

University of East-West Medicine

Student Handbook



Student Handbook

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University of East-West Medicine

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Student Services Department

The Student Services Office, off the main entrance on the first floor of the Campus, is the primary office on campus that addresses the needs of the University's student population. Prospective and current students are encouraged to contact our office.

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595 Lawrence Expressway
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FAX: 408-636-7705
email: info@uewm.edu

The Student Services staff is well informed about the University programs and requirements, cross-cultural issues, immigration rules and regulations, and community programs and resources. Each semester, Student Services organizes an orientation program that covers a wide range of topics and conducts a number of workshops throughout the year on a broad range of topics based on student needs and interests. In addition, the office organizes a selection of social, cultural, sports, and recreational activities to encourage group friendships and enjoy in the Bay Area.

It is the mission of the Student Services Office to provide assistance and services to students in a safe and enjoyable environment so that they may be able to successfully realize their educational goals. As a part of our commitment to the students of the UEWM, we have prepared this resource Handbook in hopes that we can make your stay at the UEWM and our community pleasant and fulfilling as you work hard to complete your education.

If you have any questions, concerns, or suggestions, please contact our Student Services staff. You may reach us by mail, phone, FAX, e-mail, or just drop by the office. You can find the current staff in Room 107 on the first floor of the building..

Student Services Director
Debi Snow
408-733-1878

College Services

See your advisors on a regular basis. Your student services advisor is there to help you with many issues such as those relating to cultural adjustment, understanding the American value systems, relationships, and many other topics. Your academic advisor assists you with your academic choices, course selection, schedule, graduation requirements and other academic issues.

Utilize your college services. The University offers several services to assist students with special interests and needs:

ADMISSIONS ASSISTANCE Both the Admissions Advisor in Admissions and the Registrar are trained and available to provide individual assistance to incoming students.



CAREER ASSISTANCE

Career services for the UEWM students consists of the following: 1) Handouts are available from the Student Services office and Library for tips on how to write an effective resume, tips for job interviewing, and tips for job placement related to OPT. 2) Unsolicited job announcements are posted on the Job Board. 3) Job Placement workshops are offered on campus from outside consultants throughout the year. Flyers are posted and emails sent to students. You can also make an appointment in the Library for personalized assistance with resume writing and/or interviewing skills.



COMMUNITY RESOURCES

The Student Services has prepared this Handbook as a Community Resource that provides resources in the community for personal counseling, housing assistance, libraries, child care, health care, employment assistance, religious worship, public transportation and other resources helpful to the UEWM students.



STUDENT ACTIVITIES

Student Activities are coordinated through the Student Services Office. Often the activities and events are organized by student leaders throughout the year, such as pizza socials, music and dances, and sports events.



COMPUTER FACILITIES



Computer stations and Internet access are available in the computer lab as well as the library and other locations on campus.

CAREER SERVICES

See the section in this Handbook on “Career Services” for information about these services.

ORIENTATION

Each semester, the UEWM offers an orientation to new students. Students are provided information on all university services, policies, student rights and responsibilities, academic and student services, etc.

INTERNATIONAL STUDENT SERVICES

Qualified, experienced staff provides information and assistance regarding all requirements, including visa status, SEVIS, accommodations TOEFL to international students. The Admissions office can direct students to the appropriate services. Additionally, the Registrar's Office and Academic advisors can provide guidance.

HEALTH SERVICES and INSURANCE

UEWM students receive a discounted rate at the UEWM Medical Clinic located on campus for both acupuncture and herbal treatments. Referrals to public health assistance are also available in the Student Services office in the community resource binder. All students are required to carry health insurance. See the section on health insurance in this Handbook for more information.

PARKING

There is ample free parking within the University complex parking lot.



STUDENT ASSOCIATION

The student body is invited to participate in occasional focus group type of meetings. These are held at least one time per term.

STUDENT CENTER

The student center provides a place to meet with friends, study, prepare meals, use the vending machines, watch TV, or play pool or ping pong.



UNIVERSITY SERVICE OFFICES

The Finance Office and Registrar's Office are both located on the first floor of the campus. Staff is there to answer questions, insure you have completed all requirements continuing registration, and provide other services you may request. The Academics Office is on the second floor. Academic Advising is available as well as the Department Chairs and faculty offices.



TRANSPORTATION

See the section in this Handbook titled "Transportation" for bus routes, eco passes and additional information.



Cultural Acclimation Support



U.S. Culture

This information is meant to provide some generalities about American culture for our international students.

Independence



The United States was founded by people who value independence. This “independent spirit” is still evident in this culture. Americans believe that they are responsible for their own destinies. Being self-reliant is considered more important than relying on family and friends. Many people from the U.S. believe that individuals reach maturity at age 18 and should be ready to make independent decisions. Privacy is valued for many of the same reasons. Even among members of a family, issues such as money, marriage, and career decisions may not be discussed out of respect for a person’s privacy.

Race, Ethnicity and Gender

U.S. citizens believe that all people are equal – race, color, religion, ethnicity, class, gender and sexual orientation are unimportant to our value as human beings. Words like “tolerance” and “appreciation” are words that we might use to describe our relationship with people different from ourselves. For this reason, racist and sexist jokes and comments are not tolerated in many social and business settings. In fact, people who make such comments could lose their jobs.

However, despite these principles, many inequalities still exist in the U.S. You might hear people make negative comments about other groups. You might even experience discrimination because you are an international student. If this happens to you and you wish to talk about it, come to the Student Services Office or contact the police if you feel threatened. An advisor who is familiar with these issues will try to understand the situation and make some suggestions for dealing with it.

Many international students have seen American movies, many of which portray black communities as violent and poor and portray American women and men as having many sexual partners. These are stereotypes in U.S. films. Just remember that many people do not fit the stereotypes in these movies.

Cultural Adjustment

Most international students and scholars spend the first few days in the USA settling in and getting adjusted to their new environment. But, adjustment is an on-going process that will usually take more than just a few days or weeks. If you have attended another US college or University, then you have already experienced a significant period of adjustment. If you are a new arrival in the United States, then the process below may help you.

Adjustment Process

- Learning about the new culture
- Making new friends
- Appreciating differences and similarities
- Maintaining contact with family and friends back home
- Feeling comfortable in both settings

Stages of Cultural Adjustment

The Honeymoon Stage: Characterized by a feeling of excitement and anticipation. The international student is usually very happy to be studying in a new country and to be learning about and meeting new people.

The Uncomfortable Stage: Characterized by frustration, anger and sometimes depression. Students may experience homesickness, boredom, problems sleeping and eating, loss of sense of humor, mistrust of Americans, and some academic problems.

The Adjustment Stage: This occurs when the student begins to relax in the new environment and has an established support system. The student realizes the importance of their home culture while navigating and adjusting to the norms of the new culture. The student has the best of both worlds and chooses ideals from both cultures.

Adjustment Tips From International Students

- Don't stay alone at home or in your room every night.
- Go out with a friend to see the city or go shopping.
- Get involved with students on campus
- Travel to see the USA.
- Laugh at yourself if you make a mistake.
- Do not be afraid to try new words or to practice your English.

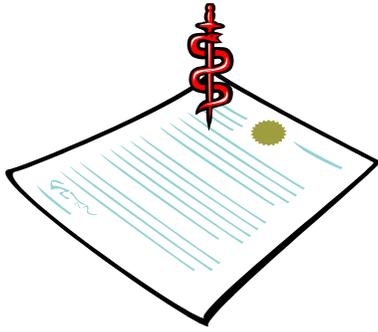
Welcome



English Language Programs

Prospective students or family members who need intensive English language instruction should see the Student Services Advisor for the names and locations of local colleges and language institutes that provide an intensive curriculum.

The University of East-West Medicine requires proficiency in English as an admission's requirement. Please see the University Catalog for details regarding this requirement.



Health Insurance

A health-insurance plan is mandatory for all international students. An international student may use the health insurance plan contracted by the UEWM and pay the insurance fee at registration or provide evidence of outside insurance in order to be waived of the HGU contracted plan.

The UEWM currently use International Medical Group for medical insurance coverage for students who do have their own plan. Students purchase coverage by the semester.

The student indicates they will be purchasing health insurance for the term on their registration form. When the registration form is processed, the information is forwarded to the Finance Office where the fee is added to their account. The student's information is sent to International Medical Group. In about 3 weeks, the Finance Office will receive a Certificate of Insurance which describes the coverage as well as their rights and responsibilities, and an insurance card for the student.

The fee for insurance is billed at registration and covers the period of the semester only. Coverage must be purchased each semester.

Other Benefits

As a UEWM student you also have access to 40 acupuncture visits, at the cost of \$15 per visit, exclusively provided by the East West Medicine Clinic. These visits are not an insured benefit offered by insurance plan provided by the school; therefore, you must show your UEWM student ID card at the time of your appointment.

Acupuncture is a form of Traditional Chinese Medicine (TCM), one of the oldest continuous systems of medicine dating back 4,000 years. It is the most commonly used system of healing in the world.

TCM is based on the belief that what happens to one part of the body affects every other part of the body. Similarly, organs & organ systems are viewed as interconnected structures that work together to keep the body functioning.

One of the TCM concepts is qi (pronounced "chi"), which is considered a vital force or energy. Qi flows through the body via channels, or pathways, called meridians. Imbalances in the flow of qi cause illness; correction of this flow restores the body to balance.

Acupuncture restores the balance, thus allowing for the normal flow of qi throughout the body and restoring health to the mind and body.



List of Hospitals, Clinics and Medical Groups

Here is a list of hospitals and medical providers within approximately 10 miles of the University. Please know that there are many more to choose from based on your medical need and location. This is just a sample from the provider locator on your medical card (www.imglobal.com/provider). Please remember:



- Find out in advance of your visit if the medical provider you plan to use accepts your medical coverage. Your medical expenses will be lower if you see a doctor or utilize medical services within the network than outside of the network
- If you need to see a specialist (e.g., a skin doctor, a foot doctor), call first to find out if the medical provider you plan to use have doctors specializing in that area
- Read the medical insurance brochure issued you carefully so you understand the benefits covered and those excluded by the health insurance.

Name of Medical Provider	Phone	Address
El Camino Hospital (3.6 mi)	650-940-7055	2550 Grant Dr Mountain view, CA 94040
O Connor Hospital (6.1 mi)	408-947-2500	2105 Forest Ave San Jose, CA 95128
Stanford Hospital & Clinics (9.3 mi)	650-723-4000	300 Pasteur Dr Palo Alto, CA 94304
Good Samaritan Hospital (10.3 mi)	408-559-2011	2425 Samaritan Dr. San Jose, CA 95124
Santa Clara Valley Medical Center (7 mi)	408-885-5000	751 S. Bascom San Jose, CA 95128
San Jose Medical Group (various to 10 mi)	see locator	Various locations throughout San Jose (see online locator)

Dental services are not covered by your medical plan. However, here are a few local dentists with 5 star reviews located within 5 miles of the University or go to <http://www.yelp.com>:

Diane Lew, DDS (General Dentistry)	408-736-4323	1565 Hollenbeck Ave Ste 114 Sunnyvale, CA 94087
John Ashton Vellequette, DDS (General)	408-245-7500	877 W. Fremont Ave. Ste L-3 Sunnyvale, CA 94087
Radwan Pediatric Dentistry (Children)	408-736-3500	1298 Kifer Rd. Ste 506 Sunnyvale, CA 94085

See the section on Community Services for information regarding low-cost health care or for uninsured children.

You can contact the Student Services Office for assistance in locating additional providers.

Personal Counseling

Here are some places to go to find sources for counseling other than academic counseling provided at the University.

<http://therapist.psychologytoday.com/rms/state/CA/Sunnyvale.html>

At this site you can search for a therapist or counselor sorting by price, gender or A-Z. You can refine your search by selecting from options provided such as language, issue, insurance, religion and much more. You can view the whole profile of each counselor/therapist provided. Contact information including websites and email are provided.

<http://sunnyvale.ca.gov/departments/communityservices/communitycenter>

Community Services programs and resources serving at-risk youth and families with limited access to basic resources are offered at the Columbia Neighborhood Center, in North Sunnyvale at 785 Morse Avenue. The Columbia Neighborhood Center houses the MayView Community Health Clinic and the AMD Sports Center. Many services at the Columbia Neighborhood Center are offered in both Spanish and English.

The Community Services division also offers programs at parks and pools throughout the city and oversees rentals of City-operated facilities and fields. Community Services staff work closely with members of the Public Works department, who maintain Sunnyvale's outdoor recreation spaces including 21 parks for picnics and play, acres of sports fields, two golf courses, tennis center, skate park and a community garden.

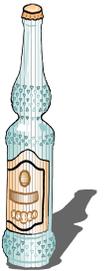


You can contact the Student Services Office for assistance in locating additional providers.



ZERO TOLERANCE

University Policies Regarding Alcohol, Drugs, and Weapons on Campus



The policies below apply to all students and guests of the University.

ALCOHOL and DRUGS POLICY

The possession and/or consumption of alcoholic beverages or any controlled substance by students is prohibited at any time or for any purpose on campus, and is subject to the penalties proposed by state law and university policies. Failure to observe this policy may result in suspension or expulsion as well as prosecution through the United States court system.



WEAPONS POLICY

The possession, storage or use of firearms, explosives of any type (including fireworks), chemicals or weapons of any sort is not permitted any place on campus. The term "weapon" means firearms, explosives, metal knuckles, knives with blades more than 3 inches long, or any other instrument, including the use of a fake or toy gun, brandishing a pocket knife, or a hand held under clothing to simulate a weapon.

Any item that is furnished as a weapon will be treated as a violation of College policy and the student(s) involved may be subject to suspension or expulsion as well as prosecution through the United States court system.





Security Off-Campus

The following information has been prepared by the Santa Clara County Sheriff's Office for your protection so you will not take unnecessary risks. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

Be Prepared

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations that would make you vulnerable to crime, such as alleyways and dark parking lots.

Street Precautions

- Be alert to your surroundings and the people around you – especially if you are alone or when it is dark.
- Travel with a friend when possible.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street – continue walking.
- If you carry a purse, carry it securely between your arm and your body. Although a purse-snatcher's intent is to steal the purse, your personal safety may depend on not clinging to it.



Car Safety

- Always lock car doors after entering or leaving your car.
- Park in well-lighted areas.
- Have your car keys in your hand so you don't have to linger before entering your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or a police or sheriff's station.
- If your car breaks down, open the hood and attach a white cloth to the car antenna. If someone stops to help, stay in your locked car and ask them to call the police or sheriff or a tow truck service.
- Don't stop to aid motorists stopped on the side of the road. Go to phone and request help for them.

Bicycle Rules

There are specific rules and regulations regarding riding a bicycle, **BE SURE** to inform yourself about these rules before riding a bike through the Department of Motor Vehicle (DMV) website at: <http://www.dmv.ca.gov/about/bicycle.htm>



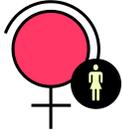
While Waiting for a Bus and On Board Buses

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.
- Don't open your purse or wallet while boarding the bus – have your pass or money already in your hand.
- Don't invite trouble – keep gold chains out of sight; don't flash your jewelry; and turn your rings around so the stones don't show.
- At night, ride as near to the bus operator as possible.
- Stay alert – and be aware of the people around you.
- If someone bothers you, change seats and /or tell the driver.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding or pushing you.
- If you see any suspicious activity, tell the driver.

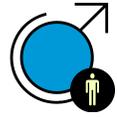
Residential Security

- Never leave your purse or wallet in plain view of a window.
- Keep your windows closed and locked at night.
- Personal property should be marked with your California Driver's License number.
- Don't leave large amount of cash or valuables at home.
- Stand near the control panel if you are in an elevator with another person. If attacked, press the alarm and as many of the control buttons as possible.
- Report all suspicious persons and activities to the proper authorities (apartment manager, building security, law enforcement).
- Be aware of escape routes for emergencies and post the police and fire department numbers near telephones.
- Install effective locks on all doors and windows – and **USE** them.
- Install a peephole viewer in your door. **NEVER** open your door without knowing who is on the other side. Require salespeople or repair people to show identification.
- If you live alone, use only your last name and initials on mailboxes and in telephone directories.
- If strangers telephone or come to your door, don't admit that you are alone.
- Don't let any strangers into your home – no matter what the reason or how urgent the emergency is supposed to be. Offer to make an emergency phone call while they wait outside.
- If you live in an apartment, avoid being in the laundry room or garage by yourself, especially at night.
- If you come home and find a door or window open or signs of forced entry, **DON'T GO IN!** Go to the nearest phone and call the police or sheriff.

Be alert! Be safe!



Preventing Sexual Assault



The following tips for preventing sexual assault were compiled by the Santa Clara County Sheriff's Office.

Know the Facts About Rape

- Rape is a violent crime – a hostile attack – an attempt to hurt and humiliate. It is NOT the result of “uncontrolled passions.”
- Rape can happen to anyone. Students, workingwomen, wives, mothers, children, grandmothers, and even males are the victims of rape.
- Rape can occur anywhere and at any time, in public or in your own home, day or night.
- Rapists are not necessarily strangers. In fact, in over one-third of reported cases, the rapist is an acquaintance, neighbor, friend or relative of the victim.
- Rape is one of the most underreported crimes. The majority of rapists continue until caught. So report any kind of sexual assault.

If You Are Attacked...

Remember, your main concern must always be YOUR SAFETY. No one can tell you whether you should fight back, submit, or resist. IT DEPENDS ON YOU AND THE SITUATION. Keep assessing the situation as it is happening. If one strategy doesn't work, try another.

Possible options are:

1. Negotiating;
2. Stalling for time;
3. Distracting the assailant and fleeing to a safe place;
4. Verbal assertiveness;
5. Screaming to attract attention;
6. Physical resistance.

Your best defense, however, is to BE PREPARED – know your options ahead of time. Your safety may depend upon your ability to stay cool and calm.

Weapons

Carrying weapons for self-defense is controversial and sometimes illegal. To be better prepared, you could take a self-defense class offered by a community college such as De Anza College or a private organization. For more information your local police station.

If You Are Raped

1. Go to a safe place immediately and call the police, sheriff, a rape crisis center, doctor, friend or relative. The sooner you make the report, the greater the chances the attacker will be caught.
2. As much as you want to take a bath and crawl into bed, it is very important to be medically examined first. You must go directly to a hospital or a rape crisis center.
3. Do not wash, douche, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy valuable evidence for court use.

4. Shock, anger, fear and humiliation are emotions a victim may experience. Remember, you are the victim. You have nothing to feel guilty about. Do not deny feelings. Contact a treatment or crisis center. The Student Services staff member can assist you with referrals for resources.

RAPE AND SEXUAL ASSAULT

Rape Crisis Center, YWCA of Silicon Valley

- 408-287-3000
- 650-493-7273
- WomensHealth.gov - The Federal Government source for women's health information.

Women's Shelter and Violence Protection

SUPPORT NETWORK FOR BATTERED WOMEN

Offered in Spanish Only in the Columbia Neighborhood Center

Visit the Support Network on-line at www.supportnetwork.org

24-Hour Hotline: 1-800-572-2782

The Support Network has a 24-hour toll-free bilingual (English & Spanish) crisis line available every day of the year. Counselors respond to calls from victims, friends and families, co-workers and neighbors. Callers are encouraged to seek immediate assistance from law enforcement or medical facilities, or to come for counseling. Depending upon the situation, they are given information about the dynamics of domestic violence, safety planning and our range of services.

1257 Tasman Dr.
Sunnyvale, CA 94089
408-541-6100

Advocate in District Attorney's Office – 408-792-2546

Asian Women's Home

Emergency shelter, food, clothing. 24 hour crisis line
2400 Moorpark Ave. Suite 300
San Jose, CA
408-975-2739

Child Protective Services – 408-299-2071

Santa Clara County Child Abuse Reporting Hotline



F-1 Student Visa Responsibilities



Immigration Documents

A. Passport: The expiration date should always be valid at least 6 months into the future (for example, if your passport expires in July, it should be extended in January). To extend your passport, please contact your country's consulate/embassy in the U.S. or come visit the Student Services Office for the latest contact information.

B. Visa: The visa is either a stamp or sticker put in your passport by the U.S. Consulate in your home country. A visa is necessary

only to ENTER the U.S. The date on the visa shows the latest date you can enter the U.S., NOT how long you can stay here. If it is expired or if you change your visa status while in the U.S., you must re-apply for a new visa in order to return to the U.S. It is not necessary to extend your visa if you are not planning a trip outside the U.S.

Renewal of visa can only be done at a U.S. Consulate/Embassy in your home country or country of primary residence.

C. I-94: As known as the Arrival/Departure Record, is the small white paper stapled to the page next to your visa stamp in your passport. The date written on the lower right hand corner is the date you must leave the United States. D/S (Duration of Status) is the notation on F-1 visa holder's I-94 Card. The D/S notation is written on the I-94 card as well as in the upper right corner of the I-20 Form.

D. I-20: The Certificate of Eligibility for Nonimmigrant (F-1) Student Status, often referred to as the I-20 Form, is an non-immigration document authorized by the ICE to be issued to you by International Student Programs when you were first admitted to De Anza College, three pages total. The I-20 should be kept with you at all times and NOT given up when you leave the U.S. as it will be needed to re-enter the U.S. after a trip or temporary absence. All records of school transfers, work permission, etc. will be recorded on the I-20.

Full-Time Attendance

F-1 visa students are required by U.S. immigration regulations to maintain full-time status while studying in the United States. At the UEWM, full-time attendance means the student must **ENROLL AND COMPLETE** a minimum of 12 units of coursework each Fall, Spring and Summer term. *If, for any reason, you are forced to withdraw from classes (either by the instructor or by yourself) or if you take less than 12 units, you must FIRST speak to an advisor and get the final approval from the international student advisor prior to drop and/or withdraw from classes.*

Exceptions to the Full-Time Enrollment Requirement

Taking less than 12 units each term is only permissible for the following reasons upon approval by the International Student Programs:

1. English language difficulties.
2. Unfamiliarity with American teaching methods or reading requirements.
3. Improper course level placement.
4. Valid health/medical reasons.

Academic Performance

You are expected to remain a student **in good academic standing (3.0 G.P.A. or higher)** while you attend the University Of East-West Medicine. The Satisfaction Academic Progress policy can be found in the UEWM Catalog.

Extension of Program of Study

F-1 visa students are admitted to the U.S. for Duration of Status (D/S), which is defined as:

- the time during which are pursuing a full-course of study and making normal progress toward completing your requirements; *plus*
- the time you may be working in authorized practical training after you complete your studies (if you qualify and are so authorized); *plus*
- **60 days** to depart the U.S. after you complete your program.
- The “completion of studies date” in Item #5 on the I-20 Form issued to you by the UEWM is the date by which the ICE expects you to complete all requirements for your current program. If you are unable to complete your program of study by that date, you will need to consult with the Registrar at the UEWM **at least 45 days before** reaching the I-20 completion date. If you are eligible for an extension of your time limit, the Registrar will assist you with the extension application process.

Taking a Break in Enrollment

Students are allowed to take one break of one semester in length during their Master’s program. Such breaks are a privilege and the student must meet certain criteria and apply for the break according to an established procedure.

Please ? !

STUDENTS ARE REQUIRED TO HAVE LEAVE OF ABSENCE APPROVAL PRIOR TO BREAK REQUEST APPLICATION

1. Break request will be approved only after student receives all the grades.
2. Once approved/conditional approved student will receive an approval from the Registrar registrar@uewm.edu
3. If any student is on academic probation (GPA is below 2.3 or not meeting the PACE requirement) he/she is not eligible to apply for breaks.
4. If the student is missing any grades in any semester, he/she needs to contact their professor's to get grades before applying for break.
5. Any break request received will be issued one week before the new semester starts.
6. If student fails to maintain SAP (Satisfactory Academic Progress), the Registrar reserves the right to cancel your break.
7. Student must turn in all required documents & clear all finance obligations, before applying for break.



Travel Abroad and Re-Entry

Whenever you plan to leave the U.S. temporarily and return to continue your studies at the UEWM, you must check with the Registrar regarding documents needed to re-enter the U.S. If you plan to travel outside the U.S., you must obtain the following document:

- a valid passport with more than six months left before expiration;
- a valid F-1 visa in order to re-enter the U.S.;
- a travel I-20 Form endorsed (signed) by the International Student Programs;
- a tourist visa for the country that you plan to visit (if required) other than your home country;

If you need to renew your expired F-1 visa when overseas, you will then need additional documents:

- financial verification/documentation;
- UEWM transcript;
- enrollment verification letter from the Registrar.



Guide to U.S. Government Websites

Immigration:

US Citizenship & Immigration Services (USCIS)

<http://www.uscis.gov>

Social Security:

Social Security Administration

<http://www.ssa.gov>

Income Tax:

Internal Revenue Services (Federal)

<http://www.irs.ustreas.gov>

Franchise Tax Board (California State)

<http://www.ftb.ca.gov/index.html>

U.S. Department of State

<http://www.state.gov/>

Bureau of Consular Affairs

<http://travel.state.gov>

SEVIS Fee (Form I-901)

www.fmjfee.com/i901fee/

Destination USA (U.S Visas Information)

www.unitedstatesvisas.gov/index.html



Employment

Employment is a benefit granted by the U.S. Citizenship and Immigration Services (USCIS) to eligible F-1 visa students who have been in good academic standing and have not violated any F-1 status rules and regulations. You should always consult the Registrar first to check your eligibility before searching for a job.

I. On-Campus Employment

You may accept on-campus employment at HGU without prior approval from the Registrar/Advisor. On-campus employment is limited to part-time (maximum 20 hours per week) when school is in session (i.e., Fall, Spring and Summer semesters) and full-time (maximum 40 hours per week) during vacation and breaks.

II. Off-Campus Employment

There are different types of off-campus employment opportunities available to international students.

Practical Training

Practical training is defined as work experience in the student's major field of study that can be conducted off-campus. Two types of practical training are available to international students:

1. **Curricular Practical Training (CPT)** available before completing their studies.
2. **Optional Practical Training (OPT)** available before or after completing their studies.

Economic Hardship

Student must have been in F-1 status for one full academic year; must prove to the Registrar/Advisor that employment is needed due to SEVERE Economic Hardship caused by circumstances beyond student's control; and must apply to USCIS for approval and show proof of hardship.

After Graduation

The University maintains contact with alumni and various healthcare practitioners in the Bay Area. Known job vacancies are posted on the UEWM bulletin board.

As the field of acupuncture expands, opportunities for newly licensed acupuncturists will increase. The acceptance of acupuncture treatments by many insurance providers has opened the field even more. Because of the individual nature of the practice of Traditional Chinese Medicine, the University of East-West Medicine does not make any guarantee of employment. UEWM provides information to students regarding agencies that provide free consulting and advice for opening a small business. These agencies include the Silicon Valley Professional Development Center and SCORE.



Career Services

The University provides support to students seeking employment. Students can request assistance with interviewing skills and resume writing by contacting the Library, where an appointment will be set up. The University has available handouts with tips on resume writing, interviewing, and job search in the Student Services office and the Library. Additionally,

Curricular Practical Training



What is CPT?

- CPT stands for Curricular Practical Training.
- CPT is an off-campus work authorization for a position that enhances your studies. Federal immigration regulations state the work or internship experience must be integral to (part of) your academic studies.
 - CPT will be processed in 7 business days from the date of application.
 - CPT is employment that is required for your major or is for internship course credit. Examples: internships, and cooperative education.
 - Students must have maintained F-1 status for one academic year.
 - Part-time CPT is 20 hours a week or less. If done during the school year, students must maintain full time status. It has no effect on OPT.
 - Full-time CPT is more than 20 hours a week. **If you do more than 12 months of full-time CPT, you lose your OPT option.**
 - Before starting work in a CPT position, a student must have authorization from the Registrar. After you receive endorsement, you may begin CPT on the start date indicated.
 - **You cannot start CPT until date authorized by the Advisor.** You also cannot work past the date authorized by your advisor unless you apply for and are granted an extension of your permission to work. * If you enroll for additional internship credit, you must renew CPT with the Registrar.
 - Application Check-list: The following documents must be given to the International Student Advisor for CPT authorization.
 1. A letter from the Internship Advisor and/or Dept. Director stating the following:
 - a) You will be engaged in practical experience in your major field approved for internship.
 - b) Dates of proposed employment
 - c) Name & Address of employer
 - d) Number of hours per week you will be employed.
 - e) Proof of academic enrollment in internship credit.
 2. Letter from Employer stating:
 - a) Job title
 - b) Dates of Employment
 - c) Number of Hours per week
 - d) Place of Employment
 - e) Description of Work
 3. Copy of the page in the College catalog indicating that employment is required of all students in this major to complete the program.
 4. Original I-20, pages 3-4.
 5. Form I-538. "Certification by Designated School Official.

Optional Practical Training

OPT

Students who apply for OPT extension are required to submit their extension application 90 days prior to the OPT expiration date.

For Students in F-1 Status

What is Optional Practical Training?

Optional Practical Training (OPT) is a benefit of F-1 immigration status that permits up to 12 months of off-campus employment for the purpose of gaining practical experience in the student's chosen field. While the student may work for any employer in the U.S., the job duties must be directly related to the student's area of study and appropriate with the student's educational level. Practical training experiences that are unpaid are also permitted within certain limitations.

Once approved for OPT, the student may work for one or more employers at the same time, and may change jobs as often as desired within the OPT authorization period. The student may work unlimited hours if the OPT is approved for full-time employment. The student is required to report information about the location of their OPT experience/employment and may not accrue a total of 90 days of unemployment while on post-completion OPT.

Eligibility

- The student must have been lawfully enrolled as a full-time student for at least one full academic year (excluding time spent in an intensive English program) and be in valid F-1 status at the time of application. In limited circumstances, authorized part-time study may count towards this eligibility requirement. The student should discuss this with the Student Services Advisor.
- The student must be in good academic standing at the UEWM to be eligible for OPT. Students who are currently on a leave of absence or on suspensions from their academic programs are not eligible for OPT.
- The majority of students are limited to a total of 12 months of full-time OPT per educational level, regardless of how many schools they may have attended. For example, students who use 12 months of OPT during a Master's program are eligible for another 12 months of OPT if they move on to a Doctoral program, but not if they move on to a second Master's program.
- If a student has engaged in a total of 12 months or more of full-time Curricular Practical Training (CPT) during a program of study, the student is not eligible for OPT for that program.
- Students who are only involved in English language classes are not eligible for OPT.

Part-time versus Full-time OPT

F-1 students do not have to use their entire 12 months of OPT at one time. OPT is available on a **part-time** basis (20 hours or fewer per week) or on a **full-time** basis (more than 20 hours per week). Part-time OPT will be deducted from the 12 months of available OPT at one-half the full-time rate (i.e., if a student engages in part-time OPT for four (4) months during the summer, then only two (2) months of OPT will be deducted from the 12-month total).

Periods in which students can engage in OPT

Department of Homeland and Security (DHS) now differentiates between pre-completion OPT (OPT that begins and ends prior to the completion of the program of study) and post-completion OPT (OPT that begins and ends after the completion of the program of study). Students may no longer apply for a single period of OPT that begins before they complete their program and extends beyond their program end date.

Pre-Completion OPT

1. **Part-time or full-time OPT during the annual vacation** (summer break) and at other times when school is not in session provided that the student is eligible to register and intends to continue studies in the following term.
2. **Part-time OPT while school is in session.**
3. **Part-time or full-time OPT for graduate students who are finishing their thesis/dissertation research or the equivalent**, but have otherwise completed all course requirements and continue to register for "certified full-time" study. Students will need to provide a letter from their academic department verifying completion of course requirements, and the date they are expected to submit the final version of their thesis or dissertation. Students in a graduate program should discuss their "completion date" with the Student Services Advisor as this date may vary based on college, program of study and degree requirements.

Post-Completion OPT

Full Time OPT after completion of the program of study: Students must have a completed Graduation Request Form on file with the Registrar's Office or provide a letter from their academic department verifying the date of expected completion of the program of study when they meet Student Services Advisor to apply for OPT.

Please Note: *Students who do not graduate when expected must continue to register, and must apply for an extension of their Form I-20 prior to the expiration date on page one of the Form I-20.*

Failure to graduate when expected may affect eligibility for OPT. Students should consult with their student services advisor.

When to Apply for OPT

When students are eligible to submit OPT applications to the USCIS differs depending on whether they are applying for the OPT to begin prior to completion of studies, or after.

Applying for Pre-Completion OPT: Students may apply as early as 120 days before the date they wish to begin OPT; however, they may not apply more than 90 days before meeting the

one full academic year enrollment requirement.

Applying for Post-Completion OPT: Students may submit their OPT application up to 90 days prior to their program end date, and up to 60 days after the program end date when applying for post-completion OPT. Also, students may not apply for OPT more than 90 days before meeting the one full academic year enrollment requirement.

USCIS must receive the OPT application no more than 30 days after the Student Services advisor signs the recommendation for OPT on the student's Form I-20.

We recommend that students apply as early as possible (three to four months in advance of the intended OPT start, if they are eligible) as it can take this long for the USCIS to reach a decision on the application.

Students may remain lawfully in the U.S. while the OPT application is still pending (even if beyond the end of the 60-day grace). Students should not travel out of the U.S. following completion of studies until the OPT application is approved. Students on post-completion OPT must present the Employment Authorization Document (EAD) and proof of employment in order to reenter the U.S.

Filing the Post-Completion OPT application during the 60-day grace period: Students who choose to wait to file their OPT application after the completion of their program must be aware that they cannot choose an OPT start date later than the last day of their 60 day grace period and could lose some of their OPT time if their application is not adjudicated quickly. Students who choose to leave the U.S. prior to submitting an application for OPT during the 60 day grace period are not permitted to return to apply for OPT. *If a student exits the U.S. during this 60 day period, their F-1 status ends and they are no longer eligible to submit an OPT application.* A student must apply for OPT from within the United States during the grace period.

How to Apply for OPT

1. Fill out the I-765 form.

You can download the I-765 updated form at www.uscis.gov/files/form/I-765.pdf

- If you are applying for 12-month OPT check “Permission to accept employment” or, if you are applying for 17-month OPT check “Renewal of my permission to accept employment”.
- Write your first name, last name, present address, nationality, DOB, gender, marital status, SSN, most recent I-94 number and other information from your I-20.
- If you have never applied for OPT, check ‘NO’ on question 11. You should leave the USCIS Office, Results and Date blank. If you have applied for OPT before, including applying and then withdrawing, check ‘YES’ on question 11. Write the USCIS Office to which you applied, the date you applied, and whether your form was approved, denied or withdrawn.
- For questions 12-13 write your last place and date of entry to US from other country. For questions 14 and 15 write “Student”.

- For question 16 if you are applying for the 12-month OPT write (C) (3) (B). If you are applying for the OPT Extension, write (C) (3) (C).
- If you are applying for 12-month OPT, leave question 17 blank. If you are applying for the 17-month OPT extension you should provide the details of your STEM eligible degree, employer's company name and E- verify number.

Please sign your name, provide your current telephone number, and the date you filled out the form under Block 16.

2. Documents to be submitted to USCIS when applying for OPT.

- Photocopy of the new I-20 with OPT recommendation.
- Photocopies of all your previous Stamped and Continued I-20s.
- Photocopy of your most recent I-94 card, front and back.
- Photocopy of previous EAD, if applicable.
- Photocopy of most recent F-1 visa stamp page or approval of change of status to F-1 (I-797), if applicable.
- Photocopy of your passport pages showing your biographical information and its expiration date.
- Two passport size photos of 2"x2" with your name and I-94 number written on the back.
- A check for \$380 payable to "U.S.DEPARTMENT OF HOMELAND SECURITY".

NOTE: If you are applying for the OPT extension, please talk with the PDSO.

3. Mail the Application

Applications must be received by USCIS **no later than 30 days** after the student services advisor recommends the student for OPT.

After receiving a new Form I-20 with a recommendation for the OPT extension from the student services advisor, students must mail the completed application to the USCIS Service Center. Applications must be received by USCIS **no later than 30 days** after the student services advisor recommends the student for OPT.

If you currently live in:	Send your application to:
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Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.

USCIS Phoenix Lockbox

For U.S. Postal Service (USPS) deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

USCIS Dallas Lockbox

For U.S. Postal Service (USPS) Deliveries:

USCIS
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

We recommend sending the application by an overnight or express courier service (U.S. Express Mail, Federal Express, DHL or UPS) or via the U.S. Post Office via Certified Mail with a Return Receipt requested to provide confirmation of delivery.

NOTE : In the event that the application is lost or if a follow-up is required, it is very important that students keep official verification that their applications were mailed and received by the USCIS. It is also important to provide the student services advisor with the receipt number (usually beginning with "EAC") provided on the USCIS Notice of Action (see below).

USCIS Processing of the OPT Application

Notice of Action or Request for Evidence

Students should receive an official Notice of Action (Receipt Notice) from USCIS approximately two to four weeks after mailing the application. This notice will confirm official receipt of the

application and assign a case number to the pending application.

In the course of adjudicating the application, USCIS may send a blue Form I-797 "Request for Evidence" to an applicant when an item in the above checklist is missing, or USCIS requires additional information before making a decision on an application. If such a letter is received, students should contact the student services advisor immediately for assistance.

Checking the Status of your OPT Application

Students may check their case status on-line at <https://egov.uscis.gov/cris/jsps/index.jsp> . Students who still have questions after checking the case status on-line should contact the Student Services advisor. It may take up to 90 days to reach a decision on the case. If the application takes longer than 90 days from the date on the official receipt notice, students should contact the Student Services Advisor immediately to inquire about procedures to request a temporary employment authorization card.

Cancellation of OPT Application

If a student wishes to withdraw their OPT application they should do so within three weeks of submitting their application. If the student waits longer to withdraw their application they may not be able to do so.

For students who have applied for OPT to begin after completion of study, failure to complete the program of study as expected (due to an "incomplete" or failing grade or otherwise failing to meet graduation requirements) can result in permanent loss of OPT for the student's current level of education. Students who have not yet mailed their application for OPT may request cancellation or change of dates on their OPT recommendation through a second appointment with their Student Services Advisor. Students who have a pending application for OPT (not yet approved) and who learn that they may not graduate as expected, should contact the Student Services Advisor immediately to determine if cancellation of their OPT is still possible. All students are advised to confirm their eligibility for graduation with their academic advisor or department prior to applying for OPT, since change or cancellation of an OPT application at a later time may not be possible.

Approval

Once the application is approved, USCIS will mail the student an Employment Authorization Document (EAD) to the address the student indicated on the Form I-765. Students **must bring this card and their I-20** to the Student Services Advisor, so the EAD can be copied for the file and the I-20 can be endorsed for travel. It is illegal to begin employment before receiving the EAD or before the start date on the card.

Maintenance of F-1 Status for Students Engaging in OPT after Completion of Studies

On-Campus Employment after Completion of Program

Students are not eligible to continue working on-campus at UEWM after the completion of their program unless they have received an EAD and their OPT dates cover the dates of employment. Students who intend to work on campus after completion of their program will need to complete a new I-9 form and turn in to the Finance Office.

Reporting Requirements

Students are required to submit a copy of their EAD card to the Registrar's Office. Failure to do so could be considered a violation of F-1 immigration status.

OPT Location/Employer Reporting Requirement

The Department of Homeland Security (DHS) now requires all students in F-1 status who have been granted OPT to report the name and address of their OPT location/employer. Students must also report if their employment is interrupted at any point.

Report Changes of Your Name and Address

Students are required to report any change of their name or U.S. address (within 10 days of moving) to the UEWM for as long as they remain in F-1 status. The Student Services Advisor has arranged for students on OPT to maintain access to the Advantage throughout their period of OPT. Report any address or name changes by submitting a Contact Information Update Form to the Registrar's Office at register@uewm.edu. Failure to report a name or address change could be considered a violation of F-1 status and may result in termination of the OPT.

Restrictions on Unemployment

Students approved for post-completion OPT may not accrue more than an aggregate of 90 days of unemployment during the entire 12-month OPT period. Students must be engaged in at least 20 hours of OPT activity per week; periods with activity of less than 20 hours per week will be counted toward unemployment accrual.

It is strongly recommended that students keep thorough and accurate records of their OPT experience/employment in case they are ever required to show proof of their OPT activities.

Restrictions regarding OPT Employers

There are no restrictions on the maximum hours a students may work once they have been authorized for post-completion OPT; they may work part-time (at least 20 hours per week), full-time or overtime, and may work for multiple employers. Students may only work after receipt of the EAD, only for the dates as specified on the EAD, and only in the field of study related to the degree on which the OPT was recommended.

Traveling outside the U.S.

Students should consult with the Student Services Advisor *before* traveling outside the U.S. if they have applied for OPT to commence after completion of their studies. Students should not travel outside the U.S. after completing their studies unless they have received their EAD. In order to reenter the U.S. in F-1 status during OPT after completion of studies, students will need their EAD, Form I-20 with the OPT endorsement, a travel signature less than six months old signed after receiving the EAD, a valid F-1 visa, and a valid passport. Students should also carry proof of their employment or other valid OPT activity, or a job offer. Students who have not secured OPT employment in their field are advised not to travel abroad after degree completion as they may not be readmitted to the U.S. in F-1 status.

Extended Absence from the U.S. or Entry to the U.S. in a New Immigration Status

Authorization for OPT is automatically terminated if the student is physically absent from the U.S. for more than five months or if the student is admitted to the U.S. in another immigration status (such as entry as a B-2 visitor).

Beginning a new program of study

Authorization for OPT is automatically terminated if the student officially transfers their SEVIS record another school or begins study at another educational level.

Legal Options after Post-Completion Optional Practical Training

17-Month Extension of OPT for STEM Majors

Students who graduate with certain majors in the fields of science, technology, engineering and mathematics (STEM) may be eligible for an extension of their OPT authorization.

Students who apply for OPT extension should submit a most updated employer offer letter to registrar office 90 days prior to the OPT expiration date. You may scan and e-mail the offer letter to registrar@uewm.edu.

H-1B Cap-Gap Extension of Status and Work Authorization

A student's F-1 status and OPT employment authorization will be extended if the student is the beneficiary of a timely filed H-1B petition requesting change of status and an employment start date of October 1st of the following fiscal year. This benefit applies to all students on post-completion OPT. The extension of status and work authorization automatically terminates upon the rejection, denial or revocation of the H-1B petition filed on the student's behalf. Students should make an appointment with their Student Services Advisor -- prior to the expiration of their OPT -- to discuss how they can take advantage of this benefit.

60-Day Grace Period

Once students have completed their period of post-completion OPT, they are permitted to remain in the United States for up to sixty days in order to prepare for departure from the U.S. Students are not permitted to continue employment during this period. While travel within the U.S. is permitted during the grace period, departure from the country and reentry in F-1 status is not permitted during this time. Once a student departs the U.S., the grace period is concluded.

Change of Program Level

Students who intend to continue their education immediately following completion of OPT must obtain an I-20 for the new program of study within 60 days of the end of their OPT and must begin the new program of study within five (5) months of the end of the OPT. If the program of study will begin more than five months after the end of the OPT, the student will need to leave the U.S. within the 60-day grace period and request a new "initial attendance" I-20 in order to reenter to begin the new program of study.

Change/Adjustment to another Immigration Status

Students who intend to remain in the U.S. following completion of OPT and whose primary purpose will *not* be full-time study may qualify to apply for a change of immigration status. The Student Services Advisor may be able to give general information about eligibility for change to another nonimmigrant status (such as H-1B or TN temporary nonimmigrant worker categories, or F-2 dependent category). General information about immigration status can be found on the USCIS web site at www.uscis.gov .

A Note of Caution Regarding Illegal Employment

While USCIS regulations allow OPT as an employment benefit, working without proper authorization is a serious violation of nonimmigrant status. Students must wait until they

receive their EAD before beginning employment. Although the Student Services Advisor can advise students on immigration policy, it is ultimately the student's responsibility to comply with all USCIS regulations that pertain to their lawful F-1 status and employment.



U.S. Income Tax

U.S. Federal Tax

- **Publication 519:** "U.S. Tax Guide for Aliens." Helpful when preparing a nonresident tax return (1040NR or 1040NR-EZ).
- **Publication 901:** "U.S. Tax Treaties." Essential for individuals from nations having tax treaties with United States.
- **8843:** "Statement for exempt Individuals and Individuals with a Medical Condition." This one page document must be completed and returned with the 1040NR and 1040NREZ. It verifies nonresident alien tax status.
- **1040NR:** "U.S. Nonresident Alien Income Tax Return." The longer version of the return completed by many nonresidents. This form is distinct from 1040, 1040A, or 1040EZ filed by residents for tax purposes. It is not interchangeable with those forms. The IRS publishes an instruction booklet to accompany the form.
- **1040NR-EZ:** "U.S. Income Tax return for Certain Nonresident aliens with No Dependents." A simplified version of the 1040NR. Most F-1 students who are nonresidents may file the 1040NR-EZ. The IRS publishes an instruction booklet for this form.
- **W-2:** "Wage and Tax Statement." A form issued annually by employers (normally during the month of January). Copies of the W-2 must be filed with federal, state and local tax returns.
- **W-4:** "Employee's withholding allowance Certificate." A form completed by employees at the time of hire to indicate how much tax is to be withheld from the paycheck. The IRS provides information through free publications and a telephone information line. The phone number for general tax information is 1-800-829-1040 (ask for the Technical Division).
- To order any of the federal publications or forms contact the IRS Tax Forms and Publications division at 1-800-829-3676. Or check the IRS website to download publications or forms online: <http://www.irs.ustreas.gov>

State Tax – California (<http://www.ftb.ca.gov/forms/index.html>)

If you have been in California:

- 9 months or more: California Resident Tax Book
- less than 9 months: California Non-Resident Tax Book



U.S. Social Security Numbers

Social security numbers are primarily intended to identify participants in the federal government's Social Security Program, which provides retirement and disability benefits to workers and their families. However, they are now widely used for administrative and identification purposes, and as an international student, you will need one for just about any type of

employment. A valid SSN is required in order to obtain a *California Identification Card or Driver's License*. ***You will generally receive your SSN card within 2 to 4 weeks if you are qualify for one.***

Application for a social security number can be made in this office:

Social Security Administration Office

280 South First Street

San Jose, CA 95113

Room 244 2nd Floor

Phone Number (800) 772-1213

Office Hours: Mon – Fri 9:00am to 3:30pm

SSN & Employment

If you have found a job, you will be required to obtain a US Social Security Number. You *must* first obtain a letter of job offer from employer. Then request a work authorization or recommendation letter from ISP in order to apply for Social Security Number.

SSN & Obtaining a California Identification Card/Driver's License

The Social Security Administration does not assign an SSN when the only reason for needing a number is to comply with a state statute requiring an SSN for the issuance of a California Identification and/or a Driver's License.

SSN & Opening a U.S. Bank Account

You are not required to have a Social Security Number in order to open a U.S. bank account or for most other financial transactions. Simply explain to the 'New Accounts Representatives' at your local bank that you are a non-immigrant on a F-1 student Visa.

NOTE: Students on F-1 visas and whose income is earned in support of the objectives for which they were admitted to the U.S. should not have social security (FICA) taxes withheld from their pay, as they are exempt from FICA taxes as long as they have received employment authorization.

Transportation

You need to count on the public transportation to come to the UEWM if you don't have a car. Bus # 55 route passes right by the UEWM.



For more bus routes specifics, please check out

VTA Web site: www.vta.org

VTA Routes to the UEWM.

http://www.vta.org/schedules/schedules_bynumber.html

VTA Eco Pass

How to apply for the bus pass

<http://www.herguanuniversity.org/requestbuspass.php>

What is the Eco Pass and how do I get one?

The Eco Pass Project is a partnership between the UEWM and Santa Clara Valley Transit Authority (VTA), which allows enrolled students at the UEWM the opportunity to enjoy unlimited rides on all VTA Buses, VTA Cal train and VTA Light Rail anywhere within the Santa Clara County without additional cost for the duration of each semester with a valid sticker. Simply show your validated UEWM card, with the VTA sticker affixed, to your VTA Bus operator or when requested by a Light Rail fare inspector. You must order your Eco Pass sticker for each semester. A valid sticker will have a serial number and your student ID number on it. Transfer of the sticker to another person is prohibited. Check with the Admissions office for how to apply for the Eco Pass.

1. Applicable charges are paid directly to the Finance Department
2. Unpaid application fees will be automatically rejected and not processed
3. Processing time is approximately 2-3 weeks

Housing

The UEWM does not offer any dormitories or boarding. But given the University's central location, there are many choices for housing in our area: apartments, shared housing and homestay. All of them are very convenient for shopping, restaurants and buses.

Permanent Housing: *There are two main types of permanent housing to consider:*

1. Homestays

Homestays with American families are arranged by an organization called International Student Placements (ISP) (www.isphomestays.com). They will try to find the most suitable families for students based on their needs. All families are pre-screened, visited, and interviewed. Students will fill out an extensive application form. The student will usually live within a 45-minute radius by bus. The student has a choice of including meals or no meals. Homestays are a great way to improve English, understand the American culture, concentrate on studies without having to worry about household needs, and develop friendships with the hosts. Students must apply at least one month in advance prior to moving in.

International Student Placement also offers "Shared Housing" for older and more independent students. The student will live in a house with other students in a community setting. Students who enjoy living in group setting and manage their own lifestyle will enjoy Shared Housing.

Information is available on their website.

Contact information. For International Student Placement (ISP): Jean Ikeda

Phone: (650) 947-8879

Fax: (650) 948-1105

E-mail: jean@isphomestays.com

Web Site: www.isphomestays.com



2. Apartments and Rentals

In this category, students can rent a Studio, a one-bedroom apartment, share an apartment with another person, or rent a room in a house. Selection is huge and the price range is very wide. We do not recommend students accept an apartment/rental without seeing the place first and know about all the terms of the policies. The rent varies according to location, size of the complex, and selection of facilities (such as swimming pool, tennis court, etc.) Student will sign a contract and pay a deposit.

If you would like to find housing/apartments on your own, here are some searching websites:

<http://www.MyCheapApartments.com>

<http://www.myapartmentmap.com/apartments/ca/>

www.craigslist.com



Apartment Listings

Below is a sample list of some of the larger apartment complexes near the UEWM and near supermarkets, shopping and buses, good environment and management, and good amenities (pool, fitness center, washer/dryer, etc.). *There are also many smaller and cheaper apartment complexes with fewer amenities.*

Use these sites for more apartment searches. You can see floor plans, pictures and get direction and maps:

- www.apartment.com
- <http://apartmentguide.com>

Archstone Apartments

5608 Stevens Creek Blvd. Cupertino, CA 95014 Phone: 408.255.6750

2-3 Bedrooms

www.ArchstoneCupertino.com

Apricot Pit

400 E. Remington Dr., Cupertino, CA 94087 Phone: 408-598-3211

Studio, One bedroom from \$1295 - \$1535

Glenbrook Apartment Homes (www.glenbrook-apartments.com)

10100 Mary Avenue Cupertino, CA 95014

Phone: (408) 253-2323; Fax (408) 253-0107

Good amenities. No studios. From \$1695.

Borregas Court Apartments ()

101 W. Weddell Dr. Sunnyvale, CA 94089. Phone: 408-329-9404

Studios only \$675-\$727.

Good amenities. No studios. One-bedroom from \$1675.

Cupertino Park Center

20380 Stevens Creek Blvd Cupertino, CA 95014

1 bedrooms with central air and heat ranging in price currently from \$1595 - \$1795.

2 bedrooms from \$2000 - \$2500 Prices fluctuate.

Check website: www.cupertinoParkcenter.com

Cupertino City Center – Leasing office at Cupertino Park Center

www.cupertinoParkcenter.com

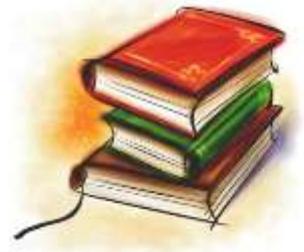
20350 Stevens Creek Blvd Cupertino, CA 95014

1 bedrooms prices currently range between \$1399 - \$1700. Some have WD inside

Phone: (408) 739-7771; Fax: (408) 739-4520

Smaller complex near Sunnyvale Community Center. Good amenities. Studios from \$1295; one- and two- bedrooms from \$1450.

Community Libraries



Here are a few of the closest public libraries. Check their websites for more information.

Sunnyvale Public Library

665 W. Olive Ave.
Sunnyvale, CA 94086
(408) 730-7300
www.Sunnyvale.ca.gov

Library Hours:
Monday - Wednesday: 10 a.m. - 9 p.m.
Thursday - Saturday: 10 a.m. - 6 p.m.
Sunday: 12 p.m. - 6 p.m.

Santa Clara City Library

1098 Lexington St
Santa Clara, CA 95050
408-615-2964
<http://library.santaclaraca.gov>

Library Hours:
Mon – Tues: 1:00 – 6:00
Wed: 12:00 – 8:00
Thurs: 10:00 – 6:00
Fri – Sun: Closed

Cupertino Library

10800 Torre Ave
Cupertino, CA 95014
408-446-1677
www-lib.co.santa-clara.ca.us/Cupertino/

Library Hours
Mon – Tues: 1:00 – 9:00
Wed – Thurs: 10:00 – 9:00
Fri – Sat: 10:00 – 6:00
Sun: 12:00 – 6:00

Los Altos Library

13 S. San Antonio Rd
Los Altos, CA 92020
650-948-7683
www.santaclaracountylib.org/losaltos/

Library Hours
Mon – Thurs: 10:00 – 9:00
Fri – Sat: 10:00 – 6:00
Sun: 12:00 – 6:00

Los Altos Woodland Branch

1975 Grant Rd.
Los Altos, CA 94024
650-969-6030
www.santaclaracountylib.org/losaltos/

Library Hours
Mon – Wed: 1:00 – 8:00
Thurs – Sat: 11:00 – 5:00
Sun: Closed



Child Care Programs

We don't want child care problems to prohibit you from realizing your educational goals. Here's a list of a few child care providers in Sunnyvale and a great web site to help you find the perfect care provider for your situation.

Rainbow Montessorri Child Development Center

790 East Duane Ave
Sunnyvale, CA 94085
408-21-1386

<http://www.rainbow-montessorri.net>

Caring Hearts Childcare Center

645 W. Fremont Ave
Sunnyvale, CA 94087
408-245-6356

<http://caringheartschildcare.com>

Email: contact@caringheartschildcare.com

Licensed for children ages 3 months – 6 years

Early Horizons

1510 Lewiston Drive
Sunnyvale, CA 94087

www.earlyhorizons.com

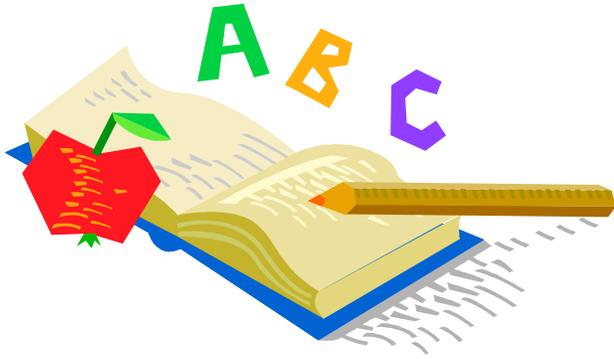
Email: Directors@earlyhorizons.com

Licensed for children ages 2 months – 5th grade

Here is a site where you can view over 200 child care providers. You put in the kind of care provider you want, your zip code and the mileage limits of your search. You will be given a list of providers based on your parameters and can view their experience, services, rates, age and even their gender. At this site you can also select other kinds of care you or your family may need such as special needs, tutoring, eldercare or pet care!

Care.com There For You

<http://www.care.com/sunnyvale>



Schools

There are 3 public school districts that serve families living in Sunnyvale. The following are the school district contact information. If you log onto the websites provided you can find a list of the schools included in that specific school district along with the contact information of the specific school.

Sunnyvale School District Provides Grades K-8
819 W. Iowa Ave. 10 schools in the district
Sunnyvale, CA 94086
Phone: 408-522-8200
FAX: 408-522-8338
<http://sunnyvaleschool.ca.schoolwebpages.com/>

Cupertino Union School District Provides Grades K-8
10301 Vista Dr. 25 schools in the district
Cupertino, CA 95014
Phone: 408-252-3000
FAX: 408-253-8119
www.edline.net/pages/Cupertine_Union_SD

Fremont Union High School District Schools High School Only
589 West Fremont Ave 6 schools in the district
Sunnyvale, CA 94087
Phone: 408-522-2200
FAX: 408-245-5325
www.fuhsd.org

In addition to public schools, there are several private schools that serve families living within commuting distances of their location. You can locate these schools by logging onto this website:

www.greatschools.org/California/Sunnyvale/

This is a good site to find schools by type, grade level, and enrollment, as well as read reviews of the schools.

For further assistance contact the Student Services Office at the University.



Churches



There are many churches representing many faiths and denominations. The following website can be used to search for a church that can meet your needs (you can refine your search to locate a church within your specific denomination if you want):

<http://local.yahoo.com/CA/Sunnyvale/Government+Community/Religion+Spirituality/Churches>

The best way to get a recommendation is to ask your neighbors or fellow classmates. Here are a few from the above site. Check their website for details about them and their schedule of services.

Church of the Resurrection

1395 Hollenbeck Ave.
Sunnyvale, CA
408-245-5554
Resparish.org

St. Mark's Lutheran Church

125 East Arques Ave
Sunnyvale, CA 94085
408-736-6605
www.stmarksunnyvale.org

St. Thomas' Episcopal

231 Sunset Ave
Sunnyvale, CA 94086-5938
408-736-4155
www.stthom-svale.org

Sunnyvale Presbyterian Church

728 W. Fremont Ave
Sunnyvale, CA 94087
408-739-1892
www.svpc.us

Korean Presbyterian Church

539 E Weddell Dr
Sunnyvale, CA
(408) 745-0191
www.sanjosechurch.com

Temple Beth Torah

Paseo Padre Parkway
Fremont, CA 94539
510-656-7141
www.bethtorah-fremont.org



Shirdi Sai Darbar

897 Kifer Rd.
Sunnyvale, CA 94085
408-482-0089
www.shirdisaidbarbar.org

Sunnyvale Hindu Temple & Community Center

420-450 Persian Drive
Sunnyvale, CA 94089
408-734-4554
www.sunnyvaletemple.org

Muslim Community Association-Masjid Ai-Noor

1755 Catherine St.
Santa Clara, CA 95050
408-246-9822
www.mcabayarea.or

Community Services

The Sunnyvale community offers many services to the Sunnyvale residents and businesses. In addition to the services that may be found in other places in this resource book, we have provided contact information for other services that you may find helpful during your stay with the UEWM.

<http://Sunnyvale.ca.gov/departments/communityservices/communitycenters/columbianeighborhoodcenter.aspx>

Columbia Neighborhood Center

785 Morse Avenue
Sunnyvale, CA 94085-3010
(408) 523-8150

FAMILY HARVEST PROGRAM

Do you need more food for your family? The Second Harvest Food Bank is offering a FREE monthly food give-away program called Family Harvest. In order to qualify for this program, a family must have at least one child under the age of 18 years old. There are eligibility requirements for this program. For more information or to register for the program, please call (408) 523-8150.

SUPPORT NETWORK FOR BATTERED WOMEN

Visit the Support Network on-line at www.supportnetwork.org **24-Hour Hotline: 1-800-572-2782**

The Support Network has a 24-hour toll-free bilingual (English & Spanish) crisis line available every day of the year. Counselors respond to calls from victims, friends and families, co-workers and neighbors. Callers are encouraged to seek immediate assistance from law enforcement or medical facilities, or to come for counseling. Depending upon the situation, they are given information about the dynamics of domestic violence, safety planning and our range of services.

FRIENDS FOR YOUTH MENTORING

Friends for Youth, a non-profit organization, matches trained adults mentors to youth in need of positive adult role models. The commitment for both parties is for one year, spending about 3-4 hours per week in various activities. For more information, call the Columbia Neighborhood Center at (408) 523-8150.

HEALTH SERVICES

MayView Community Health Clinic ▪ (408) 746-0455

785 Morse Avenue, Sunnyvale, CA 94085

(located inside one of the portables in the back of Columbia Neighborhood Center parking lot)

MayView Community Health Center provides medical services to children and adults, including physicals, sick visits, and vaccines. For an appointment, call (408) 746-0455.

Monday: 8:30 a.m. – 4:30 p.m.

Tuesday: CLOSED *(Open for Immunizations only every 1st & 3rd Tuesday of the month)*

Wednesday: 8:30 a.m. - 4:30 p.m.

Thursday: 8:30 a.m. – 4:30 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

Closed daily for lunch from 12:00 p.m. to 1:00 p.m.

PERINATAL & PRENATAL CARE

MayView Community Health Clinic offers a perinatal and prenatal program providing care for pregnant patients to complete its mission to help the whole family with their health care needs.

Please contact the clinic directly at (408) 746-0455 during their business hours to make an appointment or ask a question.

IMMUNIZATION FOR CHILDREN Low-Cost Immunizations for Children

MayView Community Health Center is providing low-cost immunizations to children who are **UNINSURED**. This service is intended to assist children with immunizations required for school enrollment and attendance. This service is offered for low-income children who do not have health insurance. No children will be turned away due to lack of funds.

MayView Clinic provides immunizations to children on the 1st and 3rd Tuesday of each month from 1:00 p.m.- 3:00 p.m. at 785 Morse Avenue in Sunnyvale (inside of the Columbia Neighborhood Center). Please call ahead for cost and to confirm dates at (408) 746-0455. Vaccines are provided on a first-come, first-serve basis. No appointments are taken. To view flyer, click here.

If a child has health insurance, including Healthy Kids, Medi-Cal, Kaiser, Healthy Families, etc., please make an appointment with your child's doctor for immunization services.

MEDICAL INSURANCE FOR CHILDREN Health Insurance for Children 0-18 years of age

Joaquina Flores, from The Health Trust, is available to assist families with enrolling children, ages 0-18, into an affordable medical insurance plan at Columbia Neighborhood Center. Her schedule at CNC is Tuesdays from 1 - 5 p.m. and on Fridays from 8:30 a.m. to 12:30 p.m. To make an appointment or for more information, call (408) 679-2402.

SUNNYVALE COMMUNITY RESOURCE GUIDE

The following website is a Sunnyvale Community Resource Guide to frequently requested services. Log onto this site and print the page to keep in your own resource file.

http://sunnyvale.ca.gov/LinkClick.aspx?fileticket=1ZY0_tYcrvk%3D&tabid=161



Title IX Statement

The UEWM is committed to equal opportunity. In accordance with federal law, including Title IX of the Education Amendments of 1972, the UEWM does not discriminate on the basis of sex in its education programs and activities:



"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

For questions, concerns or a complaint related to sex discrimination, sexual harassment, or sexual assault please contact your Program Dean. You may, also, contact the regional Director of the Office of Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, 415.486.5555.

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX.



Copyright Law

The University supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The University prohibits the use of the University's computing resources to download, or making available for others to download, a copyrighted movie, television show, sound recording or any other copyrighted content without permission of the copyright holder. The University takes the unauthorized distribution of copyrighted material seriously and will periodically monitor the bandwidth to determine if there are violations. If it is determined that you have engaged in infringing activity and have violated copyright law by engaging in unauthorized file sharing, you may be subject to discipline under the University's Copyright Policy, Computer Use Policy, and other applicable University policies. Students wishing to make video and/or audio recordings of lectures presented by the HGU faculty members and/or visiting lecturers must obtain the written consent of the faculty members or lecturers. Students do not own any copyrights, etc., to such recordings. Students and all staff are expected to use proper netiquette when using University computers. If the University determines their computers and Internet access have been used improperly, staff can be dismissed and students expelled. Violations of copyright law may also subject you to civil and criminal prosecution.

The University receives copyright infringement notices from the Recording Industry Association of America (RIAA) and other copyright holders. If information in the notification is correlated to a student, the University will take action in accordance with the University's disciplinary proceedings process, as detailed in the Student Handbook.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the peer-to-peer file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Due to the many different methods of downloading digital material, students may engage in copyright infringement without being aware of it. For your information, the RIAA provides a list of legal alternatives for downloading such material. This information is accessible at:

http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites.

Additionally, EDUCAUSE, a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology, has compiled a list of legal alternatives that can be accessed at <http://www.educause.edu/legalcontent>



Standards of Satisfactory Academic Progress

The University's Satisfactory Academic Progress (SAP) standards measure quantitative (credit completion rate) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are applied to all students and represent a minimum standard of academic achievement required for continued enrollment. If at any point it is clear the student will not be able to meet qualitative and/or quantitative standards for timely completion of their program, the student becomes ineligible for aid, and may be dismissed from the University.

Qualitative Measure:

- Progress is measured on a 4.0 scale
- Maintain a Cumulative GPA according to the program standards
- Pass all courses
- All courses are used except Withdrawal (W) or Incomplete (I); for repeat courses, only the highest grade is used when calculating CGPA

Quantitative Measure:

- Maintain a cumulative pace evaluation rate of 67%
- Cumulative number of successfully completed units / cumulative number of attempted units
- Evaluation period is one term

Maximum Timeframe

- Certificate – 250 hr (375 attempted); 600 hr (900 attempted)
- MS Tai Chi – 51 units attempted (on time graduation is 3 semesters)
- MSTCM – 261 units attempted (on time graduation is 15 terms)
- DAOM – 90 units attempted (on time graduation is 6 terms)

Minimum Satisfactory Academic Progress Requirements of UEWM Programs

Program	GPA	Pace	Evaluation Period	MaxTimeframe*
Certificate (250 hr) FT	2.3	67%	Every 125 hr	375 hrs attempted
Certificate (600 hr) FT	2.3	67%	Every 300 hr	900 hrs attempted
MSTCM	2.3	67%	Every term	261 units attempted
MS Tai Chi	2.3	67%	Every term	51 units attempted
Doctorate	3.0	67%	Every term	90 units attempted

To compute the GPA, divide the total number of grade points assigned to each grade as found in the Catalog by the total number of units attempted in courses receiving letter grades. To compute the Pace, divide the cumulative number units /hours completed by the cumulative number of attempted units/hours. *The Max Timeframe is the maximum amount of time allowed to complete the program. NOTE: Students enrolled in the MSTCM program are required complete the MSTCM program in 8 years regardless of their enrollment status.

Academic/Financial Aid Warning Status

Students who do not meet the minimum SAP requirements are placed on Warning for the following term of enrollment. The Warning Status is for a period no longer than one (1) term. Students placed on Warning are notified in writing which will include the reason for the Warning Status, an explanation of the SAP requirements and the terms of their warning status. Financial Aid recipients may receive financial aid during the Warning term. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the Warning term is removed from Warning. A student who fails to establish SAP by the end of the Warning term will be withdrawn.

Academic/Financial Aid Probation, Appeals, and Academic Plan

A student may appeal the decision that they are to be withdrawn for failing to make SAP to the VP of Academic Affairs based upon extenuating circumstances that prevented compliance with the SAP policy (i.e. death of a relative, and injury or illness). An appeal must explain what has changed in the student's situation and the precise steps the student will take or is taking to gain good academic standing. Supporting documentation should be submitted if possible. The appeal must be received on or before the first week of the new term.

The VP of Academic Affairs will review the information submitted in the context of the student's entire academic record, and will notify the student of the decision within 24 hours. This decision is final.

The VP of Academic Affairs' notice to the student, if approved, will outline the requirements of an Academic Plan the student must follow if the appeal is granted. An Academic Plan is an agreement between the student and University. The terms of the Academic Plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the Academic Plan, the student is placed on probation, and allowed to continue in school. A financial aid recipient is allowed to receive financial aid only if their appeal is granted.

At the end of the probationary period, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain in school. In all subsequent terms, the student must again meet the SAP standards or the academic plan to remain in school.

If the student fails to meet the expectations of the academic plan at the end of the probationary period(s), the student is terminated. Second appeals in this situation will only be granted at the discretion of the President, and is based upon very exceptional circumstances.

It should be noted that students are expected to complete the requirements for their program in the scheduled time frame, but, in no case by the credits attempted exceed the 1.5 times the hours to complete the program.

Re-Establishment of Satisfactory Academic Progress at the University

Students who have been terminated from the UEWM for failure to achieve Satisfactory Academic Progress may, after one term, petition for readmission. Student accepted for enrollment will be placed on an Academic Plan and will be required to meet the terms of the plan until SAP is reestablished.

A student on Warning or Probation who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning/Probation.

The Effect on SAP for "W" Withdraw and "I" Incomplete Grades

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing SAP under the Maximum Timeframe criterion. All courses, for which students receive a grade will be included when calculating students' GPA, except that a withdrawal (W), or an incomplete (I), **will not** be included in determining students' cumulative GPA.

The effect on SAP for Repeated Courses

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating the CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

The effect on SAP for Non-punitive grades and Non-credit or remedial courses

The University does not offer non-punitive graded tests/exams nor non-credit or remedial courses.

The effect on SAP when a student seeks to earn an additional credential

If a student seeks additional credential, the College will include in the determination of a student’s satisfactory academic progress standing the credits attempted and grades earned that count toward the student’s additional credential.

The effect on SAP for Extended-Enrollment Status

The University does not offer extended-enrollment status.

The effect on SAP when a student transfers to the College from another postsecondary institution

If a student transfers to the College from another postsecondary institution, the credits that were accepted by the UEWM will count as credits attempted and completed for purposes of calculating the student’s quantitative progress. The corresponding grades will not count toward the student’s qualitative progress (CGPA).

The effect on SAP When Student Changes Programs or seeks to earn an additional credential

If a student is re-admitted into the UEWM, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student’s current program of study will be included in determining the student’s satisfactory academic progress, both quantitative and qualitative.

Notification

Students are notified in writing when Satisfactory Academic Progress is not being made. The notification includes a detail of how SAP was calculated and what caused the student to fail to make SAP for the term as well as cumulatively. The student is also informed of their right to appeal with instructions regarding the appeal process. A copy of this notification is maintained in the student’s academic file.

Effect of Grades on Satisfactory Academic Progress

Grade or Action	Effect
Grades A, B, C, F	Count toward GPA and PACE
Incomplete Grades	Course not completed within stated time: F; GPA & PACE recalculated
Repeat Courses *	Latest grade used & calculated into GPA & all courses used for PACE
Credit / No Credit (P, NP)	Not calculated into GPA; Calculated into PACE
Challenge (CP, NC)	Not calculated into GPA or PACE
Non-Credit & Remedial Courses	Not offered at UEWM
Transfer Credits**	Not calculated into GPA; Calculated into PACE
Withdrawal by end week 2	Removed from transcript; not counted in GPA or PACE (official WD)
Withdrawal by Week 3-end week 11	Grade W not calculated in GPA; included in PACE (official WD)
Withdrawal Week 12-end of term	Grade F assigned & units are calculated in PACE

University of East-West Medicine Library University Library



The University library is a joint library for two universities: The University of East-West Medicine and Herguan University. It is approximately 1449 ft² with a Quiet Study Area separate from group tables. The library contains printed books as well as electronic books and journals which students are able to access anytime and anywhere.

The library provides on-site services including catalog, computers with Internet access, printer and copy machine, one-on-one library instruction, Information Library Literacy classes, reference services in a variety of formats, and remote academic services to students, faculty, and the community.

- California residents may apply for membership to local libraries as follows:
- Sunnyvale Public Library – Membership is free; Students are allowed to borrow books and access electron resources anywhere.
- San Jose Public Library – Membership is free; Students are allowed to borrow books and access electron resources anywhere.
- San Jose State University Library – Membership is free; Access to resources are only accessible from the Dr. Martin Luther King, Jr. Library.
- Santa Clara County Library – Membership is free, except for residents of the city of San Jose. San Jose residents are required to pay an annual member fee. Students with membership can borrow books and access electronic resources anywhere



Library Policies

The library needs to maintain quiet study environment; all phone calls must be taken outside the room; keep study conversations low.

Other than bottled water and snacks, eating is not allowed.

The copy/print machine is available for students at \$.10 per page.

The computers are available free of charge for faculty and students. Users are warned that the Windows XP systems are no longer supported by Microsoft so use is at the user's own risk.

Only UEWM or HGU students, faculty, and staff are allowed to check out/borrow library reference materials. All other individuals are allowed to read University owned library material within the library.

Check Out, Return, Renew, and Late Fees

- Students can check out maximum **three books** and/or **two visual materials** for two weeks. Material can be renewed twice for at two weeks per renewal, if no other patrons request the same item.
- Faculty can check out **books** for the entire semester, and four **journals** for two weeks. The Library must be contacted to renew the material for another semester.
- To renew an item, call (408) 481-9988 ext.; or email the librarian on, or before, the due date providing your name, student ID, and item title.
 - UEWM students and faculty send the request to librarian@uewm.edu
 - Herguan University students and faculty sent the request to librarian@herguanuniversity.org



**Each late book will be charged \$.50 each item/per day, and late visual item will be charged \$1.00 each item/per day.

The library does not have voice mail. If no one working in the library the day to return/renew the item, patrons **MUST email to the librarian following **Renew Item** requirements; otherwise, the late fee charges will apply.

- Tuina students, who are not eligible to have a student ID, will not allowed to check anything from the library; however, they are free to read materials in the library.
- Clinic Patient are allowed to read the materials in the library. However, they are not allowed to check out/borrow any materials from the library.

Computer and Wifi

On Campus Wifi access:



- Student accounts: Student xx, classroom xxx
Password: campuswifi
- Cafeteria account: cafeteria
Password: herguanuniv

*The library does not have it's own wifi

Please contact the IT department at x110 or x 120 if you have questions regarding the library computers or campus wifi. The University IT Department does not repair or resolve students' personal computer issues.

Library Contact Information: 595 Lawrence Expressway
Sunnyvale, CA 94085
Phone: 408-481-9988 ext.
Email: librarian@herguanuniversity.org; librarian@uewm.edu