALSIFYING ACADEMIC RECORDS

- Attempting to change, alter, or being an accessory to changing a grade in a grade book, work submitted on a test, or any other university academic record.
- Submitting work which is false, invented, or does not represent work completed by you.
- Misrepresentation of official records including: academic transcripts, exam papers altered for re-grading, medical notes, forged signatures, and letters of recommendation.

# ACADEMIC INTEGRITY *continued*

## REPORTING VIOLATIONS

The following process is applicable to USC International Academy Students

### SUBMISSION OF A REPORT

- a. Only faculty members are permitted to report a violation. If a student/other has reason to believe an academic integrity violation has been committed, they should communicate with the faculty designee of the course.
- b. Reports shall be submitted to the Academic Integrity Coordinator (“AIC”) who will inform the Academic Director.
- c. Reports may be submitted up to one year after the date of the alleged incident. This time frame may be extended under special circumstances.
- d. Because the student may contest the allegation, they must be allowed to attend all classes and complete all assignments until the report is resolved.

### NOTICE TO STUDENT

- a. The Academic Integrity Coordinator will provide notice to the student of the exact allegations and subsequent process.
- b. The student may not withdraw from a course in which they have been accused of committing an academic integrity violation.
- c. Unless otherwise permitted, the student will have five calendar days from the receipt of the notice to respond to the Academic Integrity Coordinator and set up an initial meeting. Unless otherwise permitted, the initial meeting shall take place within five calendar days of the student’s response.

d. If a student does not respond, they will be notified that the decision-making process will proceed without them. A student’s failure to respond will not be assumed as an admission of guilt.

e. At the initial meeting, the Academic Integrity Coordinator shall provide the student with an opportunity to review the report and supporting documents, information about the process, an opportunity to discuss mitigating factors, and a timeline for submitting supporting documents.

### REVIEW OPTIONS

a. Individual Review. The student will meet with the Academic Integrity Coordinator and the teacher to discuss the incident and potentially come to an agreement as to responsibility and sanction (if any). This may take place over the course of multiple meetings. No other parties are permitted during the process. The student has the right at any time prior to a final decision to opt out and pursue a Panel Review.

b. Panel Review. Panel Reviews are required at the request of a student, or if a sanction of expulsion or suspension may be warranted. The Academic Integrity Coordinator will convene the School’s Academic Integrity Panel to review the incident report and documentation, and meet separately with the student and teacher. The Panel shall be composed of: Academic Integrity Coordinator and Pre-Master’s Program Director. The Panel shall make a determination as to whether the student is responsible and recommend a sanction (if necessary).

# ACADEMIC INTEGRITY *continued*

## APPEALS

- a. The student is permitted to appeal the Individual or Panel Review within 10 calendar days of receiving notice, unless otherwise permitted. Appeals shall be submitted to the AIC.
- b. Appeals are permitted only on the following grounds:
  - New evidence has become available which is sufficient to alter the decision, and which the student was not aware of or could not have been reasonably obtained at the time of the initial review.
  - The sanction imposed is excessive or inappropriate.
  - University rules or regulations applicable to the particular student's matter while reviewing the cited behavior were not followed.
- c. The teacher will have five calendar days to review and respond, if they so choose.
- d. The Academic Director will provide the Individual or Panel decision, the Appeal, and the Response to the Appeal (if any), to the Dean or designee. The Dean or designee will have five calendar days to provide a written final decision. This decision is final and binding, and will be provided to student and the teacher.

## SANCTIONS

Possible sanctions include:

- F for the course
- F (or zero points) for the assignment in question
- Expulsion







# VISA & IMMIGRATION

# VISA & IMMIGRATION FOR STUDENTS WHO ARE IN THE USA

## » STAY INFORMED ABOUT YOUR LEGAL RESPONSIBILITIES

### IMMIGRATION CHANGES/UPDATES

At this time, immigration regulations and procedures are changing frequently. It will be your responsibility to stay informed regarding these changes and how they affect your student status. The Academy office will try to keep you well informed of the new changes via email. If you have any questions or concerns, please see an Admissions and Immigration Advisor at any time.

### I-20 DETAILS

Your I-20 is issued to cover the program dates listed on your SEVIS I-20's first page and is renewable. If you are studying on a USC International Academy I-20, you are considered a full-time student and must maintain full-time status during your stay.

### DOCUMENTATION

All students who are in the USA must provide the Academy with a copy of their passport, I-94, visa, entry stamp (if obtained), and I-20. Once you arrive to the U.S., please email copies of these documents to: [i2o-international@usc.edu](mailto:i2o-international@usc.edu)

*“This was the best year and a half of my life. USC is a great community with amazing students and faculty. The people here are friendly, kind, and willing to help anybody.”*

- Hamoud Alalyani, Saudi Arabia

### TRAVEL OUTSIDE OF THE USA DURING YOUR STUDIES

Students on a USC International Academy I-20 who plan on traveling outside of the U.S. will need a travel signature from the Admissions and Immigration Advisor on the second page of their I-20.

Please see the Admissions and Immigration Advisor to discuss any issues regarding your travel plans.

### STUDENT VISA (F-1) ADVISING

If you have any questions as to your immigration status, make an appointment with an Admissions and Immigration Advisor. If you are away from school and experiencing some difficulties with U.S. Consulate officials over visa matters, please do not hesitate to call the Academy office and alert them to your problem.

### TRANSFERRING OUT

To transfer to another school from the International Academy, a letter of admission from your new school and a [Transfer Out Form](#) must be presented to an Admissions and Immigration Advisor.

All fees for the session in which a student is enrolled must be paid prior to transfer and the student's attendance must meet minimum requirements.





# IDENTIFICATION



# IDENTIFICATION

## » CARRY OFFICIAL IDENTIFICATION WITH YOU AT ALL TIMES

### STUDENT IDENTIFICATION CARD

Everyone who studies at USC receives a USC identification (ID) card, also known as a USCard. Your USCard will hold your student ID number, which is an important number that you will need during your study at USC, and which you will need to carry with you at all times.

USC ID Card Requests must be submitted [online](#)

Follow these 3 easy steps:

1. Sign-in using your USC Net ID
2. Complete your application
3. Select where you want to for pick it up or you can select to have it mailed to your home address.

You will receive an email when your request has been successfully submitted. If you do not receive an email, it was not successful and you will need to submit your request again. Once your ID has been produced, you will receive an email notification.

USC ID Photo requirements: Recent front-view color image, on a white or off-white background, which is unedited (no app filters, includes a space between the top of your head and the top of the image, no hats or sunglasses, & maximum upload size: 10MB

### ADD MONEY TO YOUR USC CARD

You might want the convenience of using your USCard for campus purchases at the Bookstore, library, restaurants, concessions and vending machines. It is easy to load any value you would like to your USCard online or at the USCard office (<https://mycard.usc.edu/deposit-funds/>). **DO NOT add money to your card at the Leavey Library machines.**

### ACCEPTED USCARD LOCATIONS

- All campus restaurants & cafés
- USC Pharmacy
- USC Bookstores
- USC Ticket Office
- USC Mail Office
- Engemann Student Health Center
- Lyon Recreation Center (Gym)
- & more!

### SOCIAL SECURITY NUMBER/CARD (SSN)

A Social Security number is only assigned to people who are authorized to work in the United States. International students studying English full-time at USC are NOT eligible to receive a Social Security Card. A USC ID card is enough for most purposes.

Legally, individuals are only required to give their social security number to governmental agencies. If a business or other enterprise asks you for a social security number, you can refuse to give it; this is voluntary (not required) information.

You can request a letter from the Social Security Office explaining your ineligibility to receive a Social Security Number. See the Admissions and Immigration Advisor for more information.

The nearest Social Security Office is at the following address:

#### **Social Security Office**

1122 W. Washington Blvd. #201

Los Angeles, CA 90015



HOUSING

# HOUSING

## » CHOOSING YOUR LA ACCOMMODATIONS

### RENTING YOUR OWN ROOM OR APARTMENT

Once you arrive in Los Angeles, it may take two weeks to one month to find housing off campus; families may need more time. If you choose to rent your own apartment or room, be prepared to pay a security deposit (usually the equivalent of one month's rent) in addition to the first month's rent. Many landlords require a 12-month rental agreement.

We advise that you rent within the patrol areas of the USC Department of Public Safety. In general, these patrol areas are to the north of USC and straight to the west but not to the south of campus. Those considering living farther from campus will have many choices, but transportation options should be taken into consideration.

### USC INTERNATIONAL ACADEMY HOUSING OPTION

Please check [Student Housing information on USC International Academy website](#) for the latest information.

*“USC is multicultural, international, and competitive.  
Coming here may be challenging, but that is not a barrier.  
From challenging moments, we can learn valuable things.”*

- Dasom You, South Korea







## ACTIVITIES & CULTURAL IMMERSION

# ACTIVITIES & CULTURAL IMMERSION

## » EXPLORE LOS ANGELES



*"I would advice all International Academy students to take advantage of all the opportunities that USC provides educationally and in student life. USC is like its own city within Los Angeles —so big and diverse."*

- Saltanat Kerimbayeva, Kazakhstan

## ACTIVITIES

All students have the opportunity to participate in the Academy's Weekly Activities, online or on campus, hosted by current USC students who work for the USC International Academy. Each session an Activities and Cultural Immersion flyer can be seen [here](#) highlighting current topics and workshops that include the date, time, and location information for each activity. Join us!





## ACTIVITIES & CULTURAL IMMERSION *continued*

### LIABILITY RELEASE FORMS for ON-CAMPUS STUDENTS

All students, who want to participate in in-person events on campus (when available), must fill out and sign a Liability Release Form. This is a form which states that you have health insurance and that you will not hold USC legally responsible if there is an accident. We do everything we can to make all activities safe for all students, and we have never had a serious accident on any of our events in the past. However, we want to take every precaution and make sure that everyone who participates in an activity has health insurance and can be properly treated should the need arise.



### EMERGENCIES DURING ACTIVITIES

While all Academy activities are very safe, sometimes an emergency may occur. If you or someone in your group is hurt, lost, or experiencing any other emergency situation in which they need assistance, please seek help from any of the chaperones on the trip.



# EXPLORING LOS ANGELES



# EXPLORING LOS ANGELES

## » FAMOUS SIGHTS OF LA

### NEIGHBORHOODS

There are many ethnic neighborhoods in LA. Perhaps the best known are Hollywood and Downtown, both accessible by Metro train. Another well-known part of LA is **Chinatown**, which is a short drive north from USC. There are many stores, restaurants, and Chinese-related events that take place in Chinatown every day. **Little Tokyo** is also not far from USC and features the culture and cuisine of Japan. The area northwest from USC is known as **Koreatown**, with delicious Korean Barbeque. The historic **Pueblo de los Angeles** is our city's birthplace and features an authentic Mexican marketplace. There is also a large Jewish community in the Fairfax District and many Latino neighborhoods in East LA.

### MUSEUMS

From neon art to classic cars, there are museums for everyone in LA! The most famous is the **Getty Museum** in West LA. This museum has a beautiful garden area, sculptures, famous pictures, furniture, photographs and one of the best views of LA! This museum is free along with many others including the **California Science Center** and the **Afro-American Museum** (both are across the street from USC!), and **Broad Museum** (free).

There are other museums that are well known in LA such as **the Museum of Contemporary Art (MOCA)**, **the LA County Museum of Art (LACMA)**, **the Pacific-Asian Museum**, and **the Natural History Museum** (that is also across from USC) that have reasonable admission prices and offer student discounts with your USCard. One museum that you will never find anywhere else is the **La Brea Tar Pits and Museum**. This museum and park will take you back to prehistoric times when animals were the life of LA!

### BEACHES

LA has a magnificent coastline stretching 72 miles from one famous beach to another, including a 22 mile bike path that connects several beach communities from Malibu to Torrance. Visit **Venice Beach**, an artist community known for its unique boardwalk shops, Muscle Beach Outdoor Gym, and skate park on the sand. A little farther south there's **Manhattan** and **Redondo Beaches**, which are quieter neighborhoods with less tourists. **Malibu** is known as "Hollywood-By-the-Sea" because of its many celebrity residents. **Santa Monica** is a fun beach with an amusement park on the pier, filled with carnival rides and games, that's easily accessible on the Metro from the USC campus. Other beaches that may be of interest include **Playa del Rey**, **Hermosa Beach**, **Marina del Rey**, and **Rancho Palos Verdes**.



### TRAVEL TIP

For a beautiful and scenic trip, drive along the **Pacific Coast Highway**. PCH winds all the way up the coast of the Pacific Ocean. There are beaches, mountains, surfers, wildlife, flowers, and much more to see as you ride along this famous highway.

## EXPLORING LOS ANGELES *continued*

### HIKING

There are plenty of places to go hiking and sight seeing in and around LA. **The Santa Monica and Los Angeles Mountains** are good places for hiking, camping and picnics. There are many trails above Pasadena where people hike or mountain bike. **San Bernardino, Lake Arrowhead, and Big Bear Lake** also have spectacular mountains, but are farther away.

### PARKS

**Griffith Park** is one of the largest parks in the world. It contains 28 tennis courts, picnic and sport areas, and also horseback and hiking trails. Within the park there is the Griffith Observatory with a planetarium theater boasting some of the best views of the city and night sky; the **Greek Theatre**, which hosts summer events and concerts; a transportation museum; and the **Los Angeles Zoo**, which is on the north side of the park. The park also contains a bird sanctuary, an equestrian center, golf courses, a merry-go-round, and a science center.

There is also **Exposition Park**, across the street from USC! This park is the home of many museums, including the California Science Center and the Natural History Museum. The Olympics were held here in 1932 and 1984, using the Coliseum and the LA Sports Arena.

### AMUSEMENT PARKS

Everyone knows that **Disneyland** is in California, but did you know it is only one hour away from campus? Disney has a second park next to Disneyland called **Disney California Adventure Park**, and a great shopping area called **Downtown Disney**. There are many amusement parks within LA as well. **Six Flags Magic Mountain** and **Knott's Berry Farm** are both packed with thrilling rollercoasters, fun shows and rides. **Raging Waters** is a huge water park with dozens of slides and attractions.



### SPORTS GAMES

LA is a great city for sports lovers—with USC having the best teams of all! LA's professional baseball team is the Dodgers who play at **Dodger Stadium** (not far from USC).

LA is lucky enough to have two professional basketball teams: the **Clippers** and the **Lakers**, who play at the Crypto.com Arena, directly north of campus on Figueroa Street. We also have two professional football teams: the **Chargers** and the **Rams**, who play at the SoFi Stadium in Inglewood, California right next to campus. The **LA Kings** are the official hockey team, and they also play at the Staples Center. LA also has professional soccer team, the **LA Football Club**, who play out of the Banc of California Stadium across the street from USC.

# EXPLORING LOS ANGELES *continued*

## SHOPPING

The **Beverly Center** is the mall that many USC students visit. There are many stores to suit the needs of pretty much every shopper. **Westside Pavilion** is located in West LA, a short drive from USC, and has many great stores and restaurants. **Century City** is an enormous outdoor mall west of USC with a large movie theater, department stores and fun boutiques. The garment and jewelry districts downtown have great deals during the day. **Hollywood and Highland** is a large outdoor mall with restaurants, clubs, shops and star sightings!

Not too far from campus is the popular **Grove**, a luxurious extension of LA's Farmer's Market at Fairfax and Third Street. It has many shops and restaurants, a beautiful movie theater and a tram that runs through the center and past the fountain.



And no one's shopping experience is ever complete without visiting the famous **Rodeo Drive**, where all of the stars do their shopping. This expensive strip of shops is the destination of many tourists who want to take a look at the fancy stores, or even to take a look at the famous people who might be shopping in them!

## OTHER GREAT SHOPPING OPTIONS

**Old Town Pasadena**, the **Americana at Brand** (Glendale), **Third Street Promenade** (Santa Monica), **Westwood** (most frequented by UCLA students), **Melrose** (hip street with shops and cafes), and outlet malls such as **Camarillo Shopping Outlet**, **Ontario Mills**, and **Citadel Outlet**.

## LA TOURS

There are many tour companies offering trips to all of LA's sights. Drive by stars' homes, take train tours of Southern California's wine country, boat tours of the coastline, or a walking tour of historic downtown!

## SUNSET BOULEVARD

One of LA's most famous streets, **Sunset Boulevard** winds through the city past some of LA's most well known sights. Along the drive known as the Sunset Strip, in the shadow of the Hollywood sign, you'll pass familiar buildings (**Capital Records**, **Paramount Studios**) and clubs (the **Viper Room**, the **Rainbow Room**). Some of today's hottest clubs and bars in this area are still loaded with stars.

As you head further west, Sunset winds through some of LA's most elegant areas (**Beverly Hills**, **Bel Air**) with multi-million dollar homes. You will begin to head into a lush green valley and then down, straight to the ocean. This is one of the best drives in LA!



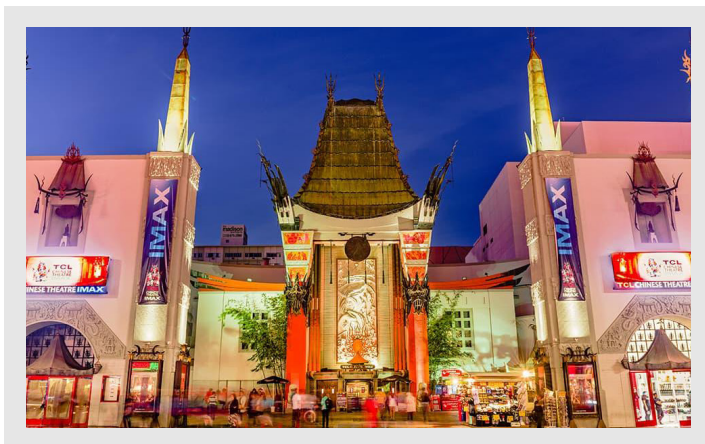
# EXPLORING LOS ANGELES *continued*

## TV TAPINGS

Have you ever wanted to sit in on the making of a television show? There are hundreds of tapings each week, from comedies to talk shows like “Jimmy Kimmel.” For more information, you can check the websites of Paramount Television Audience Shows, NBC Television Network, CBS, ABC, or [www.tvtickets.com](http://www.tvtickets.com).

## GRAUMAN’S CHINESE THEATRE & HOLLYWOOD WALK OF FAME

This is the most famous theatre in LA. It is well known throughout the world. Here lie the immortalized handprints and footprints of America’s favorite stars. Although you can still see movies in the Theatre, most people stop by to gaze at the signatures and prints in the cement. **Hollywood Boulevard** is known for its unique shops and the sidewalk paved with the names of famous stars. This is definitely unique to LA.



## UNIVERSAL STUDIOS & UNIVERSAL CITY WALK

On the back-lot tour of **Universal Studios** you can see the sets of famous movies like Jaws and Back to the Future, see adapting elements from popular films like the Wizarding World of Harry Potter, and even see the stars themselves! This movie-themed park offers rides, shows and games that are packed with fun. **Universal CityWalk**, right outside of Universal Studios, is a popular nighttime destination. It has shops, restaurants, movie theaters and clubs. Parking is the only cost to visit CityWalk (no admission fee).

## OUT ON THE TOWN

- **Movies** - Visit [moviefone.com](http://moviefone.com) for a list of the movies you want to see, the times, and the locations of the closest theaters.
- **Music** - In the 1960’s, LA’s music scene became world-famous. Some of the popular clubs from those days remain popular today. (The Whiskey A Go Go and The Roxy are two suggestions.) For information about LA’s live music, visit [LA Weekly Music](http://LAWeeklyMusic.com).
- **Night Clubs** - In Los Angeles, there are clubs for just about every type of person or event. Whether you want to go dancing, hear live jazz music, mingle with the stars or just relax, LA has many “hot spots” just for you!
- **Restaurants** - Few places in the world can compare with the dining selection in LA. Find great places to dine by checking out the Zagat’s Guide (a popular dining resource book). There is so much to choose from in LA, you can find food from just about every corner of the Earth!

# EXPLORING LOS ANGELES *continued*

## » COMMON QUESTIONS

### WHERE CAN I GO TO:

- **Purchase school supplies**

CVS on Figueroa, steps from DCC. There is also the [USC Bookstore](#) and Target at the [USC Village](#).

- **Buy groceries**

Groceries may be purchased at Trader Joe's (a place known for organic produce and specialty snacks) at the USC Village or Ralphs, located just north of campus on Vermont and Adams. There is also Smart and Final located on Vermont and 36th St.

- **Buy affordable clothes**

Target is located at the USC Village near campus and on Figueroa and 7th Street in Downtown Los Angeles. Shopping can also be found at Macy's on 7th and Flower, the Beverly Center, 7th & Fig, or at the Grove for a more luxurious shopping experience. If you are looking for USC gear and apparel, visit the [USC Bookstore](#).

- **Buy pots, pans and kitchen supplies**

Pots and pans may be purchased at Target at the University Village. IKEA and Macy's are also great options if you want to go away from campus.

- **Get cleaning supplies**

Cleaning supplies may be purchased at Trader Joe's, Target, CVS, Smart and Final, or Ralphs.

- **Open a bank account**

A bank account may be opened in person by visiting the bank and speaking to a representative. There is a Chase on Figueroa and Jefferson. You will need to bring money (for a deposit) and your passport in order to open the bank account.

### OTHER FREQUENTLY ASKED QUESTIONS

- **What are some fun things to do around USC?**

You can visit the many museums just south of campus in Exposition Park (including [Natural History Museum](#), [Science Center](#), [California African-American Museum](#)). There is also the Rose Garden, [Crypto.com Arena](#), [L.A. Live](#), [The Shrine Concert Hall](#), and Fig and 7th, and a shopping center that includes popular restaurants like Morton's Steakhouse and California Pizza Kitchen.

- **Where can I get more information about events happening in Los Angeles?**

There are many websites that you can check to stay up to date on events happening in Los Angeles. These include:

[TimeOut Los Angeles](#), [Discover LA](#), [LA Weekly](#), [Yelp](#), [LAist](#), and [Eventful](#).

- **Where can I rent a car?**

[Zipcar](#) Need a car? Borrow a Zipcar! USC has partnered with Zipcar to bring self-service, on-demand car sharing to the area. To use Zipcars, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. Return the car to the same location where you picked it up.

[Enterprise Rent-A-Car](#) (1944 S Figueroa St. and in Transportation office in Parking Structure X on USC campus) and [Dollar Los Angeles Car Rentals](#) (3515 Wilshire Blvd).



# CAMPUS SAFETY



# SAFETY

## » BE AN ACTIVE PARTICIPANT IN YOUR OWN SAFETY

USC is committed to protecting students and educating them about how to protect themselves in Los Angeles' urban environment. The USC Department of Public Safety (DPS), one of the largest campus public safety departments in the nation, works closely with the Los Angeles Police Department to ensure the university campus and surrounding neighborhoods remain as safe as possible.

Safety is a shared responsibility. Please review the information below to learn how to exercise caution in day-to-day situations, maximize personal safety and wellbeing, and make use of the extensive safety resources and services available at USC.

### FIRST STEPS TO SAFETY

1. **Save the USC Emergency number in your mobile phone: (213) 740-4321**
2. Sign up for TrojansAlert: [trojansalert.usc.edu](http://trojansalert.usc.edu). Through the TrojansAlert system, university officials contact registered members of the Trojan family via text message, voicemail or email to let them know about situations that may present a risk to public safety in our campus community.
3. Download the Live Safe App, a safety app used by USC, by searching "LiveSafe" in your Google Play or Apple App Store.

### CAMPUS WIDE SAFETY

USC has many security cameras, license plate recognition cameras, emergency phones, and security officers on and near campus. Additionally, using USC Campus Cruiser (see page 54) means you don't have to walk home alone.

### EMERGENCY "BLUE LIGHT" PHONES

Over 400 [Emergency Blue Light Phones](#) are conveniently located across campus, which provide immediate access to a DPS communications officer and identifies the phone location if the caller is unable to talk. The phones can be used to request an escort, report suspicious activity, and to report crimes.



### AFTER HOURS VISITOR POLICY

Anyone arriving on campus between 9 p.m. and 6 a.m., seven days a week, will be asked to show university identification to security guards stationed at the selected entrance points. USC students, faculty and staff must register any guests arriving to campus after 9 p.m. through the online system at [visitor.usc.edu](http://visitor.usc.edu). Each guest must present their identification to enter campus.

Students have to present their USC IDs at all on-campus dorms 24 hours a day and have to register guests with their USC ID and a fingerprint scan if living on campus.

# SAFETY *continued*

## REMINDERS FOR STAYING SAFE

There are many ways you can avoid being a victim of crime or getting hurt. Please see *pages 36-43* for tips on staying safe at home, on the road, and in the event of an emergency.

## IMPORTANT

To report a crime in progress, suspicious or threatening behavior, or other emergencies:

- **At USC:** Call the USC Department of Public Safety: (213) 740-4321
- **Outside of USC:** Call the Los Angeles Police Department or Fire Department: 911
- **If USC has a major emergency or power failure,** your family can receive updated information by going to [emergency.usc.edu](http://emergency.usc.edu)

## THREE THINGS WE WANT YOU TO KNOW

### 1. ENHANCE YOUR SAFETY

Avoid walking alone or in isolated places. A city as large as Los Angeles has exciting highlights from downtown highrises to sun-drenched beaches. Like most major cities, Los Angeles has crime that occurs.

*To enhance your safety when out late, always:*

- Avoid talking on your cell phone while walking or riding a bike
- Avoid taking shortcuts through alleys
- Use the escort services provided by USC Transportation

## USC TRANSPORTATION

Tram and Bus Services provide safe transportation between the University Park and Health Sciences campuses as well as to North University Park, downtown Los Angeles, Marina del Rey, Alhambra and other locations. Trams and buses operate during working hours as well as on weekends and into the evening for some routes.



### 2. PROTECT YOUR PROPERTY

Avoid leaving your personal property unattended or unsecured. Even for a short while thefts can occur because it is a crime of opportunity. You may get distracted and leave your laptop, cell phone, or book bag containing valuable property or pertinent information such as identification cards, or class assignments, unattended. Most common places where thefts occur include libraries, resident hall rooms, cafeterias, classrooms, parks and athletic fields, bleachers, and locker rooms.

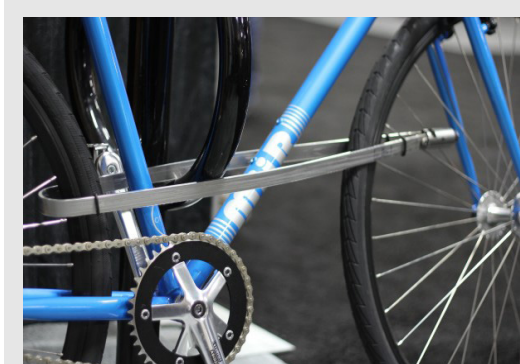
## SAFETY *continued*

You can reduce your chance of becoming a victim of theft by doing the following:

- Take your property with you.
- Use anti-theft devices such as laptop cable locks or portable alarms.
- Avoid “piggy-backing” when you enter your building. Piggy back is when you allow others to follow you inside a building.
- Close and lock your room door after leaving, even for a short while.

### PREVENT BICYCLE THEFT

Always lock your bicycle to a bike rack and lock the frame of your bicycle, not just the tire:



Avoid leaving your bicycle locked and free standing. Although your bike may be conveniently locked to itself, a thief can easily pick up the bicycle and walk away with it.

### 3. FOLLOW BICYCLING RULES

USC requires all bicycles to be registered and display a decal issued by the Department of Public Safety. You may register your bicycle online or visit the Department of Public Safety office located at Parking Structure A. The decal and registration are FREE.

There are laws in the California Motor Vehicle Code that apply to bicycle use. These laws are enforced on the USC campus and the community surrounding the campus. If you ride a bicycle on campus, you are accepting responsibility for following the laws and the university bicycle policy.

### GETTING AROUND USC SAFELY

There are many ways to avoid walking alone when traveling off campus. Listed below are some suggestions for getting around USC safely.

- If possible avoid walking alone, especially when upset, depressed, or after drinking. Instead of walking alone, get a friend to walk with you, or check the USC bus and tram schedules. Call Campus Cruiser if the tram does not operate in your area.
- Connect with roommates and others in your complex concerning class schedules and studying at libraries. Possibly others are going to the same location and you can walk together. Also connect with others in your classes to see if they are going to the same location as you after class.
- If you commute to campus: Connect with other commuter students in your classes and inquire on the possibility of parking in the same area or lot when you arrive or carpooling.



## SAFETY *continued*

- While walking off campus, stay alert to your surroundings and the people around you - don't become lost in thought or daydreams.
- Avoid talking on your cell phone while walking, skateboarding, or bicycling. Use of cell phones while traveling often can result in accidents and can be a target for a thief.
- Keep your keys separate from your purse or backpack. Have your keys ready before you approach your vehicle or home.
- At night, stay in well lit areas as much as possible. There are security guards in yellow jackets in the surrounding neighborhood who are in direct contact with the USC Department of Public Safety (DPS).
- Get familiar with campus locations that are open 24 hours daily; such as the campus entrance gates (Gate 3 at Figueroa and 35th Street and Gate 5 at Jefferson Blvd. and McClintock Ave.); the Department of Public Safety, located on the west side of campus in Parking Structure A on McClintock Ave. by 36th Place).
- Get familiar with the locations of the Emergency Phones (phones outside will have a blue light on top).
- Try to vary your route; some assaults are planned in advance and an irregular schedule makes it easier to avoid an attack.
- Try to keep one hand free when carrying books, packages, etc.
- When waiting to cross the street, stand a foot or two back from the curb.
- If you hear someone behind you, turn and look.
- Be wary of people requesting help (directions, change, time, a cigarette, etc.). Some rapists, purse snatchers, and other criminals use this approach to judge how compliant a person is, and to get physically close to them.

## CAMPUS ACCESS POLICY

To ensure the safety of students, faculty and staff, the university implemented the following campus access policy:

From 9 p.m. to 6 a.m. each day, security personnel stationed at each open entrance will ask anyone coming onto campus—including students, faculty and staff—to provide their USC identification card or other approved photo identification.

Guests, including parents and family members, must be registered to access campus after hours. Students and employees may use the online guest registration system at <http://visitor.usc.edu> to register their guests. Once guests are in the system, their information will be immediately available to entrance personnel will be admitted upon showing their photo ID.

Any vehicle driven onto campus after hours will have its license plate photographed and cross-checked by campus police. There are many security patrols, campus cruisers and cameras on or near campus.

## STUDENTS LIVING ON CAMPUS

Students have to present their USC IDs at all on-campus dorms 24 hours a day and have to register guests with their USC ID and a fingerprint scan.

# SAFETY *continued*

## STUDENT SAFETY TIPS

### HOME SAFETY

- Keep your doors locked
- Do not “prop” doors open
- Lock windows and block sliding doors
- Do not admit strangers into your home
- Get to know your neighbors
- Keep emergency telephone numbers on your phone

### SAVE THESE EMERGENCY PHONE NUMBERS:

**DPS: (213) 740-4321 / POLICE: 911**

### PROTECTING YOUR PROPERTY

- Record serial numbers and descriptions of all your valuable items
- Register your bike with USC Department of Public Safety
- Report all thefts immediately
- Be alert at all times and report any suspicious activities to security

### SMARTPHONES

Avoid leaving your cell phone unattended or unsecured. In the event your cell phone is lost or stolen, we recommend the following to aide you in the recovery of your device. Apple iPhone, iPad, iPod touch, or Mac Apple have an app that will allow you to locate your device on a map, remotely lock your device, or erase your data.

Read more about this app at [www.apple.com](http://www.apple.com). Type the words “Find My iPhone” (or iPad, iPod, Mac) in the search engine on the [Apple website](http://Apple website).

If you own an Android phone, we suggest [Lookout Mobile Security](#) where you can immediately map the location of your phone in any browser and sound a loud alarm, even if your phone is in silent mode. If your Android is lost or stolen, Lookout Premium enables you to remotely lock it and clear your personal data.

### LAPTOPS

Many options are available to protect your data and to prevent theft, such as laptop locks, alarms, security labels and laptop tracking software. Victims can lose hardware, software and sensitive data that has not been backed up, as well as give thieves access to sensitive data and personal information.

### DRIVING SAFELY

- Always wear a seatbelt (it’s the law!)  
Everyone in your car **MUST** wear a seatbelt at all times
- Never pick up strangers
- Keep car windows and doors closed and locked
- Try to park in well-lit areas and avoid parking next to large vehicles
- Check the back seat every time before you get in your car
- Do not text or talk on the phone while driving. You can get a very expensive ticket for breaking this California law.
- Make sure children are in an appropriate car seat that meets legal requirements

# SAFETY *continued*

## BICYCLES

Bicycle registration is required at the university Registration and licencing is free at the DPS Office. Go to [dps.usc.edu/services/bikes](https://dps.usc.edu/services/bikes) to register online.

### Things you must have when riding your bike:

- A bike light when riding at night.
- Working brakes - get new pads and adjustments at any bike shop.
- Helmet - California law requires all bicyclists under 18 years of age to wear a bike helmet when riding on all streets, bikeways, public paths, and trails (Section 21212 CVC). Persons 18 years or older are highly encouraged to wear a bike helmet while riding their bicycles. Helmets are available at any bike shop.

**If you ride a bicycle on the road, you must follow all California Vehicle Codes, the laws for cars and moving vehicles. This includes:**

- Stopping at stop signs and traffic lights, moving in the same direction as cars and not wearing a headset or earplugs that cover both ears
- Riding in bicycle lanes: New bicycle lanes have been installed on campus to ensure the safety of bike riders and pedestrians. The bike lanes run along the central median of Trousdale Parkway. Arrows and a cardinal Trojan mark the new lanes. Bicyclists and skateboarders must ride in the direction of the arrows and are required to dismount when crossing pedestrian traffic.
- You may not ride your bicycle through a crosswalk. If you are crossing the street at a light in the crosswalk, you must get off your bicycle and walk.

## SKATEBOARDS

If you are riding a skateboard on the sidewalk, you cannot perform “tricks” or ride in a way that will damage property (including the sidewalk, benches, etc.) or can be unsafe to others on the sidewalk.

## PEDESTRIANS (WALKING)

If you are on foot and you want to cross the street, you must cross in a marked crosswalk (between the white lines). You cannot cross diagonally unless the crosswalk is marked for crossing diagonally with white lines.

## EARTHQUAKES

In the event of an earthquake, get under a table or desk and protect yourself from falling objects. Do not stand in a doorway. If outside, move away from structures, power poles and other possible hazards. Do not use elevators. After the earthquake, call Public Safety (213) 740-4321 to report any serious injuries or other immediate emergencies. Once you have exited the building (after the earthquake), do not reenter until the building has been inspected by trained USC emergency personnel and they say it is safe to return.



# SAFETY *continued*

## ONLINE SAFETY

Here are some safety tips to remember when using email, chat rooms, instant messaging, blogs, and social networking sites like Twitter or Facebook:

- Control the information you post.
- Never post your private information. Don't post your full name, ID number, address, phone number, or bank and credit card account numbers — and do not post other people's information either.
- Make sure your screen name doesn't give specific information about you. Don't use your name, your age, or your hometown.
- Be careful what you put on a webpage. Make sure only people you know can see the webpage.
- Be careful about posting a photo of yourself. It can be changed in ways you may not like. If you do post a photo, choose it wisely.
- Talking to strangers online is dangerous. People lie about who they really are, and you never really know who you are chatting with.
- NEVER agree to meet a new online friend in person.
- If someone you are chatting with says something bad or potentially dangerous, tell an RA or an Academy staff member.

Adapted from: [ftc.gov](http://ftc.gov)



# IMPORTANT INFORMATION ABOUT DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION

## » PROHIBITED DISCRIMINATION, HARASSMENT, AND RETALIATION

The University of Southern California believes that all members of the University community, including students, faculty, staff, patients, and visitors, should pursue their work, education, and engagement in University programs and activities in a safe environment, free from discrimination and harassment based on protected characteristics, and retaliation.

As a result, the University's [Policy on Prohibited Discrimination, Harassment and Retaliation](#) prohibits the following conduct:

- Discrimination
- Harassment, including: Title IX sexual harassment, Sexual and gender based harassment, and Harassment based on other protected characteristics
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Nonconsensual viewing, recording, and dissemination
- Exposure
- Retaliation
- Complicity
- Violation of a University directive (such as a Mutual Avoidance of Contact Directive)

The University's [Notice of Non-Discrimination](#) includes the following protected characteristics:

- |                                 |                              |
|---------------------------------|------------------------------|
| • Actual or perceived race      | • Pregnancy (including       |
| • Color                         | • childbirth, breastfeeding, |
| • Ethnicity                     | • or related medical         |
| • Religion (including religious | • conditions)                |
| • dress and grooming practices) | • Disability                 |
| • Creed                         | • Political belief or        |
| • Sex                           | • affiliation                |
| • Age (40 years and over in     | • Domestic violence victim   |
| • the employment context)       | • status                     |
| • Marital status                | • Military or veteran status |
| • National origin               | • Sexual orientation         |
| • Citizenship status            | • Gender                     |
| • Employment status             | • Gender identity            |
| • Shared ancestry and ethnic    | • Gender expression          |
| • characteristics               | • Genetic information        |
| • Medical condition (including  | • Income status              |
| • cancer and genetic            | • Partnership status         |
| • characteristics)              |                              |

For more information, including definitions of discrimination, harassment and retaliation, as well as resolution options and available supportive measures, please refer to the [Policy on Prohibited, Discrimination, Harassment and Retaliation](#). You may also visit the [Office for Equity, Equal Opportunity, and Title IX website](#) or contact the office directly by phone at (213) 740-5086 or by email at [eeotix@usc.edu](mailto:eeotix@usc.edu)

# IMPORTANT INFORMATION ABOUT DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION *continued*

## WHAT TO DO IF...

### ...you have experienced sexual assault?

- Go to a safe location
- Get medical care as soon as possible
- Preserve all physical evidence of the assault
- Save all clothing that you were wearing at the time of the assault
- Preserving other evidence: save all text messages, emails, social media postings or anything else that might relate to the assault
- Write down the names of people who might have seen you immediately before or after
- Call a trusted friend, family member or someone else who can provide emotional support
- Relationship and Sexual Violence Prevention Services (RSVP) can provide confidential support and information, 24/7. (213) 740-9355
- Reporting: Anyone who has experienced sexual assault is encouraged to make a report to the Department of Public Safety and to local law enforcement, but is not required to do so.
- Contact the Title IX Coordinator (213) 740-5085 in the Office for Equity, Equal Opportunity, and Title IX

### ...someone tells you about a sexual assault?

- Listen to what they tell you. Sometimes people who have experienced sexual assault need to talk about the attack.
- Don't blame – this is not the time to question their decisions.
- Allow your friend or the student making the disclosure the freedom to choose when, where and how to talk about their experience
- Be sensitive. Understand that they may be in distress and dealing with a wide array of feelings.
- Respect your friend's confidentiality and don't share information about their experience with other friends.

- Be patient. Recovery from sexual assault can be slow. Your friend sets the pace.
- Realize that you may also have strong feelings about the trauma. If needed, seek support for yourself. The USC Counseling and Mental Health offers one-on-one counseling and discussion groups for friends.
- Remember that whatever your friend did to survive an attack was exactly what they needed to do. Your friend did not cause the attack and is not at fault.
- If the person who has experienced sexual assault is a student, you may also wish to walk them over to the USC Relationship and Sexual Violence Prevention Services, or Student Counseling Center in Engemann Student Health Center, or help the student to call them.

### ...you are being, or have been stalked?

- If you feel you are in danger, immediately call the USC Department of Public Safety (DPS) at (213) 740-4321 and report to EEO-TIX at (213) 740-5085. If you are off campus, contact local law enforcement.
- Contact support services such as Relationship and Sexual Violence Prevention Services, at (213) 740-9355.
- Try to retain documentation of the stalking incidents such as messages, texts, and/or other items.
- Keep a log of the dates and ways that the other person contact you or attempted to contact you.
- Contact the Office for Equity, Equal Opportunity, and Title IX at (213) 740-5086 to get additional information about reporting and resolution options and available supportive measures.



# IMPORTANT INFORMATION ABOUT DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION *continued*

## DOMESTIC AND DATING VIOLENCE

Dating violence includes any act of violence by an individual who is or has been in a social relationship of a romantic or intimate nature with the impacted individual, based on the following factors: (1) the length of relationship, (2) the type of relationship, and (3) the frequency of the interaction between the individuals involved in the relationship. This may include situations in which only one date occurred.

Domestic or dating violence can happen to anyone. It affects people of all genders, races, and socioeconomic levels. If you or a friend or colleague is experiencing domestic or dating violence, know that help is available at Relationship and Sexual Violence Prevention and Services (RSVP). Also, dating and domestic violence are crimes in California. The person experiencing this conduct may also contact the Office for Equity, Equal Opportunity, and Title IX at (213) 740-5086 to get additional information about reporting and resolution options and available supportive measures.



## REMINDERS

If you or someone you know here at USC has experienced sexual or gender-based violence, including sexual assault, stalking, domestic violence, or dating violence, here are a few key points to remember:

1. Get to a safe location, and get medical care.
2. You are encouraged to make a report to the Department of Public Safety (DPS) and/or local law enforcement, but no one is required to do so. Also, information shared with DPS about possible violent crimes will be forwarded to the Los Angeles Police Department, but you have a right to ask that your name be withheld.
3. To get help accessing resources, or to have CONFIDENTIAL conversations, the following are confidential resources:
  - On-campus: USC Relationship and Sexual Violence Prevention Services or Counseling and Mental Health
  - Off-campus: Santa Monica Rape Treatment Center, or USC Violence Intervention Program
4. Please contact the following private resource for information about reporting and resolution options, as well as available supportive measures:
  - Office for Equity, Equal Opportunity and Title IX

# IMPORTANT INFORMATION ABOUT DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION *continued*

## ON-CAMPUS RESOURCES

### Confidential

#### USC Relationship and Sexual Violence Prevention Services (RSVP)

*Engemann Student Health Center, Suite 356*

24-hour crisis counseling available by telephone:

Phone: (213)740-9355 (WELL)

Email: [studenthealth@usc.edu](mailto:studenthealth@usc.edu)

Website: <https://studenthealth.usc.edu/sexual-assault/>

#### USC Student Health

*Counseling and Mental Health, Medical services, pregnancy testing, and emergency contraception*

Phone: (213)740-9355 (WELL)

Email: [studenthealth@usc.edu](mailto:studenthealth@usc.edu)

Website: <https://studenthealth.usc.edu/counseling/>

#### Office of the Ombuds

*University Park Campus*

*Health Sciences Campus*

Phone: (213)821-9556

Phone: (323)442-0382

Email: [hscombuds@usc.edu](mailto:hscombuds@usc.edu)

Website: <https://ombuds.usc.edu/>

### Private, Non-Confidential

#### Disabilities Services and Programs

Phone: (213)740-0776

Email: [DSPFrontDesk@usc.edu](mailto:DSPFrontDesk@usc.edu)

Website: <https://dsp.usc.edu/>

#### USC Department of Public Safety (DPS)

*University Park Campus*

Emergency Phone: (213) 740-4321

Non-Emergency Phone: (213) 740-6000

*Health Science Campus*

Emergency Phone: (323) 442-1000

Non-Emergency Phone: (323) 442-1200

#### Office for Equity, Equal Opportunity and Title IX

##### Title IX Coordinator

Phone: (213) 740-5086

Email: [eeotix@usc.edu](mailto:eeotix@usc.edu)

Website: <https://eeotix.usc.edu/>

## OFF-CAMPUS RESOURCES

#### UCLA Santa Monica Medical Center

Nationally recognized for its comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care.

Phone: (310) 319-4000

#### Sex Assault Center, Violence Intervention Program (VIP) Urgent Care at LAC+USC Medical Center

*2010 Zonal Avenue, Los Angeles (Health Sciences Campus)*

Provides comprehensive, free treatment for sexual assault victims under the direction of the nationally-renown Dr. Astrid Heger

Phone: (323) 226-3961

For more related resources, please refer to <https://eeotix.usc.edu/report/confidential-and-private-resources/>.

# IMPORTANT INFORMATION ABOUT DISCRIMINATION, HARASSMENT, AND RELATED RETALIATION *continued*

## THE FIVE Ds of BYSTANDER INTERVENTION Being an Upstander at USC

**Direct:** *Direct intervention.* Before you respond, assess the situation: Are you safe from harm? Is the person being harassed safe from harm? Does it seem unlikely that the situation will escalate? Can you tell if the person being harassed wants someone to speak up? If you can answer “yes” to all these questions, you may choose a direct response. Some examples of what you may say include, “That is inappropriate,” “That is disrespectful,” or “That is not okay.” Keep it succinct. Also, do not argue or debate, as this may escalate the situation.

**Distract:** *Intervention through a distraction.* Interrupt by engaging with the individual who is being targeted or bringing up another topic to the person or group. Some examples may include asking for the time or for directions, or starting a conversation about something unrelated, such as complimenting the person’s shoes.

**Delegate:** *Delegated intervention.* You may turn to a third party for help for help. For example, if you are in a store, you may contact the manager or if on a train, speak to the conductor or other employee. Use teamwork. If you can have a friend use one of the distraction techniques, you may use this time to find someone to help. If you are not with a friend, you may speak to someone nearby who notices what is happening and may be in a better position to intervene

**Delay:** *Delayed Intervention.* If you cannot take action in the moment, you can check on the affected individual after the incident has occurred. For example, you may ask them if they are okay, ask how you can help, offer to sit with them or accompany them to their destination, or share resources.

**Document:** *Documentation.* Assess the situation and see if anyone else is helping the person being harassed. If not, use of the other Ds. If someone else is already helping the person, assess your own safety. If you are safe, you may record, remembering to keep a safe distance, filming nearby landmarks like street signs, and state the date and time. Also, always ask the person being harassed what they want to do with the recording and do not livestream or post online without the person’s permission. You may also take notes about what happened.





**HEALTH CARE &  
INSURANCE**

# HEALTH CARE & INSURANCE FOR STUDENTS WHO ARE IN THE USA

## USC HEALTH INSURANCE AND THE ENGEMANN STUDENT HEALTH CENTER

USC International Academy students are insured by a plan through the USC Student Health Center during the term that they are enrolled. Health care services include doctor visits, information on health problems, allergy shots, minor surgery and X-rays, all of which are available to insured students. To use the services, students should go directly to the Student Health Center and show the receptionist the International Academy insurance card or your student ID card.

There are some small fees associated with seeing a doctor, such as fees for blood tests, x-rays, and other tests. Doctor visits can be on a walk-in basis, but appointments with specialists must be made a week in advance.

More detailed information about your health care will be given to you during the first few days of the program. **Please note that if you make an appointment for services at the Health Center and do not show up, you will be charged a \$20 no show fee.** See [Health Insurance Benefit Summary](#).

### PRINT YOUR HEALTH INSURANCE CARD

To print your health insurance card, go to [this link](#). Click on "Print Your Aetna Card" and enter your birthdate and USC ID number.

#### USC Student Health Center

1031 W. 34th Street, Los Angeles 90089

<https://studenthealth.usc.edu/>

(213) 740-9355



## USC STUDENT HEALTH

USC Student Health is committed to providing students the highest quality primary health care during their studies at USC.

Please read the [Quick Start](#) guide to [active your USC NetID](#), sign in to [MySHR](#) (your USC student health records portal), get to know about services, and more.

[My Student Health Record \(MySHR\)](#) makes it easy to manage your health, find great care, and see everything in one place.

- Register for text message appointment reminders
- Correspond with your provider using secure messages
- View your immunization history and compliance
- Complete necessary forms prior to your appointment
- Edit your local address and phone number (Health Center records only)

# HEALTH CARE & INSURANCE FOR STUDENTS WHO ARE IN THE USA

## REQUIRED IMMUNIZATIONS

**The University of Southern California requires ALL international students receive:**

- 2 doses of MMR (measles, mumps & rubella) vaccine
- Tuberculosis screening (blood test) Tspot or Quantiferon Gold
- 2 doses of varicella (chickenpox) vaccine
- Meningococcal: Menactra or Menveo, the most recent dose must be on or after your 16th birthday. This requirement is for students 21 years old and under.

USC Student Health recommends that all new students receive the required vaccines prior to start of their courses and upload all health/immunization records into MySHR (<https://studenthealth.usc.edu/myshr/>).

Frequently asked questions about immunizations are available in several languages: <https://sites.usc.edu/new-student-health-requirements/immunizations/faq-multi-lingual/>

**PLEASE NOTE:** Women who are pregnant or plan to become pregnant within one month of the workshop date should not receive the MMR vaccination. If you have questions about this, please consult the Health Center staff.

## OTHER HEALTH INSURANCE PLANS

The USC Insurance Plan is required for all students at the International Academy. Dependents not enrolled at the International Academy should all contact Aetna directly.

Plans purchased elsewhere will not waive you from your USC insurance requirement. As a result, we advise you not to purchase an insurance plan in your country or from other countries.





**MONEY &  
BANKING**

# MONEY & BANKING FOR ON-CAMPUS STUDENTS

## MANAGE YOUR MONEY

We recommend you do not carry large sums of cash with you when you travel.

## OPENING A BANK ACCOUNT

If you are staying in the U.S. for longer than three months you may wish to open a bank account. Many students use Bank of America or Chase Bank since there are many branch offices all over California and they have many account options. They also have employees who can translate in several languages. The USC Credit Union offers a full range of banking and account options as well.

### GENERALLY, TO OPEN A BANK ACCOUNT YOU NEED:

1. Passport
2. Documents that prove you are currently enrolled at USC (I-20, Student ID, Admission Letter)
3. A minimum deposit of \$200 or more

These requirements may vary depending on the bank.

## ACCESSING FUNDS IN THE U.S.

A good way to deposit money into your account is by bank wire transfer. First, you need to open an account with a minimum of \$200 (cash, travelers check, bank check or charge card).

Once the account is established, you can have funds wired directly to your account. It usually takes a few days for the money to be available. Bank fees apply to many transactions. Please check with the bank of your choice.

## AUTOMATED TELLER MACHINES (ATM)

Debit and credit cards are common in the U.S. You can apply for a debit card (also known as an ATM card) when you open your bank account. A debit card allows you to withdraw or deposit money and check your account balance. ATM machines can be found at banks, shopping centers, supermarkets, and on the USC campus.

Some businesses allow customers to use their ATM cards to pay for purchases (most often at gasoline stations and supermarkets). When using ATM machines, be sure to follow necessary security precautions to guard against theft.

**Note:** There is usually no fee for using your ATM card at your bank or its branches. However, there is a small charge when using it at other banks.

### NEARBY ATMs:

- **USC Credit Union:** a variety of locations on and off campus, including ATMs outside the Student Union building (in Campus Center).
- **Chase:** located at University Gateway on the corner of Figueroa Street and Jefferson Boulevard.
- **Citibank:** located just west of campus at Vermont Avenue and 36th Street near Togo's and Taco Bell.
- **Bank of America:** several locations; outside of Student Union building, on the corner of Jefferson Boulevard and McClintock Avenue, and at the corner of Figueroa and 27th Street.
- **Wells Fargo:** on the corner of Figueroa Street and 28th Street; if going north on Figueroa (toward downtown), it is on the left side.





# TRANSPORTATION



# TRANSPORTATION

## » NAVIGATE THE USC CAMPUS AND LOS ANGELES CITY

### GETTING TO & FROM USC

Free bus transportation to the University Park Campus is available to students living in the nearby area (sometimes referred to as "USC trams"). A bus route connects the University Parking Center at Jefferson Boulevard and Grand Avenue with various University Park Campus locations. An intercampus bus runs between the University Park and Health Sciences campuses. The bus service links both campuses to Union Station—the major Los Angeles transportation hub, serviced by Amtrak, Metrolink, Metrorail and local transit bus lines. USC buses operate designated routes Monday through Friday; limited services are provided on weekends.

### DRIVING IN CALIFORNIA

During your first three months in the U.S., you may use your driver's license from your home country together with an International Driving Permit/License and your passport.

If you stay in the United States, you will need a California driver's license to drive. Your I-20 needs to be valid for least 2 months after the date you pass your driving test. For more information, check the Department of Motor Vehicles (DMV) website at [www.dmv.ca.gov](http://www.dmv.ca.gov)

### METRO RAIL

Within walking distance from campus you will find a METRO train stop that you can take to Downtown Los Angeles, Hollywood, Universal Studios, Santa Monica, Union Station (where you can find train connections to other U.S. cities and states), Long Beach, the airport and many local attractions.

## RESOURCES FOR GETTING AROUND

### Airport Shuttle - PrimeTime Shuttle

(800) 733-8267 • <https://www.primetimeshuttle.com/>

### Train - Union Station

800 N Alameda Street, Los Angeles 90012  
(800) 872-7245 • [www.amtrak.com](http://www.amtrak.com)

### Metro Buses, Subway, and Light Rail

Main California Public Transport System  
(323) 466-3876 • [www.metro.net](http://www.metro.net)

### Greyhound Bus Lines

1716 E 17th Street, Los Angeles 90021  
(213) 629-8401 • [www.greyhound.com](http://www.greyhound.com)

### Taxi

Yellow Cab • (800) 200-1085  
Bell Cab • (888) 235-5888

### Rideshare Apps/Services

Uber • <https://www.uber.com/us/en/ride/>  
Lyft • <https://ride.lyft.com/>



# CAMPUS DINING

# CAMPUS DINING

## » DISCOVER YOUR DINING OPTIONS

### EATING ON CAMPUS

Hungry? There are many places on campus to satisfy your appetite. USC Hospitality provides the following dining options on campus (hours may vary, please check the [USC Hospitality Website](#)).

#### TUTOR CAMPUS CENTER

Located between the USC Bookstore and Student Union, Tutor Campus Center offers a variety of quick service dining options, including: The Habit, California Pizza Kitchen, Coffee Bean & Tea Leaf, Panda Express, Verde, Seeds Marketplace, and Traditions (the local bar).

#### DINING HALLS (USC VILLAGE, EVK, PARKSIDE)

These all you can eat, buffet-style cafeterias offer extensive hot and cold dining options. Meal swipes can be used here.

- **Little Galen:** Open for lunch only, Little Galen offers healthy grill items, sandwiches, salad bar and special hot entrées (Behind Heritage Hall).
- **Coffee Bean & Tea Leaf:** Coffee, tea, and grab & go items (located at the School of Cinematic Arts)
- **Law School Cafe:** Offers fresh panini sandwiches, salads, and snacks (Ground floor of the Law School).
- **Literatea:** Make your study hours more pleasant in this quiet teahouse behind Doheny Library.
- **Popovich Cyber Cafe:** This Business School cafe serves sandwiches, salads, coffee, smoothies, and snacks (1st floor of Popovich Hall).
- **Fertitta Cafe:** Another Business School cafe that features Bao, Banh mi, Dim Sum, Asian Salads, Noodle and Rice Bowls and an expansive Sushi Bar.

- **Starbucks:** Serves coffee, pastries, and grab & go meals.
- **Tutor Hall Cafe:** Indian cuisine, Japanese noodle bowls, banh mi sandwiches plus grab & go items (Near PSA at the Viterbi School of Engineering, outdoor seating available).



### EATING OFF CAMPUS

From street food to 5-star restaurants, Downtown Los Angeles is home to a wide selection of dining options.

The Grand Central Market, L.A. Live, Chinatown, and Little Tokyo are a short bus ride away. For home cooking, visit one of the specialty grocery stores along Vermont Ave.





# STUDENT SERVICES

# USC GENERAL STUDENT SERVICES

## USC BOOKSTORE

(213) 740-0066 • [uscbookstore.com](http://uscbookstore.com)

You can purchase textbooks, reference and technical books, stationery, computer supplies and merchandise with the USC logo at this location.

## USC Safe Ride Program

(213) 740-4911 • <https://transnet.usc.edu/index.php/about-usc-safe-ride-program/>

Powered by Campus Cruiser, and supplemented by LYFT, our Safe Ride Program is designed to make the USC Community a safer place for those who study, work or take classes at night. Our Campus Cruiser program started in 1978 and now operates year round, averaging 3,000 rides per week. Students can book a ride through the web platform, mobile app or by calling 213.740.4911 at UPC or 323.442.2100 at HSC. message when your Cruiser has arrived.

## UNIVERSITY TRANSPORTATION SERVICES

Parking Structure X (PSX), First floor

(213)740-3575 • [usc.edu/transportation](http://usc.edu/transportation)

If you need a USC Parking Permit or want to purchase discounted MTA bus passes, you must go to the Transportation Office. This office also provides the campus bus service which is very helpful if you need a ride between USC off-campus housing or parking structures and campus.

## USC TICKET OFFICE

Building #620 McCarthy Way Suite #28

(213)740-4672 • <https://ticketoffice.usc.edu/>

In the mood to have some fun? You can purchase tickets to California amusement parks, concerts, games, festivals, carnivals, and on-campus events at discounted rates.

## LYON & USC VILLAGE RECREATION CENTERS (FITNESS CENTERS)

(213) 740-5127 • <https://recsports.usc.edu/>

The Lyon Center & the USC Village Fitness Centers offer opportunities to participate in sports, group exercise, and other recreational activities. You have full access to a variety of athletic facilities, including racquetball and squash courts, sauna and whirlpool, a weight room, gymnasiums, swimming pools and locker rooms.

**IMPORTANT:** If you want to use the Recreation Centers, get a liability waiver from the Lyon/USC Village Center front desk and turn it in. They will check for your name on a list generated by the International Academy and issue you a sticker for your USCard. This will give you access to the facilities there. Students only have access to the Centers during the term they are enrolled in USC.

## LIBRARIES

(213) 740-2931 • [usc.edu/libraries](http://usc.edu/libraries)

USC has more than 20 libraries on its campus to facilitate your coursework, studying, and research. Its technology- enhanced spaces will support individual or group study as well as multimedia production and viewing. Leavey Library is open 24 hours a day beginning Sunday at 9:00 a.m. until Saturday at midnight during the fall and spring semesters. Check the website for library locations and hours.

# USC GENERAL STUDENT SERVICES *continued*

## COMPUTER ACCESS

[itservices.usc.edu/spaces/computingcenters/](https://itservices.usc.edu/spaces/computingcenters/)

The following computing centers are open for student use:

- King Olympic Hall (KOH 206)
- Salvatori Computer Center (SAL 125)
- Waite Philips Hall (WPH B34)
- Leavey Library (LVL lower level, 2nd floor)

## USC PHARMACY

USC Pharmacy, STU 101 • (213) 740-2738

Medical Plaza Pharmacy, PSD • (213) 821-6100

[pharmacies.usc.edu/](https://pharmacies.usc.edu/)

If you have been injured or are suffering from an illness and your doctor has prescribed medicine for you, go to one of the two campus pharmacies to get your prescription filled. USC students receive a discount on prescription medicines here. Consult with certified pharmacists about any questions you may have regarding the medication.

## STUDENT INFORMATION CENTER

Ronald Tutor Campus Center (TCC) • (213) 821-7822

If you have general questions about academic and social programs at USC, you can go to the Information Desk on the ground floor of the Campus Center and ask. The people there can give you literature which will help answer your questions. There is also a Lost and Found department where you can sometimes find belongings you may have lost.

## CHILD CARE

2715 University Ave. Los Angeles 90089

(213) 226-1514 • [Bright Horizons](#)

If you have children, you must arrange your own day care services, usually for a monthly fee. There is often a waitlist for available spaces at USC childcare, so be prepared to arrange alternative child care if you are bringing dependent children with you when you come to study. Children are not allowed in USC classrooms at any time.

## DAILY TROJAN

[usc.edu/dt](https://usc.edu/dt)

To keep yourself well-informed of campus activities, read the Daily Trojan, USC's student newspaper. Copies of this newspaper are located all over campus and can usually be found in the entrance of THH, VKC, or many other places throughout campus. You can also subscribe to The Daily Trojan Email Edition [here](#).

## THE MAIL STOP (POSTAL SERVICES)

Parking Structure X (PSX), First floor • (213) 740-2467

If you need to purchase stamps, mail a package, or other mailing needs, this convenient stop is for you! There is also a U.S. Post Office located across from Gate #6 on Vermont Ave and several USPS and FedEx drop-off locations across campus.



# COUNSELING & MENTAL HEALTH SERVICES

## COUNSELING and MENTAL HEALTH SERVICES (in USC Student Health)

(213) 740-7711 • [studenthealth.usc.edu/counseling/](https://studenthealth.usc.edu/counseling/)

Counseling and Mental Health is committed to helping students achieve their academic and individual goals. They offer confidential services such as individual therapy, crisis support, psychiatric services, consultations, group counseling, and workshops. If you are experiencing depression, stress, or relationship difficulties, and would like to talk to a counselor, call or walk-in to the Student Health Center to schedule an appointment. Find out more about Counseling and Mental Health Support for International Students here.

### GROUP COUNSELING

[studenthealth.usc.edu/counseling/group-counseling/](https://studenthealth.usc.edu/counseling/group-counseling/)

Group counseling is regarded as an effective way for people to address common issues. Many students find it helpful to connect with others sharing similar experiences in a safe, supportive environment.

Log in to MySHR (in the “messages” section) to submit a Counseling Group Interest Form

### “LET’S TALK” & OTHER DROP-IN PROGRAMS

<https://studenthealth.usc.edu/lets-talk-drop-in-schedule-for-students/>

No appointments necessary – come to any session! Sign up for Let’s Talk in mySHR and get the Zoom link. Check the “workshops” tab in usc.edu/myshr for the most up to date schedule.

- “Let’s Talk” is an opportunity to talk to a counselor to get professional guidance on any number of social and mental health topics.
- Let’s Talk for International Students – These particular sessions are open to international students who may be experiencing upheavals related to being far from home campus in these unexpected times.

## WORKSHOPS

Build a skill, add to your personal toolkit for positive mental health and interpersonal and intrapersonal well-being.

Check the current schedule, and make a reservation at [usc.edu/myshr](https://usc.edu/myshr) under “workshop.” Times and dates subject to change.

## CRISIS SUPPORT

Students are encouraged to walk-in for urgent matters at both Engemann and Eric Cohen Student Health Centers.

If after closing hours, please call the 24/7 line, [213-740-9355](tel:213-740-9355) (WELL).



# CAMPUS WELLNESS

## USC CAMPUS SUPPORT & INTERVENTION (CSI)

[campussupport.usc.edu/](http://campussupport.usc.edu/)

Campus support & Intervention (CSI) is comprised of a team of professionals to assist students, faculty, and staff in navigating complex issues. CSI services include resource referrals and recommendations, critical incident response, professor notifications, DPS incident follow-up, and Trojans Care for Trojans (TC4T).

## TROJANS CARE 4 TROJANS (TC4T)

Trojans Care for Trojans (TC4T) is a private and anonymous request form that anyone can submit to connect a member of the Trojan family with the help they need. This [private and anonymous request form](#) provides an opportunity for Trojans to help a member of our Trojan family.

## USC OCCUPATIONAL THERAPY LIFESTYLE REDESIGN PROGRAM

[chan.usc.edu/patient-care/faculty-practice/college-students](http://chan.usc.edu/patient-care/faculty-practice/college-students)

The Lifestyle Redesign Program for College Students provides support for USC undergraduate and graduate students in establishing health-promoting habits and routines customized to help them meet their personal goals.

## MINDFUL USC

[mindful.usc.edu/about-us/](http://mindful.usc.edu/about-us/)

Mindful USC is a service from the Provost's Office to help the USC Community build a culture of mindfulness and compassion through training, practice groups and special events such as guided meditations.



# GOOD PLACES TO STUDY AT USC

This list was compiled by USC students based on some of their favorite study spots. This is only a partial list; feel free to find your own “quiet space” on campus or nearby!

## MUDD HALL OF PHILOSOPHY (MHP)

There are many quiet places to study in this beautiful building, including a lovely courtyard. It is on the far end of campus (next to Exposition Boulevard), so it is not busy. The best place in this building however is the Hoose Library on the top floor: take a walk up the stairs to see it for yourself. It is breathtaking, secluded and quiet!

## RONALD TUTOR CAMPUS CENTER (RTCC) TROJAN FAMILY ROOM

Situated inside USC’s student hub, the Trojan Family Room is central to everything you need – a place to study, food nearby to replenish your tired mind, and fancy furniture to cushion your bum from all those hours of studying. You’ll appreciate that the space is also aesthetically appealing for when your eyes wander away from your textbook.

## LEAVY LIBRARY (LVL)

This large library is filled with floors of study space but it is busy. There are computer labs in the basement and on the second floor with plenty of studying area in each. You can also reserve a study room for individual or groupwork.

## DOHENY LIBRARY (DML)

This is perhaps the best place on campus to study because there are floors of desks and tables hidden amongst the book stacks. If you like to be secluded and undisturbed, head down the elevator and sneak around to a quiet corner. If you like large open wood tables, try the first floor Cinema Library. Doheny Library is a great place to study if you love books because the entire place smells like old books! The only problem is that once you are underground, there are no windows, so keep an eye on your watch!

## TAPER HALL OF HUMANITIES (THH)

There are several great places to get some work done in this building. On the fourth floor there are several chairs and couches down the winding hallway. There’s lots of sunlight and it’s always quiet here as well. Another good spot is the Language Center located on the 3rd floor.

## FOUNDERS PARK

Located directly beside Bovard Auditorium (ADM), this is a prime location for studying on sunny days. You can sit on the benches or sit in the grass. Usually this area is relatively quiet and empty.

## QUEEN’S COURT

This is the area next to the Music School (MUS, RHM, BMH). There are plots of flowers, grassy hills, and sculptures. This is also a great place if you enjoy calming noise while you study –there are almost always music students practicing or, if not, you can hear the relaxing sound of the fountain.

## GROUND ZERO

Tucked away behind Marks Tower (DMT), Pardee Tower (PDT) and the Dean’s Halls (DXM, TRO), Ground Zero can be a good place for studying. It opens at 7 p.m. on weeknights. Known for its comfortable chairs and couches, it makes a great place for reading when there aren’t concerts or events going on. Since not many people know about Ground Zero, it is relatively quiet.

## OTHER SMALL CAMPUS LIBRARIES

- VKC Library (basement of VKC)
- Cinematic Arts, East Asian Libraries (in Doheny)
- Architecture and Fine Arts (basement of WAH)
- Law Library (2nd floor of Law School)



# USC UNIVERSITY PARK CAMPUS MAP

University Park Campus

Public Safety, Security and Emergency • (213) 740-4321

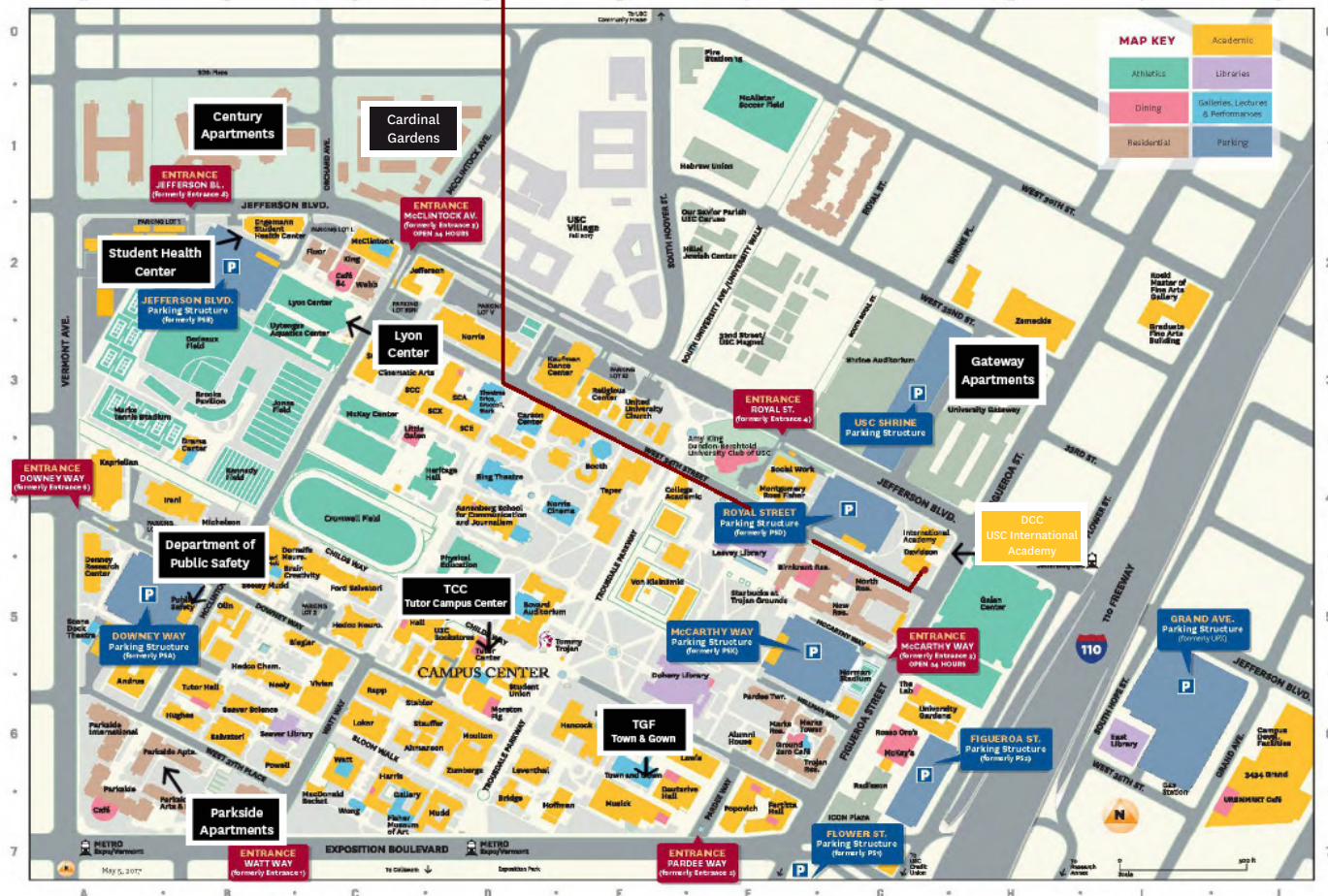
\* USC International Academy

Davidson Conference Center (DCC)

3415 S. Figueroa Street

Los Angeles, CA 90089-0875

USC International Academy





# USC International Academy