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Welcome International Students!

We at Diablo Valley College (DVC) look forward to your arrival to our campus in Pleasant Hill, California. We hope that this handbook provides helpful information before you join our program. Once you arrive you will attend an orientation that will go over additional information about being an international student in the United States.

International Student Office

The International Student Office, also referred to as “ISO”, is located in the Student Services Center (SSC) building on the Pleasant Hill campus. We are on the second floor in room 264.

Need to contact our office?

- Call (925) 969-2196
- Email iso@dvc.edu (please include your student ID number)
- Stop by our office during our open hours
- Appointments may be scheduled on our website

Our office assists F-1 international students begin the admission process for Diablo Valley College. Once admitted, international students may contact the ISO office for assistance with the following topics:

- Immigration status
- I-20 issuance
- Visa information
- Dropping below full-time status
- Transferring
- Travel requirements
- Working in the U.S.
- Health insurance
- Address and major changes on I-20
Mandatory Orientations

Academic Online Orientation and Registering for Courses

Once you are officially admitted to Diablo Valley College, you will be asked to confirm a valid e-mail address to begin the online academic orientation. This orientation is mandatory. You must complete this orientation to be able to register for classes. Once you complete the orientation you will be assigned a registration date. You will receive more information through e-mail on this process.

New Arrival F-1 Orientation and Check-in Requirements

Please monitor your emails for information on the mandatory F-1 orientation and check-in requirements. During the session the DVC International Student Office (ISO) will give you information on immigration regulations, health insurance and employment options that are part of F-1 student status.

*If you are not present for the F-1 orientation and do not follow check-in instructions you will be OUT OF STATUS, your SEVIS I-20 will be terminated, and you must return home. This is required by immigration law.*

Once you complete the check-in and orientation session, you do not need to attend the session the following semester.
Arrival Information

Airports

There are three major international airports near DVC:

- Oakland International Airport (OAK)  
  www.oaklandairport.com  
  30 miles from DVC

- San Francisco International Airport (SFO)  
  www.flysfo.com  
  40 miles from DVC

- Norman Y. Mineta San Jose International Airport (SJC)  
  www.flysanjose.com/  
  51 miles from DVC

All three are within a one-hour drive to campus. You may arrive at the airport that works best for you. Please note that due to distance, public transportation to DVC may be limited, especially if you choose to fly in to San Jose.

Transportation from the Airport to DVC

This information is provided as a matter of service. Efforts have been made to include correct, current information, but no guarantee is given and none should be inferred as to the materials accuracy and availability of services noted. Users of these lists do business with individuals, companies or firms at their own risk. The regents, officers, agents and employees of the college shall not be liable for any damages whatsoever arising from any errors or omissions made in the compilation of these lists.

The following are transportation options for students travelling from the airport to the DVC area:

- **Personal driver pick-up service**

  This option may be arranged with Diablo Valley Homestay, an independent contractor. Reservations must be made in advance.

<table>
<thead>
<tr>
<th>Company</th>
<th>Fare estimate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diablo Valley Homestay</td>
<td>(As of July 2022, Please check with the provider for current rates).</td>
</tr>
<tr>
<td>(925) 876-0080</td>
<td>$130 per person, for flights arriving before 1:00pm</td>
</tr>
<tr>
<td><a href="http://www.diablovalleyhomestay.com">www.diablovalleyhomestay.com</a></td>
<td>$170 per person, for flights arriving after 1:00pm</td>
</tr>
</tbody>
</table>

- **Taxis**

  Taxis are available curbside at the airport but fares may be high. Sharing the taxi with others may lower the cost.

- **Airport shuttles**
This service uses shared ride vans to transport multiple passengers from the airport to their destination. This service should be booked in advance. Fares are typically set prices. Be sure to agree to the rate before you enter the van. Once you and your luggage are on the vehicle, you will be stuck waiting on the van to leave. Multiple passengers may be dropped off before they reach your destination. Some providers also charge an additional fee for late night or early morning arrivals.

The table below is a brief listing of local shuttle services that service the Pleasant Hill area. Additional providers are available.

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walnut Creek Airport Service</td>
</tr>
<tr>
<td><a href="https://walnutcreekairport-taxi.com">https://walnutcreekairport-taxi.com</a></td>
</tr>
<tr>
<td>OnTime Transportation</td>
</tr>
<tr>
<td>Walnut Creek Airport Shuttles</td>
</tr>
<tr>
<td><a href="https://www.walnutcreektaxi.com">https://www.walnutcreektaxi.com</a></td>
</tr>
<tr>
<td>Starline Airport &amp; Limousine Service</td>
</tr>
<tr>
<td><a href="https://mywalnutcreektaxi.com">https://mywalnutcreektaxi.com</a></td>
</tr>
</tbody>
</table>

**Tipping Drivers**

Please be aware that it is customary to tip drivers in the United States. Plan to tip at least 15% of your total fare. For example, if it costs $100 for your ride, you would give your driver an additional $15 when you reach your destination as tip, for a total of $115.
Hotel Accommodations near DVC

There are many hotel options near campus. DVC students arrive during peak occupancy times for hotels so it is recommended that you reserve your room in advance.

<table>
<thead>
<tr>
<th>Distance to DVC in Miles</th>
<th>Hotel Name and Address</th>
<th>Phone Number and Website</th>
<th>Property Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>.80</td>
<td>Clarion Hotel 1050 Burnett Ave Concord, CA 94520</td>
<td>(925) 566-8820 <a href="http://www.choicehotels.com">www.choicehotels.com</a></td>
<td>Motel</td>
</tr>
<tr>
<td>1.1</td>
<td>Pleasant Hill Inn 1432 Contra Costa Blvd. Pleasant Hill, CA 94523</td>
<td>(925) 689-3600 <a href="http://www.pleasanthillinn.com/">http://www.pleasanthillinn.com/</a></td>
<td>Motel</td>
</tr>
<tr>
<td>1.2</td>
<td>Concord Plaza Hotel 45 John Glenn Drive Concord, CA 94520</td>
<td>(925) 825-7700 <a href="https://www.concordplazahotel.com/">https://www.concordplazahotel.com/</a></td>
<td>Hotel</td>
</tr>
<tr>
<td>1.5</td>
<td>Homewood Suites by Hilton 650 Ellinwood Way Pleasant Hill, CA 94523</td>
<td>(925) 483-9850 <a href="http://www.hilton.com/homewood">www.hilton.com/homewood</a></td>
<td>Suite</td>
</tr>
<tr>
<td>1.5</td>
<td>Residence Inn by Marriott 700 Ellinwood Way Pleasant Hill, CA 94523</td>
<td>(925) 689-1010 <a href="http://www.marriott.com">www.marriott.com</a></td>
<td>Suite</td>
</tr>
</tbody>
</table>
Living in Contra Costa County

Location

Diablo Valley College is located in Pleasant Hill, California, in the San Francisco Bay Area metropolitan area. Pleasant Hill is a small city (population near 35,000 residents) but is within a one-hour drive to several major cities including Oakland, Berkeley, San Francisco, and San Jose.

Climate

Pleasant Hill enjoys a Mediterranean climate. Fall begins warm and dry leading into cooler days with some rain by the end of the semester. Spring begins cool and rainy and ends warm and sunny. Summer is hot and dry.

Pleasant Hill Weather Averages

<table>
<thead>
<tr>
<th>Month</th>
<th>High/Low (°F)</th>
<th>Rainy Days</th>
<th>DVC Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>58° / 42°</td>
<td>8</td>
<td>Spring</td>
</tr>
<tr>
<td>February</td>
<td>62° / 44°</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>66° / 47°</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>72° / 49°</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>78° / 53°</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>84° / 57°</td>
<td>0</td>
<td>Summer</td>
</tr>
<tr>
<td>July</td>
<td>88° / 58°</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>88° / 59°</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>85° / 58°</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>77° / 53°</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>66° / 46°</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>58° / 41°</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

Housing

DVC does not have dormitory facilities. Please visit the ISO Housing Resources website for more information on homestay placement services for a fee as well as a list of local apartments near DVC.

Meals and Dining Options

Students are responsible for their own meals. There are multiple grocery stores catering to a variety of lifestyles in each city. Those not wishing to cook will find many options both on and off-campus.

Where to Eat on Campus:

DVC has several options for students looking to eat on-campus:

- **Main Street Bistro**: A cafeteria style food court in the HSF building open breakfast and lunch.

Quick Snacks:
• **Crow’s Nest**: A quick service snack bar located near the science buildings.
• **The Book Center**: The campus bookstore stocks a variety of prepackaged convenience foods for quick grab-and-go snacks. A **Peet’s Coffee** shop is also located inside.

During select times of the year, the DVC culinary program operates three restaurants on campus on the second floor of the HSF building. Items are made from scratch by the culinary arts students:

• **Express Bar**: Offers daily entrees at an affordable price.
• **DVC Pastry Shop**: Fresh baked goods including assorted breads, pastries, and desserts.
• **Norseman Restaurant**: Fine dining at affordable prices.

**Where to Eat Off-Campus**
There are many quick-service restaurants near DVC in Pleasant Hill and Concord for quick meals between classes. When you’re not on campus, the Bay Area is home to many notable restaurants from a variety of cuisines from around the world. If you enjoy fine dining or trying new culinary experiences, the Bay Area is home to world renowned culinary destinations including Napa Valley, San Francisco, and Berkeley.

**Public Transportation**

<table>
<thead>
<tr>
<th>BART (Bay Area Rapid Transit)</th>
<th>Subway to and from San Francisco and parts of the Bay Area. Runs every day with fewer trains over the weekends.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BART schedules, fares, and more information, please visit their website at:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Connection</th>
<th>A bus system in Contra Costa County. It runs every day except as noted on the schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>County Connection website: <a href="http://cccta.org/">http://cccta.org/</a></td>
</tr>
</tbody>
</table>

**Clipper Cards**

Clipper cards are pre-paid fare cards that are accepted at multiple bay area transportation providers including BART and County Connection.

You may purchase a Clipper Card at any BART station, most bay area Walgreens stores, or at the Whole Foods 360 in the Veranda shopping center in Concord. You may also purchase a Clipper Card online by visiting [www.clippercard.com](http://www.clippercard.com).
Expenses

Tuition and Insurance Fees

Tuition varies based on the number of units you are enrolled. You must take a minimum of 12 units for fall and spring semester. Students are also responsible for paying mandatory health insurance fees each semester. Please check the International Student Office (ISO) website for current costs.

Payments

How to make a payment online
Payments may be made online through InSite with a credit card (Visa or MasterCard).

How to make a payment in-person
Payments may be made in-person at the Cashier's Office with credit card, personal check, or money order payable to “Diablo Valley College.” Please avoid bringing large amounts of cash to campus.

Non-Resident Tuition

International students in F-1 status cannot establish California residency and should expect to pay nonresident tuition every semester of study. Please visit our website for updated financial requirements for the academic year.

Other Expenses

Living and incidental expenses will depend on your personal interests and lifestyle, whether you choose to rent an apartment or share a house, whether or not you have dependents with you in Pleasant Hill, etc. Social activities may also require additional expenses. Students who cannot meet the minimum estimates given should not plan to attend the college.
Health Insurance

Insurance Requirement

All F1 students at DVC will be automatically enrolled in the insurance policy when registering for classes. DVC’s health insurance is mandatory. **It is NOT possible to waive the insurance; all international students will be charged for the insurance with their registration fees. The insurance fees MUST be paid within 14 days of the first day of class.**

The insurance is serviced by Relation Education Solutions and the network is Anthem/Blue Cross. You can find all plan materials at www.4studenthealth.com/dvc.

Insurance Costs

Medical insurance fees are subject to change for the fall/spring semesters. Please check the International Student Office (ISO) website for current costs.

Where is my Insurance Card?

The insurance company will email all enrolled students with instructions on how to log in and download/print the insurance card. This card must be printed and carried at all times, and will need to be presented to medical providers when seeking service.

How to Find Medical Care

There is an extensive directory of providers that are part of the insurance network on the plan’s website. Go to [www.4studenthealth.com/dvc](http://www.4studenthealth.com/dvc) and click “Find a Provider.”

If you have any special medical needs during your stay at DVC, please notify the coordinator before your arrival. Also, if you are currently taking any prescription medications or wear contact lenses or eyeglasses, you should bring a copy of your prescription with you to the U.S. in case you need to have it refilled while you are here.
Academics

Academic Information

For up to date information on course planning and transfer preparation including frequently asked questions, please visit the International Student Office Canvas page.

English & Math Placement

All students must be assessed in English and Math.

English

All students at DVC will take the Guided Self-Placement in order to determine the most appropriate level of English that a student should begin with in order to start with a strong foundation.

The Guided Self-Placement can be taken while you are still in your home country and will allow you to sign up for English 122 (First-Year College Composition and Reading), English 122AL (First-Year College English for Multilingual Students), or ESL 117A (Integrated Reading and Writing: Advanced English Language Learners).

Please visit https://www.dvc.edu/enrollment/placement/ to begin.

Math & Math Placement

Step 1: Placement

- Complete the Online Placement Process (Guided Self Placement)
- After you finish this Guided Self-Placement, you are eligible for transfer level math: Math 121, 124, 125, 135, 142, 181, Bus 240

Step 2: Determine which Math class to take

**Majors that require Math 192: Calculus** or higher

- Accounting, architecture, business, chemistry, computer science, data science, economics, engineering, math, physics, statistics
- Primarily UC-transfer
- If your major requires math courses in calculus (Math 192) or beyond, you will need to move on to step 3

**Majors that don’t require Math 192: Calculus** or higher

- Art, communications, English, foreign languages, journalism, media studies, political science, sociology, etc.
• Most of these majors you can select Math 142 (Statistics)
• Talk with a counselor about all of your options or specific campus requirements

• If your major doesn’t require any higher level math, you don’t need to submit any additional documentation for prerequisite clearance

Step 3: Prerequisite Clearance Request Process

Steps - Please read all options below:

Option A: If you completed O-level, A-level, or AP math in high school, or already completed high school "precalculus"/ "calculus" (and it is listed as such on your transcript)

• Fill out the Prerequisite Equivalency Form on InSite under the Student Forms tile
• Include an English version of your high school transcript and/or official test scores (O-level, A-level, or AP)
• You will be notified by InSite email within 2-3 business days as to whether the prerequisite equivalency is approved or denied
• Watch the 'How to Clear a Prerequisite' video through the DVC Counseling Video Library (Links to an external site.) for a step-by-step tutorial on how to submit the Prerequisite Equivalency Form in InSite

Option B: If on an English version of your high school transcript, your math courses are listed simply as “math”

• You will need to submit a Prerequisite Challenge
• Email ISO@dvc.edu and request a "Prerequisite Challenge Form". You will receive instructions along with the form.

Option C: Consider taking the CLEP exam

• If you wish to enroll into Math 192 another option is to complete the CLEP Precalculus Exam and pass with a score of 50 or higher. Please visit the College Board website for information regarding the exam as well as the process to sign up for it. Results, along with a Prerequisite Equivalency Form, will need to be submitted to the Admissions Office.
On-Campus Resources

Associated Students Office

The Associated Students Office, located in the Student Union Building, is a student information and resource center. The staff and students of this office welcome your participation in college activities.

Most of the student activities at DVC are initiated by clubs and student organizations. Over 60 student clubs help students make new friends, pursue special interests, and gain experience organizing and working with others in social situations. A club handbook and other information about DVC student clubs (including how to start one) is available in the Associated Students Office. Students can search for active clubs on DVC Sync.

Book Center

Students may purchase new and used textbooks, school supplies, and personal items at the Book Center. Visit their website at: www.bookcenter.dvc.edu

Child Care

Daytime childcare services make attending classes more convenient for students who have infants or preschool age children. You must contact the on-campus day care center to sign your child up for services.

Computer Labs and Technology Rentals

The Pleasant Hill campus Library has a computer lab in Library classroom L-202. It is available for currently enrolled students who need to use a computer for school-related work. L-202 is open during regular library hours when there isn't a class or workshop already scheduled.

DVC also has a limited number of Chromebooks, headphones, webcams, wireless internet (Wi-Fi) hot spots, and calculators, available for home use. Students who would like to temporarily check-out any of these technologies may submit a request by visiting:

https://www.dvc.edu/academics/online-education/technology-loans.html

Counseling Center

Counselors provide academic, career, and personal counseling. They work with students to help set goals and create plans for achieving those goals. This includes:

- Information on transfer, Associates degrees, and certificate programs
- Major and career exploration
- Assistance planning coursework to reach academic goals: Student Education Plan
- Support around personal challenges, stress, anxiety, or challenges with language or cultural
adjustment

- Counselors also teach career planning and college success courses

Disability Support Services

DSS provides services to individuals with disabilities, which are designed to increase access to college instructional programs.

Library

The library provides books, magazines, electronic resources, and other resources for students. The library also offers assistance with citations, research, electronics check out, and more. Visit www.dvc.edu/library/

Police Services

Emergency Services
Contact the Police Services Office with any questions or problem regarding security, first aid, lost and found items, thefts, or other crimes. Telephone: (925) 969-2785.

Evening Escorts
The campus police department is available to escort students to and from their classrooms and cars on the DVC campus after dark. Please call (925) 969-2785 to arrange this service.

Transcripts

Official transcripts are a complete listing of your final grades in all courses at DVC. If you would like a copy for your own records, to transfer, or employment related purposes, please visit Admissions & Records in the SSC building.

Tutoring

Tutoring can help students succeed in specific courses when they are having difficulty. Tutoring is available free of charge to DVC students.

Please visit https://www.dvc.edu/current/tutoring-services/ to find the dates/times/locations of tutoring for each subject.