

Just the Basics

- Useful Telephone Numbers
- How to Use Your Student Health Insurance
- Money
- Conversion Tables/Weights and Measures
- Obtaining a Social Security Card
- Public Transportation
- Owning and Operating an Automobile
- Obtaining a California Driver's License or ID and Sample Driver's Test
- Bike Safety and Laws



Useful Telephone Numbers

Long Beach City College Numbers

OFFICE	ROOM NO.	PHONE
Bookstore	A187	938-4225
Cafeteria	Bldg. E	938-4291
Campus Operator	Bldg. A	938-4111
College Center	Bldg. E	938-4286
College Safety	TR111	938-4534
Counseling	A159	938-4141
International Student Program	Bldg. E	938-4745
Library	Bldg. L	938-4583
President's Office	A182	938-4123
Registration (Admissions Office)	A134	938-4153
School Nurse	Q124	938-4210

City of Long Beach Numbers

Airport (Long Beach)	(562) 570-2600
Art Museum	(562) 439-2119
Bus Schedules	(562) 591-2301
Electricity Turn On/Off	(800) 684-8123
Gas Turn On/ Off	(562) 570-5700
Golf Courses	(562) 494-2188
Library (City)	(562) 570-7500
Recreation Programs	(562) 570-3100
Water Turn On/Off	(562) 570-5700

Emergency Numbers

Fire/Police/Medical Emergency	Dial 911
Non-Emergency Police	(562) 435-6711
Non-Emergency Fire	(562) 570-2500
Gas Emergency	(562) 570-2140
Water Emergency	(562) 570-2390

How to Use Your Student Insurance

Your Student Insurance is a very good policy. It covers all reasonable and customary expenses related to accidents and illnesses. However, the name “Student Insurance” is not well known by many doctors. Following is some advice to help you use your insurance.

1. Your insurance will pay any doctor that provides a covered service due to an accident or illness. We do not have a list of doctors because there is no limit to the doctors that you can see. You can even go to an acupuncture doctor. Your insurance covers it!
2. At most locations, it will be very easy to use your insurance. A few doctors or clinics will not accept your insurance because they do not recognize it. You can ask them to telephone the number on your card to verify that they will be paid. If they are not willing to do this, you can pay the fees yourself. You can then mail the receipts to the insurance company, and the insurance will reimburse you. If you need assistance with this, please make an appointment at the International Student Office (ISO).
3. If you need medication, ask the pharmacy to bill the insurance company. In almost every case, they will be very happy to do that. If they are not willing to do that, you can pay for the medication yourself, and then send the receipt to the insurance company to get a reimbursement. Come to the ISO if you need assistance.
4. To get the most out of your insurance policy, you must follow some important steps. Every time you want to use your insurance, please do the following:
 - First, go to the school nurse to request a “Deductible Waiver” form.
 - If you do not get a Deductible Waiver from the nurse, you will have to pay the \$100 deductible.
 - After you get your waiver, go to the doctor of your choice. In the unlikely event that the doctor is unwilling to bill the insurance company, pay the doctor yourself, then submit the receipt to the insurance company.
5. If you receive any confusing information from the insurance company or from the doctor, please visit the International Student Office. If you have any difficulty using your insurance, please tell us and we will do our best to help you. Insurance forms in the US can be very complicated, so please do not hesitate to ask for help!

\$\$\$ MONEY \$\$\$

If you have never been to the United States before, you may have difficulty with the currency. Because most people are willing to help you make the correct change for purchases, do not be afraid to ask. The U.S. dollar system uses paper money and coins. The paper money is all the same color and size. Denominations include \$1, \$5, \$10, \$20, \$50, \$100, and others at a higher range.

Coins do not have numbers on them to signify their value.



The *quarter* is the largest coin and is worth 25 cents. (There are 100 cents in one dollar.)



The next largest coin in size is the *nickel*, but it is worth only 5 cents.



The next largest is the *penny* or one-cent-coin, which is copper in color.



The smallest coin is the *dime*, worth 10 cents.

If you become familiar with these coins, you should have no problem making purchases.

If traveling throughout the country, be aware that bus stations, train stations, and even banks in some parts of the country do not have currency exchange facilities. Major hotels will exchange currency for their guests, but rural hotels rarely have such services. Because carrying large amounts of cash is not wise, you may want to purchase traveler's checks before traveling extensively.

CONVERSION TABLES / WEIGHTS AND MEASURES

Temperature in the U.S. is measured according to the Fahrenheit scale. To convert Centigrade (Celsius) temperature to Fahrenheit, multiply by 1.8 (or 9/5) and add 32. To convert Fahrenheit temperature to Centigrade, subtract 32 and divide by 1.8. For example:

Fahrenheit (F):	0	14	32	50	68	86	104	212
Celsius (C):	-17.8	-10	0	10	20	30	40	100

Normal body temperature = 98.6 F or 37 C

Weight in the U.S. is expressed in terms of "pounds" (lbs.) and "ounces" (oz.)

<u>U.S. System</u>	<u>Metric System</u>
1 oz.	28.35 grams
16 oz. = 1 lb.	.45 kg
2.2 lbs.	1000g = 1 kilogram
14 lbs. = 1 stone	6.35 kg.

Length/Distance: The metric system is only gradually being adopted in the U.S. as the standard of linear measurement. The more common U.S. standards of measurement are as follows:

<u>Term</u>	<u>Abbreviation</u>	<u>Symbol</u>	<u>Conversion</u>
Inch	in.	"	2.54 cm.
Foot (12 in.)	ft.	'	30.48 cm.
Yard (3 feet)	yd.	None	91.44 cm.
Mile	mi.	None	1.6 km.
Acre	None	None	.41 ha

Measurements for recipes in the U.S. are in terms of volume rather than weight for both liquid and dry ingredients. Measurements such as "cup" or "teaspoon" refer to cooking utensils available at any grocery store. The terms do not refer to the common household cup or teaspoon

Abbreviations Used in Cookbooks

tsp. (t) = teaspoon	lb. = pound (16 oz.)
Tbsp. (T) = tablespoon (3 tsp.)	oz. = ounces
C = cup	qt. = quart (4 cups)
pt. = pint (2 cups)	gal. = gallon (4 quarts)

Volume Conversions for Liquid and Dry Ingredients

<u>Spoons/Cups</u>	<u>Liquid Ounces</u>	<u>Liquid Grams</u>
1 tsp.	1/6	5
1 Tbsp.	1/2	15
1 C	8	227
2 C (1 pint)	16	454
4 C (1 quart)	32	907

<u>Oven Temperatures</u>	<u>Fahrenheit</u>	<u>Centigrade</u>
Cool Oven	200	93
Low or Very Slow Oven	225	107
Slow Oven	300	149
Moderate Oven	350	149
Hot Oven	400	205
Very Hot Oven	450-500	232-260

OBTAINING A SOCIAL SECURITY CARD

Although international students with F-1 nonimmigrant status are not required to have Social Security numbers in order to attend school, you will need one to be employed in the U.S., including as a student assistant on campus. *Only students with job offers are eligible to apply for Social Security Numbers.* (New F-1 students are not permitted to work off campus right away. Please consult a foreign student advisor in the International Student Office for more information about eligibility to work off campus.)

Follow these steps to apply for a Social Security Card:

1. Obtain a letter from your employer at Long Beach City College. The letter must include very specific information. Please request instructions for your employer letter at the ISO. We can give them to you if you come to the office in person, or we can e-mail the instructions to you.
2. Obtain a permission letter from the International Student Office. This letter is only available to new students who have attended orientation and to students currently enrolled full-time in the regular college program. You **MUST** have a job offer before the ISO is permitted to write a letter for you. Please bring your job offer letter to the ISO when you request a permission letter. ALCI students are not eligible to receive this letter.
3. Go to one of the nearby Social Security offices. The nearest offices can be found on their website at www.ssa.gov (SSA Central Contact: 1-800-772-1213)

When you go to the Social Security office, you will need to fill out an application (available at the office, by calling the telephone number listed above, or on the inter-net at www.ssa.gov/online/ss-5.html).

You will also need to show your **passport, I-94 card, I-20 job offer letter and the letter of permission from Long Beach City College.** In addition, you must bring **proof of your current address.** Proof may include a rental contract, a utility bill for telephone or electricity, or an envelope that you have received at your current address.

No appointment is necessary, and there is no fee. In some cases, the card is mailed 2-3 weeks after you apply. In other cases, it can be several months before your card will be issued because of complications with communication between the new US-CIS system and the Social Security Administration.

What about Social Security and other taxes?

All F-1 students must file tax forms, *even students who do not work or earn income.* Please see the tax information pages in this handbook.

F-1 students employed under practical training are subject to applicable federal, state and local income taxes. In some cases, tax relief may be available to individuals from countries that have signed tax treaties with the U.S. Information on tax treaties may be found by consulting Internal Revenue Publication 519, "U.S. Tax Guide for Aliens", and Internal Revenue Publication 901, "U.S. Tax Treaties."

- (1) **Social Security Taxes:** In general, you do not have to pay Social Security (FICA) taxes if you have been in the U.S. less than five years. If this is not clear to your employer, you may want to get a copy of the booklet “Social Security Coverage for Foreign Students & Exchange Visitors”, available from your local Social Security Administration office.

- (2) **Federal, State and Local Taxes:** Your earnings are subject to federal, state, and local taxes, and these amounts should be withheld from your paychecks. All employed students must file an income tax return on or before April 15th of each year. Filing your tax return will determine whether you can reclaim any of the withheld taxes. Most students will be able to reclaim some taxes. See the tax pages later in this handbook for more information on filing taxes.

PUBLIC TRANSPORTATION AROUND THE COLLEGE

Long Beach Transit has several bus lines that service the campus area. Students can get to and from the campus by taking lines 93, 101 or 112 from the bus stops on Carson St. or Clark Ave. Please contact the Long Beach Transit Office at (310) 591-2301 for more information, or pick up a Long Beach Transit Guide in building A at the College for detailed schedule information.

FREE CAMPUS TO CAMPUS SHUTTLE

The Long Beach City College Shuttle, also known as the "Viking Voyager," is successfully transporting LBCC students and colleagues between the Liberal Arts and Pacific Coast Campuses this Fall 2009 Semester. Leaving PCC at the bottom of each hour between 7:30 a.m. and 4:30 p.m. Monday through Thursday, the shuttle also stops at Veterans Stadium off of Faculty Avenue and Conant before heading over to the Parking Lot H (near the D Building) at LAC at the top of the hour.

The service is free for all students with a valid ASB card, courtesy of the ASB and the Long Beach Community College District. For more information please call 562.938-4846.

OWNING AND OPERATING AN AUTOMOBILE

The public transportation system in the United States is not as extensive as the systems in many other countries. Most Americans own cars, which are the most common form of transportation.

Driver's License

You must have a valid US driver's license to drive a car. Each state in the United States issues its own driver's license. Information about how to obtain a California driver's license is given in the next section.

Automobile Insurance

If you own a car in California, you are required to purchase automobile insurance. In case of an accident, automobile insurance protects you against most of the cost of injuries and repairs. The cost of repairs can be very high. In some states, you may be required to pay for the cost of repairing the other vehicle if you caused the accident. You can find an auto insurance company by looking in your telephone book yellow pages under "Automobile Insurance". You should call several companies and ask for a "quote" (price of insurance) from each to find the least expensive policy.

Purchasing A Car

Helpful guides to purchasing cars can be found in local bookstores. The newspaper is a good source of information on used automobiles. Be very careful when purchasing a car,

especially a used one. Before you buy, have a reliable mechanic inspect the vehicle for defects. Be sure to obtain the “title” to the car you buy. The title is an official document issued by the state that signifies ownership of the vehicle. Additional documents may be required to complete the transfer of a car from the previous owner to you. If you are unsure about your rights and responsibilities when purchasing an automobile, you may want to visit the nearest office of the Department of Motor Vehicles.

HOW DO I GET A CALIFORNIA DRIVER’S LICENSE OR CALIFORNIA ID?

To obtain a California driver’s license or California ID, you may need a letter of permission from the International Student Office (ISO). Please contact your nearest DMV office to find out which documents that location requires. If a letter from the ISO is required, you may request this letter after you have registered for classes.

Many DMV locations also require a Social Security number. Please see the information earlier in this section about eligibility for, and procedures for obtaining a Social Security Number.

Next, you should make an appointment with the Department of Motor Vehicles (DMV).

Web Site: www.dmv.ca.gov (This site has sample tests and other great information!)

Main telephone number for information and appointments: 1-800-777-0133

The nearest offices are located at:

Bellflower DMV Address: 9520 East Artesia Blvd, Bellflower, 90706

Long Beach DMV Address: 3700 E. Willow St. Long Beach, CA 90815

If you do not live in Long Beach, you may be able to find a DMV closer to you by looking in the Government Pages of your phone book, under “State Government Offices – Motor Vehicles Department”. You can also call the 800 number listed above or visit their website at www.dmv.ca.gov. Please check the office hours before you visit the office.

When you go to the DMV for your appointment, you should take with you:

Passport with I-94 card stapled inside
Permission letter from the ISO, if required
Social Security Card, if required
\$12 application fee

If you are applying for a driver's license, you will be required to take a written test. To prepare for the test, you should study the DMV Handbook. This is available free at the DMV, and on the internet at the DMV site: www.dmv.ca.gov.

You will receive a *temporary* license once you pass the written test demonstrating your knowledge of the traffic laws in California. This temporary license allows you to drive when another licensed driver is present in the car with you. In order to get a permanent California Driver's License, you must take a driving test. A licensed driver must drive to the test with you. The car you drive must be insured and registered.

CAN I USE MY INTERNATIONAL DRIVER'S LICENSE?

In the state of California, you must have a California driver's license if you are renting or if you own property. Most police will not honor the International driver's license. If you are just visiting (i.e., if you are staying in a hotel and do not have a rental agreement in your name), your International driver's license will be honored.

For Sample Drivers Test, please visit www.dmv.ca.gov and click on *Sample Written Driver License Tests*.

BICYCLES

Riding bicycles on campus and in the community is an economical and enjoyable means of transportation. Be sure to pay careful attention to the traffic laws that apply to bicycle riders and automobile operators, as each year many people are seriously hurt in bicycle accidents.

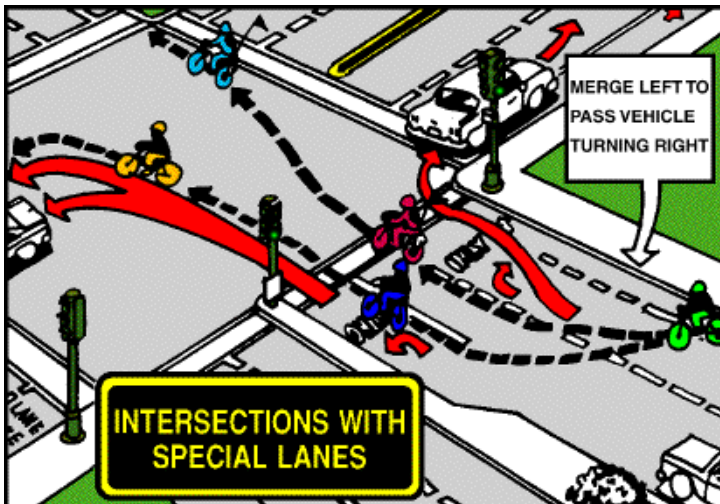


Stores where you can purchase bicycles are listed in the yellow section of the telephone book under "Bicycles". Used bicycles are advertised in local newspapers and advertising magazines, such as the "Pennysaver".

Laws Pertaining to Bicyclists

The Department of Motor Vehicles' "Driver Handbook" explains that bicyclists must obey the same laws as persons operating automobiles. You may obtain a copy of this publication from the I.S.O. or at the DMV office. Following is a *brief* discussion of the most important rules.

Bicyclists are not out of place on the roadway; they are part of the traffic and share the road with other drivers. They must obey stop signs, traffic lights, and most other traffic laws and signs. Special care must be used near bicyclists because any accident with them will probably result in serious injury. This means that automobile drivers are supposed to leave safe passing room and should not turn so close to them that the bicyclist is in danger of being hit. However, bicyclists must be especially cautious because drivers often do not see them.



Although bicyclists will normally ride near the right hand curb or edge of the roadway, they can legally move left to turn left, to pass another vehicle or bicycle, or to avoid debris or parked cars. They may have to swerve to avoid a car door suddenly opening.

Helmet Law in California

Bicycle operators and passengers, under 18 years of age, (including children in attached bicycle seats or in towed trailers) shall wear a properly fitted and fastened bicycle helmet. This helmet must be labeled to show that it meets applicable safety standards. Violation of this law is punishable by a fine.

Turn Signals

Bicycle riders may give right turn signals with their right arm held straight out, pointing right. Remember, bicycles are small and sometimes drivers do not see them.