

## **SERVICES**

### **Counseling**

The Dean and the President counsel can assist students with academic planning and provide orientation to new students. Visa counseling and I-20 applications are available in the Admissions Office. Counseling hours are: 9:00 a.m.--7:00 p.m., Monday through Friday by appointment.

### **Work Study**

Full time students have a limited number of work study opportunities available to them on the basis of financial need.

### **Financial Aid**

Applications to initiate scholarship assistance, work study, or for the renewal of financial aid are available in the Admissions Office.

### **TOEFL Test**

CIU provides the institutional TOEFL test each month except December. Applicants may register in the Admissions Office. Passport identification is required for all applicants.

### **Housing**

The school does not operate dormitories or provide housing, but moderately-priced rooms and apartments, as well as restaurants, are available in the immediate neighborhood. The school assists students in securing housing whenever possible.

### **Student Lounge and Recreational Facilities**

A spacious and well-equipped student lounge is available for social activities. Warm food items and drinks are also available from the snack bar.

## **University Library**

California International University provides a ten-thousand volume library. The library's periodical section contains a diverse variety of international newspapers and magazines. In addition, open tables allow students additional areas for individual studying and study groups. Library hours are Monday through Friday 12:30 p.m. - 6:00 p.m.

## **Computer Center**

The University's computer center is available Monday through Friday from 12:30 p.m. until 6 p.m. for student use. The lab features personal computers and printers available for instruction as well as personal use. The personal computers are equipped with broadband internet connections, allowing students to access email and the World Wide Web for research.

## **Language Lab**

The University's language lab is used primarily for instruction. It is open Monday through Friday 9:00 a.m. to 2:00 p.m. It is also open on Mondays 3:00 p.m. to 5:00 p.m. for students preparing for the TOEFL exam and Tuesday through Friday 5:00 p.m. to 6:00 p.m. for students enrolled in English Level III courses.

## **Practical Training in Employment and Job Placement**

The Bureau for Citizenship and Immigration Services (BCIS) provides international students with the opportunity to seek employment in their field of study. Additional information is available in the Admissions Office. The University does not provide a job placement service.

## **Hours of Administrative Services and Instruction**

Administrative offices are open between 9:00 a.m. and 7:00 p.m. daily except Saturday and Sunday. The hours of instruction vary

according to program, but generally take place during the period from 9:30 a.m. until 10:00 p.m. weekdays. Please consult the Academic Calendar for a schedule of observed holidays.

### **Instructional Aids and Materials**

In addition to library and computer facilities, the faculty also uses overhead projectors, liquid crystal displays and VCR's to facilitate and supplement instruction. Students are expected to obtain the textbooks selected for each course.

### **Study Groups**

Student groups may convene in the library during posted library hours for study or group projects required for their courses. Students may also use vacant classrooms prior to class time for group work. A portion of class time is also allotted for group planning and management where course syllabi specify group project requirements.