USC International Academy

STUDENT HANDBOOK

USC University of Southern California

USC University of Southern California

USC International Academy · 3415 S. Figueroa Street · Los Angeles, CA 90089-0875
(213) 740-0080 · international.usc.edu · info-international@usc.edu

USC Holidays

>> **2017 - 2018**
USC International Academy offices will be closed on the dates listed below:

LABOR DAY
Monday, September 4, 2017

THANKSGIVING
Thursday, November 22, 2017 -
Friday, November 24, 2017

WINTER HOLIDAYS
Monday, December 25, 2017 -
Monday, January 1, 2018

MARTIN LUTHER KING JR. DAY
Monday, January 15, 2018

PRESIDENTS' DAY
Monday, February 19, 2018

MEMORIAL DAY
Monday, May 28, 2018

INDEPENDENCE DAY
Wednesday, July 4, 2018

Please go to the Current Student's website *iastudents.usc.edu* for more detailed information about program breaks, session start dates, etc.

New Student Checklist

THINGS TO DO:

- ☐ **Pay outstanding tuition and housing fees**
  - Make sure you have paid in full
  - If you have not paid in full (go to International Academy, office 107B, Finance Team and make a payment)
- ☐ **Immigration document verification** (International Academy, office 107C, Admissions and Immigration)
  - Passport, 120, and visa checked
- ☐ **Placement Test and Focus Skills Selection** (if you missed the test during Orientation, go to the Front Desk)
  - Take test to determine your current level
  - Choose your focus skill classes based on your level and interest
- ☐ **Immunizations** (Englemann Student Health Center, Office 145, Immunizations)
  - Receive your required immunizations
- ☐ **USC Email Set-Up** (International Academy building, office 103C, Student Services)
  - Get set up on the Blackboard system and check out your new email
- ☐ **IA Language Lab Account Set-Up** (International Academy office 103C, Student Services)
  - A great opportunity to learn English outside the classroom
- ☐ **USC Lyon Center Liability Waiver** (International Academy, office 103C, Student Services)
  - Must be completed to use the student gym & pool
- ☐ **USCard - USC ID Card** (Parking Structure X, USCard Services Office)
  - Get your school ID.
- ☐ **Get your class schedule**
  - Find your class schedule online in your Student Portal.
- ☐ **Start Classes - Fight On!**

THINGS TO ATTEND:

- ☐ **Program Overview (Program Manager)**
  - Learn more about your program and what to expect
- ☐ **Safety Information Session** (International Academy, office 103C, Student Services)
  - How to be and stay safe while studying at USC International Academy
- ☐ **Think About It! Training** (International Academy, Office 103C, Student Services)
  - What is harrasement? Protect yourself and others.
- ☐ **Health Information Session and Health Documents** (International Academy, office 103C, Student Services)
  - Learn about the Health Center and what to do when you get sick
- ☐ **Academy Activities** (Student Services Desk in lobby)
  - Learn about the fun activities happening during the session
- ☐ **Immigration Information Session** (Admissions and Immigration Advisor's office at the International Academy)
  - Learn about required rules and regulations for studying as a F1 student in the United States

THINGS TO TURN IN (FILL OUT AND RETURN):

- ☐ **Permanent Record Form** (Admissions and Immigration Advisor's office at the International Academy)
  - Fill out your most recent information and return
- ☐ **Liability Waiver** (International Academy, office 103C Student Services)
  - Fill out and return
- ☐ **Image Release Form** (International Academy, office 103C, Student Services)
  - Fill out and return
- ☐ **Health Documents** (International Academy, office 103C, Student Services)
  - Fill out and return

IMPORTANT

If you attended 2 days of Orientation, you probably completed most of these tasks already! If you have any questions, ask at the 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.

THE ACADEMY
3 PROGRAM & COURSE OVERVIEW
6 ACADEMY POLICIES
7 ATTENDANCE
8 GRADES & RECOGNITION

LEGAL MATTERS
9 STUDENT CONDUCT
10 VISA & IMMIGRATION
11 IDENTIFICATION

LOS ANGELES LIVING
12 HOUSING
13 ACTIVITIES
14 EXPLORING LOS ANGELES

LOCAL INFORMATION
18 SAFETY
26 HEALTH CARE & INSURANCE
27 MONEY & BANKING
28 TRANSPORTATION
29 CAMPUS DINING
30 USC GENERAL STUDENT SERVICES
32 GOOD PLACES TO STUDY
33 FREQUENTLY ASKED QUESTIONS
36 CAMPUS MAP

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 stop by at the Academy office to 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!

"USC welcomes students from all 50 states, and is home to more international students than any other university in the nation. This diversity enriches your educational experience and prepares you to make your way in our globally interconnected world."

-C.L. MAX NIKIAS, PRESIDENT

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

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, Writing, and Grammar classes are taught at any academic level. In lower levels, you build reading skills. In intermediate levels, you read stories, articles and authentic texts, write about them, study vocabulary, and discuss the content. In higher levels, the focus is on academic reading and writing.

Listening and Speaking

Listening and Speaking classes teach students about speaking, listening and pronunciation. At the lower levels, you will gain the confidence in speaking English inside and outside of the classroom. At the higher levels, the focus is on listening, speaking, and note-taking in natural and academic contexts and students practice public speaking and presentation skills.

Focus Skills Courses

Students can choose one focus skill course from choices offered at each level. Typical focus course options include TOEFL/IELTS test preparation, Vocabulary, Pronunciation, and Life in Los Angeles. Focus Skill course options are subject to change.

Undergraduate Admissions Support

Students looking to transition into a US College or University are uniquely supported with expert admissions advising, test preparation and Intensive English courses.

Optional SAT Preparation

High school graduates who reach Level 5 (equivalent to min. TOEFL iBT 70 / IELTS 6) can choose to enroll in our SAT Preparation course, specifically designed to meet the needs of international students, at an additional cost.

Program and 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
- Science, Technology, and Health

Courses

- Academic Writing for Graduate School I
- Academic Writing for Graduate School II
- GRE/GMAT Test Preparation
- Graduate Communication Skills
- Academic Listening and Speaking
- Academic Reading & Vocabulary Building
- Academic Reading & Vocabulary Building II
- Research Methods for Graduate Study

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: *iapm@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 and comprehensive academic advising.

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.

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. *See page 2 for the list of courses.*

Minimum entry requirements:

- Bachelor's degree
- High-intermediate English level (this is equivalent to: TOEFL iBT 61+/IELTS 5.5 OR Academy Levels 4 or 5)

If you have any questions about this program please contact Jenny Wapner: *jennywap@usc.edu*.

Program and Course Overview *continued*

CONVERSATION GROUPS
Each week, you can sign up to join a conversation group. This is a great option to practice your English language skills with USC students in an informal setting. Conversation topics include American culture, university life, current events and other topics of interest. Sign up for conversation groups online by visiting: *iastudents.usc.edu* and click "Sign Up for Language Labs" under Quicklinks.

DROP IN TUTORING
Available by drop-in or schedule appointments, the Tutoring Center provides one-on-one support for students needing test prep, writing support or speech preparation practice. Tutoring Schedule is available on the USC Current Student Portal.

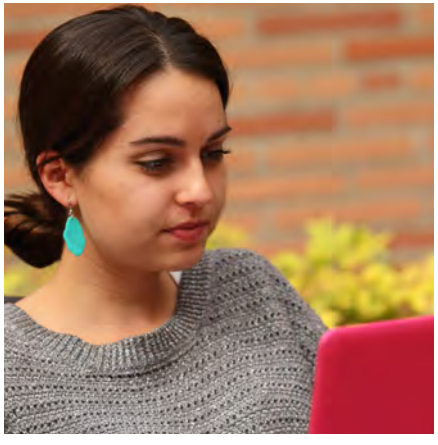
ONE-ON-ONE CONVERSATION PARTNERS
If you would like an opportunity to practice your oral English skills one-on-one with a native English go to: ali.usc.edu/one-on-one-conversation-partners.
Please note that there is an extra fee of $12/hour.

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 Finance Analyst, Claudia Cortez: *cortezcl@usc.edu.*



LEVEL PLACEMENT

All new students take the English Placement Exam to determine their English level of proficiency. You will be placed in an academic level based on your performance on the exam.

If you are late for the placement test you will have to pay Late Testing fee of $100.

During the first few days of class, your teacher will observe your class performance and English ability very carefully to be sure that your placement is correct.

CLASS CHANGES

If you are a new student* and you think one of your classes is not the right level, you should talk to your teacher(s) first and then fill out a Level Review Request Form. You can get this form at the Help Desk during the first week of classes.

Level changes are made for language reasons only, not for other reasons. We do not make changes to class schedules because of classroom location, teacher preference, or class time. Level changes will be made based on your performance during the first few days of class and from teacher recommendations. No class changes will be permitted after you complete the first two weeks of the program.

** Only new students can change levels*

Focus Skills Course

Students who would like to change their focus skill course must attend their originally scheduled class at least one time.

You may change to another focus skill course if A) the other class is available for students in your level, B) there are not too many students already in the class, and C) the new class meets your educational needs.

To change your focus skill course, please complete the Focus Skills Class Change Request Form available for you at the Help Desk during the first week of classes. Students who arrive after the beginning of the session may have a limited choice of elective course options.

PROBLEMS IN CLASS

If you have a problem with your class, your homework assignments, your teacher, or your attendance, you should first talk to your teacher. Americans prefer that people be direct and honest with them. If you and your teacher are unable to agree on a solution, you should talk to the Academic Coordinator.

Attendance

» MAINTAINING YOUR STUDENT STATUS

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.

All absences are counted, even those for reasons caused by medical, legal or family emergencies (there are no excused absences). Students with serious medical illnesses should notify their Program Advisor as soon as possible.

IF YOU ARE LATE TO CLASS OR ABSENT:

- By five to fifteen minutes = you will be marked absent for half an hour (30 minutes).
- More than fifteen minutes late up to 60 minutes = 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.

PROBATION

Students who have 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 are dismissed from the program without refund, lose their full-time status, must leave USC housing, and are not 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.

Grades & Recognition

» ACADEMIC STANDARDS FOR SUCCESS

GRADES

USC International Academy students are given grades for each course.

Performance Grade

Only the performance grade is used to determine whether or not a student passes to the next level. The chart on the right describes the performance grade standards.

- Students who receive a grade of C- must repeat the level in that class.
- Students who receive a grade of D+ or below will not pass to the next level.

Students who have less than a C- grade point average at the end of the session may be discontinued from the International Academy at the discretion of the Academic Director.

PRE-MASTER'S GRADE POLICY:

To successfully meet the conditional requirements of your USC admission offer, you must maintain a B average overall with no grades less than a B in core courses and/or a C in focus courses. You must also meet any other requirements set by your university department (e.g., GRE score).

ACADEMIC RECOGNITION

The Academy chooses one or two full-time students each term to be awarded as the "Outstanding Student." These are students chosen by Academy faculty and staff who show exemplary contribution to the program in academic performance, leadership and community life. The "Outstanding Student" receives a plaque displaying his or her special certificate.

PERFORMANCE GRADE STANDARDS

- **A (90% - 100%) = Excellent**
  (to be given to the excellent student whose performance always meets or exceeds the requirements of the course and the expectations of the instructor)
- **B (80% - 89%) = Good**
  (to be given to the student whose performance regularly satisfies the requirements of the course and the expectations of the instructor)
- **C (70% - 79%) = Borderline Pass**
  (to be given to student who attains passing proficiency while meeting the basic requirements of the course and reasonably satisfies the expectations of the instructor)
- **D (60% - 69%) = Poor**
  (to be given to the student whose performance seldom meets the requirements of the course and expectations of the instructor)
- **F (Below 59%) = Fail**
  (to be given to student whose performance clearly fails to attain the minimum required proficiency needed to advance to the next higher level).

Student Conduct

» LEARN ABOUT RULES AND BEHAVIOR EXPECTATIONS

You are expected to abide by the student conduct rules of the USC International Academy, USC Student Conduct Code & Policies, (policy.usc.edu/files/2016/10/SCampus-2016-2017.pdf) 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 towards 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.
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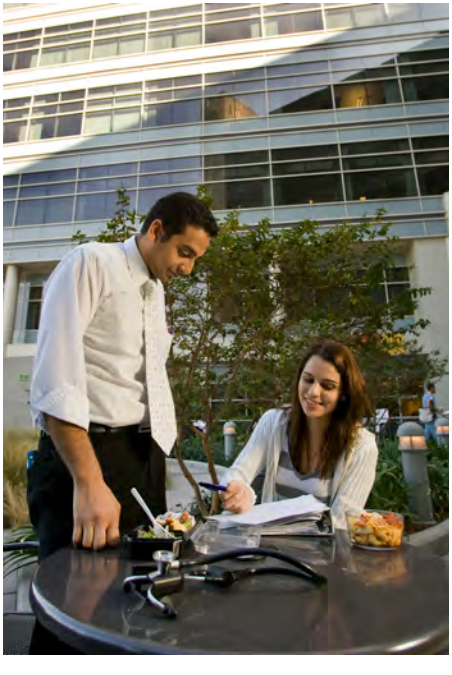
No refund will be given and the immigration authorities will be informed. Travel and other costs incurred as a result of expulsion must be met by you or by your guardian.



ADDITIONAL RESOURCES

For more information about student life at USC, safety, important dates, and deadlines, visit the International Academy Student Portal at: www.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.

Visa and Immigration

» 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:

TRANSFER STUDENTS
To transfer to another school from the International Academy, a letter of admission and transfer 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.

I-20 DETAILS
Your I-20 is issued to cover the program dates listed in Section 5 of your SEVIS I-20 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 must provide the Academy with a copy of their passport, I-94, visa, and I-20. Once you arrive to the U.S., please email copies of these documents to: *i20-international@usc.edu*

If you did not email copies of these documents to the International Academy, please bring your paperwork to be photocopied during Orientation.

TRAVEL DETAILS
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 third page of their I-20.

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

LEGAL SERVICES
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.

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.

If you did not get your card during Orientation, then visit the USCard office in Parking Structure X. Fill out an application and tell the person at the counter that you are a USC International Academy student. They will have a list with your name on it. If you have any problems, ask for the manager and they will either process your card or call the Academy office for clarification. They will then take your picture and put it on a plastic card with your name and ID number.

Add Money to Your USCard

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 at usc.edu/vipcardservices or at the USCard office. **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)
- Yellow Cab Co.
- & more!

USCard Services

Open Monday-Friday, 9:00am-5:00pm
Parking Structure X (PSX)
(213)740-8709 · *usc.edu/uscard*

SOCIAL SECURITY NUMBER / CARD

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

» CHOOSING YOUR L.A. ACCOMMODATIONS

As a USC International Academy student, you have many housing options. You may choose to reserve housing through the Academy or secure private housing on your own. The demand for USC International Academy housing is much greater than the number of available spaces, so students are encouraged to apply as early as possible. For prices and availability, please contact: *info-international@usc.edu*

UNIVERSITY DORMITORY

Parkside Apartments
(Available for Fall and Spring Semesters only)

Students living at Parkside share a 2-person studio apartment. Apartments include:

- Private bathroom, full kitchen, basic furnishings
- Extra-long twin beds, desks, dressers
- Couch, armchair, dining room table and chairs
- Phone line and Ethernet for each student, wireless Internet, basic cable (phone and TV not included)
- Coin-operated laundry facilities
- Card-key entry system
- Electricity, gas, and water included in rent
- Customer Service Center, 24-hr maintenance
- Parking available for an additional fee
- Mandatory partial meal plan

Residents receive basic bedding and a small towel. Pots, pans, cutlery, and dishes may not be provided but can be purchased at a local supermarket.

Parkside Apartments

STUDENT APARTMENTS

University Gateway

Gateway offers students shared apartments with 2 students per bedroom and bathroom and up to 4 students in one apartment.

Apartments include:

- Across the street from USC campus
- Fully furnished, include rent and fees, and 24-hour onsite security.
- Each apartment has a kitchen with basic kitchen utensils, living area, cable TV, and wireless internet access.
- Quiet study rooms, lounges, courtyards, and a sun deck also available.

Parking is available for an additional fee of $400/semester. Parking permits are sold on a first come, first serve basis to Gateway residents only. To reserve parking, please see the Student Services Coordinator in charge of housing.

HOMESTAY

USC International Academy can help you arrange a homestay with a host family. The Housing Coordinator will select the right home for you and provide support throughout your experience.

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.

Activities and Cultural Immersion

» EXPLORE LOS ANGELES

ACTIVITIES
All students have the opportunity to explore the diverse sights of Los Angeles through the Academy's Weekly Activities. There are a limited number of spaces for each activity.

HOW TO RESERVE A SPACE
- Visit the Student Services desk in the lobby of DCC before the deadline to sign up. Any Student Services team member can help you sign up.
- If the activity requires payment, pay the non-refundable fee in cash or credit card (Visa or Mastercard) when you sign up.
- Because the number of tickets available for activities is limited, we recommend that you sign up early to secure your space

After all of the spaces are filled or the deadline passes, you may sign up on the wait list, but spaces will only be available if someone does not show up or if we can arrange extra transportation/tickets. We will do everything we can to include everyone who wants to participate in each activity, but your help is needed. You should sign up and pay early.

CANCELLING ACTIVITY RESERVATIONS
All tickets for activities are non-transferable and non-refundable.

If you know that you will not attend an activity after signing up, please notify a Student Services team member at the Student Services Desk in the lobby of DCC.

TRANSPORTATION
Transportation is arranged for most events. We usually travel by public transport, bus or van, but sometimes we carpool with other students. If you have a car and would like to volunteer to be a driver for some of the activities, see the Student Services Coordinator.

When you attend Academy activities for which transportation is provided, you must make sure that you arrive back at the bus, van or car(s) on time. If you do not return on time, you will need to see the Student Services Coordinator before you are allowed to attend future Academy activities. If you are late returning to the location you were told more than one time, you will not be allowed to attend any more activities. If the Academy incurs late fees because you were late, you will be responsible for paying the late fees. These late fees can be more than $100.

Alternative Transportation Form
If you choose to attend an activity but will not take the transportation provided by the Academy, you must fill out an Alternate Transportation Waiver form before the date of the activity.

LIABILITY RELEASE FORMS
All students must fill out and sign a Liability Release Form during the first week of each session they attend. 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. To contact an on-site chaperone, you can call the Emergency Activities Phone. Do not use this phone for any reason that is not an emergency during a International Academy activity.

Emergency Activities Phone:
(213) 400-8098

Exploring Los Angeles

» FAMOUS SIGHTS OF LA

NEIGHBORHOODS

There are many different ethnic neighborhoods in LA. Perhaps the best known 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 of USC is known as **Koreatown**-with delicious Korean Barbeque. The historic **Pueblo de Los Angeles** is our city's very 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!), **Broad Museum (free), & Marciano Art Foundation (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. A 22 mile bike path, the longest bicycle path in the world, is a vital part of the LA beach scene. LA's beaches start at the southern-most tip of Long Beach. **Venice Beach** is known for its unique shops and vendors as well as its beach gym. **Manhattan** and **Redondo Beaches** are pleasant and do not have as many tourists as Venice Beach and Malibu. **Malibu** has many beaches, and is known as "Hollywood-By-the-Sea". It is particularly beautiful. **Santa Monica** is a trendy beach that has a lot of fun things nearby. 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**. The 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.

MOUNTAINS

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 father away.

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!

Exploring Los Angeles *Continued*

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**.

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. It also contains the world's largest rose garden. 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.

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**. Both teams play at the Staples Center, which is directly north of campus on Figueroa Street. The **LA Kings** are the official hockey team, and they also play at the Staples Center. LA also has professional soccer, arena football, extreme football and many other sports teams.

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*.

Exploring Los Angeles *Continued*

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!

MANN'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

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!

UNIVERSAL STUDIOS AND 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 new sets 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* 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 *ticketmaster.com* or *pollstar.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 or Target, right off the 7th and Metro stop on Expo Line. There is also a Target at USC Village.

...buy groceries?
Groceries may be purchased at Trader Joe's (organic meal preparation) beginning in Fall 2017 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 cheap clothes?
There is a secondhand clothing store called Goodwill located north of campus on Figueroa Street. 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 Figueroa, the basement of the Trojan Bookstore, the Beverly Center, or at the Grove for a more expensive shopping experience.

...buy pots and pans?
Pots and pans may be purchased at Target at the University Village, Ralph's on Adams and Vermont or at Smart and Final located in the shopping plaza on Vermont and 36th. IKEA and Target 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 CitiBank located on Vermont and 36th next to the Smart and Final, and 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.

...get a haircut?
There are various places around to get your haircut, including one next to Smart and Final, and one on Hoover and Adams. A quick search online will also pull up several options around the LA area.

OTHER FAQS

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, Staples Center, L.A. Live (*www.lalive.com*), The Shrine Concert Hall, and Fig and 7th, a shopping center that includes Macy's and California Pizza Kitchen among others.

Where can I get 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 (*timeout.com/los-angeles*), Discover LA (*discoverlosangeles.com*), LA Weekly (*laweekly.com*), Yelp (*yelp.com*), LAist (*laist.com*), and Eventful (*losangeles.eventful.com*).

Where can I go to rent a car?
Car rentals near USC include:

Enterprise Rent-A-Car
(1944 S Figueroa St and in Transportation office in Parking Structure X on USC campus, *enterprise.com*) and **Dollar Los Angeles Car Rentals** (3515 Wilshire Blvd, *dollar.com*)

Maven Partnership (*transnet.usc.edu/index.php/partnerships/maven*) Need to get somewhere quick? USC has partnered with General Motor's Maven to loan you a car for $5 per hour. Reserve one of Maven's 18 cars on campus by downloading and registering on the Maven app. These new cars feature advanced technology like free unlimited 4G LTE Wi-Fi and gas and insurance are free.

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:

- **Save the USC Emergency number in your mobile phone: (213) 740 -4321**
- Sign up for TrojansAlert: *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.
- 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 29*) 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 pm and 6 am, 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 9pm through the online system at *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.

REMINDERS FOR STAYING SAFE

There are many ways you can avoid being a victim of crime or getting hurt. Please see *pages 19-21* 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*

Safety *Continued*

3 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 sundrenched 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.

Campus Cruiser provides walking or vehicle escorts within approximately one mile from the center of the University Park campus for students, faculty, staff and university guests who work, study or take classes at night.

Save the phone number for Campus Cruiser into your cellphone:
(213) 740-4911

The Yellow Cab Program allows students, faculty and staff to use their USCard to pay for transportation within a broad service area Call (800) USC-TAXI For more information on USC Transportation Services or call (213) 740-3575.

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.

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. See the sample to the top right.

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 to 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 cost for the decal and registration is 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.

Safety *Continued*

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 perhaps carpooling.
- 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.
- Walk with a self-assured stride; keep your head up; pay attention to your surroundings.
- 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 9pm to 6am 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

SMART PHONES

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 has an app that will allow you to locate your apple device on a map, remotely lock your device, or erase your data.

Read more about this app at www.apple.com. Type the words "Find My iPhone" (or iPad, iPod, mac) in the search engine on the Apple website (*apple.com*)

ANDROID SMART PHONES

If you own an android phone, we suggest Lookout Mobile Security (*mylookout.com/premium*) 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

BICYCLES

Bicycle registration is required at the university Registration and licencing is free at the DPS Office. Go to *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.

Safety *Continued*

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.

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*

Important Information About Sexual Assault, Gender-Based Violence, Domestic or Dating Violence, and Stalking

» LEARN ABOUT CONSENT AND WHAT TO DO ABOUT SEXUAL ASSAULT

HARASSMENT

The University of Southern California is committed to maintaining an environment that is free from all forms of discrimination and harassment based on a protected characteristic. The protected characteristics under this policy include race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

Harassing, abusive, and intimidating behavior against anyone based on any protected characteristic is strictly prohibited by the University. The behavior does not have to be directed at a specific person or persons to constitute harassment. Harassing behavior includes but is not limited to:

- Ridicule
- Abuse
- Insults or derogatory comments
- Remarks about an individual's looks, clothing, or body parts
- Offensive comments about racial, ethnic, or religious characteristics
- Offensive remarks about an individual's gender
- Negative stereotypes
- Intimidating or offensive statements about mental or physical disability

SEXUAL ASSAULT

The University does not tolerate Sexual Assault, Sexual Harassment, or harm or misconduct due to your sex or gender. This includes domestic violence, dating violence, and stalking.

What is Sexual Assault?

A sexual assault is **any actual or attempted non-consensual physical sexual act** including, but not limited to, intercourse, penetration using a body part or object, fondling, groping or sexual contact. Sexual assault includes but is not limited to non-consensual sexual intercourse.

Sexual assault occurs where:

- There is no affirmative, conscious and voluntary consent, or consent is not freely given;
- Physical force, threats, coercion or intimidation is used to overpower or control another, or the person assaulted fears that he or she, or another person, will be injured or otherwise harmed if he or she does not submit; or
- There is no ability to give or withhold consent due to incapacitation, whether due to the influence of alcohol or other drugs, age or mental incapacity, or unconsciousness.

What to Do If...

...you have been the victim of a sexual assault?

- **Go to a safe location.**
- **Get medical care as soon as possible**. If you wish to get help from a rape treatment center, contact the Santa Monica Rape Treatment Center or the USC Violence Intervention Program. More information about both is centers is at *sarc.usc.edu*
- **Preserve all physical evidence of the assault**, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. You may also choose not to have a physical examination.
- **Save all clothing that you were wearing at the time of the assault** and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb the area of your body where the assault occurred. A forensic examination is one way to preserve evidence, but it is not the only way.
- **Preserving Other Evidence:** You can easily take some important steps to preserve evidence by saving all text messages, emails, social media postings (taking screenshots can be helpful) or anything else that might relate to the assault, or that might be helpful later in reconstructing a timeline of events.

Important Information About Sexual Assault, Gender-Based Violence, Domestic or Dating Violence, and Stalking

» LEARN ABOUT CONSENT AND WHAT TO DO ABOUT SEXUAL ASSAULT

Write down the names of people who might have seen you immediately before or after, as it's easy to forget names or locations. Even if you do not want to participate in the investigative process now, you might later change your mind, so it's helpful to preserve as much information as possible.

- **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) 740-4900**
- **Reporting:** Any victim of a 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. Note that any information given to DPS will be shared with LAPD if DPS determines that there is evidence of criminal conduct.
- **Contact the Title IX Coordinator (213 821 8298)** in the Office of Equity and Diversity to get additional information about options and next steps.

... someone tells you about a sexual assault?

- Listen to what he/she tells you. Sometimes assault victims need to talk about the attack. Don't interrogate.
- 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 her or his experience.
- Be sensitive. Understand that she or he is in distress, and will be dealing with a wide array of strong, and sometimes overwhelming, feelings.
- Respect your friend's confidentiality and don't share information about his or her 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 Center offers one-on-one counseling and discussion groups for friends.
- Remember that whatever your friend did to survive an attack was exactly what he or she needed to do. Your friend did not cause the attack and is not at fault.

If the victim of a sexual assault is a student, you may also wish to walk him or her over to the USC Relationship and Sexual Violence Prevention Services, or Student Counseling Center, in Engemann StudentHealth Center, or help the student to call them. They are available 24 hours a day, 7 days per week. It's never too late to seek emotional support.

DOMESTIC / INTIMATE PARTNER VIOLENCE

Domestic violence or dating violence means abuse committed against a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom he or she has a child, or with whom he or she has, or had, a dating or engagement relationship.

Intimate partner violence means violence by a person who is or has been in a romantic or intimate relationship with the victim.

Domestic violence, or dating or intimate partner violence, can happen to anyone. It affects people of all genders, races, and socioeconomic levels.

If you or a friend or colleague is a victim of domestic violence, know that help is available at the Center for Women and Men. Domestic Violence, or intimate partner violence is also a crime in California. You may also wish to contact local law enforcement. Forms of domestic violence may include physical, sexual, psychological, emotional, or economic harm.

What is stalking?

Stalking is a **non-consensual course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.**

"Course of conduct" means behavior composed of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, engages in any of the following: monitoring, following, observing, threatening, surveilling, or communicating to or about a person, or interfering with a person's property.

Important Information About Sexual Assault, Gender-Based Violence, Domestic or Dating Violence, and Stalking *Continued*

Stalking is also a crime in California. You may also wish to contact local law enforcement.

What to Do If...
...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**. If you are off campus, contact local law enforcement.
- **Contact support services such as Relationship and Sexual Violence Prevention Services, at (213) 740-0900.** Staff there can help develop a safety plan, provide advice on seeking a temporary restraining order or other no-contact orders, and provide counseling.
- **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 contacted you or attempted to contact you.

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: (213) 740-4900

USC Engemann Student Health Center
Student Counseling Services: (213) 740-7711
Medical services, pregnancy testing, and emergency contraception

Non-Confidential
USC Department of Public Safety (DPS)
University Park Campus
Emergency: (213) 740-4321
Non-Emergency: (213) 740-6000

Health Sciences Campus
Emergency: (323) 442-1000 /
Non-Emergency (323) 442-1200

Title IX Coordinator
Office of Equity and Diversity
3720 S. Flower Street, 2nd Floor
(213)740-5086, *titleix@usc.edu*

Off-Campus Resources

Santa Monica Rape Treatment Center
24-hour help: (310) 319-4000.
Nationally recognized for its comprehensive, free treatment for sexual assault victims, including 24-hour emergencymedical care.

Sex Assault Center, Violence Intervention Program (VIP) Urgent Care at LAC+USC Medical Center
2010 Zonal Avenue, Los Angeles (Health Sciences Campus)
24-hour help: (323) 226-3961
Provides comprehensive, free treatment for sexual assault victims under the direction of the nationally-renown Dr. Astrid Heger.

Reminders

If you or someone you know here at USC has been the victim of sexual or gender-based violence, including sexual assault, stalking, domestic violence, or intimate partner 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:
   - USC Relationship and Sexual Violence Prevention Services or Student Counseling Center
   - Off-campus: Santa Monica Rape Treatment Center, or USC Violence Intervention Program

Top 10 Bystander Tips

If you see that a member of our community is becoming too aggressive, or is vulnerable to a sexual assault, you can help.

1. **Stay safe** – only intervene if it feels safe to do so
2. **Watch out for your friends who might be in an unsafe situation.**
3. **Watch out for your friends who are making bad choices**, like flirting with someone who's too drunk.
4. If you aren't comfortable intervening, **ask someone else for help**. Sometimes a group intervention is most effective. Or their friends might help, if you don't know the person too well.
5. **Say something to distract:** Do you have the time? Do you know if there are other parties near here? Hey, can I talk to you?This party is dead, don't you think – let's go somewhere else.
6. If you say something, remember – **you do not have to be aggressive, and do not use violence.**
7. **You can intervene**: "Sorry, she's with me," or "I promised to get him home before midnight so, sorry, he has to go now."
8. **Disapprove:** "I wouldn't do that if I were you"
9. If you don't want to say anything, **simply let your presence be helpful.**
10. **Call for help** – DPS: (213) 740-4321 / Police: 911

Health Care and Insurance

USC HEALTH INSURANCE AND THE ENGEMANN STUDENT HEALTH CENTER

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.

To print your health insurance card go to https://engemannshc.usc.edu/insurance/insurance-plan/. Click on "Print Your Aetna Card" and enter your birthdate and USC ID number.

USC Engemann Student Health Center
1031 W. 34th Street, Los Angeles 90089
www.engemannshc.usc.edu
(213) 740-9355

MEASLES AND MUMPS IMMUNIZATION AND TUBERCULOSIS SKIN TEST

USC requires all students to receive two doses of the MMR (Measles, Mumps, and Rubella) vaccine, show proof of 2 Measles & 2 Mumps injections, or show proof of immunity to both. Acceptable forms of proof for the MMR are childhood immunization records or a blood test lab result.

If you are unable to provide proof, you must receive the MMR vaccine and then after 4 weeks, receive your second MMR.

All international students are also required to be screened for tuberculosis in the U.S. or Canada within 6 months prior to the first semester of enrollment at the Academy. The MMR immunization and T-spot blood test will be administered by Student Health Center staff at a special Health Workshop. The schedule for these workshops will be announced after you arrive at the International Academy (usually after Orientation Week).

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

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 now 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

» NAVIGATE THE CAMPUS AND CITY

GETTING TO AND 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 trams operate designated routes Monday through Friday; limited services are provided on weekends.

USC Campus Cruiser provides either a walking or vehicle escort to your destination within a one mile radius of campus. During the fall and spring semesters, this free service operates from 6 p.m. to 2:45 a.m., seven days a week, except for university holidays. To arrange a ride from the University Park campus, call (213) 740–4911; from the Health Sciences campus, call (323) 442–2100.

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 longer than 3 months, 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*

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
Super Shuttle • (800) 258-3826
PrimeTime Shuttle • (800) 733-8267
• USC Discount Link:
http://primetimeshuttle.hudsonltd.net/res?USERIDENTRY=TROJAN07&LOGON=GO

Train
Union Station
800 N Alameda Street, Los Angeles 90012
(800) 872-7245 • *www.amtrak.com*

Metro Buses, Subway, and Light Rail
Main California Public Transport System
(323) 466-3876 • *www.metro.net*

Greyhound Bus Lines
1716 E 17th Street, Los Angeles 90021
(213) 629-8401 • *www.greyhound.com*

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

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 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, Lemonade, Coffee Bean & Tea Leaf, Panda Express, Verde, Seeds Marketplace, Moreton Fig, and Traditions (the local bar)

- DINING HALLS (USC Village, EVK, Parkside, Cafe 84)
  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)

- GROUND ZERO COFFEEHOUSE
  This student-run coffeehouse and performance venue is known for its creative milkshakes and relaxed atmosphere. (Behind Marks Tower)

- 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.

USC General Student Services

USC Bookstore
(213) 740-0066 · *uscbookstore.com*
You can purchase textbooks, reference and technical books, stationery, computer supplies and merchandise with the USC logo at this location.

Campus Cruiser (Ride Service)
(213) 740-4911 · *transnet.usc.edu/*
If it is evening and you need to go out somewhere, it is safer to walk with a friend or call Campus Cruiser. The USC Campus Cruiser will transport students to and from locations within a one-mile radius of the center of campus at no charge between 6pm and 2:45am, Monday-Sunday. When you call, please be prepared to tell them your name, pick-up location and drop-off destination. You will be notified with a call or text message when your Cruiser has arrived.

Lyft Partnership
If Campus Cruiser wait times exceed 15 minutes, download the Lyft app on your smartphone or mobile device.

Any rides that begin and end within the USC Campus Cruiser Boundary will be paid for by USC between the hours of 7:00 pm and 2:00 am every night.

For detailed information, visit: *transnet.usc.edu/index.php/campus-cruiser-program/how-to-use-lyft/*

To see other transportation partnerships, visit *www.transnet.usc.edu*.

Lyon Recreation Center (Fitness Center)
(213) 740-5127 · *usc.edu/recsports*
The Lyon Center offers 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 Lyon Center, get a liability waiver from the Lyon 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 Lyon Center during the term they are enrolled in USC.

Libraries
(213) 740-2931 · *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 9:00am 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/
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/
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 Counseling Services
Engemann Student Health Center
(213) 740-7711 · *engemannshc.usc.edu/counseling/*
Student Counseling Services is committed to helping students achieve their academic and individual goals. Their professional staff is available for consultation in either a private one-on-one or group setting, where emphasis is on personal and cross-cultural issues.
If you are experiencing depression, stress, relationship difficulties, etc., and would like to talk to a counselor, call or walk-in to the Student Health Center to schedule an appointment.

Child Care
2716 Severance Street, Los Angeles 90089
(213) 743-2446 · *usc.edu/childcare*
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.

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.

Daily Trojan
usc.edu/dt
To keep yourself well-informed of campus activities, read the Daily Trojan, USC's student newspaper published every weekday during the school year. These newspapers are located all over campus and can usually be found in the entrance of THH, VKC, or many other places throughout campus.

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.

USC Ticket Office
Student Union (STU), Suite 100
(213)740-7111 · *usc.edu/tickets*
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.

University Transportation Services
Parking Structure X (PSX), First floor
(213)740-3575 · *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.

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.

LEAVEY LIBRARY (LVL)
This large library is filled with floors of study space but it is always 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.

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.

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!

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). This is one of the most lovely and tranquil places to study at USC. 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 7pm 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. While you're there, try a Chai Milkshake!

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)

FAQ

» FREQUENTLY ASKED QUESTIONS

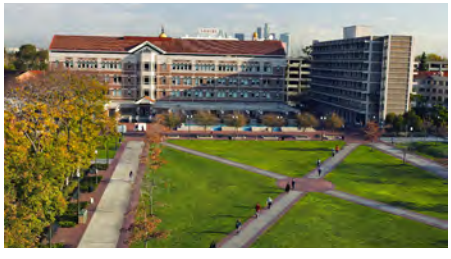
USCARD

>> Where do I go to set up my USCard?

The USCard office is located in PSX (Parking Structure X) near Leavey Library and Pardee Tower. For more information go to: *www.usc.edu/uscard*

>> What do I do if I am having problems with my USCard?

Bring your ID card to the USCard office in PSX and tell them what your problem is. You can visit the USCard website given above or call: (213) 740-8709.



DINING

>> Where can I eat on Campus?

The campus offers many dining options including the Ronald Tutor Campus Center, Tutor Hall Café, Popovich Café, The Law School Café, LiteraTea, Starbucks Ground Zero and The Coffee Bean. There is also McKay's, The Lab and Rosso's Pizzeria, all located next to the Radisson on Figueroa. Review *page 28* of this handbook or visit the hospitality website at: hospitality.usc.edu.

>> Where can I eat nearby campus?

South on Figueroa at Tuscany, you will find Chick-fil-A, Cold Stone Ice Creamery, Quizno's Subs, and Chipotle Mexican grill. If you travel a bit north of campus on Figueroa you will find many more restaurants and fast food joints including Viztango, Pasta Roma, McDonald's, La Taquiza, Panda Express and more. Be sure to bring your Student ID as discounts are given to students at some locations.

BOOKSTORE

>> Where can I buy books and school supplies?

The campus bookstore is located in the center of campus near Tommy Trojan. The top floor (3rd floor) offers school books and supplies from pens to paper and anything your studies might require. On the second floor you can find all of your USC fanfare, hats, shirts, sweaters and more. The ground floor sells books and magazines while the basement floor offers electronics and retail clothes. Don't worry about buying your textbooks for class-- your teachers will provide them for you.

LIBRARIES, COMPUTER LABS, INTERNET

>> How do I check out a book?

After you find the book you want from the bookshelves, just bring it to the front desk and give the assistant your USC ID card. He/she will let you know when the books are to be returned.

FAQ *Continued*

>> **Where can I go to use computers on campus?**
The 2nd floor of Leavey Library are computer labs that are available for use by students. Waite Phillips Hall (WPH B34) and King Olympic Hall (KOH 206) are other options for your computing needs. Always bring your USCard along with you. For a list of university computing center hours and locations, visit *www.itservices.usc.edu/spaces/computingcenters/*

>> **Is there wireless internet in my USC apartment?**
All USC housing facilities are equipped with high-speed wireless service. For more information visit www.usc.edu/wireless.

>> **How do I set up my USC email?**
Please follow the instructions listed on the International Academy Student Portal: *www.iastudents.usc.edu/academics/email/*

RECREATION SPORTS / GYM

>> **Can I use the gym?**
Absolutely! The Lyon Center, located on the corner of McClintock and 34th St, across from Café 84, is available for all students. You will need to fill out an online waiver on the Lyon Center website before you can use the gym. After you submit the online waiver, just bring your USC ID to the front desk of the Lyon Center and you can use the weights and cardio equipment for free. Classes and personal trainers are available for a fee. Visit the website for more information, including intramural sports: *www.usc.edu/recsports.*

TICKET OFFICE

>> **Where can I purchase tickets for campus events or other events in the LA area?**
Tickets may be purchased at the ticket office located in the student union next to Tommy Trojan. Tickets for non-athletic USC events and outside venues like Disneyland may be purchased here. Discounts are offered to students so be sure to bring you ID card! For a listing of all discount services offered visit *www.fbs.usc.edu/depts/ticketoffice.* For USC athletic events visit the USC Athletics website at *www.usctrojans.com.*

LAUNDRY

>> **Where can I go to do laundry on-campus?**
Laundry rooms are available in each housing area building and are operated by a laundry card that may be purchased at the customer service center.

>> **Where is the closest laundromat off-campus?**
The closest off-campus Laundromat is on Vermont, about half a block north of Jefferson, just south of 30th St and is located on the east side of the street. Machines are coin-operated so be sure to have quarters or bills to change over in the coin machines. Detergent may be purchased on-site, however it would be cheaper to buy your own before going.

CAMPUS EVENTS / ACTIVITIES

For a listing of Arts and Events on campus visit the Arts and Events calendar at *www.usc.edu/calendar.* There you can find descriptions of campus events from art to music and more.

FAQ *Continued*

MAIL

>> Where do I go if I need to mail a letter or package?
The campus Mail Stop is located in PSX next to the USCard office. Stamped letters can be deposited in any of the blue mailboxes on campus and there is a post office just off campus on the northwest corner of Vermont and 36th St. The Fedex office, located on the third floor of the Bookstore, can be used to mail packages as well.

CELLPHONE

>> How can I set up cell phone service?
You will have to go to a cell phone provider on your own to purchase a cell phone and service if you do not already have one. There are cell phone providers in the Fig & 7th complex, and a T-Mobile store on Figueroa and Adams. Consider purchasing a pre-paid phone instead of signing a long-term contract, depending on how long you are staying in the US.

PARKING & TRANSPORTATION

>> Where can I park my car?
Public parking in the parking garages is $12 a day. The meters around campus are $1 per hour for up to 2 or 4 hours maximum, depending on where you park. Parking passes may be purchased from the transportation office located in PSX or online. Prices vary depending on the pass. Visit the website at: *www.usc.edu/parking*.

>> How do I use the trams?
Trams operate roughly every thirty minutes leaving from behind Leavey Library and various other stops throughout campus. There are four routes that run around the USC area, one that runs to the parking center behind the 110 Freeway and the Radisson Hotel, one running to the Health Sciences campus and one running to Union Station. For routes and schedules visit: *www.usc.edu/transportation*.

HEALTH & SAFETY

>> Where can I go to buy over-the-counter medication?
There are two campus pharmacies at USC: one is located in the Student Union across the hall from the Ticket Office, and the other is directly across from the Student Health Center. There you may purchase over-the-counter medication and have valid prescriptions filled.

>> Where do I go if I need to see the doctor?
For health services you can go to the Engemann Student Health Center located at 1031 W. 34th Street behind Fluor Tower and the Lyon Center. Appointments may be made or you can walk-in; if you do not have an appointment, be prepared to wait. You can call the health center at (213)740-8742 or make an appointment by calling: (213) 740-APPT.

>> What do I do if I have an emergency?
In the event of a public safety or medical emergency while on campus or in the USC area call (213)740-4321. For police, fire, ambulance services, or emergencies while away from campus, call 911. It's a good idea to save these important phone numbers in your cell phone.

>> How do I sign up for TrojansAlert?
When an emergency occurs, authorized senders can instantly notify you using TROJANS ALERT. TROJANS ALERT is your connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Visit *www.dps.usc.edu/services/trojans-alerts/* and follow the steps to sign up.

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