



international
SCHOOL

STUDENT HANDBOOK

YOUR GUIDE TO LIVING IN SAN DIEGO AND STUDYING AT Q INTERNATIONAL



A Special Message from the School Director

Welcome to Q International School. As the Managing Director of Q International, it gives me great pleasure to introduce you to our institution. Our academic community is bold and adventurous, challenging students to the highest standards of academic achievement while providing a multitude of experiences for personal growth and enrichment.

Your learning needs provide the reason for our existence — and we keep that concept at the center of our daily operations. You'll find our faculty and administration are highly invested in your success. We change lives by aspiring to greatness!

I invite you to prepare for your destiny at Q International. Let's journey together into a challenging and exciting future.

Sincerely,



Kieu L. Vo
School Director



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Before your Departure

Obtaining Your Student Visa

The I-20 document that you receive from Q International School needs to be taken to the nearest United States Consulate in your home country so that you may obtain a student visa to study at Q International School. In most cases, you must make an appointment to see a consulate official well in advance of your scheduled departure. Allow plenty of time for this process.

You should take your I-20 document, your valid passport, financial support documentation and admissions letter to your appointment at the Consulate.

Please let Q International School know as soon as possible the outcome of your visa interview.

Important Contact Information

About Phone Numbers in the U.S.:

All US phone numbers total 10-digits. Every phone number consists of a 3-digit area code and a 7-digit local subscriber number.

- Main code for San Diego is “619”. This covers southern San Diego County, including downtown San Diego, Mission Valley, Point Loma, Coronado, and the eastern suburbs. Area code “858” covers the northern half of the City of San Diego and the northern suburbs. In the far eastern communities, the area code is “760”.
- Area codes must be dialed for all calls outside of the area code you are within. If calling from a landline or a pay phone: dial a “1” first and then dial the 10 numbers that follow. When dialing from a cell phone, there is no need to add the “1,” just dial the area code and phone number.
- If you are calling a 619 number from a phone with a 619 area code, you do not need to dial 619 first. You need only dial the 7-digit local number.
- A second type of area code is toll-free. (There is no charge to make calls to these numbers.) Toll free area codes include: 800, 888, 877, 866 and 855. These numbers are rapidly becoming unnecessary as phone service providers offer calls throughout the U.S. at no extra charge.
- Long distance calls outside the US require a “011”, then the country code, city code and then the phone number. If you are calling from a cell phone, it may be necessary to activate a feature with your service provider in order to make international calls.

EMERGENCY CALLS IN THE U.S.

911. Call this number in case of a life-threatening situation, to report fire, to call the police, or to get an ambulance. You can dial this number on a public phone and no coins are required.

AT Q INTERNATIONAL SCHOOL:

Student Services Department
studentservices@qschool.org
Main Line: (619) 450-2224
sEmergency Line: (619)354-3747

Arrival and Orientation

Classes start every Monday. If Monday is a public holiday, the start date will fall on a Tuesday. When planning your arrival, please make sure to give yourself at least one day before class start to rest up and get oriented in your new surroundings.

Important Note: If you are requesting an airport pick up, please note that Q International School will need to receive your flight information at least 7 days prior to your arrival. Pick up hours are from 7:00 am to 11:00 pm.

New student orientation is held every Monday at 10:00 a.m. and is mandatory for all new students. In the event a school holiday falls on Monday, orientation is held on Tuesday. You will receive a detailed orientation schedule along with supporting materials on your orientation day, but generally you can expect to do the following:

- Meet school staff and student ambassadors
- Meet other students beginning their studies at Q International
- Receive a tour of the school
- Obtain your student identification card
- Take a language placement test
- Discuss program expectations, responsibilities and requirements
- Learn about support services for students
- Get answers to your questions
- Participate in a group tour around downtown San Diego.

Please bring the following with you to orientation:

- Passport (with entry visa)
- I-94 form (stapled in your passport upon arrival in the US)
- I-20 form (if you have an F-1 visa)
- Proof of medical insurance (insurance card and summary of benefits)
- Permission to treat minor form (if under 18)

Pre-Departure Checklist

We recommend you do the following before leaving for your studies in the US:

- Make copies of important documents (passport, visa, insurance card, prescriptions, credit cards, etc.), scan them to your email, carry them with you and leave copies at home.
- Make a routine appointment with your doctor and dentist. Your insurance in the US will most likely

- not cover routine appointments. Dental care will most likely not be included at all.
- Notify your credit/debit card companies and banks of the dates of your study program and tell them you will be making purchases and withdrawals from overseas.
- Ensure that you have entrusted someone to manage any bills, bank statements, etc. while you are away.
- Read information about the history, economy and culture of the US.

Remember to turn in the following items to Q International School:

1. Copy of your visa to the US
2. Payment for all tuition and applicable fees
3. Completed Housing Reservation Form (at least 4 weeks prior to arrival)
4. Signed Minor Authorization Form, if applicable

Travel Tips

What to Bring

Most student overpack for their trip. We recommend you see the list below to help you pack lightly. Please remember to keep your luggage within the limit allowed by the airline you are flying, otherwise you will incur additional fees.

Sidebar: Jet Leg

The US may be a long way away from your home country, so you will most likely experience jet lag.

Here are a few tips to help lessen the effects of jet lag:

- 1) Get plenty of sleep the week before your trip and try to sleep on the flight.
- 2) Reset your watch at the beginning of your flight to the local time of your destination. This will help you adjust to the new time zone.
- 3) Drink lots of water! Avoid alcohol and caffeine while in transit, as both cause dehydration.

Prescriptions and Drug Store Items:

Bring copies of prescriptions for any medications you may need and for glasses or contact lenses, if you wear them. You will need an adequate supply of whatever medications you may need while you live in the US. Remember to bring your medications in their original, labeled bottles.

Clothes

Southern California has beautiful weather most of the year. It is sunny much of the time but that doesn't mean it won't rain or get cold. Many students dress casually – jeans, sandals, t-shirts, but when they go out at night they like to wear nicer clothes.

Summer: It almost never rains. The days are hot and dry and the nights are cool. T-shirts and shorts are appropriate with sweatshirts or sweaters at night.

Winter: It rains once in a while but doesn't snow. T-shirts or sweatshirts are appropriate for day, but it may be a good idea to bring a warm jacket for night.

Bring comfortable, supportive shoes. You will do a lot of walking in the city as well as during your daily commute to and from school.

Personal Items

- spending money/access to funds (a money belt to carry your passport and money is a good idea)
- laptop (remember to back up all your important information before your departure)
- photographs and maps of your home country (and other sentimental objects from home)
- updated contact information for friends and family from home and in the U.S.)
- your favorite music from your home country
- a small first aid or emergency kit including items like thread, band aids, antibacterial ointments, non-prescription medicines
- small gifts from the US for new friends

SIDE BAR - Most household items can be purchased in the U.S. for reasonable prices; therefore it is best to leave these items in your home country (i.e. kitchen items, bed linens, towels, etc.) If you plan to stay in homestay accommodation, your bed linens, blankets and pillow will be provide. You will not need to bring these items with you.

Packing List for Carry-On

It is recommended that you put important and valuable items in your carry-on luggage. Don't pack them in checked luggage in case your luggage is lost or delayed. Below is the IEM recommended list:

- Passport (must be valid for at least six months beyond the date of your expected stay)
- Copy of your visa
- Flight ticket/information, including the return flight information
- This handbook
- Q International School Address in English
- Q International School emergency phone in San Diego
- Your prescription medication
- At least \$50-75 US dollars in cash
- Health insurance information/card
- Your laptop
- A flash drive
- Travel guide
- Camera
- iPod

Cultural Adjustment

When you go abroad to study, you experience different values, language, religion, customs, social and political organizations, etc. All of these encounters will make your time in the US a rich and unique experience. However, after days or weeks of excitement, you may feel overwhelmed by the strangeness

of your new environment in comparison to the cultural norms you are used to at home. Most students experience some form of culture shock when living in a new country. America's political, social, and cultural differences can cause you to feel thrilled, confused, elevated, and at times frustrated. Remember most students who study abroad have these feelings. Being aware of the process will help you reflect and adjust.

Be patient with yourself as you learn about a new culture. Try to make friends with locals and other students. By immersing yourself with the locals, you will find it easy to adjust to your new environment.

It is always good to get involved and keep yourself busy doing things you enjoy: play sports, go away for a weekend, go to concerts, museums, shopping centers, or the movies. The most important thing is to keep in mind is that you come to learn and enjoy yourself. The more knowledge you have about American culture, history, contemporary issues, and customs, the sooner you will feel like you belong there and the more you will enjoy yourself.

UPON ARRIVAL

Arrival and Immigration Clearance

If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

As You Arrive At The Port of Entry: Proceed to the terminal area for arriving passengers.

Have the following documents available for presentation:

- your passport;
- SEVIS Form (I-20);
- Arrival-Departure Record Form (I-94);
- and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will live, not the address of the school or program.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be a student. Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

- Stamp your SEVIS Form for duration of status ("D/S") for F visa holders
- Stamp your SEVIS Form for 30 days beyond program end date for M visa holders
- Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport

Following Admission into the United States: Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation.

Failure to do so may result in serious consequences.

Secondary Inspection Requirements

If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as "secondary inspection."

Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor

Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, we strongly recommend that you have the name and telephone number of the Director of Admissions – Mr. Joel Pilco (619)450-2224. In the event you arrive during non-business hours (evenings, weekends, holidays), you should call the emergency or non-business hour phone number for Q International School (619)354-3747.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a "Notice to Student or Exchange Visitor" Form (I-515A), which authorizes temporary admission into the United States.

Don't forget to pick up your luggage! If you cannot find your luggage see an airport security guard about reporting it lost.

Airport Greet and Meet

If you request an airport pick up on your application, you will be greeted at the San Diego airport upon arrival. You should wait for us at the baggage claim and look for a sign with your name. You will then be comfortably transported to your reserved housing.

Emergency Plan

Should an emergency situation arise and you are unable to locate the Q International Team at the airport, please do the following:

1. Stay calm and collected. Do not panic.
2. Call Q International School emergency line.
3. If you are unable to get a hold of anyone, take a taxi to your reserved housing.

Fill in the information below, cut out and show one of these transportation print to your taxi driver:

Please take me to:

Street Address of Reserved Housing

Please take me to:

Q International School
1500 State Street
San Diego, CA 92101

*School Work Hours: 8:00 AM-6:00 PM

LIFE AT Q INTERNATIONAL

Why Q International

Attending Q International School gives students a great place to live, learn and grow! At Q International School, students always come first and nothing is more important than your success.

If it is important to you to have friendly, experienced teachers and be supported by a compassionate, knowledgeable and professional staff, Q International School is the school you're looking for. If you also seek to live and learn in "America's Finest City," you've come to the right place!

Whether you're a beginning English student or seek to improve and advance your existing English skills, Q International has the expert teachers and cutting edge tools to see that you reach your objective. Our students come from diverse cultures and academic backgrounds. Everyone has different strengths, weaknesses, areas of focus and needs. Our curriculum is structured to meet your individual requirements.

Studying in a different cultural environment is both challenging and rewarding. Q International has every tool you need for success. It's up to you to bring the commitment to study and grow. Attending Q International to learn English is a life changing experience that will set you apart from your peers in today's global environment.

Our Mission:

Q International School is an innovative, student-centered organization dedicated to inspiring students to achieve academic excellence while providing an appreciation of cultural diversity and a foundation for personal growth.

Accreditation and Affiliations

Accreditation

Our accreditation is your assurance that Q International School adheres to high standards in providing your education. It indicates our programs are delivered by qualified faculty and are constantly updated to meet student needs. Accreditation is certified by:

- Accrediting Council for Continuing Education and Training (ACCET)

Affiliations

Our work with professional organizations within our industry reflects our commitment to continually update and improve our teaching and service standards.

- Member, Teachers of English to Speakers of Other Languages (TESOL)
- Member, American Association of Intensive English Programs (AAIEP)
- Member, National Association of Foreign Student Affairs (NAFSA)

Q International School is approved to operate by the California Bureau for Private Postsecondary Education (BPPE) and authorized under federal law to enroll non-immigrant alien students.

Q International School is a division of International Education Management (IEM), for profit corporation, providing instruction in non-degree programs not developed to prepare students for a vocation, career or occupation.

School Location and Facilities

The school is centrally located in the heart of San Diego's Little Italy, one of the safest neighborhoods of the city, within walking distance from downtown. The school's address is 1500 State Street, San Diego, CA 92101.

The school campus includes 8,223 square feet of facilities with nine (9) classrooms, and office space for management and administrative personnel.

Q International Support Services

Our Student Services team offers assistance in areas that complement our academic programs and enhance the total educational experience. Providing quality student services and student development opportunities defines the role of the Student Services staff at Q International School.

Through our Student Services department we provide the following:

- Pre-arrival guidance and counseling
- Post-arrival orientation
- Housing guidance
- Student events and activities
- Tutoring in conjunction with academics
- Community involvement, volunteering, and cultural immersion programs

Academic Programs

Whether you're a beginning English student or seek to improve and advance your existing English skills, Q International School has the expert teachers and cutting edge tools to see that you reach your objective. We recognize that our students come from diverse cultures and academic backgrounds and that every student has different strengths and weaknesses, focuses, and needs. The primary components of our curriculum have been developed to help each individual move forward steadily.

Course Components

- Focus on Listening/Speaking
- Focus on Reading/Writing
- Focus on Grammar (the structure of English)

- Elective courses where the focus is on pronunciation, American culture, etc
- TOEFL iBT Test Preparation courses where students study all English language skills and test-taking strategies for the TOEFL iBT exam.

Each course features:

- Great teaching faculty.
- Small classes of 9 or less.
- Frequent assessments and feedback regarding your progress.
- Regular mentoring with an academic or school services counselor.
- Conditional agreements with many colleges and universities throughout the US in place of the TOEFL proficiency test.

We appreciate that each student learns differently. At Q International School we use a variety of teaching styles and materials to make sure we meet your unique learning style. We are committed to helping you understand and retain your English language skills.

Q International School courses:

- Standard English
- Intensive English
- TOEFL Preparation
- One-on-One

The following chart indicates how many lesson each course includes per week and the level of English required to enter the class.

Course Lessons/Week English Requirement

Course	Lessons/Week	English Requirement
Standard English	19 lessons + Directed Self-Study	All levels
Intensive English	23 lessons + Directed Self-Study	All Levels
TOEFL Preparation	19 lessons + Directed Self-Study	High Intermediate to Advanced
One-on-One	20 – 40 lessons + Directed Self-Study	All levels

Course Levels

Our program consists of 6 ESL levels plus a TOEFL Preparation course. The ESL classes are designed to progress one level for each ten-week study period. The TOEFL Prep course is designed for two ten week periods of study.

ESL Level 1

Beginners
TOEFL iBT 0-14
(Weeks 1 – 10)

ESL Level 2

High Beginners
TOEFL iBT 15-28
(Weeks 11– 20)

ESL Level 3

Low Intermediate
TOEFL iBT 29-41
(Weeks 21 – 30)

ESL Level 4

Intermediate
TOEFL iBT 42-53
(Weeks 31 – 40)

ESL Level 5

High Intermediate
TOEFL iBT 54-64
(Weeks 41 – 50)

ESL Level 6

Advanced
TOEFL iBT 65-74
(Weeks 51 – 60)

TOEFL Prep
TOEFL iBT 75+
(Weeks 61-70)

Course Descriptions

Listening/Speaking

Beginner Listening and Speaking

Students study and practice specific structures, vocabulary, and functions such as introductions, likes and dislikes, describing people, talking about events and locations, and exchanging information. To reach these goals, students do listening drills and oral practice with classmates and their instructor. Focused vocabulary development and pronunciation work supplement these core conversation functions.

High Beginner Listening and Speaking

Students continue to develop their English skills by studying and practicing specific structures, vocabulary, and functions such as likes and dislikes, discussing plans, describing abilities and skills, and describing technology. To achieve this, students do role playing, group and pair work, and listening comprehension drills. Focused vocabulary development and pronunciation work supplement these core conversation functions.

Low Intermediate Listening and Speaking

Students develop additional competence in English by studying and practicing specific structures, vocabulary, and functions such as describing personalities, discussing jobs, making requests, narrating a story, and talking about learning methods. To accomplish this, students do pair and group work, go through listening comprehension exercises, and speak in response to reading material. Focused vocabulary development and pronunciation work supplement these core conversation functions.

Intermediate Listening and Speaking

Students begin to focus on English competence for academic success. Working with recordings on diverse themes and topics that stimulate critical thinking, such as advertising, storytelling, culture, commerce, and humor, students build their listening skills for formal and informal conversations. They develop their speaking skills by exploring, analyzing, and explaining matters within these themes and topics. Vocabulary includes idioms and collocations. Pronunciation work supplements class discussion.

High Intermediate Listening and Speaking

Students continue developing their English competence for academic success. Working with more challenging recordings on diverse themes and topics that stimulate critical thinking, including the media, personal obstacles, natural disasters, interviewing, and education, students expand their listening skills for formal and informal conversation. They also build their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion.

Advanced Listening and Speaking

Students further develop their English competence for academic success. Through even more challenging recordings on diverse themes and topics that stimulate critical thinking such as addiction, cross-cultural insights, religion, business, and the arts, students hone their listening skills for formal and informal discourse. They also polish their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Prerequisite: L/S 502 or R/W 602

Reading/Writing

Beginner Reading and Writing

This course is an introduction to academic English. The short, simple reading passages cover a variety of engaging themes and topics. Students learn to find the general topic, main point, supporting reasons, and examples. They also practice making inferences and drawing conclusions. They go on to respond by writing their own thoughts in short sentences and paragraphs, working toward writing fluently.

High Beginner Reading and Writing

In this level, students work through assignments in a variety of themes and topics, including Internet social networking, art, small businesses, and city planning for traffic. In each unit, students will read two passages from different points of view on a topic and compare them. Students will then be guided step by step in writing style and grammar to compose their own thoughts on the same topic. Subjects include sentences, simple paragraphs, personal letters, space and time order, comparison, and expressing an opinion. Grammar points include common verb tense forms, pronouns, and questions.

Low Intermediate Reading and Writing

Students develop their English skills through assignments in a variety of themes and topics - including finding the ideal job, making money, netiquette, organic fruit and vegetables, and winter blues. In each unit, students will read two passages from different points of view on a topic and then compare them. Students will then be guided step by step writing style and grammar to compose their own thoughts on the topic. Subjects include transition words, punctuation, and direct speech. Grammar topics include comparative adjectives, verbs plus gerunds and infinitives, and count and non-count nouns.

Intermediate Reading and Writing

Students develop further competence in English through assignments in a variety of themes and topics - including advertising, medical fraud, gender behavior, humor, and crime and punishment. In each unit, students will read two passages from different points of view on a topic and then compare them. After studying some points in writing style and grammar, students will be guided step by step to write their own thoughts on the topic. Subjects include summary writing, comparing and contrasting, and parallel structure. Grammar topics include choosing between similar verb tenses, using superlatives, and forming noun clauses.

High Intermediate Reading and Writing

Students will develop analytical skills while continuing to build language competence through the study of intellectually challenging reading and writing exercises structured around stimulating themes such as the media, medicine, philanthropy, education and food. Additionally, students will produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and mechanics.

Advanced Reading and Writing

Students will develop analytical skills while continuing to build language competence through the study of intellectually challenging reading and writing exercises structured around stimulating themes such as addiction, utopian movements, trends, business, and the arts. Additionally, students will produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and mechanics.

Grammar

Beginner Grammar

This is an introduction to basic English grammar. The goal is for students to build a smooth, clear, easy-to-use, and easy-to-remember foundation for their spoken and written English. In spoken and written exercises, students use everyday language and situations to practice and establish good usage in full sentences with subject-verb agreement (singular and plural), basic verbs and verb tenses (including irregular verbs) in the present and past time, countable and non-countable nouns, “a/an” and “the,” and pronouns.

High Beginner Grammar

In this course, students continue to build their everyday English foundation while increasing their skill and confidence in speaking and simple writing. The following topics are covered: verbs in the past and future tense; modal verbs for ability, advice, necessity, requests, and suggestions; adding descriptions to nouns, including how much and how many; possessive terms; “if” sentences; and sentences that make comparisons.

Low Intermediate Grammar

Students use English for more complicated and varied situations. Students practice more verb tenses (including more irregular verbs) in present, past, and future time; types of questions; noun and pronoun usage in different parts of the sentence (including subject-verb agreement, how much, and how many); “if” sentences; and modal verbs for ability, possibility, permission, requests, advice, necessity, prohibition, logical conclusions, commands, and preferences.

Intermediate Grammar

Students continue to use English for more complicated and varied situations. In this level, students connect more ideas into sentences, refine the sentences that make comparisons, practice countable and non-

countable nouns and infinitives to tell more about a verb's action or situation, make passive verbs and know when to use them, and build sentences with more than one subject-verb set to distinguish between more important information and less-important details (main clauses, adjective clauses and noun clauses).

High Intermediate Grammar

Students study English for complicated and unpredictable situations. Students increase their choices in verb tenses, including passive verbs and when to use them; subject-verb agreement; nouns (countable and non countable, "a/an" and "the," and quantities); and modal verbs.

Advanced Grammar

Students expand their use of complex sentences including dependent clauses for different levels of importance and details (adjective clauses, noun clauses, and adverb clauses); gerunds and infinitives after verbs; parallel structures inside sentences; connections from one complete sentence to the next for cause and effect, contrast, and condition; and connections within a sentence for conditions and wishes.

Pronunciation

Beginner Pronunciation

Students are introduced to American English sounds. All sounds are introduced with their pronunciation keys. There will be a lot of drills to practice and exercises introduced to perfect the sounds learned. Idioms are taught through a variety of exercises so that the students can use and pronounce them correctly.

Intermediate Pronunciation

Students will review and continue to practice all individual sounds. Additionally, stress and intonation are taught so that the students can speak like a native speaker.

Idioms

Intermediate Idioms

Idioms prevalent in language, as well as more complex, though equally common, phrasal verbs are introduced. Idioms and phrasal verbs are learned in context and students are taught idioms through a variety of exercises and activities. Correct pronunciation with proper stress and intonation, as well as individual sounds, are taught so that the idioms learned can be spoken like a native speaker.

High Intermediate Idioms

Students will recognize and correctly use advanced level idioms that are prevalent in everyday language, as well as more complex, though equally common, phrasal verbs. Idioms and phrasal verbs are learned in context, and their origins will be studied. Stress, intonation, and individual sounds are taught.

TOEFL Introduction

TOEFL Introduction I

This is an overview of the high intermediate-level speaking, listening, reading and writing skills and an introduction to succeed on the TOEFL iBT. Test-taking strategies are introduced, but the focus is to continuously develop the four skills of English proficiency required to succeed in future academic endeavors.

TOEFL Introduction II

(TF 601, 602): Continues the overview of advanced-level speaking, listening, reading and writing skills and an introduction to succeed on the TOEFL iBT. Test-taking strategies are introduced more in depth, but the focus is to develop continuously the four skills of English proficiency required to succeed in future academic endeavors.

TOEFL Prep

This is a comprehensive overview of the advanced-level speaking, listening, reading and writing skills needed to succeed on the TOEFL iBT exam. Through an intense review of test-taking strategies and skills, the student will develop a high level of general language ability in both receptive (listening and reading) and productive (speaking and writing) skills. This course is accompanied with the computer lab where you are required to take three complete simulated TOEFL iBT exams and a final, which assesses the student on the materials covered in class. The simulated exams taken will be reviewed in class so that the student knows the areas needed to improve.

Q International School admits students and conducts its academic programs without regard to race, religion, sex, national origin, sexual orientation, or physical handicap. This catalog provides information only and does not constitute a contract between QIS and any person. We reserve the right to alter or amend this document without notice.

School Calendar

The school calendar can be found on the Q International School website (www.qschool.org). The school observes all federal holidays. You should check the website for the exact dates of the holidays each year. The following is a list of holidays when the school will be closed. Course hours lost due to holidays are not rescheduled.

January 1st – New Year’s Day

(When this falls on a Sunday, the school will be closed Monday the 2nd). This holiday is a day of rest at the end of the holiday season. Many people celebrate the night before by staying up late, drinking champagne and singing.

January (Third Monday) – Martin Luther King Jr.’s Birthday.

This holiday is a celebration of Civil Rights and the man who led the civil rights movement. People generally take the weekend to travel somewhere new or just relax.

February (Third Monday) – Washington’s Birthday/President’s Day.

This holiday celebrates the birthday of our nation’s first president.

May (last Monday) – Memorial Day.

This holiday remembers U.S. soldiers who have died in war. People celebrate the beginning of warmer weather by having a barbeque outdoors with friends. The beaches and parks are usually very crowded.

July 4th – Independence Day

This holiday celebrates America’s independence from Great Britain. On this day many people celebrate by having a barbeque outside and then watching fireworks at night.

September (First Monday) – Labor Day

This holiday honors the importance of U.S. labor organization. Similar to Memorial Day, people celebrate this holiday by having a barbeque with friends.

November 14th - Columbus Day

This holiday celebrates the arrival of Christopher Columbus on the American continent in 1492.

November 11th – Veterans’ Day

This holiday marks the end of World War I and honors veterans of wars. There are often parades to watch on this day.

November (Third Thursday and Friday after the first Wednesday) – Thanksgiving

This holiday celebrates the joys in life and allows us to remember everything that is good in our life over the past year. On Thursday people get together with family and eat a big meal.

Last week of December – Christmas/Holiday Break

This is the holiday time when Christians celebrates the birth of Jesus. Most everyone observes it – even those who aren’t Christian, because it is a time to get together with family and enjoy the season. People usually travel to be with family, open presents, eat a big meal with family, go shopping or watch TV.

Certificate of Completion

The Q International School Certificate of Completion is given to those who have successfully completed (C or better) at least one course from a listening/speaking series and a reading/writing series. The certificate will indicate the highest levels successfully completed.

HEALTH AND SAFETY

Medical Insurance

All students at Q International School must have health insurance coverage. Uninsured students may not attend class until proof of insurance is available. We strongly recommend that students purchase the health insurance policy that is available at Q International School upon arrival. The cost for 2012-2013 is \$US35/week. This policy provides students with good health insurance coverage during stay as a student at Q International School.

The requirements for student health insurance coverage are as follows:

1. The policy must be valid through the entire course of studies at Q International School;
2. The medical benefit must be at least \$250,000 maximum coverage (with no per illness or injury limits);
3. The medical evacuation benefit must be at least \$100,000 (provides transportation home in case of severe illness);
4. The repatriation benefit must be at least \$100,000 (provides transportation home in case of death);
5. The deductible must not exceed \$25 per injury or illness (excluding Emergency Room illness)

If you have an insurance policy other than the one available at Q International School, **you must present an English translation of the policy to Q International School for approval before you can be cleared to register for class.** Q International Student Services Department will determine whether or not the policy meets the requirements. If it does not meet requirements, you must purchase the policy available at Q International School.

If you have questions about health insurance, please contact the Student Services Department for assistance.

Hospitals and Pharmacies in San Diego

In Case of Emergency or Accident

If an accident occurs and an ambulance is required, call 911.

If other emergencies not requiring ambulance service occur, go or take the injured person to the nearest hospital.

Hospitals near Q International School include:
University of California San Diego Medical Center
www.health.ucsd.edu
200 West Arbor Drive
San Diego, CA 92103-8970
(619) 543-6222

Scripps Mercy Hospital
www.scrippshealth.org
4077 Fifth Avenue
San Diego, CA 92103-2105
(619) 294-8111

Sharp Memorial Hospital
www.sharp.com
7901 Frost Street
San Diego, CA 92123-2701
(858) 939-3400

Healthcare in Your Language

National and state law requires that the hospital must provide you with an interpreter in your language if you request it. See www.ncmonline.com/languageaccess

Referral to a Physician

It is not appropriate to go the hospital for anything less than an emergency. If you need general medical care, you should see a private physician. For a referral to a doctor, contact the San Diego County Medical Center.

San Diego County Medical Center
www.cmanet.org/find-a-cma-physician/
800.786.4262

Drugs

There are two types of drugs you may require during your stay here.

- **Prescription drugs** are prescribed by a doctor. You will not see them on the store shelves with the other medicines. Each time you need this drug, you will have to have a prescription written or call in to a pharmacy where a licensed pharmacist will prepare the medicine for you.
- The cost of prescription drugs will vary widely based upon where you purchase them. One of the least expensive places to go is Costco. This is a membership store BUT you don't have to be a member to use the pharmacy.

Costco Wholesale
650 Gateway Center
San Diego, CA 92102
619.358.2303

One of the pharmacies closest to the school is Rite-Aid.

Rite Aid Pharmacy
1411 Kettner Boulevard
San Diego, CA 92101
619.231.7405

- **Non-prescription drugs** (also known as “over the counter drugs”) can be bought by anyone wherever medicine is sold. You will find them in drug stores, supermarkets, Target and Wal-Mart.

Dental Care

Dentists and dental hygienists work together in the US. The dental hygienist cleans teeth, examines patients for oral diseases and provides other preventative dental care.

One source for referrals to dentists and hygienists is the San Diego County Dental Society. **Visit their website to use the “Find a Dentist” feature:**

San Diego County Dental Society
www.sdcds.org/Find-a-Dentist
619.275-0244

Dental care can be very expensive in the US. Please note that Q International health insurance coverage does not include routine dental visits. It offers limited dental emergency coverage up to a maximum of \$500 if teeth are damaged as a result of an accident.

An affordable dental plan can be obtained through New Dental Choice.

New Dental Choice
www.newdentalchoice.com
888.632.7558

Water and Food Safety

Please note the following when eating in the US:

- It is safe to drink tap water in the US. However, most people prefer to drink bottled water. Bottled water is available everywhere.
- It may be a good idea to stay away from raw food. For food, remember the simple rule: “cooked well, served hot”. Well-cooked food destroys bacteria that can make you sick.
- Wash your hands before eating. Bring or buy anti-bacterial wipes or hand-sanitizer and carry them with you at all times.

Other Safety Considerations

Crime occurs everywhere, even in America's Finest City. San Diego is in general a safe place to live. But there are precautions you can take to reduce the risk of theft and harm.

On the Street

- First and foremost always be alert. Keep your head up. Know your surroundings and don't be caught by surprise.
- Walk in pairs or with a group in a well-lit area. Crimes are less likely to take place if there are witnesses.
- Tell at least one person where you are going and when you expect to return.
- Follow your instincts. If an area feels unsafe – leave.
- Carry a whistle or other type of alarm so you can quickly – and loudly – grab someone's attention in case of an emergency.
- If you think someone is following you, turn around and check. Change direction, go towards people, lights or traffic.

At Home

- Use good locks on your doors and keep them locked at all times.
- Keep lights on when you are away.
- Always check to see who is at the door before you answer or open it! Request identification from repair people, police and other officials before letting them in.
- Get to know your neighbors so you can get help if necessary.

In the Car

- Make sure your car is in good working order and has plenty of gas.
- Keep your car locked and check the seats and floor of your car before getting in.
- Have your keys ready before you reach the car. Get in quickly. Lock the doors and roll up the windows after entering the car.
- If your car breaks down on the road, put your flashers (hazard lights) on and open the hood of your car. If someone stops to help you, do not accept a ride. Ask the person to call the police to help you (if you do not have a cell phone).
- Never pick up hitch hikers.
- Park in well-lighted areas.
- If you are followed by another car, drive to a police or fire station or any business or gas station. Do not drive to your home or to a friend's house.
- In the bus or trolley, sit near the conductor or driver, or near other riders. (Women, try to sit next to another woman who is older.)

On Campus

- Keep an eye on your belongings; do not leave your books and other belongings unattended.

On Dates or At Parties

- Dating under the influence of drugs or alcohol is very dangerous. The use of alcohol and drugs is often related to incidents of acquaintance rape. Drugs and alcohol reduce a person's ability to make responsible decisions.
- Women: Be assertive. Say, "NO," when you mean NO. If you feel that a situation is unsafe, trust your feeling and move to a safe place.
- Men: Respect the rights of women as you would your own rights. You do not have the right to pressure or force a woman for sex in any situation. **A woman has the right to say, "NO."**

Defending Yourself

- If you are in danger, get the attention of other people — scream, honk your horn, knock on a nearby door, etc.
- Loud, aggressive words will often discourage a potential attacker from continuing his pursuit.
- If you must struggle or fight, aim for the face, eyes, throat or groin. These areas will cause immediate disability. Strike with your maximum strength. Your life may depend on your determination.
- Your best defense against potential crime is prevention. Use common sense and avoid situations that could jeopardize your safety.

If You're Arrested or Taken to a Police Station

1. You have the right to remain silent and to talk to a lawyer before you talk to the police. Tell the police nothing except your name and address. Don't give any explanations, excuses or stories. You can make your defense later, in court, based on what you and your lawyer decides is best.
2. Ask to see a lawyer immediately. If you can't pay for a lawyer, you have a right to a free one, and should ask the police how the lawyer can be contacted. Don't say anything without a lawyer.
3. Within a reasonable time after your arrest, or booking, you have the right to make a local phone call: to a lawyer, bail bondsman, a relative or any other person. The police may not listen to the call to the lawyer.
4. What you say to the police is always important. What you say can be used against you, and it can give the police an excuse to arrest you, especially if you badmouth a police officer.
5. You must show your driver's license and registration when stopped in a car. Otherwise, you don't have to answer any questions if you are detained or arrested, with one important exception. The police may ask for your name if you have been properly detained, and you can be arrested in some states for refusing to give it. If you reasonably fear that your name is incriminating, you can claim the right to remain silent, which may be a defense in case you are arrested anyway.

6. You don't have to consent to any search of yourself, your car or your house. If you DO consent to a search, it can affect your rights later in court. If the police say they have a search warrant, ASK TO SEE IT.
7. Do not interfere with, or obstruct the police – you can be arrested for it.

If You Are Stopped For Questioning

1. It's not a crime to refuse to answer questions, but refusing to answer might make the police suspicious about you. If you are asked to identify yourself, see paragraph 2 above.
2. Police may "pat-down" your clothing if they suspect a concealed weapon. Don't physically resist, but make it clear that you don't consent to any further search.
3. Ask if you are under arrest. If you are, you have a right to know why.
4. Don't bad-mouth the police officer or run away, even if you believe what is happening is unreasonable. That could lead to your arrest.

Produced by the American Civil Liberties Union.

ARREST THE RACISM. Tell us about your race- or ethnic based traffic or pedestrian stop. Call 1-877-6-PROFILE or go to aclu.org/profiling www.aclu.org

HIV & AIDS

Who needs to worry about AIDS?

In the United States, AIDS is among the top 5 causes of death for both men and women between the ages of 25 and 44. Especially among women, cases are on the rise. AIDS affects people of every age, race and sexual orientation. Everyone needs to be aware of and informed about AIDS.

What is the difference between HIV and AIDS?

AIDS stands for Acquired Immunodeficiency Syndrome. HIV stands for Human Immunodeficiency Virus. A person who has HIV is referred to as HIV-positive. If you are infected with HIV, then you will eventually develop AIDS.

How can you tell if someone has HIV?

You cannot tell by looking at a person that he or she has HIV. An HIV-positive person can appear completely healthy and may have no symptoms for many years. Getting tested is the only way to find out that you have HIV. Many people infected with HIV do not know that they have the virus.

What about HIV testing?

HIV testing is available in many places throughout the City of San Diego. HIV testing is both free and confidential. The test determines whether or not you have been exposed to the HIV virus. The HIV test is not a test for AIDS. It only tells whether or not the virus is present in your blood at the time of the test, so every time you are exposed to risk, you should be tested.

How can I protect myself against AIDS?

HIV is most often transmitted by intimate sexual contact with an infected person. If you engage in any sexual activity, be aware of activities which are safe and activities which put you at risk. AIDS cannot be transmitted by casual contact such as touching, hugging or kissing on the lips. It cannot be transmitted by talking, eating, drinking or working with someone who is HIV positive.

Activities which are clearly unsafe and put you at risk are: unprotected (without a latex condom) sexual intercourse and sharing needles for drugs, tattoos or ear-piercing. If you are not sure whether or not a particular behavior puts you at risk, either avoid that behavior or take precautions and get information. Remember if you engage in risky behaviors, you are risking your life.

Drug & Alcohol Abuse

Most students in the US encounter alcohol and/or drugs at one time or another:

Alcohol

In the US the legal drinking age is 21. Do not drink and drive, or drive with anyone who is drunk. The penalty for drinking and driving (Driving Under the Influence, "DUI"), even if it is your first offense, is VERY serious. You may go to jail, be fined and/or lose your driving license.

Drugs

- Codeine and tranquilizers are issued by doctors but are sometimes taken in excess. Codeine reduces pain while tranquilizers have a calming effect.
- Marijuana and hashish are stimulants. These drugs increase your appetite, relax your body and increase your heartbeat. They are taken in the form of a hand-rolled cigarette called a "joint" or in a device with a tube attached called a "bong".
- Cocaine and crack are stimulants. Both speed up your nervous system. Although this will make you feel very happy for a brief time, you will then experience a "down", when you feel sad and need more of the drug. These drugs are taken by sniffing the substance up your nose. Crack is one of the most harmful and addictive drugs.
- Heroin is used to reduce pain. This drug is injected into a vein in the body with a needle. It is very dangerous and addictive. One can get HIV by sharing needles. Also, the drug can kill you.
- LSD (Acid), Ecstasy and PCP are hallucinogens. These drugs change your perception of what you see, hear, taste and smell. These are powerful drugs and can affect you for many months.
- Inhalants can be bought as spray paint, nail polish and model glue. Breathing the fumes can make you feel happy but it can also make you sick and dizzy. The fumes are poisonous and will permanently damage your lungs and brain.

Say no to drugs and alcohol!

What You Should Know About Gangs

There are active gangs in San Diego County. The majority of these gangs are located in neighborhoods south of El Cajon Boulevard to the Mexican Border. There are Hispanic gangs, black gangs, white gangs and Asian gangs.

Most gang violence takes place on high school grounds or on the streets of gang neighborhoods and is directed at other gang members. However, the San Diego Police Department warns San Diego residents and visitors of the following:

- Any gang member is considered dangerous by police officers.
- Gang members usually carry knives and sometimes hand guns.
- Gang members are considered unpredictable and can suddenly become involved in a violent gang incident.
- If you come upon possible gang members or youths fighting, leave the area as quickly as you can. **Do not try to help or to get involved.**

How to recognize gang members

- Gang members are usually 14-24 years old.
- Gang members usually wear some article with their gang color (most often blue, red or black).
- Gang members often wear clothing or tattoos with numbers or letters identifying their gang.

Stay away from gang members.

Megan's Law

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Earthquakes

There has not been a major earthquake in San Diego in over 80 years. However, there are many minor earthquakes and it is important to know what to do if one occurs.

If there is an earthquake while you are in class:

- Do not run outside. Stay in the classroom.
- Stay away from windows, mounted televisions and any other heavy classroom equipment.

If you are outdoors:

- Get away from any trees, buildings or power (electrical) lines.
- After the earthquake, stay away from any fallen power lines.

In order to be prepared at home, do the following:

- Keep a one week's supply of food, water and all important medicines in your home.
- Know how to turn off the gas valve in your house or apartment. If there is an earthquake, turn off the gas.

*For more information on earthquake safety, call:
San Diego Red Cross 619-291-2620*

LIVING IN SAN DIEGO

Banking

It is a good practice to have a bank account rather than to carry a large amount of cash or leave a large sum in your home. A bank account will allow you to use a debit card for your purchases. Checks for your bank account, a debit card and traveler's checks are all safe to carry or leave at home.

Opening a bank account

You'll need the following items to open a bank account:

- Your Student ID card
- Passport
- I-20 document
- Approximately US\$100 to deposit in your new account (the minimum amount required varies by bank)

The bank will give you a checkbook with checks and an Automated Teller Machine (ATM or debit) card. You may use the checks to make purchases and pay bills. The ATM card will also let you pay bills as it transfers the amount directly from your account. It is not a credit card, although it will have a Visa or MasterCard logo on the front. In addition, you may use your ATM card to withdraw cash from ATMs in stores, banks, malls and many entertainment venues. There may be a charge for cash withdrawals made at an ATM that is not associated with your bank.

Banks near Q International

Bank of America

www.bankofamerica.com
655 West Broadway, Suite 101
San Diego, CA 92101
619.696.9735

Chase Bank

www.chasebank.com
1415 India Street
San Diego, CA 92101
619.237.1090

Citibank

www.citibank.com/US/
755 Broadway Circle
San Diego, CA 92101
800.627.3999

US Bank

www.usbank.com
600 W. Broadway, Suite 101
San Diego, CA 92101
619.232-6213

Wells Fargo

www.wellsfargo.com
401 B Street, Suite 101
San Diego, CA 92101
619.702.6949

Calendar Dates

When writing a calendar date in the US, list the month first, the day second and the year third. Therefore 10.7.2012 would be October 7, 2012.

Drinking Laws

In California, you must be 21 to order a drink in a bar or restaurant, or purchase alcoholic beverages at a store. A photo ID with your birth date is required to prove you are 21.

Beer, wine and spirits are available at liquor stores, grocery stores, and convenience stores. Alcohol is not sold between 2 a.m. and 6 a.m.

Embassies/Consulates

Most nations have an embassy or consulate located in Washington D.C. For locations in California, check the listings at the California Secretary of State's webpage: www.sos.ca.gov/business/ibrp/consulates.htm

Greetings

Address a person by his or her title when you are in a formal situation or you would like to acknowledge the respect you have for that person. Titles include "Dr." for both a medical doctor and a scholar with a PhD, "Mr." ("mister") for men, "Mrs." ("missus") for married women and "Miss" for unmarried women. If you are unsure of a woman's marital status, use "Ms" ("miz"). Some women prefer this title.

People of equal standing (for example, classmates or co-workers) generally refer to each other by their first

names only or in some cases by their last names only. When in doubt, ask a person by what name he or she would prefer to be called.

Americans typically greet each other with a “hi” or “hello” along with a short question, such as “How are you?” A standard reply would be, “Good. How are you?” These questions don’t require a long response, and the person asking the question won’t expect an answer of more than a few words.

“Small talk” is the phrase used to describe the conversation between two people who don’t know each other very well. Good topics of small talk include the weather and the classes you are taking. Religion, politics and other controversial subjects are better saved until two people know each other well.

Handshaking

People generally shake hands when they meet for business and gain at the end of a meeting. This can occur if the people are meeting for the first time or have known each other for years.

When shaking hands, avoid gripping your colleague’s hand too tightly. Alternatively, don’t make your hand too limp. A firm handshake is best.

Handshakes aren’t common among young people, with a few exceptions. For example, a college student could shake the hand of a person of seniority or in a formal situation, such as a job interview. Always shake a person’s hand if it is offered.

Law Enforcement (Police)

If you have an emergency necessitating police assistance call 911.

The San Diego Police provide law enforcement services for the City of San Diego, including Little Italy where Q International is located. The Police Headquarters is two miles from the school.

Police Department Headquarters

1401 Broadway
San Diego, CA 92101
Phone: (619) 531-2000

Some of the cities in San Diego County have their own police department. Others contract with the San Diego County Sheriff’s Department. The Sheriff also serves the unincorporated communities. The Sheriff is responsible for the San Diego Central Jail in downtown San Diego.

The California Highway Patrol patrols the freeways and highways in California, aiding motorists and enforcing laws related to driving and vehicles.

All law enforcement officers working in California are authorized to respond to situations as needed, regardless of whether they are within their geographical jurisdiction or on or off duty. If a law enforcement office wants to speak with you, stand or sit calmly where you are and answer any questions truthfully.

Mail

The United States Postal Service (USPS) is the government agency responsible for mail delivery to residences and businesses Monday through Saturday, with the exception of major holidays.

You may buy stamps and drop mail off at the post office. The post office also has mail boxes available to rent. If you think you may move several times while you are here, a post office box gives you an address that doesn't change, which is convenient for the people who send you bills and letters.

A first class envelope, weighing up to 13 ounces, requires a \$.45 stamp for delivery within the United States. Mail delivery outside of the United States varies by location and the weight of the item being mailed.

The closest full service post office is at Horton Plaza, less than one mile from Q International.

United States Post Office

www.usps.com
51 Horton Plaza
San Diego, CA 92101-9996
800.275.8777
619.232.4015

Private retailers offer many of the same services as the post office, including selling stamps, taking mail and providing mail boxes for rent. Stamps are also available at many grocery stores.

Private industry also plays a big role in mail delivery, both in the United States and around the world. Two of the biggest names in delivery are FedEx and UPS (United Parcel Service). They have corporate locations and also are represented by private retailers. You may learn more about their services and rates at their websites. Below are the closest FedEx and UPS service centers.

FedEx

Go Postal (Authorized ship center)
1501 India Street
Suite 103
San Diego, CA 92101
619.237.0374

The UPS Store

www.ups.com
501 W. Broadway
Suite A
San Diego, CA 92101
619.232.0332

Magazines and Newspapers

While we are all connected through the internet, after being away from for awhile it can be thrilling and comforting to see a familiar magazine or newspaper in your own language. A local source for many international publications is:

Paras Newsstand
3911 30th Street
San Diego, CA 92104

Locally, the daily San Diego print newspaper is the Union Tribune.

UT San Diego
www.utsandiegog.com
800.533.8830

The San Diego Reader is a weekly print magazine offered for free at many locations around San Diego. See the entertainment listings here to find out what's happening around San Diego!

San Diego Reader
www.sandiegoreader.com

Meals

Americans eat three meals: breakfast, lunch and dinner. "Supper" maybe used to refer to either the second or third meal of the day.

Breakfast is eaten in the morning, before work or school. Lunch is served sometime between 11 a.m. and 3 p.m. Dinner is typically the largest meal of the day and is generally eaten between 5 and 8 p.m. Some people combine breakfast and lunch and eat "brunch." This is most typical on weekends in the late morning or early afternoon.

Cell Phone Service

The majority of our students have a cell (mobile) phone. There are two types of phone service:

- **Contract Service:** Historically, these have been the most common plans. They require a two-year service contract, with a cancellation fee if you cancel your service early. Check with your provider, however, as leaving the area is often considered a valid reason for canceling service and there may be no additional charge. With a contract service you usually have a choice of phones costing from \$0 - \$500 or more. Contracts usually require that you have social security number. If you don't have a social security number, you can use a pre-paid service.

- **Pre-paid Service:** Pre-paid plans can be more cost-effective than contracts. Phones with these plans range from \$0 - \$100 or more.

Large cell phone service providers are listed below; these are corporate-owned stores which may have more services than what's offered by independent retailers.

AT&T (Downtown)

www.att.com/wireless
252 Broadway
San Diego, CA 92101
619.238.3638

Cricket (City Heights)

www.mycricket.com
5399 El Cajon Boulevard
San Diego, CA 92115
858.882.9924

Sprint (Downtown)

www.sprint.com
200 Broadway
San Diego, CA 92101
619.525.2271

T-Mobile (Downtown)

www.t-mobile.com
1014 5th Avenue
San Diego, CA 92101
619.525.9840

Verizon Wireless (Mission Valley)

www.verizonwireless.com
980 Camino De La Reina
Space 3
San Diego, CA 92108
619.209.5818

Landline Phone Service

If you wish to have a landline in your apartment or house, you will want to contact one of the companies below for service. You may want to consider a "bundle" of services, such as internet, television and your phone line. Bundles are usually less expensive than the total of the individual services.

When ordering services, be sure to review all of the features you will be charged for. This will allow you to decline some of the items you don't need, eliminating extra charges.

AT&T

www.att.com
252 Broadway
San Diego, CA 92101
619.238.3638

Cox Solutions Store

ww2.cox.com
1220 Cleveland Ave
San Diego, CA 92103
619.780.0800

Finding a telephone number for a person or business

You may find telephone numbers you seek online. Phone books are available as well. The white pages provide an alphabetical listing of residents and business within a specific geographical area. The yellow pages provide business listings, often with ads for the various companies. Another option is to dial "411." There is a charge for using the 411 service.

911 Emergency calls

Dial 911 if you have a medical or other type of emergency. An ambulance and fire engine or police officer will be dispatched in the event of a true emergency.

Radio Stations

There are a lot of radio stations serving San Diego!

ID	AM/FM	Frequency	Formats
KSDS	FM	88.3	Jazz
KPBS	FM	89.5	Public Radio
XHTZ	FM	90.3	Hip Hops and R & B
XETRA	FM	91.1	Rock
KUSC	FM	91.5	Classical
KSON	FM	92.1	Country
KHTS	FM	93.3	Hits
KMYI	FM	94.1	Adult Contemporary
KBZT	FM	94.9	Modern Rock
KYXY	FM	96.5	Soft Rock
KSON	FM	97.3	Country
KIFM	FM	98.1	Smooth Jazz
KLJV	FM	100.1	Christian
KFMB	FM	100.7	Adult Contemporary
KGB	FM	101.5	Classic Rock

KPRI	FM	102.1	Rock
KLQV	FM	102.9	Oldies (Spanish)
KPLN	FM	103.7	Contemporary Hits
XLTN	FM	104.5	Radio Latina
XLNC	FM	104.9	Classical
KIOZ	FM	105.3	Active Rock
XHPRS	FM	105.7	Oldies
KNLV	FM	106.5	Regional Spanish
KOGO	AM	600	News, Talk
KFMB	AM	760	News, Talk
KCEO	AM	1000	Business Talk
KPRS	AM	1090	Sports
KCBQ	AM	1170	News, Talk
KPRZ	AM	1210	Christian
KLSD	AM	1360	Progressive Talk, Sports

Shopping

If you like to shop, you've come to right place. Want a bargain? You'll find them here. High-end, low-end and everything in between, San Diego is a shopper's paradise.

The Basics: Grocery Stores (Supermarkets)

The grocery store or supermarket has all the food you need for the barbeque brunch you're planning this weekend. Plus supplies to clean your house, pet food, shampoo and most of the other items you use every day. These stores have on-site bakeries, delicatessens with pre-prepared foods and fresh flowers. There may be a drug store in the store and even a bank. Local supermarkets include:

Albertsons

655 14th Street
San Diego, CA 92101
619.237.1247

Ralphs

101 G Street
San Diego, CA 92101
619.595.1581

Vons

515 Washington Street
San Diego, CA 92103
619.220.0195

Specialty Grocers

The following stores may have less selection than the Supermarkets above. These stores focus on healthy foods and green products.

Trader Joe's

1090 University
San Diego, CA 92103
619.296.3122

Whole Foods Market

711 University Ave
San Diego, CA 92103
619.294.2800

Farmer's Market

Speaking of healthy, the Farmer's Markets bring fresh foods to local neighborhoods once a week, with locally grown fruit and vegetables that were just harvested! We have our own Farmer's Market just up the street from Q International.

The Little Italy Mercato

Every Saturday, 8 am to 2pm
150 booths lining Date Street from Kettner Boulevard to Front Street
Fresh produce, artisan foods and specialty items

To find other cultural foods try one of the following places:

African Caribbean Food Market

4811 El Cajon Blvd.
619-229-0032

Zodiak Hooka Lounge (Arab)

6455 El Cajon Blvd.
619-326-6800

Ranch 99 Market (Asian)

7330 Clairemont Mesa Blvd
858-565-7799

First Korean Market

4625 Convoy Street
858-278 8303

Hing Long Oriental Food Market

4644 El Cajon Blvd.
619-563-9986



Orient Valley Food Market
9879 Carmel Mountain Rd
858-271-0574

Mitsuwa Market Place
4240 Kearny Mesa Rd #119
858-569-6699

European Market
4135 Park Blvd.
619-298-8661

Filippi's (Italian)
1747 India Street
619-232-5094

Mona Lisa (Italian)
2059 India Street
619-239-5367

Solunto's Bakery & Deli (Italian)
6043 India Street
619-233-0595

Andre's Latin American Market
1249 Morena Blvd
619-275-6523

Guatemala Market
4252 University Ave
619-282-2327

Gigante (Mexican)
3175 National Ave
619-595-1841

Aria International Market (Middle East)
2710 Garnet Ave
858-274-9632

Persian International Market & Deli
5911 Balboa Ave
858-277-7277

Department Stores

In something of a class of their own, Target and Walmart are two discount department stores that offer many of the items you'll find in a grocery store, a spectrum of items from clothes to tires to books.

Target

3245 Sports Arena Boulevard
San Diego, CA 92110
619.223.2491

Walmart

1200 Highland Ave
National City, CA 91950
619.336.0395

With the exception of the above, department stores are a bit more specialized, focusing on clothes, jewelry and shoes, for example. Most of these stores are found in malls.

Malls

A shopping mall is a series of shops connected by a walkway. There are usually a number of fast food restaurants as well as higher end restaurants. Most large malls have big movie theaters. We have some exceptional malls, with a great variety of offerings, close to Q International.

Most malls are open Monday to Saturday, 10:00 am – 9:00 pm, Sunday 11:00 am – 7:00 pm. There may be exceptions to the hours, such as food services and movie theaters.

With 121 stores and 30 options for dining, Horton Plaza has something for everyone. A 15 screen movie theater provides great entertainment prospects. There are three department stores.

Horton Plaza

324 Horton Plaza
San Diego, CA 92101
619.239.8180

Fashion Valley Mall has 200 stores, restaurants and cafes, plus an 18 screen movie theater. There are five department stores.

Fashion Valley Mall

7007 Friars Road
San Diego, CA 92108-1153
619.688.9113

Outlet Stores

Outlet stores used to be called "factory outlets," offering consumers high-profile brands that were discounted. These days, some of the items are indeed a great value. However some outlet stores create less expensive versions of their high-end products just for sale in these specialized malls.

One of the outlet centers closest to Q International is Las Americas Premium Outlets. With 125 stores, this sprawling complex next to the Mexican border provides enough designer stores to meet every taste.

Las Americas Premium Outlets

4211 Camino de la Plaza
San Diego, CA 92173
619.934-8400

Garage Sales and Swap Meets

Garage sales may be put on by one family or a whole neighborhood. They gained their name as families began to store items they didn't use in their garages. Eventually things piled up and mom or dad would decide to put everything outside with a price on it and sell it. Garage sales take place all over San Diego, usually on the weekend. Many people list their garage sales on Craig's List. www.sandiego.craigslist.org/gms

Swap meets may have started out as people gathering together to exchange items of comparable value, but today they are large outdoor markets with great bargains and many unique items.

Kobey's Swap Meet runs every Friday through Sunday from 7:00 am – 3:00 pm.

Admission is \$1 on Friday and \$2 on Saturday and Sunday.

Kobey's Swap Meet

3500 Sports Arena Boulevard
San Diego, CA
619.226.0650

Thrift Stores and Consignment Stores

Most thrift stores in San Diego are run by non-profit organizations or churches as part of their fund-raising efforts. Individuals donate their gently used items to the non-profit; the non-profit sells them through their thrift store.

The Salvation Army has a thrift store located near Q International. Selling everything from a pin to washing machines and computers, this huge store occupies more than half of the city block. Hours are Monday – Saturday, 9:00 am – 6:00 pm.

Salvation Army Thrift Store

901 12th Avenue (at E Street)
San Diego, CA 92101
619.232.1378

There are private "second-hand" stores as well. And also "consignment" stores in which a person drops off an item to be sold, paying the store a portion of the proceeds.

Craig's List and the Internet

No discussion of shopping would be complete without mention of Craig's List and the internet. Craig's List provides a local online market for both new and used items.

Craig's List

www.sandiego.craigslist.org

And of course, the internet is the ultimate cyber-mall. If you're looking for a quick price comparison on items, try Amazon.

Amazon

www.amazon.com

Smoking

California has some of the most comprehensive smoking laws in the US. If you smoke, it's important to know the laws about where you can and cannot smoke as a violation will result in a fine. The California laws essentially ban smoking in all places, public and private, frequented by the general population.

The Workplace

Under California law, it is unlawful to smoke tobacco products in an enclosed workplace. An enclosed workplace is defined as all indoor workplaces including the lobbies, lounges, waiting areas, elevators, stairwells and restrooms which are part of the building in which people are employed.

Multi-unit Residences

Because indoor common areas such as hallways, stairways and laundry areas of apartment buildings and condos are considered "workplaces" under California law, smoking is not permitted in these areas.

Government Buildings

Smoking is banned at all parts of state, county and local office buildings and 20 feet surrounding those buildings.

Playgrounds, Daycare and Schools

Smoking is prohibited within 25 feet of a playground, as well as at daycare centers and in school buildings.

Planes, Public Transportation and Automobiles

Although smoking on planes has been banned for some time, California also bans smoking on public transportation. California was one of the first states to pass a law making it illegal to smoke in a car transporting or driven by someone under the age of 18.

Taxes

Retail sales of tangible items in California are generally subject to sales tax. Examples include furniture, giftware, toys, antiques and clothing. Some labor service and associated costs are subject to sales tax if they are involved in the creation or manufacturing of new personal property. Some items are exempt from sales and use tax. The most common exempt items are certain food products for human consumption (many groceries). Rates vary from one city to another. In the City of San Diego, the tax rate is 7.75%

Television

Your viewing choices will be determined by the service provider you select. You may choose cable (Cox), satellite, or connect to programming via the internet.

San Diego stations providing coverage of international, national and local events include:

KFMB channel 8
KGTV channel 10
KNSD channel 7
KPBS (Cox 1011 HD, Time Warner 711 HD, Channel 15)

Temperature

Americans use the Fahrenheit scale to calculate temperatures. Water freezes at 32 degrees. To change Fahrenheit temperatures into Celsius, subtract 32 from the temperature, multiply the result by 5 and then divide by 9. For example, 100 degrees Fahrenheit would be about 38 degrees Celsius.

To change Celsius temperatures into Fahrenheit, multiply the temperature by 9, divide by 5 and then add 32. For example, 21 degrees Celsius equals about 70 degrees Fahrenheit.

Time Zone

The continental United States has four time zones. From east to west they are the Eastern, Central, Mountain and Pacific time zones. Hawaii and Alaska are each in different time zones.

The Eastern time zone is five hours behind Greenwich Mean Time. The Pacific time zone is eight hours behind.

San Diego

Standard time zone:	UTC/GMT -8 hours
Daylight saving time:	+1 hour
Time zone abbreviation:	PDT – Pacific Daylight Time

Most of the United States practices daylight savings time. Daylight savings time (DST) begins on Sunday, March 10, 2013 at 2:00 am. At this time the clocks are set forward one hour. DST ends on Sunday, November 3, 2013 at 2:00 am, with clocks being set back one hour.

Tipping

Tipping is customary when certain services are received. It is first and foremost a reward for prompt and attentive service. However tips are expected in some situations, such as the restaurant industry. Wait staff are paid below minimum wage because the business owners know that they will get tips. Whether or not tips are expected, if the service is below standard, don't feel obligated to tip.

Tips are generally left one of two ways. You can leave the money on the table when you exit the restaurant. However, if you pay by credit card, you can fill out the special "tip" line on the receipt to tell the server how much to charge you.

Below are general guidelines for situations you will commonly face while at Q International.

Restaurants, Food Delivery

Wait Staff:	15% -20% of the bill before taxes
Bartenders:	15% - 20% of the tab or, \$1 for beer or wine, \$2 for mixed drinks.
Buffets:	No tipping necessary. If you have a waitress or waiter who takes your order and checks on you, \$1 -\$2 is appreciated.
Parking Attendant:	\$1- \$3
Pizza Delivery:	At least \$1, 15% for normal service, more during bad weather.

Tips are unnecessary and not expected at fast-food restaurants.

Services

Hairstylist/Barber:	10% - 20% depending on the complexity of the service.
Manicure, Pedicure:	15%
Facial, waxing:	10% - 20%
Massage:	10% - 20%

Travel

Taxi or Limo to airport	15% - 20% of the bill
Hotel Shuttle	\$1.00 - \$2.00 per person, more if luggage is handled.
Sky Cap, Bellhop	\$2 for first bag, then \$1 per bag after that. \$2 for very heavy bags
Tour Guides	If you are pleased with the tour, tip \$5 to the tour guide for a full day tour, and \$1 - \$2 to the driver.

Transportation

The majority of residents in San Diego drive their car to commute to work or school. We love that Q International School is in a community where all your needs can be met without a car!

The Metropolitan Transit System is responsible for both buses and trolleys. The closest bus and trolley stop are at the America Plaza Station, approximately one third of a mile from Q International. Routes and

timetables are available online and at the America Plaza Station.

Buses

Buses stop along the street at designated spots. There are also bus (and trolley) stations throughout the area. To find the bus stop on the street, look for a blue rectangle on a tall pole on the curb. The sign will read "Bus Stop – San Diego Transit". This is where you board the bus.

Bus fares are \$2.25 one way. A regional day pass is \$5.00. If you must take two buses to get to your stop, ask the driver for a transfer.

Regional Adult Monthly Passes - \$72. Regional Youth Monthly Passes - \$36 (for ages 6 through 18. School or transit youth identification is required).

America Plaza Station

<http://www.sdmts.com/mtscr/BusRoutes>
1050 India Street
San Diego, CA 92101
511 or 619.233.3004

Trolleys

Regular one-way trolley fares are \$2.50. An unlimited use Day Pass is \$5.00.
America Plaza Station
<http://www.sdmts.com/Trolley/>
1050 India Street
San Diego, CA 92101
511 or 619.233.3004

Amtrak Trains

For more distant travel, Amtrak train services provide an economical and fun way to see the country. The historic Union Station is less than 1 mile from Q International.
Amtrak at Union Station
www.amtrak.com
1050 Kettner Boulevard
San Diego, CA 92101
619.239.9021

San Diego International Airport is only 2 miles from Q International.

Commuter Terminal
2335 N. Harbor Drive
San Diego, CA 92101-1022

Terminal 1

3665 N. Harbor Drive
San Diego, CA 92101-1022

Terminal 2

3707 N. Harbor Drive
San Diego, CA 92101-1040

Taxi Service

Taking a taxi (or cab) in San Diego can become expensive quickly. The initial charge is \$2.40. The rate per mile is \$2.60. The rate per minute while stopped or in traffic is \$0.33. A 10-15% tip should be added to the charge.

Unlike cities like New York, there are not a lot of cabs cruising up and down the streets. The best thing to do is call the taxi company to request a pick-up.

Two long-time cab companies serving San Diego are:

Orange Cab

619.223.5555

Yellow Cab

619.239-8061

Riding a Bicycle

Bicycle riding is a popular form of transportation. Many streets have designated bike lanes on the right-hand side. A cyclist must follow the same laws as the driver of a car. No license is required.

For a used bike, check Craig's List. www.sandiego.craigslist.org/

Bikes are also sold in stores such as Target and Wal-Mart. Specialty bike stores have the most extensive selection. Some stores also rent bikes. A specialty store near Q International is:

San Diego Bike Shop

www.sdbikeshop.com

619 C Street

San Diego, CA 92101

619.237.1245

Driving a Car

Everyone should know:

- Each person in the car must wear a seatbelt at all times.
- Children must ride in either a car seat or booster seat until the age of eight or until they reach a height of 4 feet 9 inches.
- Give pedestrians the right-of-way (let them go first).
- Do not have any open bottle, can or container of alcohol in your car.

Don't drink and drive!

Even one drink can affect a person's driving.

Two drinks in an hour can make anyone an unsafe driver.

- Always lock the doors of your car when you leave it. Thousands of cars are stolen in San Diego and Los Angeles Counties each year.
- Do not leave any valuables on the seats or floor in plain sight.

If you have an accident:

- Call 911 if there are any injuries
- Exchange information with everyone involved in the accident. Get the other person's:
 - o Full name
 - o Address
 - o Telephone number
 - o Car insurance company name
 - o Driver's license number and expiration date.

If you have an accident, you must stay and exchange information with the other driver. Do not leave the scene of the accident until you have done this!

Your Driver's License

If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as your home state license remains valid.

The State of California does not recognize an International Driving Permit (IDP) as a valid driver license. California does recognize a valid driver license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident. The IDP is only a translation of information contained on a person's foreign driver license and is not required to operate a motor vehicle in California. If you intend to drive with a license issued by a foreign jurisdiction you should familiarize yourself with California driving laws.

How to apply for a driver's license

A license is required to drive a car, a motorcycle or a motorized bicycle or scooter. First remember to visit the Social Security Administration Office to request a letter confirmation that, as an international student in the US, you do not qualify for a Social Security number. Then, to apply for a license you will need to make an appointment to visit the Department of Motor Vehicles (DMV). Remember to bring with you the letter from the Social Security Administration, passport, I-20 document and a letter from Q International School confirming your enrollment. License requirements vary depending on the type of license and whether or not you have had a license before. For additional information, go to www.dmv.ca.gov or call 800.777.0133

Social Security Administration Offices:

8505 Aero Drive

San Diego, CA 92123
Phone: (800) 772-1213

1333 Front Street

San Diego, CA 92101
Phone: (800) 325-0778

Department of Motor Vehicles

3960 Normal Street
San Diego, CA 92103
Phone: (800) 7770-0133

DMV Identification (ID) cards

The DMV issues ID cards to persons of any age. The ID card looks like a driver license, but is used for identification purposes only. A regular ID card is valid for six years. For additional information, go to www.dmv.ca.gov or call 800.777.0133

Housing in San Diego

Q International School does not provide on-campus accommodations, but can provide assistance to students in finding affordable accommodations.

Homestay Program

Staying with an English-speaking family is a great way to practice your English naturally and learn about the local culture. As a family member you live as the family lives and eat what they eat. Q International School host families are genuinely interested in receiving students and helping them to develop fluency in English. Many students love being part of the family and enjoy the extra feeling of security. Families range from traditional families with children to single or retired people. All of our host families are thoroughly checked for their suitability as hosts.

Student Residences

These commercial residences are a cross between a hotel and dorm. Amenities vary depending upon the location you select. Please check our website (<http://www.Qschool.org> Student Services, Accommodations) for additional details.

Students who do not make housing arrangements prior to arrival will have to arrange for temporary accommodations until they are able to locate suitable housing.

The housing options available to international students are:

Hotels/motels – If students do not make prior housing arrangements before arrival, they may need to stay in a hotel or motel for a few days. Prices may vary depending on the location and season.

Hostels – Students may wish to live in a dormitory-like apartment and have the option of sharing a room with other students or a private room.

Apartments – Students wishing to live in apartments need to take the following into consideration; rental rates and location, leasing contracts (month to month or fixed lease 6,9 or 12 months), security deposit, furnished and unfurnished, and utilities (includes: gas and electricity and may include water).

Renting an Apartment

Many international students rent apartments in San Diego. There are a lot of apartments to choose from and finding the right one can be difficult. Here are some tips on renting.

Apartment Website Links

Apartments.com www.apartments.com

ForRent.com: Search over 40,000 apartments communities. Photos, virtual tours, floorplans and search by distance feature. www.forrent.com

ApartmentGuide.com: Search over 6,000,000 apartments, see floorplans, view property photos, virtual tours and find a roommate www.apartmentguide.com

RENTNET: Search for apartments, roommates, or find information on moving. Photos, floorplans, available. www.rentnet.com

SignonSanDiego.com: The San Diego Union-Tribune rentals classified ad. <http://realestate.signonsandiego.com>

The SDSU International Student Ads

You may view ads on this bulletin board to look for an international roommate or place an ad. Most places are in the SDSU area www.sa.sdsu.edu/isc/current/isc_bulletinBoard.htm

San Diego Craigslist Housing: You may also view ads on this website <http://sandiego.craigslist.org/hhh/>

Lease Types

First, find the right type of lease. Landlords will usually give one of three options – month to month lease, six month lease, or year lease.

The month to month lease may be the best option for you first apartment. This lease means you can move out any month provided you give the landlord 30 days notice. It is good for people who are new to San Diego because you may not know where you're going to spend most of your time or what type of place you want to live. With the month to month lease you can test out your apartment and if you want to move, there won't be any extra cost. The down side is that the landlord can raise the rent any month (this does not happen often).

The six month lease is also a good choice for international students. With this lease you will be committing to the apartment for at least 6 months. Once six months are over, the landlord will either ask you to sign another six month lease or let you have a month to month lease. If you want to move before your 6 months are over there will most likely be a penalty fee.

The year lease is good for people who know exactly where they want to live and are planning on staying in one place for a while (at least a year!). Tenants are expected to stay in the apartment for the entire year with no changes. This means the landlord cannot raise the rent until the contract is over. If you wish to leave the apartment before one year, there will be a penalty fee.

Security Deposit

Most apartments will require you to pay a security deposit equal to the rent as well as the rent for the first and last month. The security deposit will be returned to you when you move out, provided that the apartment is in good condition when you leave. If the apartment is not in good condition, the security deposit will be used to clean or repair the apartment. E.g. Single bedroom rent = \$800 per month + \$1600 security deposit total = US\$2400

Credit & Reference Check

When you apply for an apartment, most property owner or landlord will run a credit and personal background check. It may not be possible as you have not established a credit rating in the United States. A fee may also be applicable approx: US\$30

Notice of Move

When you plan to move, you must give the property owner or landlord a minimum of 30 days notice. Write a letter to the property owner or landlord, stating the date you will be moving out.

Utilities

Some landlords pay for the water, trash, and sewer bills so if you find one who doesn't you may want to keep looking. Tenants usually pay for gas and electric service, telephone service, cable service, and internet service. If you find a landlord who will pay for any of these, you are lucky!

To set up your San Diego Gas and Electric service, call (800) 411-7343 or go to their website – www.sdge.com. Be sure to have your new address ready.

Many San Diegans use Cox Communications for their phone, cable and internet. You do not need a phone if you are planning on having a cell phone though. To look at available plans go to <http://www.cox.com/Sandiego/> or call (619) 262-1122 Mon-Fri 8 a.m.-9 p.m.

To set up gas in Los Angeles please call the Gas Company (800) 427-2200 or go to their website - www.socalgas.com. Be sure to have your new address ready.

Many people use Time Warner Cable for their phone, cable and internet in Los Angeles. You do not need a phone if you are planning on having a cell phone though. To look at available plans go to www.timewarner.com or 1-888-TW-CABLE.

Furnished or Unfurnished Apartments

A furnished apartment has a stove, refrigerator, tables, chairs and other household items (e.g. microwave, washing machine and dryer) provided for you in the apartment. It does not have bed linens, towels, and kitchen items such as pots and pans. These you will need to buy yourself.

An unfurnished apartment only has a stove and sometimes a refrigerator. You will need to buy or rent

furniture and items not provided in the apartment.

Furnishings

Most apartments in San Diego will come unfurnished but it is possible to find a fully furnished apartment if you wish. To find cheap furniture there are a few good places to shop.

Ikea is a popular furniture store for students located at:

2149 Fenton Parkway
San Diego, CA 92108 or visit their website at <http://www.ikea.com/us/en/>

Another popular place to buy furniture is on the craigslist website. This is a website for people to buy and sell items. It also has apartments for rent and activities in town. When shopping on craigslist, be sure to be safe! Don't meet anyone you don't know alone and do not give away your money without first checking the item you're buying to make sure you like it. Their website is: <http://sandiego.craigslist.org/>

If you do not want used furnishings, you can always shop inexpensively at Walmart or Target. These are good stores for furnishings because they have a return policy if you don't like what you bought. Visit them online at www.target.com and www.walmart.com

Volunteering

Whether you work at a one-time event or return over and over again, volunteering is one of the most rewarding activities you can pursue. Meet other wonderful volunteers and practice your English while doing a good deed that helps make the world a little better.

Volunteering is also a good way to build-up work experience. Colleges and universities like students who have taken the time to give to their community.

Before committing yourself to a cause, learn a bit about the organization and confirm that the group you choose to help is a 501(c)(3) non-profit.

One source for listings of volunteer opportunities is Volunteer Match.

Volunteer Match
www.volunteermatch.org

Additional volunteer opportunities are listed on Craig's List.

Craig's List San Diego
<http://sandiego.craigslist.org/vol/>

One of our students' favorite locations to volunteer is the San Diego Zoo! Here, volunteers work as Information Ambassadors, assisting guests; educate visitors as an Interpretive Volunteer and help save species working as Conservation Volunteers.

San Diego Zoo
www.sandiegozoo.org/volunteer

San Diego Neighborhoods

Here is an overview of the neighborhoods in San Diego:

1) Hillcrest

This neighborhood is a diverse, lively, colorful neighborhood. This friendly place just north of Balboa Park is mixed with pedestrian-friendly business district. Best Bets: Landmark Cinemas, any restaurant. Bus Routes: 1, 3, 11, 16, 25

2) Kensington

This upscale area on the southeast rim of Mission Valley is picturesque, with attractive (and pricey) Spanish-styled homes. It's a peaceful pocket amid the hubbub of the inner city. There's a tiny business district along Adams Ave. Best Bets: Ken Cinema, the Ken Club bar, Kensington Video, Ponce's Restaurant. Bus Route: 11

3) Mission Hills

As you head west on Washington Street, Hillcrest turns into Mission Hills, and the area becomes more staid and low-key. Mission Hills is for the well-to-do. Best Bets: Mission Hills Nursery, Phil's BBQ. Bus Routes: 3, 908, 16

4) University Heights

University Heights is located between Hillcrest and North Park. It is a mix of Craftsman bungalows and apartments. Its small retail area is at the north end of Park Blvd. where it turns into Adams Ave. Best Bets: Adams Avenue Grill, Twiggs Coffee House, Parkhouse Eatery, Trolley Park. Bus Routes: 1, 11, 15, 115, 990

5) Normal Heights

Bookended on the west by University Heights and Kensington on the east, Normal Heights completes the Adams Avenue trifecta. Crowded, diverse apartment dwellings on the south side of Adams, quiet single-family homes on the north side. Best bets: The Ould Sod pub, Antique Row, Lestat's Coffee. Bus Routes: 2, 11/11A

6) Golden Hill

With its once stately old mansions, quaint bungalows and apartment buildings, Golden Hill is enjoying a rejuvenation. On the southeast end of Balboa Park, Golden Hill (and adjacent South Park) has some fine views of downtown and pockets of really cool neighborhoods, like Burlingame. Best Bets: Turf Supper Club, The Big Kitchen, M-Theory Records, South Park Bar and Grill. Bus Routes: 2, 6, 19

7) North Park

The most sprawling of the urban neighborhoods, North Park is a hodgepodge. Cozy, tidy pockets of Craftsman homes on the north edge of Balboa Park (hence the name), dense apartments, and the pre-interstate retail stretches of University Ave and El Cajon Blvd. define North Park. Best Bets: "downtown" North Park (30th & University), Red Fox Lounge, Chicken Pie Shop. Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115

8) City Heights

East of North Park is San Diego's true melting pot, City Heights. The newly emigrated is found here: Hispanics, Southeast Asian, Somalian..you name it. Drive down stretches of University Ave. and watch the storefront signs change from Spanish to Vietnamese to Ethiopian. It can be rough at times, but it's also the American Dream. Best Bets: any Asian market. Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115

9) Ocean Beach

O.B is more like a town within the city, but I'll include it here because it has a little business district and it truly does have a neighborhood feel, albeit one steeped in the '60s and '70s. Ocean Beach has resisted gentrification, and for that it should be commended. Best Bets: The O.B. Pier, Dog Beach, Winston's, The joint. Bus Routes: 923, 35

10) Little Italy

Little Italy has always been a neat ethnic enclave within downtown, but only in the past year or so has it become a “cool” neighborhood, thanks to the addition of new condo high-rises. Plus, the business district has been refurbished, including its own nifty street-spanning neighborhood sign. Best Bets: India Street, Mimmo’s Italian Village, Indigo Grill, Filippi’s. Bus Routes: 50, 150, 810, Trolley

11) Clairemont Mesa

This neighborhood is popular for National University students and lovers of Asian restaurants. There are many houses in this neighborhood for people who can afford them but there are also some good apartments for rent. Best bets: Korea House, any Vietnamese restaurant. Bus Routes: 928, 20, 120, 27

12) College Area

Here you will find college students from SDSU as well as a vibrant Vietnamese population. The further from the SDSU campus, the cheaper the apartments. You can also find roommates here to share a place with. Best bets: Effin’s Pub, Amarin Thai. Bus Routes: 1, 15, 115, 955, 856, 14, 11

13) La Jolla

One of the most expensive neighborhoods in San Diego, La Jolla boasts beautiful views of the ocean and unique architecture. Best bets: Jack’s, Forever Fondue, The Living Room

Fun & Cheap Things to do in San Diego!

Balboa Park is serviced by routes 3, 7/7A/7B, and 120. There are excellent museums in Balboa Park, nice cafes, and it is a great place to take a walk, play sports or have a picnic. The Timkin Art Museum and the Botanical Building are always free.

San Diego Zoo is world famous! It is serviced by routes 7/7A/7B and is in Balboa Park. If you go with students and reserve a spot in advance, the price is only \$7 if you have a group of 15 students. Please see our Activities Coordinator for more information.

Cabrillo National Monument (Point Loma Lighthouse) is serviced by route 28C from the Old Town Transit Center. The Cabrillo National Monument costs \$3 for walk-ins or for bicycles. It is a beautiful place to take pictures of San Diego and to see a piece of San Diego history.

Gaslamp Quarter in downtown San Diego is serviced by several bus routes including routes 3, 5, 120, 992 and the trolley. You can walk to the Gaslamp Quarter and enjoy numerous restaurants, cafes, bars, clubs and shopping in this historic district.

Horton Plaza shopping mall is a great place to get an inexpensive meal, go shopping, or catch a movie at the cinema. This area is serviced by several bus routes 3, 5, 120, 992, 20, 15, 12 and the trolley.

Old Town State Historic Park is serviced by the trolley and several bus routes. It is free to enter and walk around but some of the small museums charge a very small fee to enter. There are also beautiful old houses to see and great Mexican food to eat in Old Town.

Petco Park is the home of the San Diego Padres Baseball Team. It is serviced by the Blue Line Trolley and by several bus lines. You can see a baseball game at Petco Park with a Park Pass (no seat) for as little as \$5 in advance or \$7 the day of the game. Even if you don’t see a game, it is still fun to visit the park and to take a tour.

Seaport Village is serviced by the Trolley. Seaport Village has several restaurants, a carousel, and offers great souvenirs! It is a great place to take a walk and to view the amazing ships sailing on San Diego Harbor. Sea World is a fantastic place to see amazing sea life. It is serviced by routes 8 and 9 from Old Town Transit

Center. You can buy discounted tickets for Sea World through National University for \$47. Please speak with our Activities Coordinator for more information.

Torrey Pines State Reserve is serviced by route 101. Torrey Pines is a beautiful nature preserve and park along the ocean and is a lovely place to take a hike or visit the beach. If you walk in, there is no charge, but if you drive a car in, the price is \$8 per car.

Coronado Island & Hotel Del Coronado is serviced by the Coronado Ferry (\$3 each way) & route 904 and route 901 from downtown. You can catch the ferry at the west end of Broadway Street at the Ferry Landing

Las Americas Outlet Mall is serviced by the trolley. You should buy a one-day pass for the trolley for \$5. Then take the Blue Line trolley to the last stop in San Ysidro (don't cross over to Mexico without your signed I-20, your passport and your necessary visas!!!). You then need to walk north to toward Camino de la Plaza. Turn left on Camino de la Plaza and cross over the overpass (like a bridge). The shopping center is about 2-3 blocks away on the left hand side of the street. You can find discounted prices on brand-name items at the outlet mall.

Mission & Fashion Valley has excellent shopping, restaurants, movie theaters and more. This area is serviced by the Green Line trolley and by several bus routes. Target, Macy's, Best Buy, and several other great stores offer good prices on electronics and other household items and clothing too. This area is also serviced by routes 6 and 14.

La Jolla is one of the nicest beach communities in Southern California with art galleries, boutique fashion stores, fine dining, outdoor cafes, and a beautiful view of the Pacific Ocean. La Jolla is serviced by routes 30 and 30A.

Pacific Beach "PB" is a classic Southern California beach town with surfers, hip fashion stores, restaurants, and nightlife. It is a great place for the college-age crowd and has nice beaches, a beautiful pier, and great places to watch people surf or to learn yourself. PB is serviced by routes 8/9 and 35 from the Old Town Transit Center.

Mission Bay & Mission Beach has miles of beach and sand for all kinds of recreational activities in and out of the water. The Boardwalk & Belmont Park offer many fun things to do and see. You can rent bicycles and other beach equipment cheaply at Cheap Rentals or Hamel's Beach Rentals for between \$10-20. It is serviced by routes 8/9.

Ocean Beach "OB" is a classic mix of surfer/hippie culture at the beach! Great restaurants, shopping, and more along Newport Avenue. There is also a great Farmer's Market on Wednesdays at 4 p.m. Take route 35 from Old Town Transit Center or 923 from Broadway Street to OB.

Hillcrest neighborhood offers great shops, restaurants, grocery stores and more. It is serviced by several bus routes including 1, 3, 10, 11, 15, 83 and 120. There are several fun used clothing stores in this area too as well as a great independent movie theater too at Hillcrest Cinemas. There is also a great Persian bakery named Mama's Bakery & Lebanese Deli at 4237 Alabama St. San Diego, CA 92104 Phone: (619) 688-0717 and

Aladdin Mediterranean Cafe at 1220 Cleveland Ave. San Diego, CA 92103 Phone: (619) 574-1111.

Places to See in San Diego

Balboa Park:

Located next to the San Diego Zoo; Balboa Park offers visitors a variety of museums, theaters and botanical gardens. For more details visit www.balboapark.org.

La Jolla Kayak:

Provided kayak tours of the La Jolla spectacular sea cliff and caves. Visit www.lajollakayak.com for more information.

Mission Bay Aquatic Center:

Offers students inexpensive rentals and lesson in sailing, windsurfing, kayaking, water-skiing and surf. To check out a class schedule or for more information visit www.missionbayaquaticcenter.com

Old Town San Diego Historic Park:

Historic Park dated back to the first settlement of San Diego.

San Diego Zoo:

World famous zoo that is home to a wide variety of animal. For more details visit www.sandiegozoo.com.

San Diego Wild Animal Park:

1, 800 acre wildlife preserve park which allows animals to roam freely in similar setting to their native homeland. Located six mile east of Escondido. For more information visit www.sandiegozoo.com.

Scripps Institution of Oceanography:

Offers visitors an up-close view of sea life off of San Diego's coast with Stephen Birch Aquarium marine life displays and outdoor tide pool. Visit www.sio.ucsd.edu for more information.

Seaport Village:

Offers a magnificent view of the San Diego Harbor along with unique gift shops, fine dining, jugglers, music and year-round special events. Visit www.seaportvillage.com for more information.

Sea World:

Popular San Diego's marine theme park. Offers a variety of animal show and special exhibits. For more information visit www.seaworld.com.

Gaslamp Quarter:

The Gaslamp Quarter is a sixteen block historic district in San Diego's downtown area. Historic building have been restored and converted into international restaurants, music clubs and in shops.

Beaches

San Diego has many beautiful beaches along its coastline.

Del Mar: surfing, scuba diving, and kayaking.

Imperial Beach: surfing bird-watching and fishing.

La Jolla: famous resort area for swimming, skin-diving and sun-bathing.

Mission Beach and Mission Beach Park: fishing, rollerblading, and picnics.

Ocean Beach: has one of the longest pier on the Pacific Coast. Good place for fishing.

Pacific Beach: provide a lively atmosphere for walking, running and biking.

For more information on available San Diego’s attractions or events:

EnterSanDiego: Guide to San Diego’s restaurants, hotels, attractions, tours, golf course and nightlife.
www.EnterSanDiego.com

SanDiego.com: Provides local news, culture, hotels, dining, travel and event information in San Diego.
www.sandiego.com

InforSanDiego.com: Guide to San Diego’s attractions, entertainments, and discounts tickets.
www.inforsandiego.com

San-Diego.US: Provides tourist information for visitors, including hotel, event calendar, attractions and many more.
www.san-diego.us

SignOnSanDiego: Find information on San Diego attractions, beaches, guides to restaurants, nightlife, entertainments and many more.
www.signonsandiego.com/visitorsguide

SCHOOL AND STUDENT POLICIES

Expectations

There is nothing more important at Q International School than our “expectations” of one another. To create and maintain the warm, supportive culture that is our hallmark, we must honor these simple expectations. Service to our students and kindness and respect for all make every day at Q International a rewarding step forward in our individual journeys.

What We Expect From Q International Students

- Come to school prepared to start your class on time.
- Be respectful and kind to your classmates, teachers, and staff.
- Speak English only.
- Do your homework.
- Honor the rules and policies of Q International School.
- Feel free to discuss concerns with your advisor.
- Respect the school facility and property. Be sure to clean up after yourself.
- This is a smoke-free campus. Do not smoke inside or outside the building.

What we Expect from Q International Teachers

- Be prepared to start your class on time. Teachers must be in the classroom 5 minutes before the start of the class.

- Be respectful, kind, and helpful to students and colleagues.
- Focus on serving students and putting them first during work hours.
- Have a good attitude.
- Honor the rules and policies of Q International School.
- Keep your classroom and work stations clean and orderly.
- Do not date students while they are enrolled at Q International School.
- This is a smoke-free campus. Do not smoke inside or outside the building.

What We Expect from Q International Staff

- Be prepared to start work on time.
- Be respectful, kind, and helpful to students and colleagues.
- Focus on serving students and putting them first during work hours.
- Support teachers and help them as needed during work hours.
- Have a good attitude.
- Honor the rules and policies of Q International School.
- Keep your work station clean and orderly.
- Do not date students while they are enrolled at Q International School.
- This is a smoke-free campus. Do not smoke inside or outside the building.

Student Policies

F-1 Students: General Policy for F-1 Students

- Inform the school within 10 days, of the following changes: home address, contact information, sources of financial support, immigration status, and dependent status.
- Do not engage in unauthorized employment.
- Be sure to have a current Form I-20. If your Form I-20 is about to expire, discuss your intent to extend your program with your advisor and complete and submit the Service Request Form at least 30 days prior to the expiration date.

F-1 Students: Terminating Enrollment at Q International

To avoid being terminated from SEVIS for failure to enroll, a student who plans to leave the school must complete and submit the Notice of Intention to Exit form. The student's Academic Report will be reviewed and closed out in SEVIS accordingly.

When transferring to another SEVP approved school, the acceptance letter from the school must be submitted together with the Notice of Intention to Exit form; a letter or a form that expresses only intent to transfer is not sufficient. The student's record will be released to the school within 7 days of the student's last day of registration. If the student does not meet the minimum attendance and/or academic requirements, the student's enrollment will be terminated.

F-1 Students: Leave of Absence Policy

A student who plans to continue his/her studies, may request a leave of absence by submitting the Leave of Absence Form to the Admissions Department. The school reserves the right to decline the student's request for a leave of absence for any reason.

F-1 Students: Vacation Policy

Students who have studied for a minimum of 12 weeks with an attendance of over 80%, and are registered for a further 4 weeks, are entitled to a session break of up to 2 weeks. Session breaks cannot be more than 2 weeks, including all Q International School breaks except the standard Christmas break. Students enrolled for 24 weeks+ may take a break of up to 5 months if they are leaving the US.

F-1 Students: Student Policy

In addition to Q International's policies, the F-1 student must comply with the terms and conditions of his/her F-1 visa. The student who fails to meet any of the regulatory requirements established by the US and the school will be out of status and terminated in SEVIS.

Attendance and Academic Progress Policy

Q International School has minimum academic performance and attendance requirements.

Minimum Attendance

The student is considered to be on probation for "poor attendance," if the student's cumulative attendance falls below 80%. Should the student's average attendance remain 80% or less while on probation, the student may be suspended from the school for up to two terms. For an F-1 visa student, the student will be terminated from SEVIS for "poor attendance".

A tardy is when a student arrives after the start of class, up to 15 minutes late. For final totals, every 3 tardies=1 unexcused absence.

An absence is excused when requested and granted at least a day in advance. If you call in sick, you must talk to the School Director the day you return.

Class Time Missed

A student will not be given a credit or a refund due to late registration or any time missed from a class.

F-1 Students: Absence due to Medical Reason

A student who needs to take a reduced course load or no course load for medical reasons must provide the school an official letter from a licensed physician. The letter must indicate the reason why the student should not take a full course load. A leave of absence due to medical reason(s) cannot exceed a set period of time for the entire time that the student is enrolled at the school.

Minimum Academic Performance

A minimum of 70% must be maintained. Failure to maintain the minimum will put the student on academic probation. If the student's performance drops below 70%, the student may be suspended from the school for up to two terms. For an F-1 visa student, the student will be terminated from SEVIS for "poor academic performance".

Skipping Levels

A student may skip a level if the student provides the minimum score on the TOEFL iBT or an equivalent test required by Q International School.

Grading and Assessment Policy

Q International uses the following numerical to letter grade rating scale for all programs. This grading scale is consistent with industry norms.

Grading Scale

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

The final course grade and cumulative program grade are weighted according to the factors listed below.
Course Grading Policy

Attendance	=	15%
Participation	=	15%
Homework	=	15%
Examinations	=	55%

Each student receives a final grade report. Instructors also provide students feedback on their progress throughout the session. Any student who receives a final grade of D or F (69% and lower) will not pass to the next level, but will be required to repeat the same level the next session.

Cancellation and Refund Policy

1. All cancellation requests must be done in writing by completing, signing and dating a Notice of Cancellation. Form must be submitted to the School Director.
2. If you cancel your course prior to the first day of class, you will receive a 100% refund of the amount paid for all tuition charges, less any non-refundable fees (e.g. the application fee of \$100, express mail, bank charges, etc.)
3. If you cancel your enrollment a) after attending the first day of class or b) not attending during the first 7 days of class and submit a Notice of Cancellation to the School Director indicating your intent to cancel enrollment, you will receive a 100% refund of the amount paid for all tuition charges, less any non-refundable fees (e.g. the application fee of \$100, express mail, bank charges, etc.) Otherwise, the initial four (4) weeks of tuition shall be forfeited.
4. After the initial four (4) weeks of study, the following refund policy applies. This refund is for unused tuition only.

- **Cancellation within the first week: 75% refund of tuition.**
 - **Cancellation within the second week: 50% refund of tuition.**
 - **Cancellation after the second week: no refund of tuition.**
5. When determining the number of weeks completed, a partial week will be counted as a whole week, provided the student was present at least one day during the scheduled week. Used weeks of discounted tuition (13 or more weeks of study) will be charged at the regular rate (1-12 weeks of study) if the student withdraws prior to completing the prepaid sessions. Students who withdraw from their program may not be eligible to receive a Q International School certificate.
 6. In all cases additional service charges (e.g. airport pick ups, express mail fees, application fee, health insurance, accommodation placement fee, etc.) are non-refundable.
 7. If Q International School cancels a program subsequent to your enrollment, all monies paid to Q International School will be refunded.
 8. A refund is permitted only if your Notice of Cancellation and Refund Request is made in writing, signed and dated.
 9. If you are terminated by Q International School due to violations of the School's written disciplinary and/or attendance policies or local, state, or federal laws, no refund will be made.
 10. For students who applied through a recognized Q International School Agent, the school will refund only the part of the tuition paid to the School. Pre-payments made to the Agent are to be discussed with the Agent directly by the student.
 11. Refunds will be paid within 30 calendar days of receipt of your written notice. The School will only pay refunds to the person or company from whom the funds originated.

Student Conduct

Any student may be dismissed from Q International School for inappropriate behavior, yelling, aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, or the use of alcohol. Similarly, sexual harassment, racial discrimination, behaviors that violate school rules and expectations, disobedient or disrespectful behavior towards students, staff or faculty will also not be tolerated and will result in suspension or, at the School Director's sole discretion, dismissal from school.

Copyright Policy

Protecting Against Copyright and Software License Infringements (4.B.6)

It is the policy of Q International to respect the copyright protections given by federal law to owners of print, digital materials and software. It is against Q International policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect

to “fair use”) or specific license.

The software provided through Q International School for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

Q International regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

Student Complaints

ACCET COMPLAINT PROCEDURE

Q International School is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Q International School to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within Q International School to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within Q International School to resolve the problem(s) by way of Q International School’s formal student complaint procedure and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both Q International School staff and/or other students who were involved;
 - d. Evidence demonstrating that Q International School’s complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to Q International School.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student’s enrollment agreement, the syllabus or course outline, correspondence between the student and Q International School).

4. SEND TO:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036

Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Bureau for Private Postsecondary Education (BPPE) Complaint Procedure

As a prospective student, you are encouraged to review this Student Handbook and the School Performance Fact Sheet prior to signing an enrollment agreement.

If you wish to file a complaint about Q International, you may contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589.

RESOURCES

Useful Links

Craig's List:	www.craigslist.com
US Embassies:	http://usembassy.state.gov/
Information about student Visas:	http://travel.state.gov/visa/tempvisitors_types_students2.html
San Diego news and events:	www.signonsandiego.com
San Diego visitor's website:	http://www.sandiego.org/nav/Visitors
Downtown:	http://www.gaslamp.org/
Shopping at Horton Plaza:	http://westfield.com/hortonplaza/
Shopping at Fashion Valley Mall:	http://www.simon.com/mall/default.aspx?ID=765
Public Transportation Trip Planner:	http://transit.511sd.com/
Weekend trips:	
Laguna Beach:	http://www.lagunabeachinfo.org/
Santa Barbara:	http://www.santabarbaraca.com/

Monterey Bay:	http://www.monterey.com/index.html
Catalina Island:	http://www.catalina.com/main.html
Las Vegas:	http://www.lvchamber.com/home.html
Yosemite National Park:	http://www.nps.gov/yose/
Airport Information:	
San Diego	http://www.san.org/
Los Angeles	http://www.lawa.org/welcomeLAWA.html
Visa wait times:	http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php
US embassy:	http://www.embassy.org/
Education in the U.S.:	http://educationusa.state.gov/
US Department of State:	http://www.state.gov/
US Department of Homeland Security:	http://www.dhs.gov/index.shtm

NOTES