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**INTERNATIONAL STUDENT HANDBOOK**

**2016**

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Pepperdine University  
Office of International Student Services  
24255 Pacific Coast Highway  
Malibu, CA 90263-4246  
Tel: 310. 506. 4246  
Fax: 310. 506. 4861

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# WELCOME!

Welcome to Pepperdine University! We are so excited that you have arrived and we look forward to helping you have a wonderful experience. Moving to a new country and starting classes at a new school is never easy, but we will strive to provide you with enough information about all the resources that are available to you to make this transition as smooth as possible. The Office of International Student Services and the Pepperdine Community are here to assist you in any way that we can, so please do not hesitate to contact us if you have any questions or concerns.

All new international students are required to attend orientation. New Student Orientation is a program intentionally designed to facilitate a successful college transition by introducing you to Pepperdine's engaging campus community, academic environment, Christian mission, and support resources that are available to you during your time at Pepperdine. You will receive immense amount of information during NSO. The purpose of this handbook is to provide you with additional resources to help you acclimate to US culture, practices, customs, and expectations.

Each student (undergraduate and graduate) is responsible for reading the University's Student Handbook and adhering to all campus-wide policies.

## Office Hours and Services

Thornton Administrative Center (TAC), 2nd Floor  
Malibu Campus  
Office of International Student Services  
24255 Pacific Coast Highway  
Malibu, CA 90263 - 4246  
Phone: +1 310.506.4246  
Fax: +1 310.506.4861  
Email: [oiiss@pepperdine.edu](mailto:oiiss@pepperdine.edu)  
Website:  
<http://www.pepperdine.edu/admission/international-students/>

### General Office Hours

Monday - Friday  
8:00 a.m. - 12:00 p.m.  
1:00 p.m. - 5:00 p.m.

Walk-In Hours \*  
Monday - Friday  
8:00 a.m. - 4:00 p.m.

\*We welcome walk-ins during business hours for general questions. If you need to see an advisor, you must make an appointment in advance.

## Common OISS Processing Services

The Office of International Student Service provides a wide range of services. Our team is dedicated to providing students with the highest quality of academic advising, immigration advising, and student services. Please refer to Appendix A for a list of the most common immigrations services that student's request. You may find detailed information about each service on our website. Please carefully review the deadlines and processing times for each service to avoid any complications or termination of your SEVIS record.

# BEFORE ARRIVAL

## What to pack?

### Documents

- ✓ Passport. Make sure the passport is valid for at least 6 months.
- ✓ Visa (F-1). You should have already obtained the visa
- ✓ Valid I-20
- ✓ Insurance documents (if any)
- ✓ Other immigration documents (including dependents' documents)
- ✓ Driver's license
- ✓ Immunization records

### Clothing

Students usually dress casually for class, so you will see men and women wearing jeans, shorts, sweatshirts, flip-flops, etc. We suggest bringing a few business clothes for more formal occasions such as job fairs, interviews, banquets, etc. Men might prefer to have a suit, shirt and tie, and women will want to have at least one nice dress or suit.

### Bedding

If you live on campus, you will need to provide your own blankets, sheets, towels, pillow, and other household items. These items can be easily purchased after you arrive. If you choose to bring them with you, then be sure to check the size of your mattress/bed before purchasing any items.

### Appliances

If you are bringing appliances and electronics from your own country (e.g. blow dryer, phone charger, laptop, etc.), you should also bring an adapter plug with you. U.S. electrical current is 110-115, 60-cycle AC. (U.S. standard outlets use 110 volts.) You may purchase converters and adaptors from stores like Target, Fry's Electronics, or Best Buy. We highly suggest purchasing appliances once you get here.

### Other items

If you wear glasses or contact lenses, bring an extra pair. If you have a prescription for your glasses, you can bring it so that another pair can be made easily.

Check with your medical insurance provider to see what services are being covered by them. Dental insurance and/or eye examinations are usually not covered by insurance. Therefore, we suggest taking care of these matters before you leave.

### What NOT to bring:

- ✓ Pets are **not allowed** on campus. If you are not going to live on campus and would like to bring your pet with you, then check with your landlord and/or your rental agreement to ensure that you're allowed to have pets in the building. Also check the US Customs laws for necessary documents and quarantine information.
- ✓ Firearms, weapons
- ✓ Fireworks or other inflammable items
- ✓ Hot plates
- ✓ Mini indoor grills
- ✓ Air conditioners
- ✓ Space heaters

We also recommend reviewing the on campus housing agreement for details about policies regarding on campus housing. For off campus housing, we recommend reviewing your rental contract for any rules, policies, and restrictions.

## Immunization & Health Insurance

Prior to your arrival to Pepperdine, you must provide to the Health Center a health history form. This must be filled out and signed by your primary care physician.

### Require Vaccinations

- ✓ Tetanus/diphtheria/pertussis - booster required within past 10 years. The booster should contain the pertussis component (Tdap rather than Td).
- ✓ MMR - Measles, Mumps, Rubella (2 doses required - 1st dose received after age one OR titer showing positive immunity).
- ✓ TB testing for at risk individuals - T-spot is recommended for high risk individuals. (See Health History Form for more details).
- ✓ Chest X-ray - within past year (required ONLY if TB test is positive).
- ✓ Hepatitis B - series of 3 injections (may complete the series at Pepperdine, if needed).
- ✓ Meningococcal - last primary or booster vaccination given between the ages of 16 and 21. Also required if living on campus and over age 21.

## Recommended Vaccines

- ✓ Hepatitis A (2 doses)
- ✓ Flu Vaccine (annually)
- ✓ Varicella Vaccine (2 doses)

## Health Insurance

### *Seaver College Requirements*

All international students are required to purchase U.S. based coverage comparable to the University's policy or enroll in the Student Health Insurance Plan (SHIP). Please refer to the Health Center's website for instructions on how to enroll:

<http://community.pepperdine.edu/healthcenter/>

### *Graduate School Requirements*

Almost all graduate schools require students to submit a proof of insurance. Please check with the Health Center regarding specific requirements for your school/campus, and your insurance options.

## International Check-In and Orientation

New International Student Check-In & Orientation are required of all international students in F-1 status. Within 10 days of your arrival to the school, you must complete and submit the documents listed on the New Student Checklist. Failure to check-in will result in the termination of your status.

## Undergraduate Student NSO

New Student Orientation (NSO) is a program intentionally designed for incoming students and their parents. The program will include information about academics, student activities, student services, living on campus, international programs, and much more. All Seaver students are required to attend New Student Orientation. Please refer to the NSOs website for check in times/locations, schedule, and registration.

- ✓ Register for NSO
  - Orientation is mandatory for all students. Visit the NSO website and complete the online Registration. (Check the website for deadlines.)
- ✓ Getting to NSO
  - There are two shuttle services available: Prime Time and Road Runner Shuttle.
- ✓ New Student Checklist

- Visit the NSO website and be sure to complete and submit all required documents listed on the Checklist.
- ✓ Parking
  - Parking on Malibu campus is free. However, all motorized vehicles on campus must be properly registered with Pepperdine University and the Department of Motor Vehicles (DMV) as applicable. Compliance with registration process includes:
    - Proper display of a campus parking permit on a vehicle
    - Possession of a valid driver's license
    - Proof of auto insurance
    - Current DMV registration tags on the vehicle

More information regarding on campus parking as well as access to forms and regulations is available on Public Safety's website:

<http://www.pepperdine.edu/publicsafety/parking/>

## ID Cards

Students receive ID cards at New Student Orientation (NSO). The first ID card is free. Should a card become damaged, return it to One Stop and get a new card free of charge. If a card is lost or stolen, there is a \$15.00 fee for the replacement card, payable at the Malibu campus Cashier's Office in the Thornton Administrative Center.

ID cards are solely used for purchasing:

- ✓ Meals (you will be automatically enrolled in a meal plan if you live on campus)
- ✓ Printing at Pepperdine libraries and computer labs
- ✓ Photocopies at Pepperdine libraries and computer labs

**DO NOT** put money on your ID card for tuition, housing, other meal plans or any other student account purposes. Additionally money can be added to your card online (via WaveNet) with a credit or check card.

# HOUSING

## On-Campus Housing (Malibu Campus)

All **new undergraduate** students are required to live on-campus and carry a meal plan for four (4) semesters. All new transfer undergraduate students are required to live on-campus for one semester.

Residence halls are primarily for first year students (freshmen) and some sophomores. Each suite-style house hosts approximately 50 students. Each house has six suites and a main lobby. A typical suite has four double bedrooms, a double bathroom, and a common living room. Each suite bathroom has two sinks, showers, and toilets. The main lobby is a large living room with a fireplace and a television. Each house has a laundry room with 2 washers and 2 dryers.

Each room is furnished and contains:

- ✓ Two beds
- ✓ Two desks
- ✓ Two dressers (or three stackable drawers)
- ✓ Two small bookcases (in freshman halls only)

Each suite is furnished and contains:

- ✓ Love seat
- ✓ Lounge chair
- ✓ Two sofas

Please check the housing website for current rates:

<http://www.pepperdine.edu/admission/student-life/housing/rates.htm>

### Graduate students:

On-campus housing is limited for graduate students.

Two areas are available for graduate students:

- ✓ George Page 2 Apartments (F-block and G-block)
- ✓ Drescher Apartments

## Off-Campus

Most graduate students find themselves living in one of the two main areas: The Valley or the Westside.

The Valley is the familiar term for the San Fernando Valley. Most students tend to live in the western part of this area and in the Conejo Valley which include Woodland Hills, Canoga Park, Agoura Hills, Thousand Oaks, and Calabasas.

The Westside refers to a variety of neighborhoods west of the 405 freeway. The neighborhoods include: Santa Monica, Venice, West LA, Brentwood, Century City, and Westwood. These neighborhoods tend to be more expensive than the Valley.

When choosing an apartment, consider:

- ✓ Furnished or unfurnished
- ✓ Private or shared kitchen and bathroom
- ✓ Availability of laundry services
- ✓ Accessibility to campus or public transportation
- ✓ Parking availability (if you have a car)
- ✓ Lease term (many leases are at least six months or one year)
- ✓ Deposit (in addition to the first month of rent, a security deposit is usually required, which is returned to you if you leave the apartment in good condition)
- ✓ Utilities (gas, electricity, water, internet) may be paid by you or the landlord
- ✓ Safe neighborhood (talk with local residents or police to learn about safety)
- ✓ Number of roommates
- ✓ In most cases, you will be required to show income of at least 2-3 times the amount of the rent. Ask your landlord about what types of documents they require.
- ✓ Be aware of fraud. Make sure that the agency/source that you're using to rent an apartment is legitimate. Choose wisely when asked for payments and or documents.
- ✓ If possible, pay by check or money order, NOT cash.
- ✓ Always ask for a receipt in order to have proof that you have paid, and keep a copy of your receipts.
- ✓ In the U.S., a written contract is more important than what is said.
- ✓ Carefully read all terms & conditions before signing a contract and always ask for a copy.
- ✓ To find out how far an apartment or house is from the campus, use Google maps.

## Utilities

Services	Contact Information
Gas	SoCal Gas <a href="http://www.socalgas.com/">www.socalgas.com/</a>
Department of Water and Power	LADWP <a href="http://www.ladwp.com/">www.ladwp.com/</a>
Southern California Edison	SCE <a href="http://www.sce.com">www.sce.com</a>
Phone Services	There are many options for cellular phone services. Some of the major service providers in the area are: AT&T <a href="http://www.att.com/">www.att.com/</a> Verizon Wireless: <a href="http://www.verizonwireless.com/">www.verizonwireless.com/</a> T-Mobile: <a href="http://www.t-mobile.com/">www.t-mobile.com/</a> Sprint: <a href="http://www.sprint.com/">www.sprint.com/</a> Metro-PCS: <a href="http://www.metropcs.com">www.metropcs.com</a>
Internet	Please refer to "Communication" section for further details.

## Local Hotels/Lodging

### **Villa Graziadio Executive Center**

24255 Pacific Coast Hwy.  
Malibu, CA 90263  
(310) 506-1100

### **Westlake Village Inn**

31943 Agoura Road  
Westlake Village, CA 91361  
(800) 535-9978  
(818) 889-0230

### **The Anza - A Calabasas Hotel**

23627 Calabasas Road  
Calabasas, Ca 91302  
818-222-5300

### **The Beverly Hilton**

9876 Wilshire Boulevard  
Beverly Hills, CA 90210  
(310) 274-7777

### **Four Seasons Hotel**

2 Dole Drive  
Westlake Village, CA 91362  
(818) 575-3000

### **Good Night Inn Calabasas**

26557 Agoura Road, Calabasas  
(800) NITE INN  
(818)880-6000

### **Hampton Inn**

30255 Agoura Rd  
Agoura, CA 91301  
(818) 597 - 0333

### **Hilton Garden Inn**

24150 Park Sorrento  
Calabasas CA 91302  
818-591-2300

### **Hilton Woodland Hills**

6360 Canoga Avenue  
Woodland Hills, CA 91367  
Main: 818-595-1000

### **Holiday Inn Express and Suites Woodland Hills**

22617 Ventura Blvd.  
Woodland Hills, CA 91364  
818-222-2299

### **Holiday Inn Brentwood/Bel-Air**

170 N. Church Lane  
Los Angeles, CA 90049  
(310) 476-6411

### **Homewood Suites by Hilton**

28901 Canwood Street  
Agoura Hills, CA 91301  
Contact: Kate Papa  
(818) 865-1000

### **Hotel Casa Del Mar**

1910 Ocean Way  
Santa Monica, CA 90405  
For special graduation rates contact Janet English  
(310) 899-8449.

### **Hotel Shangri-La**

1301 Ocean Avenue  
Santa Monica, CA 90401  
310-394-2791

### **Hyatt Westlake Plaza**

880 S. Westlake Blvd.  
Westlake Village, CA 91361  
(805) 557-1234

**Malbec on the Creek**

1030 Meadows End Dr  
Calabasas, California  
(818) 312-7107

**Malibu Beach Inn**

22878 Pacific Coast Highway  
Malibu, CA 90265  
(800) 4-MALIBU  
(310) 456-6444

**Malibu Country Inn**

6505 Westward Beach Rd  
Malibu, CA 90265  
(310) 457-9622

**Marriott Courtyard Thousand Oaks**

1710 Newbury Road  
Thousand Oaks, Ca 91320  
805-499-3900

**Sheraton Agoura Hills**

30100 Agoura Road  
Agoura Hills, CA 91301  
(818) 707-1220

**Warner Center Marriott**

21850 Oxnard Street  
Woodland Hills, CA 91367  
(818) 887-4800

**Wyndham Santa Monica at the Pier**

120 Colorado Blvd.  
Santa Monica, CA 90401  
(310) 451-0676

## **Holidays & Vacations**

There are many different holidays in the United States. The University is usually closed for the following holidays:

- ✓ New Year's Day - January 1
- ✓ Martin Luther King, Jr. Day - Third Monday in January
- ✓ Memorial Day - Last Monday of May
- ✓ Independence Day - July 4
- ✓ Labor Day - First Monday in September
- ✓ Thanksgiving Holiday - Last Thursday in November
- ✓ Christmas Period - December 24-31

Before planning a vacation, check the University Calendar and/or your syllabus to avoid missing classes. Only take authorized vacation breaks. F-1

regulations require students to attend school for at least 2 semesters before remaining in the US during a vacation break. If you begin school in January while on an "initial I-20," you are not allowed to remain in the US during the summer break unless you are enrolled full-time.

# COMMUNICATION

## WaveNet

WaveNet is an online portal that connects Pepperdine Community to internet resources. Students can use WaveNet to register for classes, check grades, make payments, access numerous library research databases, and much more. For help using WaveNet, refer to the Guides provided on the following web page:

<http://community.pepperdine.edu/it/tools/wavenet/students/studentguides.htm>

### How to Access WaveNet

Log-in to WaveNet: <https://wavenet.pepperdine.edu>

### Support and Contacts

The Pepperdine Help Desk has personnel on duty 24 hours per day, 7 days per week. They can be reached at 310-506-4357.

### Password Resets

Having trouble logging in? Follow the instructions on the following website: <https://myid.pepperdine.edu/>

### Security Tips

- ✓ Update all your software
- ✓ Don't reuse your password
- ✓ Secure your computer and phone
- ✓ Always lock your computer when you leave your workstation, even for a short time.
- ✓ DO NOT share your password with anyone. Passwords must be changed immediately if disclosed or compromised.
- ✓ DO NOT save passwords on public computers.
- ✓ Log out of programs - both personal (bank accounts, WaveNet, Gmail, etc.) and work-related programs before leaving your station.
- ✓ DO NOT open emails or attachments from unknown senders.
- ✓ DO NOT save documents that have sensitive information (such as bank account numbers, Social Security Numbers, etc.) on public computers.

For more information about Network Security and Resources, please visit IT's website.

## Phones

Most cell phone companies in the U.S. offer two types of cell phone services: monthly plans with a contract (usually two years) or prepaid plans. The major providers of cell phone services in the U.S. are: Verizon Wireless, AT&T, Sprint, and T-Mobile.

While we do not recommend one company over the other, these are some of the things that you should consider before purchasing a plan.

- ✓ Check with each cell phone carrier about coverage areas and reception.
- ✓ Refer to the following link to see coverage on Malibu Camps:  
<http://community.pepperdine.edu/it/services/phone/cellular/coverage.htm>
- ✓ Most companies charge for international calls; Some provide international calling packages for additional charge.
- ✓ Most companies will either have a 2-year contract option or a pay-as-you-go.
- ✓ If you choose the 2-year contract option, there is usually a cancellation fee if you end your service earlier.
- ✓ Most 2-year contracts will also offer you options to purchase a phone for less than its original price. Again, if you disconnect the service prior to the end of your contract, you will be charged additional fees.

## Internet

### Pepperdine Network

The University provides both wired and wireless network connection on its premises. Students must register their computer or mobile devices before accessing the Internet on a Pepperdine campus. The registration system associates your computing devices (laptop, desktop, phone, tablet, etc.) with your official Pepperdine University NetworkID. For instructions on how to connect to our network, please visit the following website:

<http://community.pepperdine.edu/it/services/network/internetaccess.htm>

### ***Peer-to-Peer and File Sharing Notice***

Users must not engage in the unauthorized copying, distributing, altering, maintaining or transmitting of copyrighted materials, information, software, music or other media.

## **Off-Campus Internet Service Providers**

There are many companies that provide internet services in the U.S.

### **Helpful Tips:**

- ✓ Consider upload/download speeds when comparing plans/prices.
- ✓ Many providers will have a “bundle” deal which will include internet, home phone, and cable options. Prices will vary depending on which option you choose.
- ✓ Check with each provider to ensure that they provide service in your area.

### ***Major Companies***

- ✓ Comcast
- ✓ Verizon Wireless
- ✓ CenturyLink
- ✓ AT&T
- ✓ Time Warner Cable
- ✓ Cox
- ✓ Charter
- ✓ Qwest

## **Tech Central**

Tech Central provides hands-on tech support for Pepperdine students. The office is located on the 2nd floor of the Payson Library on Malibu Campus. Besides the technical support, the office also arranges technology discounts for hardware and software. Visit the Computer Store and take advantage of student discounts on different products.

Tech Central:

<http://community.pepperdine.edu/it/students/>

# DRIVING & TRANSPORTATION

## Malibu Campus

Finding a parking during the day can sometimes be a challenge. However, you can use the shuttle to move around campus. The shuttle has two routes: the Blue line and the Orange line.

*Blue* line circles the campus clockwise, and leaves the Main lot every 15 minutes beginning at 8:00 A.M. As a courtesy to students who have an 8:00 A.M. class, the Blue Buses are making additional runs at 7:40 A.M. and 7:50 A.M. from Rho Lot to Main Lot. Last bus leaves the Main Lot at 5:15 P.M. The shuttle schedule is usually posted at the bus stop, so please check the timetable for locations/times.

The *Orange* line circles the campus counter-clockwise, and leaves the Main Lot every 20 minutes beginning at 8:00 A.M. As a courtesy to students who have an 8:00 A.M. class, the Orange buses are making additional runs at 7:40 A.M., 7:45 A.M., 7:50 A.M. and 7:55 A.M. from Drescher Campus straight to Main Lot.

The *Shopping Shuttle* leaves Main Lot at 11:50 A.M., 12:50 P.M., 3:50 P.M., and 4:50 P.M.

The shuttle runs Monday through Saturday. Last pickup in Malibu for return is at 5:23 P.M. at Ralphs.

## Outside Shuttle Services

University customers wishing to ride to LAX, other major transportation centers, or major southern California tourist attractions may want to use an outside shuttle service. Rates are available through the University travel agency. They may be contacted at extension 4562 for more information.

**Prime Time Van** - 1 800-Red Vans (733-8267)

**Roadrunner** - 1 800 247-7919

**MTA.NET** - Bus Lines to Malibu

## Car Rental

Pepperdine has been given corporate car rental rates at the following agencies.

**Avis Corporate Account** ID # A887800

**Alamo Corporate Account** ID # 132421

**Enterprise Corporate Account** ID # C34693

## Driving in California

Because of the somewhat limited public transportation options, many students of Pepperdine University find it necessary to have a car to get to and from school, as well as to explore Los Angeles. It is strongly recommended that thorough research regarding the obtainment of a driver license and purchasing of a car be done before you arrive in the U.S.!

## California Driver's License

We strongly encourage students to obtain a valid California driver's license in order to drive in California. You must take a written and driving test to get a California Driver License at the Department of Motor Vehicles. You may find study materials, requirements, and forms on DMV's website at <http://www.ca.gov/>.

## Parking on Malibu Campus

All vehicles on Malibu campus must be registered with the Department of Public Safety. Please visit DPS' website to register your vehicle and obtain a parking permit.

# YOUR RESPONSIBILITIES

The Office of International Student Services is committed to providing you with academic and immigration advising. However, it is your responsibility to fully comply with the F-1 regulations.

✓ **Maintain a valid passport**

You must maintain a valid passport at all times. You must extend the validity of your passport or obtain a new passport at least 6 months before the expiration date of your current passport.

✓ **Maintain a valid I-20**

Your Form I-20 will expire on the date you are expected to complete your program. Check the date on your I-20 and contact our office if you need to extend your program end date, prior to that date.

✓ **Maintain full-time enrollment.**

You must enroll for classes at the full-time level each term and make normal progress toward completion of your program. Dropping classes without obtaining an approval from your DSO will result in termination of your F-1 status. Plan your term-by-term course schedule in advance with your program advisor to ensure continued full-time enrollment and normal progress. Inform the DSO of necessary reductions, interruptions, or gaps in your attendance.

✓ **Taking vacations**

You must complete two terms before taking an "annual vacation break" in the US. A break in studies of 5 months will result in the termination of F-1 status. Consult your DSO if you plan to be out of school for 5 months or more.

✓ **Travel**

**Do not travel abroad without having your Form I-20 endorsed by your DSO.** You must complete a questionnaire (Travel Permission Form) at the OISS prior to your departure. It is your responsibility to obtain the required visas and/or entry documents for each country of your destination. Allow 48 hours for processing.

✓ **Employment**

Do NOT engage in any employment without obtaining an authorization from your DSO in OISS. Refer to our website for further information about employment.

✓ **Check your Pepperdine email regularly**

The Office of International Student Services as well as other offices around the University will be sending information to your WaveNet account. OISS will usually send email blasts to notify you of upcoming deadlines, send you reminders, or notify you of any changes/problems with your status. Therefore, carefully review all emails received from OISS and take necessary action, if required.

✓ **Taxes**

You must report your presence to the US Internal Revenue Service (IRS) by filing a Form 8843 each year. If you receive income during any year, such as wages from on campus employment or a taxable scholarship, you must also file a "tax return" at the conclusion of that year to calculate the correct amount of taxes you owe the IRS. Refer to our website for further information.

✓ **Provide an "exit statement" prior to departing**

Prior to completing or withdrawing from your program, you must provide information to the Office of International Student Services, in order that your record in the US Department of Homeland Security system, known as SEVIS, may be updated properly. Please refer to our website for further information and deadlines.

✓ **Academic Probation**

If you are placed on Academic Probation, your F-1 status is at risk. Contact your DSO immediately.

✓ **Report any of the following changes to OISS directly:**

- Address
- Major
- Marital status
- Change in immigration status (F-1->Green Card)
- Withdrawal, Deferment, Transfer, Dismissal, Not enrolled for longer than 5 months, etc.
- Program Plan changes (e.g. program end date, etc.)

# IMMIGRATION INFORMATION

## What is SEVIS?

The Student and Exchange Visitor Information System (SEVIS) is the web-based system that the Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP) - certified schools and the F and M students who come to the United States to attend those schools.

## What is a DSO?

The Designated School Official is the person at your school who is responsible for creating, updating, and maintaining your SEVIS record. The DSO is authorized by the Department of Homeland Security to verify and certify documents for F-1 students, to issue the Form I-20, and to ensure that you remain in compliance with state and federal laws.

## FORM I-20

The Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," is a document issued by your DSO. You will need to obtain an I-20 in order to apply for F-1 visa and status. Please check OISS website to view the list of required documents required to receive an I-20.

### *Cost of Attendance*

Check the Cost of Attendance section on our website to see the total estimated cost of your program. This is the amount of available funds that you need to demonstrate on your ISD Form to certify that you are able to cover your expenses while in the U.S.

### *Dependents*

If you have any dependents (child/spouse) who will be applying for the F-2 visa, then you must provide copies of their passports as well as additional funds on your ISD form to show that you are able to cover their expenses.

## How to obtain your F-1 visa/status?

- ✓ Pay your I-901 SEVIS Fee
- ✓ Applying for the F-1 visa at the U.S. Embassy or Consulate
- ✓ Entering the U.S.
- ✓ Arrive at the U.S. port of entry no more than 30 days before the "program start date" on your Form I-20.

\*Do NOT enter the country on any other visa/status. I-94

Upon entry to the U.S., search for your I-94 number, which is important evidence of your lawful entry to the U.S.

### *Withdrawing from school*

If you decide to withdraw from school prior to attending, notify your DSO.

### *Transferring your SEVIS record*

If you decide to transfer your record to another school after obtaining a Pepperdine I-20, notify your DSO.

## What documents should I bring to the airport?

- ✓ A current passport (valid for at least six months)
- ✓ Form I-20 (original NOT the copy)
- ✓ A valid F-1 visa
- ✓ Proof of your I-901 SEVIS Fee payment and financial support that shows you can pay your living and tuition expenses
- ✓ DSO's contact information (recommended but NOT required)

**NOTE:** In cases where you have provided incomplete or inaccurate entry information, the CBP officer may either issue you a Form I-515A, "Notice of Student or Exchange Visitor," which requires you to submit necessary information to SEVP, or deny you admission into the US. If you receive a form I515A, you must immediately work with your DSO to send in the required information so that you can continue to maintain your student status.

## Which documents should I submit to my DSO?

- ✓ Your Form I-94
- ✓ A copy of your passport
- ✓ A copy of your F-1 visa
- ✓ A copy of your I-901

## Employment Information

In order to maintain a valid F-1 status, a student must not work in the United States, unless the employment is specifically authorized under the regulations, Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status and will result in termination of the student's SEVIS record and F-1 status. The student must obtain an authorization from his/her DSO before engaging in any type of

work (paid or unpaid). Please visit our website for further details regarding employment.

# HEALTH CARE & INSURANCE

## American Hygiene

Personal hygiene is a routine of personal care that keeps you clean and healthy. Students are expected to exercise appropriate hygiene. Good personal hygiene habits include:

- ✓ Taking a shower or a bath at least once a day.
- ✓ Using a deodorant or antiperspirants after you bathe. Deodorants kill germs to stop odor. Antiperspirants block sweat glands to reduce wetness.
- ✓ Shaving: Most women in the U.S. shave/wax their legs and underarms.
- ✓ Brushing and flossing your teeth at least twice a day (morning and evening). Use a mouthwash after brushing your teeth.
- ✓ Shampooing your hair regularly.
- ✓ Washing your hands with soap after going to the toilet.
- ✓ Washing your hands before preparing and/or eating food. If there is no sink around, use hand wipes or a sanitizer.
- ✓ Trimming your nails. Keep your fingernails and toenails trimmed and in good shape.
- ✓ Changing into clean clothes every day. Dirty clothes should be washed with laundry detergent before wearing them again.
- ✓ Keeping bedding clean. Change bedding at least once every two weeks.
- ✓ Sneezing away from other people into a tissue or your upper arm/shoulder.

### Other tips:

- ✓ Sneezing and coughing in crowded rooms makes it easier for germs to spread. Be mindful to cover your nose and mouth with a tissue. If you have a cold or the flu, try staying indoors and avoid sharing utensils or drinks.
- ✓ Use your own towel. Sharing towels can spread germs and other infections.
- ✓ Retain from blowing nose at the table.

## Health Insurance

The University requires health care coverage for the purpose of limiting undue financial and academic stress related to illnesses during the academic year. A health policy will assist in meeting not only common illnesses treated at the Student Health Center or at a private physician's office, but also any financial

burden of illness and accidents involving more extensive care.

All registered students on the Malibu campus must have a US based policy that's comparable to the University's policy.

**Exchange and non-degree** students are exempt from this requirement.

Students enrolled at other campuses (WLA, Irvine, Westlake, Encino) must abide by the insurance requirements, if any, of the schools. Student health plan is not available for students enrolled at other Pepperdine campuses. Therefore, students must refer to health insurance companies in order to obtain coverage.

Here is a list of some of the major health insurance companies in the U.S.:

- ✓ Kaiser Permanente [www.kaiserpermanente.org](http://www.kaiserpermanente.org)
- ✓ LA Care <https://www.lacare.org/>
- ✓ Molina Healthcare <http://www.molinahealthcare.com>
- ✓ Blue Shield of California <https://blueshieldcaplans.com>
- ✓ Anthem BlueCross <https://www.anthem.com>
- ✓ HealthNet <https://www.healthnet.com/>

## Understanding Health Insurance Lingo

Before choosing a plan, compare the different coverage levels of each plan. There are many terms and services that insurance companies have. Some of the basic terms include:

**Deductible:** This is the amount you are responsible for paying each year before your health insurance plan begins paying for covered medical expenses.

**Coinsurance:** This is the shared cost between you and the health insurance plan. The terms of your insurance will specify what percentage of the cost you are responsible for and what percentage will be covered by your insurance. These percentages are different from each plan and some plans may not offer coinsurance.

**Copayment:** This is a fixed amount that you are responsible for each time you visit a doctor or fill a prescription. The copayments typically do not

accumulate towards the deductible. Not all insurance plans offer a copayment.

**Out-of-pocket maximum:** This is the maximum amount that you have to pay for covered medical expenses in a year through deductible/coinsurance/copayment before your insurance plan begins to pay 100% of covered medical expenses.

## Eye and Dental Care

Eye and dental care are usually not covered by health insurance. You will have to purchase it separately either with your company, if available, or through a different company.

### *Pharmacy vs. Drugstore*

“Pharmacy” is usually referred to as a store where you can purchase medications and medical products. “Drugstore” is usually referred to a store where you can purchase cosmetics, toiletry items, hygiene products, first-aid supplies, on over-the-counter (OTC) medication. Many drugstores also sell greeting cards, gift cards, magazines, and snacks. Most drugstores will also have pharmacies inside the store. The most common stores in LA are: CVS, Rite Aid, and Walgreens.

### *Prescription vs. Nonprescription Drugs*

A drug is a substance intended for use in the diagnosis, cure, prevention and treatment of diseases. In the U.S. culture, drugs and medications are used interchangeably.

The FDA (Food and Drug Administration) regulates the sale of drugs in the U.S. They also determine which drugs can be purchased without doctor’s prescription and which require a prescription.

Prescription drugs are:

- Prescribed by a doctor
- Bought at a pharmacy
- Prescribed for and intended to be used by one person.
- Check the label on your medicine before leaving the pharmacy. I should have your name on it and the directions given by your doctor.
- Carefully review the directions, ask for clarification if needed, before taking any medicine.
- Check for the expiration date and review the instructions on how to store them.

Nonprescription or OTC (over the counter) drugs are:

- Drugs that do NOT require a doctor’s prescription

- Bought off-the-shelf in stores
- Make sure you care read and understand the directions on the container and on the color-coded warning stickers on the bottle.
- Carefully review the directions before taking any medication.
- Check for the expiration date and review the instructions on how to store them.

### *Generic vs. Brand Name Drugs*

A brand name drugs are medicine that are discovered, developed, and produced by a pharmaceutical/biotech company. Once a new drug is discovered and approved by the FDA, the company files for a patent, which, if approved, gives the company the exclusive right to sell the product. During this period, other companies cannot produce the copy and produce the drug. This gives the company an opportunity to recover the costs associated with research and development of the new drug.

Once the patent on the drug expires, other companies will produce the same drug. The name of the drug will still be protected by the patent, but not the “exclusive right to sell.” Companies that produce generic drugs can afford selling them at a much lower price. Generic drugs contain the same active ingredients; they have the same effect as the brand name product.

Now that you know the difference between the two drug types, you can make a better choice on which product will suit you the best. If you are prescribed drugs, you can always ask your doctor if the generic version of the drugs exists. Check with your insurance company to see what portion of the cost you are responsible for and make a decision accordingly.

# STUDENT SUCCESS & CAMPUS RESOURCES

## Counseling Center

The Counseling Center provides free, confidential mental health services to all registered students. Information shared during your contact with the Counseling Center will be kept confidential, consistent with State and Federal laws and applicable ethical standards. The Center is open during normal business hours. Before/after hour appointments can be made in advance. Students attend the Counseling Center for a wide range of reasons. Common issues include:

- Anxiety
- Stress
- Peer relationships
- Managing Emotions
- Difficult childhood and family experiences (past and present)
- Relationship struggles
- Depression
- Homesickness
- Eating Concerns

The Center is here to help you through whatever issues or struggles that you have. You may contact the Counseling Center at 310-506-4210 to make an appointment.

## Alcohol and Drug Policy

Pepperdine University seeks to foster an alcohol- and drug-free environment in which to work, live, learn, and grow. Pepperdine seeks to prevent alcohol and other drug-related problems by educating students about the personal and social consequences associated with the abuse of drugs. Educational programs are offered on an ongoing basis and are coordinated through the Counseling Center. Confidential counseling and treatment are available to students through the Student Health and Counseling Centers or by referral to appropriate agencies off-campus. Please contact the Counseling Center at 506-4210 for more information.

NOTE: In the U.S., you must be at least **21-years-old** in order to consume alcohol.

## Campus Recreation/Fitness

Campus Recreation provides a wide variety of programs and services, including club sports, fitness, informal recreation, intramural sports, outdoor

recreation, workout facilities, student employment, development and leadership opportunities. More information about Campus Recreation, intramural sports, fitness, health and wellness, and outdoor activities can be found on Campus Recreation's website:

<http://www.pepperdine.edu/admission/student-life/campusrecreation/>

## Disability Services

The Disability Services Office is dedicated to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities, and facilities. Upon verification of a disability, a staff member will work with you to identify your needs and provide reasonable accommodations. Because the nature of each disability and request is different, we encourage you to contact the Disability Services directly in order to obtain more information. Their office is located in Tyler Campus Center (TCC) #264 on Malibu campus, and you may reach them at 310.506.6500 or via email at [Disability.Services@pepperdine.edu](mailto:Disability.Services@pepperdine.edu)

## Department of Public Safety

The Department of Public Safety is committed to providing and maintaining a safe and secure environment while respecting the rights and dignity of individuals utilizing programs and facilities. This mission shall be accomplished within the constraints of federal, state, and local laws and ordinances. In addition to patrolling the campus 24 hours a day, the Department of Public Safety offers a security escort program, neighborhood watch, and crime prevention. For more information, please visit our Web site at [pepperdine.edu/publicsafety](http://pepperdine.edu/publicsafety)

### Emergency

An emergency is a life threatening event. For all emergencies dial 911 from any phone. For on-campus emergencies, dial 911, and then contact DPS at 310.506.4441.

## Discrimination, Harassment, and Sexual Misconduct

Pepperdine University affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect.

Our University Code of Ethics states that we do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not engage in any forms of harassment.

### ***What is Discrimination?***

Unlawful discrimination occurs when an individual is treated less favorably with respect to the administration of the University's educational programs and activities, admissions, financial aid, or on-campus housing, based upon that individual's membership in a class protected by applicable law.

### ***What is Harassment?***

Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, that its effect, whether or not intended, impairs a person's ability to participate in the University's education program and activities or their living environment. Objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a "reasonable person" in the recipient's circumstances.

### ***What is Sexual Misconduct?***

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

### ***Sex Discrimination***

Discrimination (as defined above) on the basis of an individual's sex.

### ***Sexual Harassment:***

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's educational programs and activities or their living environment. Sexual Harassment also includes gender - based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior, academic freedom, and the mission of the University.

Examples of Sexual Harassment include, but are not limited to:

- A student repeatedly contacts another student to go out on a date after the student has made it clear that such contact is unwelcome.
- A male professor makes several comments to a female student suggesting that if they have a sexual relationship he will give her a better grade in his class.
- A lesbian student is repeatedly called a "dyke" by a male classmate, who also makes sexually explicit remarks.
- A male staff assistant in a biology lab repeatedly makes disparaging comments about women such as "science is a man's field" and "women don't have the capacity to understand."
- A student worker tells her supervisor that she is not comfortable with him massaging her shoulders, but he continues to do so on numerous occasions and also makes comments about her attractiveness.

### ***Sexual Assault:***

Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under California law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Other examples of sexual assault include the following nonconsensual acts: oral copulation, anal intercourse, and penetration of the anal or vaginal area with a foreign object, including a finger. Sexual battery includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts. Sexual coercion is the act of using pressure (including physical, verbal, or emotional pressure), alcohol, medications, drugs or force to have sexual contact against someone's will or with someone who has already refused. An individual is unable to provide consent to engage in sexual activity when the individual: 1) is a minor (age 17 or under); 2) has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing consent; 3) is unconscious; or 4) is incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known by the accused.

“Incapacitated” means intoxicated to the point that the person is incapable of exercising the judgment required to decide whether to consent.

### ***Domestic Violence:***

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

### ***Dating Violence:***

Violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in
- the relationship

### ***Stalking:***

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

### ***Campus Sexual Misconduct Resources:***

In an effort to reduce the risk of sexual misconduct occurring among its students, the University provides awareness and prevention programming. These outreach efforts are coordinated through the Counseling Center. For information, call 506-4210 or visit [community.pepperdine.edu/counselingcenter/sexualassaultresources](http://community.pepperdine.edu/counselingcenter/sexualassaultresources).

### ***Immunity for Victims***

Pepperdine encourages the reporting of sexual misconduct. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations (such as visitation, underage drinking, or sexual activity) at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to sexual misconduct

### ***Immunity for Good Samaritans***

Pepperdine encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for a student in need, both parties will receive immunity from disciplinary action. This policy was created because students are sometimes hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, an underage student who has been drinking might hesitate to get help from Public Safety or an RA for someone who may be suffering from alcohol poisoning, or might be hesitant to provide important information about a sexual assault incident).

### ***Retaliation***

The University prohibits retaliation against any individual who, in good faith, complains of discrimination, harassment, sexual misconduct, or assists in providing information about a complaint of discrimination, harassment, or sexual misconduct. Any individual who engages in retaliatory conduct in violation of this policy is subject to disciplinary action, up to and including dismissal from the University.

# ACADEMIC ADVISING & REGISTRATION

## Convocation

All undergraduate Seaver students are required to attend the equivalent of one convocation program each week (totaling 14 credits each semester). Attendance at recognized convocation programs counts toward a grade in which students receive half of one unit of academic credit each semester.

Graduate and non-degree students are NOT required to attend Convocation Series.

## OneStop

OneStop is the first stop for all of your administrative needs. Visit OneStop on the second floor of the TAC building on Malibu Campus to register for classes, make a payment to your student account, schedule an academic advising appointment, purchase discounted movie tickets, and much more.

## Graduate Students

An academic advisor at your program will be able to help you with any administrative needs that you have including, class registration,

## Academic Integrity

What constitutes academic honesty varies from culture to culture, and it is important to understand rules of academic conduct at Pepperdine. All students are expected to turn in their own work. The University does not tolerate dishonesty, cheating, or plagiarism in any form.

What are some of the common violations?

### *Cheating*

Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as unauthorized collaboration in any form.

### *Plagiarism*

Plagiarism occurs when a writer appropriates another's ideas, research, or writing without proper acknowledgement of the source or uses another's words without the use of quotation marks.

Tip: In the U.S. there are different formats for citing sources. Some professors will specify on the syllabus the format that they want you to use. If no format is

suggested, then use one of these: MLA, APA, Chicago Style, etc. There are many resources on the internet and in the library that will help you to properly cite your sources. Refer to a librarian or the Writing Center if you need help.

### *Fabrication*

Fabrication is the falsification or invention of information in an academic exercise or to university officials. Fabrication also includes lying to a member of the administration, faculty, or Academic Integrity Committee (AIC).

## Facilitating Academic Dishonesty

The facilitation of academic dishonesty occurs when students knowingly or negligently aid others to allow their work to be used in a dishonest academic manner. Students also facilitate academic dishonesty when they are aware of, but fail to report, violations of the code of academic integrity. Students who facilitate academic dishonesty are as guilty of violating academic integrity as those who plagiarize, cheat or fabricate materials.

Please make sure to review the Code of Academic Integrity for details about what constitutes as a violation, applicable procedures, and sanctions that may be imposed.

If you are found guilty and are suspended from the school, you must **immediately notify your DSO**.

## Academic Expectations and Requirements

### *Class Attendance*

All students are expected to attend class. Please carefully review the "**Attendance Policy**" on the Syllabus.

### *Class Participation*

In most cases, class participation is not only encouraged but it is expected. Your syllabus will have indicated if participation is required and what percentage of your grade is based on participation.

### *Taking Notes*

Although this is not required, it is advised that you take notes during class. Recording devices are usually

not permitted during class, unless approved by the professor.

website (<http://library.pepperdine.edu/>) and explore different resources that they have.

### ***The Syllabus***

Each professor is required to hand out a syllabus, which is the document that specifies the requirements for the class, expectations, books and materials required, class dates, homework assignments, grading scale, projects description, attendance policies, exams/tests/quizzes, etc. Each student is advised to review the syllabus prior to attending class.

NOTE: Some professors will have an assignment due during the first class. Therefore, we advise that you read the syllabus prior to attending class to ensure that you are aware of the requirements/complete them before attending.

## **Campus Resources for Academic Success**

### ***Books***

Students can purchase textbooks through the Pepperdine Bookstore, or online (Amazon.com, Chegg.com, Abesbooks.com, etc.) When purchasing textbooks, make sure that you are pay careful attention that you are buying the correct edition.

### ***Sakai***

Sakai is Pepperdine's open-source, learning management system that provides students a collaborative online environment to support teaching learning. You may use Sakai to access syllabus, classroom notes and materials, as well as announcements. You can access Sakai by logging in to WaveNet, clicking on Academic Resources, Courses (powered by Sakai).

### ***Writing Center***

The Writing Center is a place where you can get help with your writing. Experienced writing tutors will help you with research papers, reviews, essays, cover letters, junior writing portfolio, and much more. The Writing Center is located on the third floor of Payson Library within the Academic Center for Excellence (ACE). You must make an appointment before meeting with a tutor.

### ***Library***

The Pepperdine Libraries provide a global gateway to knowledge, serving the diverse and changing needs of our learning community through personalized service at our campus locations and rich computer-based resources. We encourage you to visit their

# FINANCIAL INFORMATION

## Student Accounts

The online student account serves as the official student “bill”. You may access your student account via WaveNet. Your account will be updated automatically with every charge or credit posted to it. You are responsible for viewing your account online, for noting the account balances due, and for making the appropriate arrangements for payment to be made by the due date. Balances not paid by the due date will accrue daily finance charges. Please check the Student Accounts’ website for further instructions on how to submit payments, payment options, due dates, guest account and access, and much more.

## Banking in the US

Most students prefer having a bank account with a U.S bank. When opening a bank account, you will need to bring some personal identification such as your passport or an ID. There are several types of accounts that can be opened, and every bank will probably have a different name for these accounts.

You must be at least 18 years old to open a bank account unless you have a co-signer.

### *Overdraft*

An overdraft occurs when you do not have enough money in your checking or savings account. In the state of California, it is a crime to write a check for which there is not enough funds in the account. On the first offense, if the bad check is for less than \$200, the penalty is up to one year in the county jail plus a civil penalty of triple the amount of the check (no less than \$100 and no more than \$1,500).

## Scholarships & Aid

International students are not eligible for state and federal aid. However, they are eligible for departmental, institutional, athletic, and private scholarships. Contact the Financial Assistance office for more information.

# DINING & ENTERTAINMENT

## Dining & Entertainment

### Malibu Campus

- ✓ Waves Cafe
- ✓ Nature's Edge
- ✓ La Brea Bakery Cafe
- ✓ Jamba Juice
- ✓ HAWC
- ✓ Drescher Café
- ✓ SOL cafeteria
- ✓ GSBM Café

### Malibu Restaurant Guide

- ✓ Duke's
- ✓ Cafe Habana
- ✓ Malibu Farm
- ✓ Malibu Seafood
- ✓ Moonshadows
- ✓ Taverna Tony
- ✓ Marmalade
- ✓ Casa Escobar

## Recreation

Malibu has many beautiful beaches most of which are visible as you drive along the Pacific Coast Highway. Some of the popular public beaches include:

- ✓ Topanga State Beach
- ✓ Malibu Lagoon State Beach
- ✓ Big Dume State Beach
- ✓ Point Dume State Beach
- ✓ Zuma Beach
- ✓ El Pescador Beach
- ✓ El Matador

In addition, we encourage you to explore other landmarks in Malibu and around LA.

- ✓ Adamson House
- ✓ Malibu Pier
- ✓ Malibu State Creek Park
- ✓ Malibu Bluffs Park
- ✓ Solstice Canyon

For more information about "things to do in LA" visit the following website:

<http://www.discoverlosangeles.com/>

## Tipping

It is customary to tip in the restaurants and spas. Tipping is the means by which to acknowledge good

services. Keep in mind that at some jobs, employees depend on a tip income and generally are grateful for any tips received. Most restaurants will have "mandatory gratuity" for large parties. This will usually be disclosed on the menu and will include the number of people and the percentage. Some places will have mandatory service fee and other might say "no tipping". If "gratuity" is mandatory, then it will show on your bill as "Service Charge" or "Gratuity." Fast food restaurants do not have tipping since there is no "table service". Coffee shops, bakeries and other establishments have tip jars on their check-out counters. While there are no minimum or maximum amounts, usually people will tip between 15-25% of the pre-tax bill. Some of the common services that you will tip for are:

- ✓ Food server at a sit-down restaurant usually 15-20% of the pre-tax bill
- ✓ Valet parking personnel (\$2-\$5)
- ✓ Hairdresser/manicurist (15%-20%)
- ✓ Maid
- ✓ Road service provider services such as (\$10-\$20)
- ✓ Movers
- ✓ Concierge
- ✓ Taxi Driver/Uber driver
- ✓ Tour Guides

## Shopping

The closest shopping malls to Malibu campus are located either on the Westside, in the San Fernando Valley, or in the Conejo Valley. Most plazas are more than shopping centers; they also have restaurants, and entertainment centers. The largest plazas in the neighborhood are:

- ✓ Hollywood & Highland Center
- ✓ The Grove
- ✓ Beverly Center
- ✓ Santa Monica Place
- ✓ Americana At Brand
- ✓ Thousand Oaks Mall
- ✓ Camarillo Premium Outlets
- ✓ Glendale Galleria
- ✓ Westfield Century City
- ✓ Westfield Topanga

# CONTACT INFORMATION

Department	Phone Number
Academic Advising- Seaver College	310.506.7999
Cashiers Services	310.506.4107
Department of Public Safety	310.506.4700
Disability Services	310.506.6500
Emergency	911
Financial Aid – Seaver College	310.506.4301
Financial Aid – School of Business and Management	310.568.5530
Financial Aid – School of Education and Psychology	310.568.5775
Financial Aid – School of Law	310.506.4633
Financial Aid – School of Public Policy	310.506.7493
Graduate Admission – School of Business and Management	310.568.5535
Graduate Admission – School of Law	310.506.4631
Graduate Admission – School of Education and Psychology	310.568.2848
Graduate Admission – School of Public Policy	310.506.7493
Health Center	310.506.4316
Help Desk (Computer Problems)	310.506.4357
Office of International Student Services	310.506.4246
Registrar	310.506.7999
Road Conditions	310.506.7689
SGA	310.506.4534
Student Accounts	310.506.8000
Student Life/Affairs	310.506.4472
Tech Central	310.506.4811
Undergraduate Admission	310.506.4392
Housing and Residence Life	310.506.7586

# APPENDIX A

You are required to notify the OISS if you plan to:	<b>DEADINES!</b> You must notify the OISS not later than:	Expected OISS processing time:
<b>Personal Information</b>		
... <b>change</b> your passport name or citizenship.	Send a copy of the new passport to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as you receive the new passport.	Allow <b>72 hours</b> for your DSO to issue a new Form I-20.
... <b>change</b> your address (physical residence).	Send your new address to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> not later than <b>10 days</b> after moving.	Your DSO will update your address in SEVIS (WaveNet will <u>not</u> update your address in SEVIS).
... <b>change</b> your visa status.	Send evidence of the new visa status to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as you have applied for or been granted the new visa status.	The DSO will terminate your SEVIS record due to “change of status approved.”
... <b>add</b> a dependent (spouse or minor child).	Send a copy of your dependent’s passport and evidence of financial support to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as possible.	Allow <b>72 hours</b> for your DSO to issue a Form I-20 for you and your dependent.
<b>Academic Information</b>		
... <b>change</b> your major/program or <b>add</b> a second major/program.	Send evidence of the approval of the new major/program to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as your new major/program has been approved.	Allow <b>72 hours</b> for your DSO to issue a new Form I-20.
... <b>change</b> your education level (for example, from bachelor’s to master’s level) at Pepperdine.	Send a copy of the admission letter to the new program to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as you have been accepted to the new program, but <b>not later than 60 days</b> after you complete the current program.	Allow <b>72 hours</b> for your DSO to issue a new Form I-20.
... <b>reduce</b> your course load below full-time level due to <u>initial</u> difficulty with the English language or a medical condition.	Before dropping or withdrawing from your course or courses, you must complete an <b>Application to reduce course load</b> and make an appointment with your DSO.	Your DSO cannot approve your request due to failure to attend classes or pass the course.
... <b>complete</b> your program <b>earlier</b> than the program end date printed on your Form I-20.	Inform the OISS immediately if you are completing your program earlier than the expected end date printed on your I-20.	Your DSO will shorten your program end date, and your <b>60-day grace period</b> will begin on the new program end date.
... <b>complete</b> your program <b>later</b> than the program end date printed on your Form I-20.	Request an extension of your program end date <u>before</u> the program end date printed on your Form I-20.	Allow <b>72 hours</b> for your DSO to issue a new Form I-20 with the new program end date.
<b>Interruption of Study</b>		
... <b>travel</b> outside the U.S. for less than 5 months.	Submit your current Form I-20 and a completed <b>Travel Permission</b> form or <b>Travel Permission for OPT</b> form to	Allow <b>72 hours</b> for the OISS to review your record before we can certify that you are eligible for

	the OISS prior to your departure. Your DSO will sign your current I-20 or issue a new I-20.	reentry. Your Form I-20 may be picked up or mailed to you after 72 hours.
... <b>travel</b> outside the U.S. for 5 months or more.	Submit your current Form I-20 and a completed <b>Travel Permission</b> form or <b>Travel Permission for OPT</b> form to the OISS prior to your departure. You will need a new I-20 with a new SEVIS Id number.	Allow <b>72 hours</b> for the OISS to review your record before we can certify that you are eligible for reentry. Your Form I-20 may be picked up or mailed to you after 72 hours
... <b>take a break</b> from school in the U.S. for less than 5 months.	You must complete one academic year (two semesters) before taking a break. If you start your program in the spring term, you may not take a break in the summer term.	Consult your DSO before taking the break. If a program extension is needed, allow <b>72 hours</b> for your DSO to issue a new Form I-20.
... <b>take a break</b> from school in the U.S. for 5 months or more.	You are not allowed to stay in the U.S. for 5 months or more without being in school.	Consult your DSO before taking the break. If a program extension is needed, allow <b>72 hours</b> for your DSO to issue a new Form I-20.
...transfer to a new school upon being <b>suspended or dismissed</b> from the University.	If you are suspended or dismissed from the University, you are allowed a <b>15-day grace period</b> in order to depart the U.S. unless you obtain an admission letter from another school.	Don't wait until it's too late - consult your DSO before you are suspended or dismissed, when you receive a probation or warning letter from the University.
... <b>withdraw</b> from the University (temporarily or permanently) and depart the U.S.	Contact the OISS as soon as you decide to withdraw. You must depart the U.S. <b>within 15 days</b> of the withdrawal date.	The DSO will terminate your SEVIS record due to "authorized early withdrawal."
<b>Completion of Study</b>		
...end your F-1 status and depart the U.S. after completing your program.	Inform the OISS of your departure date by sending an "exit statement" to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> . You must depart the U.S. <b>within 60 days</b> of your actual program end date.	Your DSO will complete your SEVIS record.
...transfer to a new school in the U.S. after completing your program.	Send a copy of your admission letter to the new school and any form that must be completed by us to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> . <b>within 60 days</b> of your actual program end date.	The DSO will release your SEVIS record to the new school on the date you request within the 60-day grace period.
...start a new program at Pepperdine or at a different school after completing your program.	Upon admission to the new program or new school you must contact the OISS BEFORE the <b>60-day grace period</b> expires.	The DSO will change your education level at Pepperdine or transfer your SEVIS record to the new school.
...apply for employment authorization in the U.S. for a period of 12 months to obtain work experience in your major, known as OPT (optional practical training).	About <b>4 months</b> before completing studies, read the instructions found in the OISS website on when and how to apply for OPT employment authorization. Apply as early as the regulations allow.	The U.S. Dept. of Homeland Security requires 4about <b>3 months</b> to process your application for OPT employment authorization.
...change your visa status in the U.S.	You must apply for the new visa status as soon as possible before your 60-day grace period expires.	The DSO will update your SEVIS record as soon as you provide evidence of the new visa status.
... <b>change</b> your passport name or	Send a copy of the new passport to	Allow <b>72 hours</b> for your DSO to

citizenship.	<a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as you receive the new passport.	issue a new Form I-20.
<i>...change</i> your address (physical residence).	Send your new address to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> not later than <b>10 days</b> after moving.	Your DSO will update your address in SEVIS (WaveNet will <u>not</u> update your address in SEVIS).
<i>...change</i> your visa status.	Send evidence of the new visa status to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as you have applied for or been granted the new visa status.	The DSO will terminate your SEVIS record due to “change of status approved.”
<i>...add</i> a dependent (spouse or minor child).	Send a copy of your dependent's passport and evidence of financial support to <a href="mailto:oiss@pepperdine.edu">oiss@pepperdine.edu</a> as soon as possible.	Allow <b>72 hours</b> for your DSO to issue a Form I-20 for you and your dependent.