



HANCOCK INTERNATIONAL COLLEGE CATALOG AND STUDENT HANDBOOK



4199 CAMPUS DRIVE #600, IRVINE, CA 92612

WWW.HANCOCK.EDU



HANCOCK INTERNATIONAL COLLEGE

CATALOG & STUDENT HANDBOOK

JANUARY 2017 – DECEMBER 2017

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PRESIDENTS MESSAGE

Welcome to Hancock International College and the opportunities that are waiting for you!

Thank you for expressing an interest in attending HIC. At HIC, we want you to succeed in achieving your personal and academic goals. This handbook will serve as an important resource to provide you with information that you need to know; it will help you a) understand all of the documentation necessary for your trip to the United States; b) know what is expected when attending HIC as a student; and c) become oriented to life in the United States.

HIC is headquartered in Irvine, California, one of the safest cities in America. Situated across the street from the world renowned University of California, Irvine, HIC provides an exceptional environment for students to grow and learn.

We believe it is important to create an environment that helps students become responsible and contributing individuals within the College. This handbook will enable you to learn more about Hancock International College as well as your rights and responsibilities as a student and member of the Hancock International College community. HIC is a special place. It values the contributions of students, faculty, and staff and encourages them to meet the highest standards in all their endeavors. Academic quality is the College's highest priority.

HIC's education provides opportunities for intellectual and cultural growth, which is essential to a safe and caring learning community. Your education will be guided and inspired by people of diverse talents and varied backgrounds.

Our faculty and staff, as well as your fellow students, will become an integral part of your education at HIC. All of these learning experiences will assist you in the development of self-understanding, self-discipline, interpersonal relations, communication skills, leadership ability, and personal responsibility. The learning environments that HIC provides on and off campus will make for an exciting and challenging course all year round. Additionally, our administrative staff in Student Services is prepared to assist you in any way possible.

We wish you a successful educational experience at Hancock International College.

Sincerely,

Johnny Lee
President



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AN OVERVIEW OF HANCOCK INTERNATIONAL COLLEGE

MISSION

The mission of Hancock International College is to provide a comprehensive educational program in English as a Second Language for international students who represent many different linguistic and cultural backgrounds. The foundations of our program are instruction in grammar, reading, writing, listening, and speaking. We also provide international students exposure to American culture and history.

HISTORY

Hancock International College was established to provide quality education at affordable prices for students wishing to enter the fast growing instruction of English as a Second Language. While some schools only teach theoretical concepts, both students and Universities demand knowledge of the practical elements of the English language today. Hancock International College first opened its doors in Irvine, California in 2011. HIC has fostered the development of its Intensive ESL courses for all levels of English Language Learners, offering Intensive English courses for beginners to advanced speakers of ESL.

LOCATION AND FACILITIES

LOCATION

Hancock International College is located in Irvine, California in the University Town Center (UTC) in Irvine, California. UTC offers convenience to international students with choices of retail shops, restaurants, a dance studio and even a movie theater. In addition the city of Irvine is known for the following:

1. Irvine was named among the **“Top 15 best places to live in the U.S. in 2014”** – no other Southern California City listed. (*CNN Money Magazine*).
2. Irvine named America’s Best-Run City in 2014 among the nation’s largest 100 cities. (*24/7 Wall St.*)
3. Irvine ranked safest U.S. city of its size for nine consecutive years by the FBI, as of 2014.
4. One hour southeast of Hollywood
5. 15 minutes east of the Pacific Ocean
6. 90 minutes southwest of the Big Bear Ski Resort
7. 90 minutes north of San Diego and Mexico
8. 4 hours west of Las Vegas

UTC offers convenience to international students with a variety of restaurants, as well as retail shops, hair salon, a dance studio and even a movie theater located downstairs in the courtyard or within walking distance.

For more information visit: <http://www.shopirvinecompany.com/centers/irvine/university-center>



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The following is a list of stores and restaurants within the University Town Center.

BUSINESS NAME	PHONE NUMBER	BUSINESS NAME	PHONE NUMBER	BUSINESS NAME	PHONE NUMBER
A+ College Text Books	(949) 748-6459	GNC - General Nutrition Center	(843) 332-2446	Stax Cookie Bar	(949) 861-2055
ADYA	(949) 679-2299	H&R Block	(949) 856-1040	Sutra Threading Salon	(949) 679-5911
Allstate Insurance	(949) 509-2888	In-N-Out Burger	(800) 786-1000	Sweet Tooth	(949) 854-0042
Blaze Fast Fire'd Pizza	(949) 725-0012	Jack In the Box	(949) 823-8983	T-Mobile	(949) 509-7413
California Gogi Korean Grill	(949) 854-0000	Le Diplomate Bakery Cafe	(949) 854-5161	Taco Bell	(949) 725-8322
Cha FOR TEA	(949) 725-0300	Luna Grill		Temakira	(949) 387-9444
Chick-fil-A	(949) 856-1700	Mendocino Farms	(949) 783-2900	Tender Greens	(949) 954-1950
Chipotle Mexican Grill	(949) 242-3737	Nectar Clothing	(949) 387-1463	Tokyo Lifestyle	(949) 509-9501
DelSushi.com	(949) 324-7171	Nekter Juice Bar	(800) 385-1650	Trader Joe's	(949) 509-6138
ECyberDeck	(949) 296-0780	Orchepia School of the Arts	(949) 854-7979	U.S. Post Office	(949) 854-4536
Edwards Theatres	(949) 854-8818	Peet's Coffee & Tea	(949) 419-1458	University Optometric Center	(949) 854-7122
Elite Fitness Tae Kwon Do	(949) 387-7225	Phillips, Gary D.D.S.	(949) 856-0411	Veggie Grill	(949) 509-0003
Erik's Alterations	(949) 856-2344	Powerboard	(480) 535-4985	White Rose Spa	(949) 854-2033
Eureka!	(949) 596-8881	Slapfish	(949) 737-2090	Yoga Shakti	(949) 856-9642
FedEx Office	(949) 854-7557	Snow Monster	(714) 582-6023	Yogurtland	(949) 854-4580
Focus Dance Center	(949) 737-5151	Spoleto		Yushoken	(949) 396-6647
Gen Grill	(949) 509-0531				



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FACILITIES

In Irvine, California, Hancock International College is located on the 6th floor of the business building situated in the center of a campus setting. The facilities consists of three classrooms, computer bar, student lounge area, reception area, conference room, file room and several offices for administrative staff. Administrative business hours are Monday-Friday 9:00am-6:00pm.

The classrooms at HIC are fully equipped with state of the art equipment including; LCD monitors, and white boards. Students are free to use any of the 4 computers at the computer bar during regular administrative business hours. Students enjoy their breaks in the student lounge complete with amenities such as refrigerator, microwave, coffee machine, toaster, lunch tables and chairs, couch, television and karaoke. Within the Student Lounge students receive weekly updates posted on the “Student Life” bulletin board.

Hancock International College facilities are equipped with the necessary tools for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff and all the standard equipment and supplies for each classroom.

HIC is conveniently located across the street from the world renowned, University of California, Irvine that bolsters many libraries including, but not limited to: Langson Library, Ayala Science Library and UCI Libraries Gateway Study Center. To access these and any other UCI library, HIC student’s simply need to walk across the bridge that connects University Center and UCI for complete access. For more information about the libraries at UCI.

Visit: <http://www.lib.uci.edu/>

The safety of all members of the college community is important. Safety procedures including fire drills, evacuation of buildings because of bomb threat, and emergency assistance may be practiced. Flammable liquids, fireworks, weapons, open as well as charcoal fires, candles, incense burners, and touchier style halogen lamps are prohibited. Local, state and federal regulations and codes are followed.



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ADMINISTRATION

JOHNNY LEE – PRESIDENT

[JLEE@HANCOCK.EDU](mailto:jlee@hancock.edu)

Johnny Lee serves as the President to Hancock International College. His journey into higher education started over 20 years ago when he was first appointed Chief Operations Officer of Irvine University College of Law. During his time at Irvine University he was exposed to many international students in pursuit of the American Dream. He learned very quickly that the English language is essential for success in all fields.

After his time at Irvine University Johnny ran a very successful international online marketing company. His travels around the world and interactions with clients from over 60 countries further expanded his passion to help others pursue the American Dream. His unique skillset brings the advantage necessary to understand the needs of the college. His leadership unites and bridges the gap to all destinations so it is a natural fit for Johnny to run Hancock International College.

Johnny has also been active in giving back to his community and his country by leading a Teen Crime Prevention Campaign for the United States Department of Justice and the National Crime Prevention Council along with the Ad Council. His efforts helped raise over \$4 Million in donated media time and earned him an International Mercury Award.

JULIETTE HING-LEE – DEAN OF ADMINISTRATION

[JHLEE@HANCOCK.EDU](mailto:jhlee@hancock.edu)

Juliette Hing-Lee is the Dean of Administration at Hancock International College who oversees the day-to-day operation of the college in order to carry forward the mission statement. Working in higher education for over 10 years, Juliette has honed in the necessary skills that enables her to manage the college's budget and resources for all institutional programs while overseeing the following: Hancock International College Student Association (HISA), curriculum development, and brand management, all the while ensuring the college meets all required standards with its accrediting board, Council on English Accreditation (CEA), as well as maintaining compliance with the Bureau for Postsecondary Education (BPPE). In 2011, Juliette led the HIC Accreditation Team to a successful initial 1 year accreditation and later secured Hancock International College's approval for its 4-year accreditation with CEA. Before her time as Dean of Administration, Juliette worked in the administration department at Irvine University College of Law. While at the college, she served on the compliance board and assisted with the State Bar Annual reports.

Her public relations and events management experience demonstrate skills in teamwork, organization, time management and problem solving. She is able to connect and relate to individuals from all walks of life and encourages constant communication within the HIC community, while providing leadership and innovation to the faculty and staff. Juliette currently serves on the Program Advisory Council of the College of Education for Westcliff University.



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DAN VUTH, B.A. – DIRECTOR OF ADMISSIONS

DVUTH@HANCOCK.EDU

Dan Vuth's exposure to international students began in Columbus, Ohio where he received his Bachelor of Arts from Ohio State University in Sociology. Dan's innate ability to assist became evident with his classmates primarily international students, who often looked to him for guidance in transitioning into university life. While in his undergraduate program Dan interned with the Ohio Department of Veteran's Services. It was here where he realized he wanted to pursue a career that was not only challenging but fulfilling as well. Upon his return to Southern California Dan continued to explore his passion for helping others by volunteering his time to the non-profit organization Families Forward in Irvine, CA. Dan assisted in food distribution to families of need, coordinated career workshops and coordinated assistance programs for families who found themselves in unforeseen circumstances.

Dan brings to HIC not only the compassion and patience needed to provide our students with the comprehensive services they need but also the guidance necessary to prepare to transfer to a University of College of their choice.

CARRIE CHENG, B.A. – DIRECTOR OF STUDENT SERVICES

CCHENG@HANCOCK.EDU

Carrie received her Bachelor's degree from the University of California Irvine. She studied International Studies and Education and has been engaging with international students since her time at UCI. One of Carrie's passions is building relationships with students and empowering them to achieve both their educational and personal goals while they are studying in America. She also loves learning about different cultures, and trying food from different parts of the world. Carrie is bilingual in English and Mandarin-Chinese.

CAREY MINNIS, M.A.TESOL/RHETORIC AND COMPOSITION – DIRECTOR OF ACADEMICS

CMINNIS@HANCOCK.EDU

Carey Minnis, Director of Academics, received her M.A. in Teaching English as a Second Language and Rhetoric and Composition from California State Polytechnic University, Pomona. Prior to being part of Hancock International College, she taught for a number of years at the University of Southern California, as well as, many other institutions in the Southern California area and in China. She is currently a lecturer at the University of California, Irvine, and has extensive experience in curriculum and materials development. She is the LA Regional Liaison for CATESOL, and is very involved in this and many other organizations.

WILLIAM ARBUTHNOTT, M.A. TESOL – DIRECTOR OF EDUCATION

WARBUTHNOTT@HANCOCK.EDU

William Arbuthnot is an accomplished instructor that has over a decade of experience. He received his Bachelor of Arts Degree from the University of California, Riverside and went on to teach in the San Bernardino City Unified School District. This led him to South Korea where he taught ESL to local students and prepared them to continue their studies in the U.S. His experience in South Korea further fueled his passion to help others and upon his return to the U.S William joined CATESOL and went on to pursue his Master of TESOL degree from Westcliff University. His expertise in dealing with foreign students brings a unique set of skills that helps the faculty develop purposeful knowledge that ensures continuing success in the classroom.



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FACULTY

The Instructors at Hancock International College are highly qualified with worldwide experience spanning the globe. They have honed their skills in countries such as Korea, China, Taiwan, Thailand, the Republic of Georgia and Columbia. Instructors at HIC are well versed in many different cultures which enables them to understand the needs of international students.

FIRST NAME	LAST NAME	POSITION	INSTRUCTOR DEGREE	INSTRUCTOR EMAIL
William	Arbuthnott	ESL Instructor	M.A. TESOL	warbuthnott@hancock.edu
Sarah	Seong	ESL Instructor	M.A. in Applied Linguistics	sseong@hancock.edu
Bethany	Doddridge	ESL Instructor	M.A. TESOL	bdoddridge@hancock.edu
Jason	Owens	ESL Instructor	M.Ed and B.A. ESL	jowens@hancock.edu

STATE OF CALIFORNIA APPROVAL

BUREAU OF PRIVATE POSTSECONDARY EDUCATION (BPPE)

Hancock International College is a private institution that is compliant to the requirements set forth in the **California Private Post-Secondary Education Act of 2009**. The College has received approval to operate from **B.P.P.E.** (www.bppe.ca.gov) to offer programs to the public. An approval to operate means compliance with state standards as set forth in the California Education Code, Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Post-Secondary Education (**B.P.P.E.**) oversees the 1,500 private Post-Secondary institutions of learning in California attended by more than 400,000 Californians. The legislation mandates educational quality standards and operates to prevent deception in the conferring and the use of fraudulent or substandard degrees.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov (888) 370-7589 or by fax (916) 263-1897"



Department of Consumer Affairs

BPPE Bureau for Private Postsecondary Education

Mailing Address: Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Telephone: +1 (916) 431-6959

Toll Free: +1 (888) 370-7589

Main Fax: +1 (916) 263-1897

Licensing Fax: +1 (916) 263-1894

Enforcement/ STRF

Closed Schools Fax: +1 (916) 263-1896

Website: www.bppe.ca.gov



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ACCREDITATION

HIC is accredited by the Commission on English Language Accreditation (CEA). CEA is a specialized accrediting agency that focuses on post-secondary intensive English language programs and institutions. CEA's purpose is to provide a systematic approach by which programs and institutions can demonstrate their compliance with accepted standards, pursue continuous improvement, and be recognized for doing so. CEA conducts accreditation activities in the U.S. and internationally.

In September 2003, CEA was recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions. This recognition gave CEA the distinction of being the only specialized accrediting agency for English language programs and institutions in the U.S.



Mailing Address: Commission on English Language Program Accreditation
1001 North Fairfax Street, Suite 630
Alexandria, VA 22314 USA

Telephone: +1 (703) 665-3400

Fax: +1 (703) 519-2071

Website: <http://www.cea-accredit.org>

AFFILIATES

TEACHERS OF ENGLISH SPEAKERS OF OTHER LANGUAGES, INC. (TESOL)

TESOL encompasses a network of approximately 60,000 educators worldwide and conducts a variety of workshops and symposia, including an annual convention, regarded as the foremost professional development opportunity for English language educators worldwide. TESOL's mission is to develop and maintain professional expertise in English language teaching for speakers of other languages worldwide



Mailing Address: TESOL

1925 Ballenger Avenue, Suite 550
Alexandria, Virginia 22314-6820 USA

Main: +1 (703) 836 - 0774

Fax: +1 (703) 836 - 7864 or 6447

Website: <http://www.tesol.org>



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CATESOL

CATESOL, founded in 1969, is a nonprofit organization open to anyone concerned with the teaching of English as a second or foreign language, standard English as a second dialect, or bilingual education. **CATESOL** is the largest U.S. affiliate of TESOL (Teachers of English to Speakers of Other Languages), which has more than 100 affiliates in the United States and abroad. **CATESOL** promotes professional competence and professional standards in the teaching of English to speakers of other languages, monitors educational policy, and represents the needs of ESL teachers and students to decision-making bodies such as school districts and state legislatures.



CATESOL

Mailing Address: **CATESOL**

P.O. Box 9200-338
Fountain Valley, CA 92708

Phone: +1 (714) 907-4033

Fax: +1 (888) 832-0501

Website: <http://www.catesol.org>

WESTCLIFF UNIVERSITY PROGRAM ADVISORY COUNCIL (PAC)

Hancock International College's partner university, Westcliff University has established a **Program Advisory Council (PAC)**. The PAC is comprised of respected representatives from segments of the marketplace which are directly related to our instructional programs. The Council members provide the university with detailed advice regarding the adequacy of our program objectives, curriculum and course materials. They likewise review the manner in which the courses are offered to the students and the resulting achievement of our students in relationship to meeting the specific, changing needs of the marketplace.

The duties of the Council regarding each program within the University are:

1. Review instructional program needs for the students
2. Help identify and assess labor market requirements
3. Review and advise about the establishment and maintenance of realistic and practical instructional programs
4. Participate in developing community understanding and support for our programs
5. Provide information regarding new developments that require changes in our curricula
6. Review the various case studies used in the courses
7. Assist the university in reviewing legislation affecting our programs



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The following are the current members of Westcliff University's Program Advisory Council:

PROGRAM ADVISORY COUNCIL (COLLEGE OF EDUCATION)

Destyn Laporte, Program Manager, El Camino College

Carmen Carillo, Department Chair, LA Harbor College

Gilbert Sanchez, Dean of Academic, Kingston University

Juliette Hing-Lee, Dean of Administration, Hancock International College

Donna Brinton, Lecturer/Academic Coordinator, UCLA ESL Service Courses

Sonja Lovelace, Lecturer, Language Academy, USC Rossier School of Education

Jennifer Eureka, Academic Director, English First

Nina Ito, Academic Coordinator, American Language Institute, CSULB

Don Sillings, General Manager, CATESOL

PARTNER SCHOOLS & UNIVERSITIES

Hancock International College has partnered with several schools and universities, making transferring that much easier. Once an HIC student has completed the required level of Hancock International College's IESL Program the student may schedule an appointment to meet with the Director of Admissions to select from our growing network of partner schools and universities.

ARTICULATION AGREEMENTS

Hancock International College is committed to collaborating and combining resources in the area of international student recruitment with partner institutions both locally and globally. Together, we provide quality education to international students, assisting them in their goals to master the English language, and facilitating a seamless matriculation to partner institutions upon successful completion of their Hancock International College Intensive English as a Second Language (IESL) Educational Program. Our partner institutions agree to matriculate academically qualified Hancock International College students after they have successfully completed their IESL course work, as well as any other requirements outlined in their conditional letter of admission. Students must provide their Hancock International College transcript as proof of successful completion of the designated IESL level. HIC partner institutions will not accept a Hancock International College student before the student has completed the designated IESL level required by the institution for matriculation unless the student has provided an acceptable TOEFL or IELTS test score.

Articulation agreements are designed to build strong partnerships and coordination between schools to aid in a smooth transition for students. When considering entering agreements for articulation agreements with partner institutions Hancock International College will follow the procedure below



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ARTICULATION AGREEMENTS (CONT)

1. Representatives from Hancock International College and the partner school will conduct meetings before finalizing an agreement. The representatives consider similarities in course work, curricula, syllabi, textbooks and competency/outcomes profiles to ensure seamless transfer from the partner institution.
2. The representatives will consider specific guidelines and expectations that must be followed once the final agreement is created. These may include, for example; any waiver in fees, or joint academic ventures. These guidelines will include disclosures in the process to terminate or reinstate an agreement.
3. Final drafts of the agreements must be signed by the appropriate campus representative such as the CEO (Chief Executive Officer), Campus President or designated official.

Agreements are specific to the partner school and may outline specific guidelines in reference to program specific articulation.

Both Articulation Agreements and Memorandum of Understandings will ensure that they are designed to not only create strong relationship but also inform the student on which courses will and will not transfer or specify the nature of the agreement and the process to transfer.

PATHWAY PROGRAM

The Hancock International College Pathway Program offers you the chance to enter a U.S. college or university upon completion of the required IESL course level. There is no minimum level of English proficiency required to enter this program. However, you must successfully complete the IESL level required by the partner institution before you start classes at the college or university.

HIC's Intensive English as a Second Language (IESL) Program provide English for Academic Purposes through reading, writing, listening, and speaking skills to succeed in a college or university in the United States.

After you apply, the college or university will determine whether you qualify for admission. If you meet the requirements for admission but do not have the required level of English, they will give you a Conditional Admission. This means you will be able to start classes after you have successfully completed the HIC course.

THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY

THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY MISSION & VALUES

Integrating theory, professional practice, and innovation, The Chicago School of Professional Psychology provides an excellent education for careers in psychology and related behavioral and health sciences. The school is committed to service and embraces the diverse communities of our society.

The Chicago School of Professional Psychology accepts completion of **IESL 104 & IESL 105**.

MASTERS PROGRAMS

DOCTORAL PROGRAMS



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- MA, Clinical Psychology
- MA, Marital and Family Therapy
- MA, Forensic Psychology
- MA, Industrial Organizational Psychology
- MA, Public Health
- MS, Applied Behavioral Analysis
- Y.D Applied Clinical Psychology
- Y.D Martial and Family Therapy
- Y.D Clinical Forensic Psychology
- PHD Psychology
- PHD Behavioral Analysis Specialization
- PHD Organizational Leadership
- PHD Business Psychology_ Consulting Track



Mailing Address: The Chicago School of Professional Psychology at Irvine

4199 Campus Dr., Suite E
Irvine, CA 92612

Telephone: +1 (949) 769 - 7700

Website: <http://www.thechicagoschool.edu/irvine>

WESTCLIFF UNIVERSITY

WESTCLIFF UNIVERSITY MISSION

Westcliff University's mission is to educate, inspire, and empower undergraduate, graduate, and certificate students from around the world by challenging them with a focus on excellence through innovative, high-quality distance and on-campus programs in business and education through the development, discovery, and application of knowledge, skills, and attitudes, enabling students to acquire the necessary competencies to excel professionally.

Westcliff University accepts completion of IESL 104 & IESL 105.

UNDERGRADUATE PROGRAMS

- Bachelor of Business Administration (BBA)
- Bachelor of Arts in Education

GRADUATE PROGRAMS

- Doctor of Business Administration
- Master of Business Administration
- Master of Arts in TESOL



WESTCLIFF
UNIVERSITY
Educate. Inspire. Empower.

Mailing Address: Westcliff University

4199 Campus Drive, #650
Irvine, California 92612

Telephone: +1 (888) 491 – 8686

Fax: +1 (888) 409 - 7306

Website: <http://www.westcliff.edu>



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INTENSIVE ENGLISH AS A SECOND LANGUAGE PROGRAM (IESL)

IESL PROGRAM DESCRIPTION

This is a series of Intensive English courses for students that want to improve their English academically or professionally. These courses help students develop grammatical accuracy, reading comprehension, listening, speaking and writing that will cultivate English language proficiency needed to succeed and thrive.

Hancock International College offers 6 levels of the IESL Program. Each course is 10 weeks, 20 hours per week, 200 hours of instruction per course.

IESL PROGRAM REQUIREMENTS

Students who wish to enroll in the IESL Program must meet the following requirements:

1. Student has completed all Hancock International Admissions requirements
2. Student has met and paid all registration fees
3. Student has attended the required 3 day Student Orientation (Week 0)
4. Student has successfully scored 10 or more points on the Placement Exam

IESL PROGRAM NORMAL ACADEMIC PROGRESS POLICY

It is the goal of Hancock International College that each student meets all required academic student learning outcomes. Student advancement will be based on successful completion of **80% (160/200 hours)** of the **10-week** course instruction and a passing grade of **70%** or higher in order for students to make normal academic progress. Students whose academic grade falls below the required **70%** must meet with HIC's Director of Academics in order to establish an academic plan. The student will also be placed on Academic probation (see ACP#107)

After completing one course at each level, HIC students may be able to perform these major outcomes at the following proficiency levels: (Note: This is not a complete list of all outcomes described in the curriculum).



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PROFICIENCY SCALE:

A **proficiency scale** is a set of descriptions of what you can do in a language. Each level in the scale describes a stage in your development of competence.

1. High Proficiency/Exceeds Expectations (**Letter grade of A**): An HIC student who exceeds expectations can do the following **90%-100%** of the time.
2. Average-High Proficiency/Meets-Exceeds Expectations (**Letter grade of B**): An HIC student who exceeds expectations can do the following **80%-89%** of the time.
3. Average Proficiency/Meets Expectations (**Letter grade of C**): An HIC student who meets expectations can do the following **70-79%** of the time.
4. Low Proficiency/ Approaching Expectations (**Letter grade of R**): An HIC student who is approaching expectations can do the following **50-69%** of the time.
5. Not Yet proficient/ Needs more work (**Letter grade of F**): An HIC student who is not yet proficient can do the following less than **50%** of the time.
6. Students who enroll for a period less than the required 8 weeks will not receive a letter grade and will be considered **Late Registration (LR)** See Policy #ADP106.
7. Students who DO NOT complete a course will be considered **Incomplete (I)**

PERCENTAGE	LETTER GRADE	DESCRIPTION
90% -100%	A	High Proficiency/Exceeds Expectations
80%-89%	B	Average-High Proficiency/Meets-Exceeds Expectations
70%-79%	C	Average Proficiency/Meets Expectations
51%-69%	R	Repeat Required
Less than 50%	F	Not Yet Proficient/ Needs more work
	LR	Late Registration (Enrolled for less than 8 weeks)
	I	Incomplete (Student did not complete course)



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LEARNING DESCRIPTORS

Learning Descriptors are an interpretation of the proficiency scale.

ISL 100 LEARNING OUTCOME DESCRIPTORS

- | | |
|---|--|
| 1. Recognize and understand meaning behind contradictions | 12. Identify the main ideas in reading |
| 2. Take notes using a graphic organizer | 13. Identify cause and effect |
| 3. Categorize information from two listening | 14. Understand facts and |
| 4. Compare and contrast information from two listening's | 15. Infer meaning |
| 5. Express agreement, disagreement, and uncertainty | 16. Recognize comparisons |
| 6. Express and support opinions with reasons | 17. Add supporting details |
| 7. Express and explain reasons and result | 18. Write a paragraph |
| 8. Pronounce the three –ed endings in the regular past tense, words with the vowel sounds /iy/ and /l/, use of gong to vs. gonna, and the use of contrastive stress | 19. Use Venn diagram |
| 9. Recognize and use simple past tense, present continuous, future tense | 20. Write a concluding sentence |
| 10. Use words and phrases that show similarities and differences | 21. Make and confirm predictions |
| 11. Organize ideas to make a comparison | 22. Identify main ideas and details |
| | 23. Express opinions |
| | 24. Recognize the conclusion of a reading |
| | 25. Organize ideas to make a comparison |
| | 26. Scan a text to find specific information |
| | 27. Use words and phrases that show similarities and differences |



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IESL 101 LEARNING OUTCOME DESCRIPTORS

1. Recognize connectors that compare and contrast ideas
2. Identify humor from a speaker's choice of words and tone
3. Recognize phrases that signal agreement and disagreement
4. Recognize and produce reductions of modals
5. Scan a text to locate specific information, understand chronology
6. Infer contrasting ideas in statements from intonation and stress
7. Recognize language and intonation that signal clarification
8. Support ideas from one listening with examples from a second listening
9. Express opinions and support them with reason
10. Express interest, agreement and disagreement
11. Make and respond to suggestions
12. Recognize rising and falling intonation in questions and statements
13. Pronounce the three –ed endings in the regular past tense
14. Support general statements in one text with examples from another text
15. Signal basic chronological sequence using time order words
16. Edit and revise writing for content, language, and conventions
17. Predict content of a reading from visuals
18. Infer the author's opinion and attitude
19. Infer information about situations in the future
20. Use title and headings to predict content
21. Take double entry notes to interact with the text
22. Understand the purpose of quoted speech in a text
23. Support a main idea with details and examples
24. Create sentences using parallel structure
25. Recognize and use simple present and simple past tense
26. Recognize and use modals of possibility, ability and necessity
27. Recognize and use the present progressive to describe future events
28. Interpret a timeline
29. Take notes on a lecture
30. Interpret a graph
31. Use syllable stress
32. Infer a speaker's viewpoint
33. Recognize emphasis from intonation and stress
34. Recognize summary statements
35. Write a paragraph with a topic sentence and supporting details and examples
36. Recognize and use descriptive and comparative adjectives
37. Categorize reasons from two listenings
38. Write a paragraph with a topic sentence and supporting details and examples



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IESL 102 LEARNING OUTCOME DESCRIPTORS

1. Recognize connectors that compare and contrast ideas
2. Identify humor from a speaker's choice of words and tone
3. Recognize phrases that signal agreement and disagreement
4. Infer contrasting ideas in statements from intonation and stress
5. Recognize language and intonation that signal clarification
6. Take notes on a lecture
7. Interpret a graph
8. Support ideas from one listening with examples from a second listening
9. Infer a speaker's viewpoint
10. Express opinions and support them with reason
11. Express interest, agreement and disagreement
12. Use syllable stress
13. Make and respond to suggestions
14. Recognize rising and falling intonation in questions and statements
15. Pronounce the three -ed endings in the regular past tense
16. Recognize and use modals of possibility, ability and necessity
17. Recognize and use the present progressive to describe future events
18. Recognize and use descriptive and comparative adjectives
19. Recognize and use simple present and simple past tense
20. Edit and revise writing for content, language, and conventions
21. Recognize and produce reductions of modals
22. Scan a text to locate specific information, understand chronology
23. Predict content of a reading from visuals
24. Infer the author's opinion and attitude
25. Infer information about situations in the future
26. Use title and headings to predict content
27. Take double entry notes to interact with the text
28. Understand the purpose of quoted speech in a text
29. Support general statements in one text with examples from another text
30. Support a main idea with details and examples
31. Interpret a timeline
32. Recognize emphasis from intonation and stress
33. Recognize summary statements
34. Create sentences using parallel structure
35. Signal basic chronological sequence using time order words
36. Categorize reasons from two listenings
37. Write a paragraph with a topic sentence and supporting details and examples

IESL 103 LEARNING OUTCOME DESCRIPTORS

1. Distinguish between similar sounding numbers
2. Recognize common reductions in speech
3. Recognize markers that signal an opinion
4. Interpret statistics in order to label a graph
5. Recognize repetition of ideas to emphasize key points
6. Infer contrast based on context
7. Interpret, discuss and create aphorisms
8. Apply strategies to keep a conversation going Distinguish between /d/ /t/ and /əd/ endings
9. Distinguish between rising and falling intonation in questions
10. Use expressions to agree and disagree
11. Distinguish between and use the simple past and past progressive
12. Recognize and use future time clauses and expressions
13. Write a paragraph with a topic sentence, supporting details and a conclusion
14. Identify and use parallel structure in academic writing
15. Evaluate the structure, format, and content of a cover letter (introduction, supporting points, conclusion)
16. Infer the meanings of proverbs
17. Infer author's tone and irony in a reading
18. Identify cohesive devices of contrast
19. Understand and complete a causal chain
20. Identify correct paragraph structure
21. Make and confirm predictions
22. Recognize and use present perfect and simple past
23. Recognize and use superlative adjectives
24. Identify different types of supporting details
25. Infer the writer's degree of certainty
26. Recognize signal words that tell what to expect
27. Infer meaning from a context in a listening
28. Recognize and use reflexive and
29. reciprocal pronouns
30. Scan a text to understand chronology
31. Determine pronoun reference.
32. Use transition words to show degree of importance
33. Recognize rhetorical questions



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IESL 104 LEARNING OUTCOME DESCRIPTORS

1. Distinguish between main ideas and supporting details and examples
2. Analyze similarities and differences
3. Infer important ideas through use of repeated words
4. Infer meaning from figurative language
5. Infer assumptions using contextual clues
6. Infer and recognize aspects of humor (irony, exaggeration, sarcasm)
7. Recognize and use reductions and contractions to make speech less formal sentences
8. Use strategies to interrupt and to ask for clarification
9. Prioritize ideas
10. Express concessions and present counterarguments
11. Identify the main idea of each paragraph in a reading
12. Express concessions and present counterarguments
13. Recognize the use of synonyms and antonyms to reinforce word meaning
14. Infer the meaning of idioms and expressions from context
15. Identify referent for the pronoun it
16. Develop and compose topic sentences, concluding sentences and hooks
17. Write sentences using varying sentence length
18. Summarize and paraphrase research
19. Support opinion with evidence
20. Use commas, semicolons, colons and dashes
21. Write a variety of academic essays among a variety of genres
22. Recognize and use present unreal conditionals
23. Identify and categorize a range of modal and semi-modal verbs
24. Distinguish between and use the simple past, present perfect, and present perfect continuous verb tenses
25. Identify the main idea of each paragraph in a reading
26. Scan a text to locate specific information

IESL 105 LEARNING OUTCOME DESCRIPTORS

1. Make and confirm predictions
2. Identify and take notes on main ideas and details
3. Identify a speaker's point of view, attitude
4. Infer a speaker's degree of certainty, speaker's intentions, speaker's purpose for examples
5. Summarize main ideas and details
6. Infer meaning from language that signals hedging or hesitation
7. Connect problems and solutions
8. Identify a speaker's viewpoints and attitudes
9. Organize information using a bagua chart
10. Recognize language to concede a point and present a counterargument
11. Recognize persuasion with parallel structure
12. Identify examples from listening
13. Express and support opinions
14. Paraphrase a speaker's ideas
15. Organize information using a bagua chart
16. Recognize language to concede a point and present a counterargument
17. Recognize persuasion with parallel structure
18. Identify examples from listening
19. Express and support opinions
20. Paraphrase a speaker's ideas
21. Interpret graphs Initiate and maintain a conversation
22. Recognize thought groups and formulate meaning
23. Present an argument Agree and disagree with opinions
24. Recognize and distinguish
25. Recognize variations in how final consonants are joined
26. Recognize variations in how final consonants are joined
27. Recognize irony in a text
28. Take effective notes that compare positive and negative ideas
29. Identify and analyze figurative language
30. Edit revise writing for content, language, and conventions
31. Understand the elements and structure of an effective introduction
32. Identify paragraph structure including a strong topic sentence, illustration, and conclusion
33. Identify organizational structures and elements of comparison-and-contrast/cause-effect/narrative essays
34. Recognize and use verbs + gerund or infinitive with a change of meaning



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IESL 105 LEARNING OUTCOME DESCRIPTORS (CONT)

- | | |
|---|--|
| 35. Recognize and use modals to express degree of certainty | 38. Distinguish between and use infinitives and gerunds |
| 36. Recognize and use identifying and non-identifying and non-identifying adjective clauses | 39. Recognize reductions of the auxiliary verb have |
| 37. Recognize and use direct and indirect speech | 40. Recognize emphasis through stress |
| | 41. Recognize and use present, past, and mixed unreal conditionals |

IESL COURSE DESCRIPTION

IESL 100 (BEGINNER)

The goal of this course is to help students gain basic listening and speaking skills for everyday life; develop basic English vocabulary and literacy skills, and develop basic grammar and writing skills. In addition, this course introduces students to American culture and history

IESL 100 COURSE OBJECTIVES: The objectives of this course are:

1. Teach students to develop basic listening and speaking skills
2. Develop basic reading and writing skills
3. Develop basic vocabulary and grammar
4. Gradually move from single word recognition to phrases and sentences, both written and verbal
5. Begin study of the simple tenses
6. Move from reading simple sentences to reading short paragraphs for main idea and details
7. Learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area

IESL 101 (BEGINNER HIGH)

The goal of this course is to help students continue to gain basic listening and speaking skills for everyday life; continue developing basic English vocabulary and literacy skills, and continue developing basic grammar and writing skills necessary to produce paragraphs. In addition, this course introduces students to American culture and history.

IESL 101 COURSE OBJECTIVES: The objectives of this course are:

1. Continue to teach students to gain basic listening and speaking skills
2. Continue to develop basic reading and writing skills
3. Continue to develop basic vocabulary and grammar
4. Gradually move from speaking and writing phrases and sentences to producing basic paragraphs
5. Continue the study of the simple tenses



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IESL 101 COURSE OBJECTIVES (CONT)

6. Begin reading multi-paragraph length texts, and continue reading for the main idea and details
7. Learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area

IESL 102 (INTERMEDIATE LOW)

The goal of this course is to help students improve their listening and speaking skills for everyday life and begin to develop academic skills in listening and speaking, in addition to developing academic reading skills and vocabulary while adding to their basic reading skills and vocabulary knowledge, and continuing to add to basic grammar knowledge and the skills necessary to produce paragraphs. In addition, this course introduces students to American culture and history.

IESL 102 COURSE OBJECTIVES: The objectives of this course are:

1. Continue to teach students skills to improve listening, speaking, reading and writing for everyday life while developing academic skills in these areas
2. To scaffold the skills to gradually move away from everyday life situations and into academic based instruction
3. Work on the correct pronunciation of vowel sounds, syllable stress and reduced speech
4. Move away from common topics of everyday life and begin to read topics with a broader scope
5. Gain the skills necessary for composing well-written academic paragraphs
6. Learn note-taking strategies
7. Continue learning the simple tenses, including expressing future time and modals
8. Learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area

IESL 103 (INTERMEDIATE)

The goal of this course is to help students continue developing their ability to hold a conversation and to develop an ability to comprehend, and discuss simple academic topics. Students begin to develop academic reading skills, to continue learning general vocabulary, and to begin to learn academic vocabulary. This course is to help students develop intermediate grammar skills and develop the skills to write short compositions.



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IESL 103 COURSE OBJECTIVES (CONT): The objectives of this course are:

1. To continue to teach students to employ academic reading, writing, listening and speaking skills
2. Learn how to write academically acceptable paragraphs and essays
3. Move away from everyday conversational tools and begin utilizing academic based speaking and listening skills to participate in longer discussions and debates using proper word stress, intonation and vocabulary
4. Learn how to read journals, essays, charts and graphs—skills necessary in academia, and gain a deeper understanding of grammatical components such as modals, infinitives, and comparatives
5. Move away from simple tense and into the perfect and progressive tenses
6. Learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area.

IESL 104 (INTERMEDIATE HIGH)

The goal of this course is to help students at the high-intermediate level develop academic listening skills, develop speaking skills for personal and academic situations, develop academic reading and vocabulary skills, improve their use of grammar and develop basic academic writing skills. In addition, this course introduces students to American culture and history.

IESL 104 COURSE OBJECTIVES: The objectives of this course are:

1. Continue to teach students to use academic listening, speaking, reading and writing skills
2. Gain listening skills necessary to perform academic tasks such as note taking
3. Gain speaking skills that enable students to provide clear and concise information in English, including the ability to restate ideas and use blended speech
4. Gain the skills in reading necessary to compare the context of two texts
5. Paraphrase main ideas and identify philosophical rationale
6. Move away from simple compositions and into compositions that are academically focused
7. Learn the art of writing hooks
8. Use transitional expressions and subordinating conjunctions to combine sentences
9. Use parallel sentence structure
10. Summarize research and support opinion with factual evidence
11. Gain the skills necessary to recognize the difference between tenses, employ active and passive voice, use unreal conditionals, gerunds and infinitives, and differentiate between use, form, and meaning
12. To learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area.



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IESL 105 (ADVANCED)

The goal of this course is to help students at the advanced level develop academic listening skills, develop speaking skills for personal and academic situations, develop academic reading and vocabulary skills, improve their use of grammar and develop academic writing skills. In addition, this course introduces students to American culture and history.

IESL 105 COURSE OBJECTIVES: The objectives of this course are:

1. Teach students to use advanced-level academic skills
2. Listening students learn to infer, relate and summarize other's intentions and viewpoints
3. Learn to raise pitch and use reduction, lengthen vowel sounds and stress syllables; in addition to using language to break the ice, maintain a conversation, emphasize a point and use longer discourse to fully express ideas
4. To read academically focused texts, as well as, organize and synthesize information from multiple texts, identify historic content, point of view, organization and themes
5. Develop the elements of character, technique, and theme; development of thesis statements and introductory paragraphs; development of a logical organizational pattern; paraphrasing and combining sentences for variety and polish
6. Gain the skills necessary to use direct and indirect speech, real and unreal conditionals, adverb and adjective clauses and use of direct quotation
7. Learn about American culture and history through coursework, monthly newsletters, and quarterly field trips to museums and cultural sites in and around the Orange County, California area

TOEFL IBT PREPARATION

This is a TOEFL iBT Preparation course that incorporates listening, speaking, reading and writing. This course focuses on the skills necessary for students taking the TOEFL iBT. The goals of this course are to strengthen English language skills while familiarizing students with the type of content, questions and tasks on the TOEFL iBT with focused, integrated practice to develop critical thinking and communicative competence.

TOEFL IBT REQUIREMENTS

Students who wish to enroll in the TOEFL iBT course must meet the following requirements:

1. Student has completed all Hancock International Admissions requirements
2. Student has met and paid all registration fees
3. Student has attended the required 3 day Student Orientation (Week 0)
4. Student has successfully scored 10 or more points on the Placement Exam
5. Placement into IESL 104 OR completion of IESL 103

Completion of the **TOEFL iBT** Course will be based on successful completion of **80% (160/200)** hours of course instruction over the **10-week** course *and* a culminating academic score of **70%** or higher.



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TOEFL IBT COURSE OBJECTIVES

The objectives of this course are to prepare students to take the TOEFL iBT exam.

1. Students will learn the test-taking skills necessary for the TOEFL examination through an integrated-skills approach.
2. Students will engage in reading from many academic disciplines, sharpen critical reading skills such as categorizing, summarizing, and analyzing.
3. Practice structured and semi-structured note taking to enhance comprehension of both listening and reading, and learn how to organize information for speaking and writing responses.
4. Academic listenings present lectures, reports, and interviews, helping students understand a wide variety of styles and topics while introducing practical vocabulary, conversations, and situations encountered in everyday life in a college or university.
5. Additionally, students will learn about American culture and history through coursework, monthly newsletters and quarterly field trips to museums and cultural sites in and around the Orange County, California area. Students will have 20 hours of class time per week.

F-1 STUDENT

WHAT IS AN F-1 STUDENT?

An F-1 student is a nonimmigrant (one who comes to the United States without the intention of permanently living here) who is pursuing a “full course of study” towards a specific educational or professional objective at a United States academic institution certified by the United States Citizenship and Immigration Services (USCIS) to offer courses of study to such students.

An F-1 student is enrolled in SEVIS [the (U.S.) Student and Exchange Visitor Information System] by Hancock International College. Once the educational or professional objectives have been attained after studying in the U.S., the F-1 student is expected by the U.S. government to return to his or her residence abroad.

WHAT IS SEVIS?

The Student and Exchange Visitor Information System (SEVIS – pronounced SEE-vis) is the web-based data collection and monitoring system that creates an interface between institutions of higher education, the U.S. Citizenship and Immigration Services (USCIS), consulates and embassies abroad, ports of entry (POE), and other U.S. government and security agencies. The term SEVIS refers to both the database and the regulations guiding F-1 visa students.



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WHAT IS F-1 (VISA) STATUS?

A student's F-1 lawful status is the official U.S. government designation for and authorization of a student's stay in the U.S. as a non-immigrant student.

When applying for an F-1 visa, the prospective student must prove to a U.S. consular official that he or she wishes to enter the U.S. temporarily and solely for the purpose of being a student and that the applicant has a permanent residence in his/her native country which he/she does not intend to abandon.

Your status is designated by the Customs and Border Patrol officer who reviews your visa and other documents at your port of entry, and upon your admittance to the U.S., writes your lawful immigration status and the length of time you may remain in the U.S. on your I-94 form.

You will probably have "D/S" placed on your visa as the length of stay. "D/S" means "duration of (student) status," or until the completion date noted on your Form I-20, as long as you continue to maintain the requirements of your status. This means that you are permitted to remain in the U.S. as a full-time student for the period of time during which you are pursuing an educational program at "Hancock International College".

Before leaving your port of entry into the U.S., check to make sure the information referenced above has been entered onto your I-94.

In most instances, your lawful status and visa category will be the same, F-1, unless you change your status after entering the U.S. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

ADMISSIONS POLICIES

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

ADMISSIONS PROCESS

Students are encouraged to submit their application to Hancock International College 3-6 months prior to the beginning of your desired start date. Please check application requirements and procedures with our admissions department. More importantly, please keep in mind that early application will give students ample amount of time to overcome any obstacles during the visa application process.

OBSERVATION POLICY

Individuals who wish to observe a class may do so with the permission of the HIC Administration. Observation hours must be scheduled prior to the arrival of the individual. Prospective and current students are permitted to observe. Please contact the Administration office as observation are subject to change.



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ADMISSION CATEGORIES

INTERNATIONAL STUDENTS (I-20/F-1 STUDENTS/OVERSEAS)

If the student is currently abroad, and does not yet have a valid U.S. student visa, the student can generally apply for one at the U.S. embassy or consulate with jurisdiction over the student's place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it is generally more difficult to qualify for the visa outside the country of permanent residence. The student should apply for his/her student visa well in advance of the date he/she would like to depart for HIC. Remember that the student is required to show proof of having paid the Federal SEVIS Fee when they appear for their visa interview. Holiday and vacation periods are very busy times at the US embassies and consulates worldwide, and it is important for the student to have his/her visa in time to arrive and begin orientation and registration activities no later than the start date on his/her I-20. Appointments are now mandatory for all student visas, and some U.S. embassies and consulates require that appointments be made at least four to eight weeks in advance. The actual visa interview may be as early as 120 days prior to your planned arrival date in the United States. All U.S. embassies and consulates have a website where you can read the latest information on visa procedures. All students entering the U.S. on an Initial I-20 provided by this institution are required to enroll for a period of **no less than two (2) academic quarters**. After satisfactory completion of the minimum requirement, students are free to transfer and/or withdraw. F-1 transfer students are free to transfer before completion of the minimum requirement but will not be eligible for a tuition refund.

TRANSFER STUDENTS (I-20 TRANSFERRING FROM U.S. SCHOOLS)

Every F-1 student has a record in the SEVIS system. This record can be held by only one school at a time. Transferring a student's I-20 involves transferring his/her SEVIS record from the current school the student is attending to Hancock International College. Once the student decides to transfer to HIC, the DSO of his or her current school will update SEVIS to reflect this choice and will enter the release date for the student. The student's name will then appear in SEVIS at HIC as an "alert" containing the student's name and release date. When the release date is reached, HIC will be able to issue the transferring student a new SEVIS Form I-20. All students transferring from U.S. institutions are required to enroll for a full term, a period of **no less than two (2) academic quarter**. After satisfactory completion of the minimum requirement, students are free to transfer and/or withdraw. F-1 transfer students are free to transfer before completion of the minimum requirement but will not be eligible for a tuition refund.



TERMINATED F-1 STUDENTS

VIOLATIONS OF F-1 STATUS?

Below are reasons a student's F-1 VISA may be terminated.

1. Failure to maintain a full time course of study each quarter as required by F-1 Visa regulations.
2. Failure to maintain satisfactory attendance hours.
3. Failure to maintain a satisfactory grade (GPA).
4. Failure to apply for program extension before the student's current Form I-20 expires.
5. Failure to follow proper transfer procedure to successfully transfer I-20 record to new school/institution within the required time period.
6. Failure to register with the school within 3 days after arriving in the U.S.
7. Failure to notify the school of a change of address or change of name within 10days.
8. Any unlawful stay beyond his/her "grace period"

All above violations will result in termination of Student F-1 Visa. If a student has their I-20 record terminated for one or more violations from the above list, they will need to exit the country immediately or file for a reinstatement. A terminated student may be reinstated to lawful F-1 status at the discretion of the school Officer (PDSO) and the USCIS District Director. Please note there are limited conditions under which a student maybe eligible for reinstatement. A Student is eligible for reinstatement if:

1. He/she files the reinstatement as promptly as possible, or the student had not exceeded a five month period without lawful status.
2. The Violation of F-1 status resulted from circumstances beyond your control.
3. Failure to obtain a reinstatement of F-1 Visa status will result in extreme hardship.
4. He/she is acting in "Good Faith", the student intends on enrolling or is currently attending a full course of study with the school that issued the I-20 used to support the reinstatement request.
5. He/she has not engaged in unlawful employment during their stay on an F-1 Visa

F-1 VISA REINSTATMENT APPROVAL

If your F-1 Visa reinstatement is approved, your status will immediately be returned to its original state. Once approved, all F-1 Visa benefits are restored and you will once again be responsible for maintaining your status. This means you are required to meet all standards of expectations associated with the Visa and are obligated to adhere to all F-1 Visa rules and regulations.

F-1 VISA REINSTATMNET DENIAL

If your reinstatement was denied you have four options:

1. Appeal or file a motion to reopen or reconsider (I-290B)
2. Return home and apply for another F-1 Visa (initial I-20)
3. Automatic Revalidation (see PDSO for eligibility)
4. Return home immediately as to avoid overstaying your Visa, which may jeopardize your chances with all future Visa application.



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TERMINATED F-1 STUDENTS (CONT)

OVER STAYING YOUR F-1 VISA

You do not want to over stay your Visa, as you will be accumulating days of “unlawful presence”. If you remain in the United States over 180 days after being denied a reinstatement, you will be barred from returning to the US for three years; if you remain after the denial for period greater than a year, you will be barred from returning to the US for ten years. Please note that whether the application is approved or denied there is an official record of a violation of status in DHS files. Status violations can have future impact on eligibility for immigration benefits such as adjustment of status.

LOCAL & VISITOR RATES (B1/B2, PERMANENT RESIDENTS)

*Short-term students = any student who enrolls for no more than a two month period.

Students, who are attending Hancock International College based on U.S. Residency or completion of the minimum requirements.

ENROLLMENT

Hancock International College admits students 17 years of age or older. Students under 17 years of age must have completed high school and should have basic grade school level of English.

Students interested in applying to Hancock International College must meet the eligibility criteria. Upon being accepted, the student must register and enroll in a course for the applied quarter. If a student has not registered and enrolled in a course within six months from date of acceptance, the student’s acceptance status will be revoked and will be prohibited from U.S. entry. The student must then reapply and repeat the admissions process.

Applicants who apply, but do not meet the eligibility requirements will receive a letter of denial within 30 days of applying.

Students can only be enrolled within the first 2 weeks of any quarter. Exceptions will only be considered for the following:

1. Terminated F-1 students who are in danger of losing their F1 status if they fail to be enroll attendance by a certain date and who, therefore, need to start classes in the middle of a quarter. However, if a student must start classes after the second week of a new quarter, then the current quarter will not automatically count towards his or her advancement to the next level.
2. Local & Visitor (B-1/B-2) - Students who choose to enroll for only a portion of a quarter. With these students, advancement from level to level is not an issue.

All current F-1 students are required to register and pay their tuition in full before the first day of the following quarter. If the student fails to register Hancock will terminate the student for Failure to Enroll.



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STUDENT PLACEMENT

As part of the new student orientation process, new students are required to take the NorthStar Placement Exam. This comprehensive exam covers all the areas of study in the HIC IESL program, including grammar, writing, listening, reading and speaking. Each student is required to take the exam before being admitted. The results of the exam will determine which level the student will be placed in.

CHANGE IN INITIAL PLACEMENT: Students that wish to challenge their initial level placement can ask to re-take the exam. A student can only challenge their level placement and ask to re-take the exam within the first 2 weeks of their initial enrollment. Students will not be transferred to other levels after this initial two-week period. After this two-week period, students are no longer allowed to continue to challenge their level placement.

The placement exam can be schedule with the Administration office.

ADMITTING STUDENTS TO EXISTING

HIC does not have open enrollment. However, students who wish to enroll any time after the start of a quarter will be permitted under the following guidelines:

Students are granted enrollment into the course of which they placed into within two (2) weeks of the start of a quarter. The student is required to meet with his/her instructor during breaks and/or after class to address any questions or concerns the student may have. At this time the instructor will go over the necessary details regarding the course syllabus and course materials.

Students who wish to enroll any time after the first two (2) weeks of a quarter are considered **Late Registration (LR)** and will be permitted to attend class, however the student will not be admitted to the class he/she placed into. Instead he/she will be permitted to take the prior level he/she placed into for the remainder of the quarter. The student will not receive a grade or credit for this class but will be allowed to use this time for practice and review. Upon the completion of the quarter the student will move to the appropriate level he/she placed into.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hancock International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hancock International College to determine if your (credits or degree, diploma or certificate) will transfer.

Hancock International College does not grant credit for "prior experiential learning."



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REQUIRED DOCUMENTATION FOR ADMISSIONS APPLICATION

Students are accepted to Hancock International College on a provisional basis pending the submission of all required documentation.

ENGLISH TRANSLATION: All documents must be in English. If documents are in a foreign language, please submit an English translation of the document OR notarized translation of your official bank statements.

REQUIRED DOCUMENTS FOR ADMISSIONS APPLICATION

1. **Personal Identification** - Copy of Passport/VISA/I-94 Personal Identification – All applicants are required to submit copies of two (2) pieces of personal identification (which contain a photo of the applicant such as; State driver's license, government issued identification card, passport, visas, I-94 etc.)
2. **Copy of Passport** - Please provide a color copy of your passport. Likewise, submit color copies of passports for any dependents/spouse, who may be accompanying you to the U.S.
3. **Student Applicant Information Form** - All student applicants are required to complete the Student Applicant Information form detailing the description of his/her status for enrollment consideration.
4. **Admissions Application** – All student applicants who wish to apply must submit an application. Applications may be completed here: <http://www.hancock.edu/admissions/admissionapplication>. The application must be completed thoroughly in order to be processed.
5. **Application Fee** – All applicants must submit an application fee of one hundred (\$100). If the fee is not received the application will not be processed.
6. **Affidavit of Support** - The Affidavit of Support must be complete and accompanied by supporting financial documents (i.e. bank statements, trust disbursements, scholarships and guarantee of third party institutions). A certified official bank statement, identifying the minimum balance in U.S. dollars as required for admissions to Hancock International College. This is a U.S. government guideline that shows the U.S. government that you have sufficient money to pay tuition, living costs, and any miscellaneous expenses. This document would be either from your bank or from the person(s) that will be sponsoring you. Also, please include a signed bank letter to certify the authenticity of the submitted statement. **NOTE THE FOLLOWING WHEN COMPLETING YOUR AFFIDAVIT OF SUPPORT:**

- a) **IF YOU ARE SUPPORTING YOURSELF:** Students must provide a bank statement(s) in your name that verifies the dates the account as opened and the current balance in U.S. dollars. The cumulative amount is determined as follows:

Estimate of expense for students enrolled at Hancock International College for one (1) academic year.			
OPTION A		OPTION B	
Tuition:	\$10,400	Tuition:	\$10,400



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Living Expense	\$6,600	Living Expenses without room/board	\$2,400
Total: \$17,400		Total: \$13,800	

AFFADAVIT OF SUPPORT (CONT)

- b) IF YOU ARE BEING SUPPORTED BY AN INDIVIDUAL(S):** If you or your sponsor are submitting a bank statement from a U.S banking institution, your name or the name of your Sponsor must be included along with the current balance and the date the account was opened. All foreign bank statements but be notarized and translated into U.S Currency.
- c) IF YOU ARE RECEIVING ROOM AND BOARD:** If you are receiving free room and board, you must submit a Self-Declaration from the home owner. This Self –Declaration must include: the student’s full name, passport information, address of the location, name of owner and length of stay.
7. **SEVIS-901 Receipt** - The SEVIS I-901 fee is mandated by the U.S. Congress so as to support the program office and the automated system that keeps track of students and exchange visitors so as to ensure they maintain their status while in the United States. Please note that the U.S. government no longer uses the 797 form as a receipt for the SEVIS I-901 fee. To ensure the proper filing of the SEVIS I-901 form, Hancock International College prefers to pay for it on behalf of the applicant after receiving the payment. **A receipt will be sent to you along with the official Hancock I-20 form and the Acceptance Letter indicating your acceptance to Hancock International College as a student.** Applicants who choose to pay the SEVIS-901 Fee must follow the instructions indicated below:

Hancock International College would prefer to submit the SEVIS fee on behalf of the student. However, if the student elects to complete this process on his or her own. He /she must follow the instructions indicated below:

1. Find the Form I-901 at <http://www.ice.gov/sevis/i901/index.htm>
2. Complete the form online (<https://www.fmjfee.com/i901fee/index.jsp>) and supply the necessary Visa, MasterCard or American Express information.
3. The SEVIS fee for F-1 applicants is US \$200.
4. Be sure to write your name exactly how it appears on your I-20 form.
5. SEVIS I-901 Fee payment receipt
6. Be sure to make copies of your receipt, and keep it with your other important immigration documents
7. You must bring the receipt of fee payment with you to the visa interview.
8. If you have lost the receipt, the consular officer should be able to view your payment history in his or her database
9. If you are transferring schools, extending your program, applying for an F-2 dependent visa, or have paid this fee and been denied a visa within the last twelve months, you do not need to pay the SEVIS fee.

If you should have any questions during the process identified above, please don’t hesitate to contact the Director of Admissions dvuth@hancock.edu. For additional information, please refer to the link: [Study Guide to the States](#)



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HANCOCK INTERNATIONAL COLLEGE APPLICATION PROCESS

Complete and submit all required documentation for admissions application. Be sure that the address you provide is the same address listed on your personal identification documents that you intend to take with you to the U.S. Embassy. Compliance with this is important in order for you to pass the U.S. Embassy interview and for you to obtain the F-1 Student Visa.

All student applicants are required to complete the Student Applicant Information form detailing the description of his/her status for enrollment consideration.

Apply for Admission – Complete HIC's Admissions Application by choosing one (1) of the two (2) options provided:

1. **Mail Admissions Application** – Download and complete the HIC Admissions Application. Make sure all fields are completed, signed and dated, including choice of program; IESL, TOEFL Pathway Program Also, select the quarter, year and length of enrollment. Be sure to fill in their current home address. Mail the all forms including required documents to Hancock International College.
2. **Online Admissions Application HIC Admissions Application Link:** Complete admissions application online <http://www.hancock.edu/admissions/#admissionapp>

STEPS INTERNATIONAL APPLICANTS (INITIAL I-20/F-1 STUDENTS/OVERSEAS)

Initial F-1 Students – Student Applicants applying from abroad. Please follow the steps below in order to obtain your F-1 Student Visa. The steps are as follows:

1. **Admissions Application** - Complete and submit the HIC Required Documentation for Admissions Application.
2. **Admissions Application Fee** – Additional fees apply for **INTERNATIONAL RATES (I-20/F-1 Students/prior entry into the U.S)** See Tuition and Fees. All Initial Package fees for each applicant must be received before HIC can process the application. Please send payment by credit card authorization form or bank wire transfer.
3. **SEVIS I- 901 Fee** - This must be paid before the interview at the Embassy:
 - a) SEVIS I-901 Fee paid by HIC – See the Payment of Fees for amount
 - b) SEVIS I-901 Fee paid by you – go to the www.fmjfee.com
4. After acceptance, all students entering the U.S on an Initial I-20 provided by Hancock International College are required to enroll for a period **no less than two (2) academic quarters**
5. You will not be allowed to enter the U.S. more than 30 days before your class start date.
6. You must report to Hancock International College **no later than 3 days after your arrival.** Remember to bring your passport, I-94 and I-20



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7. You will be required to complete all final HIC admission documents.
8. You will be given your Placement Exam once you arrive.

STEPS FOR TRANSFER STUDENTS (I-20 TRANSFERRING FROM U.S. SCHOOLS)

Transfer F-1 Students – Applicants interested in transferring their F-1 VISA to Hancock International College. Please follow the steps below in order to transfer your F-1 Student Visa. The steps are as follows:

1. **Admissions Application** - Complete and submit the HIC Required Documentation for Admissions Application.
2. **Admission Application Fees** – Additional fees apply for **TRANSFER STUDENTS (I-20 TRANSFERRING FROM U.S. SCHOOLS)** See Payment of Fees. All fees must be received before HIC can process the application. Please send payment by credit card authorization form or bank wire transfer.
3. **Photocopy of your passport.** And copies of passports for dependent/spouse, if applicable.
4. After acceptance, all students transferring from U.S institutions are required to enroll for a period of no less than two (2) academic quarters.
5. You must report to Hancock International College prepared with the following documents:
 - a) Transfer form from your prior school.
 - b) Passport
 - c) I-94
 - d) I-20. **(Please submit all I-20's received from previous institutions)**
6. You will be required to complete all final HIC admission documents.
7. You will be given your Placement Exam once you arrive.

STEPS FOR LOCAL & VISITOR RATES (B1/B2, PERMANENT RESIDENTS)

Permanent Resident/Visiting Students – Student Applicants interested in attending Hancock International College. Please follow the steps below in order to enroll.

1. **Admissions Application** - Complete and submit the HIC Required Documentation for Admissions Application.
2. **Admission Application Fees** – **LOCAL & VISITOR (B-1/B-2, PERMANENT RESIDENTS)** See Tuition and Fees. All fees must be received before HIC can process the application. Please send payment by credit card authorization form or bank wire transfer.
3. **Photocopy** of a picture identification (Driver's License, California I.D, Permanent Resident Card, etc.).
4. Your acceptance to Hancock International College is subject to document verification and review by the Admissions Committee.
5. Once Accepted. You will be required to select a Payment Option for your tuition and complete all final HIC admission documents.
6. You will be given your Placement Exam.



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PATHWAY PROGRAM APPLICATION PROCESS

Student Applicants interested in the Pathway Program must apply and submit applications to both Hancock International College as well as the partner institution. Please follow the instructions and links below to apply to HIC's partner institutions

THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY APPLICATION PROCESS

Complete the application go to the following link: <http://www.thechicagoschool.edu/Apply>

Apply online through the convenient [web-based application](#).

- Unique username and password-allows you to work on your application over several sessions
- Online submission-information is reviewed only after you have submitted the application
- Pay online-use a credit card to pay the application fee through our secure server (you may also mail in a check or money order)

You may also [download an application](#) and mail it to:

Admissions Operations

c/o The Chicago School of Professional Psychology
350 N Orleans St, Suite 1050
Chicago, IL 60654-1822

Please Note: Applications will not be processed until the application fee is paid. You can pay your application fee with a credit card online or over the phone, or you can mail a check or money order to the admissions office.

WESTCLIFF UNIVERSITY APPLICATION

To complete the application and disclosure forms for Westcliff University, please complete the following link:
<http://www.westcliff.edu/apply>

(For item #18, "How did you hear about Westcliff University?" please select "Other" and type in "HIC".)



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Westcliff University Pathway Student Application Requirements

- Colored copy of passport (Include the address page)
- Colored copy of transcript (Level of education must be equivalent to or greater than Westcliff University's academic requirement for the desired program)
- Colored copy of diploma/certificate of completion/provisional certificate (Level of education must be equivalent to or greater than Westcliff University's academic requirement for the desired program)

ACCEPTANCE TO HANCOCK INTERNATIONAL COLLEGE

After Hancock International College receives, reviews, and approves your application for admission, Hancock International College will issue you the following:

1. **Hancock International College Acceptance Letter** – The official Hancock International College Acceptance Letter confirming Admissions.
2. **Pathway Program Acceptance Letter (if applicable)** – Conditional Acceptance Letter from partner school agreeing to a conditional acceptance upon completion of the minimum required IESL level. (See Pathway Program)
3. **Hancock International College Academic Scholarship Letter (if applicable)** – Academic Scholarship Letter granting scholarship to those who meet the required eligibility. (See Academic Scholarship)
4. **SEVIS I-20** - A “Certificate of Eligibility for Nonimmigrant (F-1) Student” (commonly referred to as the SEVIS I-20 form) is issued by Hancock International College allowing the admitted international student to request an F-1 Visa from a U.S. Embassy or Consulate. This form contains information such as the student’s program of study, program start and end dates and other personal information relevant to the student’s F-1 status, which must be kept up-to-date at all times. The student’s SEVIS I-20 must also be kept active at all times during your studies at Hancock International College. This is achieved by maintaining your F-1 obligations regarding attendance and academics.
5. **SEVIS-901 Receipt** - To ensure the proper filing of the SEVIS I-901 form, Hancock International College will pay for it on your behalf after receiving the payment from the applicant. **A receipt will be sent to you along with the official Hancock I-20 form and the Acceptance Letter indicating your acceptance to Hancock International College as a student.**

F-1 VISA APPLICATION PROCESS

1. Review the I-20 form you receive from Hancock International College. If all information is correct, sign the bottom of page 1.
2. Complete online Visa application forms (DS I57 and DS I60)

WHERE TO APPLY FOR YOUR F-1 VISA



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Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence (see http://www.nationsonline.org/oneworld/us_embassies.htm). This will normally be your home country — the country in which you live. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

ITEMS TO PROVIDE WITH YOUR APPLICATION

Although the process may vary or require additional steps, depending on your country and embassy or consulate, you will need the following when applying for your student visa:

1. **Hancock International College Acceptance Letter**
2. **Pathway Program Acceptance Letter (if applicable)**
3. **Hancock International College Academic Scholarship Letter (if applicable)**
4. **I-20** – Hancock International College issued I-20
5. **Form DS-160** – All applicants will need to complete and submit **DS-160** (<https://ceac.state.gov/genniv/>), the online application for a non-immigrant visa.
6. **Form DS-157** – A DS-157 form for all males aged 16-45.
7. **Valid Passport** – A passport valid for travel to the United States and with a validity date at least six months beyond your intended period of stay in the United States. If more than one person is included in the passport, each person desiring a visa must make an application.
8. **Photos** – You can upload a digital photo that is:
 - a) In color
 - b) Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head
 - c) Taken within the last 6 months to reflect your current appearance
 - d) Taken in front of a plain white or off-white background
 - e) Taken in full-face view directly facing the camera
 - f) With a neutral facial expression and both eyes open
 - g) Taken in clothing that you normally wear on a daily basis

This information is for persons who plan to enter the United States for the first time to study. For information on bringing dependents to the U.S., returning to continue studies, or renewing your visa, or for more details on how to apply for a student visa, refer to the U.S. Department of State website at: http://travel.state.gov/visa/temp/types/types_1270.html

F-1 VISA FILING PROCESS

Contact your local U.S. Consulate or Embassy to ask about how to get an F-1 student visa.
(http://travel.state.gov/visa/embassy/embassy_4825.html)



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1. After you receive your: **(a) Hancock International College Acceptance letter (b) I-20; and (c) SEVIS I-901 Receipt**, follow the U.S. Embassy/Consulate's instructions to complete DS-160 Online Nonimmigrant Visa Application and schedule an interview for your F-1 student visa. It is important to apply for your student visa as far in advance as possible.
2. Pay the visa application fee by following instructions on your local U.S. embassy or consulate's web site.

WHAT TO PREPARE AND BRING WITH YOU TO YOUR VISA INTERVIEW

1. Visa interview appointment letter (printed)
2. A passport valid for at least six months
3. Hancock International College Acceptance Letter
4. Original Form I-20 (sign the form under *Item 11*)
5. SEVIS 901 Receipt
6. Completed visa application (DS-160) VISA application is completed online, please keep a printed copy
7. Two 2"x 2" photographs in the prescribed format (no more than six months old)
(http://www.travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html)
8. A receipt for the visa application fee
9. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
10. Original financial evidence (original bank statement etc.) that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
11. Any information that proves that you intend to return to your home country after finishing your studies in the U.S. This may include proof of property, job, family, or other ties to your community.

STRATEGIES FOR THE VISA APPOINTMENT/INTERVIEW

1. Remain calm and answer all the consular officer's questions openly and honestly.
2. Practice answering the typical questions which might be asked of you during the interview.
3. Use as much English as possible, but be short and concise. (Do not speak too much and stay on topic)

F1 VISA INTERVIEW

An F1 visa interview will be required to determine whether or not you are qualified to receive an F1 student visa. You should arrive at the interview with all of the required documents and receipts, and you should be prepared ahead of time to answer personal questions about your decision to study in the US.



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F1 visa interview questions often include inquiries about your academic qualifications and choice of school. You may be required to prove that you have ties and obligations that would guarantee your return to your home country after your international studies. Most importantly, you will be required to prove that you have the means to finance your education. Education expenses in the US are higher than most countries and being able to present a solid financial plan for the duration of your studies is crucial to pass your F1 visa interview.

F-1 VISA INTERVIEW QUESTIONS

In order to qualify, applicants need to satisfy several strict criteria during an F1 visa interview, including the following:

1. **Foreign Residence** - F-1 applicants must have a foreign residence and must intend to return there upon the completion of their studies. Be prepared to submit your homestay or housing information.
2. **Sponsoring Institution** - While on your F-1 visa, you may only study at the academic institution through which the visa was granted. Be prepared to answer questions regarding how and why you chose to study at Hancock International College.
3. **Financial Support** - Applicants must demonstrate sufficient financial support the [Study USA Financing Guide](#) can help you prepare for this aspect of your time abroad. Be prepared to submit and discuss your personal financial information. (http://www.internationalstudent.com/study_usa/financing/)
4. **Ties to Home Country** - All applicants must demonstrate that they have strong ties to their home country. Strong ties consist of, but are not limited to, the following:
 - a) A job offer letter in home country upon completion of studies
 - b) Assets (i.e., house, land, vehicle, etc.)
 - c) Bank accounts
 - d) Location of family members in home country

EXAMPLES OF F-1 VISA INTERVIEW QUESTIONS:

1. Why did you choose to study in the US instead of studying English in your home country?
2. Why not another country?
3. Why did you choose this school and why is it the best school for you?
4. Did you apply to any other school?
5. How do you think studying in the U.S will change your life or employment outcomes?
6. How are you funding the entire duration of your education, including tuition, room and board, transportation, and all other expenses?
7. After you complete your program will you return home or will you stay in the United States?
8. What are you going to study in the USA?
9. After completing your English Program, which University will you be studying?
10. Why did you choose Hancock International College?
11. How did you come to know about these schools?
12. Have you contacted any of their faculty?



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13. Is it worth spending money on your English study?
14. Do you have any brothers or sisters? What are the details about your sibling(s)?
15. If you have a brother/sister, what about their education and funding?
16. What is the proof/guarantee that you will return to your home country?
17. What are your future plans?
18. Why do you think that you are eligible for F1 visa?
19. If you do not receive your F1 visa, what is your next step or plan?
20. Do you know anybody in this School/University?
21. Where exactly are you going in the USA?

EXAMPLE OF F-1 VISA INTERVIEW QUESTIONS (CONT)

22. Which Consultancy helped with F1 Visa Documentation?
23. Tell me about your parents?
24. Are they going to provide funds for you? (If so, or if another person is providing any funds, an affidavit of support should be provided by you)
25. What is the source of your funds for schooling in the U.S.? (Indicate that there is adequate funding to cover all tuition, living expenses, books and insurance)
26. Is it your intention to work while in the U.S.? (Students must prove that they intend to return to their home country after the completion of their course of study in the United States.)
27. Do you have any relatives in the U.S.? (Students with siblings living in US may be asked this question)

Your consular officer may ask these questions in different ways, but they are all asked for the same purpose - to be sure that you qualify for the F-1 visa, as stated above. If these questions are answered in a satisfactory manner, the consular officer can approve your application.

If approved, you may be required to pay a visa issuance fee. Digital fingerprint scans will be taken for records. Your passport will be taken so that you can get your visa and you will be informed when you can get it back, either by pick-up or in the mail.

Keep in mind that visa issuance is not guaranteed. Never make final travel plans until you have your visa approved. If your visa is denied, you will be given a reason based on the section of law which applies to your ineligibility. Filing a waiver of ineligibility is possible in some cases.

F-1 VISA DENIALS

The majority of Hancock International College students will be successful in obtaining their student visas. Despite this, a small number of students may have their visa applications denied.

If your F1 visa application is denied, it is based on US immigration law. If you are denied, the reason and section of law you are denied under will be given to you in your paperwork. Some applications are denied because the applicant failed to provide necessary information or supporting documentation as required. Sometimes, however, you can be found ineligible for other reasons.



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Of course, if you do not meet the F-1 Visa Qualifications as stated above, you can expect to be found ineligible. For example, if you do not sufficiently demonstrate that the strong ties to your home country will influence you to return home after your stay in the US, you will be denied under INA section 214(b), Visa Qualifications and Immigrant Intent.

Other common reasons for denial include Fraud or Misrepresentation, Unlawful Presence in the United States, Health-related grounds, Criminal-related grounds, or Security-related grounds. To learn more about visa denials and to see if you are eligible for a waiver or to reapply, the U.S. Department of State website is a great resource (see last page in this handbook).

You can re-apply for the visa again, but only if you have additional evidence to support your initial reason for denial.

AFTER F-1 VISA APPROVAL

HOW TO OBTAIN AN F-1 VISA

An F-1 visa is obtained after a student's visa application has been approved by a U.S. consular official. (Note: A visa is not required for Canadian citizens to enter the U.S. in any nonimmigrant category; the prospective student, however, must possess a valid I-20 form.)

An F-1 visa is laminated into the applicant's passport by the U.S. Consular Officer, noting the period of its validity and the number of entries allowed. During the F-1 process, the I-20 form, originally issued by the college and used in the visa application process, is returned to the student.

The I-20 form and the F-1 visa must be presented by the student to the U.S. Port of Entry Officer, who makes the final determination about your authorization of entry into the U.S.

Students may be admitted to the U.S. no sooner than 30 days before the "report date or program start date" indicated in SEVIS and on form I-20. At the port of entry the student must present to immigration official:

1. A passport valid for at least six months;
2. An F-1 visa on which the name of the school must match the name of the school on F-1 Student Employment

PREPARING FOR YOUR ARRIVAL

SUGESSTIONS FOR WHAT TO PACK:

3. Shoes – bring a pair of very comfortable walking shoes
4. Health and immunization records
5. Academic documents – make one set of photocopies of previous transcripts, degrees/diplomas/certificates
6. Home country driver's license (with translation to English - It is recommended to apply for a California driver's license after arrival but non-nationals are able to use a home country license.
7. 30-day supply of important medications



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8. Extra glass or contact lens supplies
9. Towel, washcloth and bed linens for the first week of housing
10. If you bring school-aged children with you, two years of official school records and any immunization records (with a translation to English)
11. The weather in Irvine, CA (Los Angeles metropolitan area) is typically mild and sunny with an average temperature of 12-30C (55-85F). A light jacket and a small umbrella are suggested, if you are arriving in the Winter/Spring

SUGESSTIONS FOR WHAT **NOT** TO PACK OR BRING:

1. DC or 220/240 appliances. In the U.S., 110V and AC power are used
2. Fruits, vegetables or meats.
3. A credit card that **CAN NOT** be used in the U.S.
4. A cell phone that **CAN NOT** be activated or used in the U.S.

NOTICE OF TRAVEL PLANS

After you have been approved for your Visa, you are to email the Hancock International College Admissions Department your airplane itinerary, to confirm your U.S arrival date.

You are allowed to arrive in the U.S. up to **30 days prior to your start date** identified on your I-20 form.

ENTERING THE U.S. & REPORTING TO HANCOCK INTERNATIONAL COLLEGE

Make sure you arrive in the US no more than 30 days prior to the first day of classes. You are required to report to Hancock International College no later than three (3) days after your arrival. You must call the Hancock International Administration office to schedule your appointment to meet with the Director of Admissions. Please note your enrollment is not completed until you have completed all required Hancock International College Admissions Forms.

MAINTAINING VALID F-1 STATUS AFTER YOU ARRIVE

After you are approved for your F1 visa, you are able to enter the United States as an international student 30 days prior to your program start date. At Hancock International College, a student must take 20 hours per week to be considered a full-time student. F-1 students are required to maintain a full-time schedule to be considered “in status” for immigration purposes. If a student drops below 20 hours per week without prior approval, they are considered to be in violation of their “status”. The U.S. Bureau of Citizenship and Immigration Service (BCIS) require that you be enrolled full-time.



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After you arrive, you will need to stay aware of your obligations as an F1 visa holder. If you do not maintain your valid F-1 visa status, you will not be allowed to return to re-enter the U.S.

Here are some tips to assure you're in good standing during your study abroad:

DURING YOUR PROGRAM

A student may remain in the US beyond the student's F-1 visa expiration date, as long as that student maintains a valid F-1 status and continuous full-time enrollment. You must remain enrolled full time. Go to class and maintain passing grades. If you are having difficulty in your classes, notify your academic counselor. If you are unable to complete your program by the date listed on your Form I-20, you may schedule an appointment with the PDSO of Hancock International College to request a program extension.

Your passport should be valid for at least 6-months in the future. Your country's consulate or embassy can help you extend your passport if needed. Carry a color copy of your passport with you along with your I-94 card for identification purposes.

Always notify Hancock International College if you make changes to your address, study plans, or visa status.

Each student receiving an I-20 will receive an 11-digit SEVIS Identification number that is maintained as part of the student's record. Updates are made to the student's record on a regular basis. Within 30 days of registering for classes, schools are required to report the following about each F-1 student: a) Whether the student has enrolled at the school, dropped below a full course of study without prior authorization, or failed to enroll; b) Current address; c) Start date of student's next session, term, semester, trimester, or quarter.

The following is to be reported within 21 days of its occurrence:

1. Any student who has failed to maintain status or complete his or her program
2. A change in the student or dependent's legal name
3. A change in the student or dependent's U.S. address
4. Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime
5. Any other notification request made by SEVIS with respect to the current status of the student.

It is very important for you to notify the Department of International Affairs of any changes that may affect your student record and consequently your immigrant status.



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WORKING

In order to maintain valid F-1 status, a Hancock International College student is **NOT** eligible work in the United States.

VISA EXPIRATION/CANCELLATION/RENEWAL

Individuals who were admitted for duration of status (D/S) must depart or extend their visas types according to the regulations governing their visa types. There are serious consequences for nonimmigrants, including students, who violate immigration rules even in minor ways, particularly for those who stay in the U.S. beyond the authorized period of stay.

The U.S. entry visa of any individuals who over stay by even one day will be canceled, even if the visa is for multiple entry and valid many years into the future. These individuals will be unable to obtain a new visa except by applying at a U.S. Consulate in their home country prior to returning to the U.S. F-1 students must extend their stay at least 30 days before the expiration of their I- 20, or depart no later than 60 days after the completion of their education program or after their I-20 expires (see item 5 on the I-20), whichever comes first.

A provision of U.S. immigration law bars admission or re-entry to the U.S. to anyone who was previously unlawfully present in the U.S., either by entering illegally OR by staying beyond the authorized date on his or her visa documents beyond a certain period of time. There is a three-year bar for anyone unlawfully present for more than 180 days but less than one year. There is a ten-year bar for anyone unlawfully present in the U.S. one year or more. There are some limited exceptions, which are expected to be difficult to obtain.

Unauthorized work is a serious violation of your visa status and could negatively impact your ability to stay in the United States. Working without a work permit by an F-1 Student is illegal.

Students with the F-1 visa may not work off-campus without employment authorization from Immigration or permission from the Director of International Affairs to engage in practical training. Family members with the F-2 visa may not accept any employment under any circumstances. Permission to be employed ceases at the conclusion of a program of study or at the expiration of the period of lawful stay, whichever is earlier, or at the expiration of employment authorization as noted by BCIS.

Employment may continue in certain F-1 Instances pending BCIS approval of a timely request for extension of stay or the replacement of a document on which employment authorization was noted.



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F-1 students with permission to work are not required to pay Social Security taxes, but are subject to income tax withholding and must file an income tax return before April 15th of each year. It is important that you retain your W-2 Forms (tax withholding statements from the previous year issued by employers each January). You will need your W-2 Forms when leaving the country.

F-1/F-2 students with I-20's issued from language training institutions, such as Hancock International College are not eligible for work permission.

DEPARTURE BACK TO HOME COUNTRY

You have sixty (60) days upon completion of your program to leave the United States under your F1 visa. To remain in the US, you will need to re-enroll in a higher program, transfer to another school to receive a new I-20 form, or apply to change your visa status.

HANCOCK INTERNATIONAL COLLEGE ORIENTATION

Once you arrive in the U.S. (no more than 30 days prior to the first day of classes), you are required to report to Hancock International College no later than three (3) days after your arrival. You must call the Hancock International Administration office to schedule your appointment to meet with the Director of Admissions. Please note your enrollment is not completed until you have completed all required Hancock International College Admissions Forms.

REQUIRED HANCOCK INTERNATIONAL COLLEGE ADMISSIONS FORMS

To complete your registration the following Hancock International College required Admissions Forms must be completed at the time of your interview. The forms are as follows:

1. **Registration** – Once accepted for admission, students must then register for classes and receive his/her Student #ID. Payment of all fees and tuition are due at the time of registration.
2. **Enrollment Agreement** – Students must read, sign and date the Enrollment Agreement, confirming that they understand their rights and responsibilities as described in the Enrollment contract.
3. **Disability Statement** – The Disability Statement must be signed and completed along with any supporting necessary documentation.
4. **Student Health Insurance** - Students must complete the Student Health Insurance form which will include the Health Insurance carrier. However, if the student does not have health insurance, HIC can refer the student to health care options through ISO.
5. **Vehicle Verification** (if applicable) – For students who intend to drive their own vehicle, they must complete the vehicle verification form to receive a parking pass.
6. **Student Handbook Acknowledgement** –New students will receive the Hancock International College Student Handbook upon enrollment. Students are required to acknowledge that they have read and understand HIC policies by signing the Handbook Acknowledgement.
7. **Admission Form** – After enrollment is complete the student will receive an Admissions Form which he/she will need in order to be admitted to his/her class.



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ACADEMIC POLICIES

ACADEMIC YEAR POLICY

The College operates on a quarter basis. The normal IESL Course consists of 10 weeks per quarter. The Winter Quarter begins in January and ends in March. The Spring Quarter begins in April and ends in June. The Summer Quarter begins in June and ends in September. The Fall Quarter starts in October and ends in December.

The following shows the dates of each quarter, along with the holidays and breaks:



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2016-2017

Academic Year Calendar



September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Holiday-University Closed



Start of Course



No Classes Scheduled



End of Course

Classes are held Monday - Friday, 9:30 AM - 1:30 PM

Fall 2016 : September 28th - December 9th
 Winter 2017 : January 11th - March 24th
 Spring 2017 : April 5th - June 16th
 Summer 2017 : June 28th - September 8th

Hancock International College Holidays

September 5, 2016-Labor Day
 October 10, 2016-Columbus Day
 November 11, 2016-Veterans Day
 November 24-25, 2016-Thanksgiving
 December 26, 2016-Christmas Day
 January 2, 2017-New Year's Day
 January 16, 2017-MLK, Jr. Day
 February 20, 2017-GW B-Day
 May 29, 2017-Memorial Day
 July 4, 2017-Independence Day
 September 4, 2017-Labor Day



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SCHEDULING OF CLASSES POLICY

The College offers morning classes which meet 9:30AM – 1:30PM on Mondays through Fridays. Below is the daily schedule for each class at HIC.

HANCOCK INTERNATIONAL COLLEGE

DAILY CLASS SCHEDULE

<u>Time Schedule</u>	<u>Activity</u>
9:30 a.m. – 10:45 a.m.	Class
10:45 a.m. – 11:00 a.m.	15 minute Break
11:00 a.m. – 12:15 p.m.	Class
12:15 p.m. – 12:30 p.m.	15 minute Break
12:30 p.m. – 1:30 p.m.	Class

MINIMUM CLASS SIZE POLICY

Hancock International College reserves the right to cancel any scheduled course that does not meet a minimum enrollment of five (5) students. All course class schedules are developed by the administrative staff under the supervision of the Dean of Administration upon consultation with the President. Students are notified via e-mail, telephone or regular mail of the course cancellation prior to the first day of the scheduled class.

ATTENDANCE KEEPING POLICY

Instructors are required to record the attendance of each student. Each instructor will be provided with weekly class attendance sheets within the course folder. The attendance sheets must be completed by the instructor and turned in at the end of each class. HIC Administration will monitor the weekly attendance records and assign verbal warnings, written warnings and attendance probation as needed.



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STUDENT ATTENDANCE POLICY

It is an accepted academic philosophy that sustained class attendance is essential to the overall educational value for the English as a Second Language Course. In order to achieve maximum benefit from educational activities, Hancock International College expects regular class attendance from all students.

Regular and punctual attendance, as well as active student participation, is an important part of a student's education for Hancock's ESL Program.

Students must maintain a cumulative attendance of 80%. Those who fall below 80% will receive a written warning. Students whose cumulative attendance does not improve on weekly basis will be placed on Attendance Probation. If there is no improvement in attendance, the student's F1 visa will be terminated and the student will be forced to leave the school.

Instructors record daily attendance on the attendance sheets, which are then turned into administration on a weekly basis. Attendance will be taken based on the number of hours the student is present in class. Verbal warnings and written warnings will be issued to students as needed, based on this information.

All absences are considered unexcused unless the absence is for medical reasons and student provides a note from his/her physician.

TARDINESS

Tardiness is a disruption of a good learning environment and is discouraged. Students who arrive fifteen (15) minutes or more after the scheduled class hour will be considered tardy. Three (3) tardy marks at any time will equal one (1) absence. Students who arrive 30 minutes after the scheduled class hour will not be permitted to enter class and will be marked absent

ATTENDANCE PROBATION POLICY

If a student is placed on Attendance Probation, HIC Administration will begin closely monitoring student attendance. The student must follow the guidelines set forth:

1. Tardiness is not permitted
2. Sign-In with Administration at 9:30AM
3. Sign-Out with Administration at 1:30PM

Breaks are not to exceed the allotted 15 minutes



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COURSE DEVELOPMENT POLICY

The Curriculum Committee includes qualified experts in the field invited to sit on the committee, as well as the Director of Education, Director of Academics, select faculty and staff members, and is overseen by the President. The committee helps guide the design and development of appropriate education and ESL program. Specifically, the Curriculum Committee articulates the goals of the ESL program, the progress made toward these goals and the changes necessary to fully achieve them. The committee also discusses various ways to assess student learning outcomes, objectives and goals as well as incorporate effective teaching methods.

Hancock International College believes this open exchange of ideas is a proactive and collaborative approach to designing highly effective and quality educational courses.

Faculty utilizes the standardized course syllabi to conduct class activities, assignments and discussion questions. Hancock International College uses the NorthStar series, Azar Grammar series, as well as other supplemental material for all courses. It is required for all HIC Faculty to have working knowledge of the HIC curriculum materials. The textbooks will be provided for faculty which can be located in the file room. It is also suggested that faculty reference the online supplemental material associated with the curriculum materials. Hancock International College provides a list of novels that are approved for course instruction. Please see HIC administration for the complete book list.

Course syllabus will be provided to students and reviewed by the instructor on the first day of class.

TEACHING METHODOLOGY: Instructors may use any teaching modality or method that they have been trained in and/or is effective according to the various aspects of the curriculum; one that supports the needs of the students and the mission of HIC. The methodology must be mostly student-centered with a communicative approach and contain explicit and implicit instruction depending on the skill and context.

COURSE SYLLABI POLICY

Hancock International College administration provides standardized course syllabi for all its courses. It is required that the syllabi be followed. Faculty must use the syllabi as a guide to achieve course SLO's, objectives and goals. It is also the responsibility of faculty to create activities and lessons to support the standardized syllabi which HIC provides. The syllabus includes HIC classroom policies and procedures as well as the HIC instructor's contact information.

Faculty is required to hand out the course syllabi to the students on the first day of class. It is required that faculty go over the course syllabi with the students thoroughly. Any student, who is admitted after the first day of the course, will be provided with the course syllabi before beginning his/her studies at HIC.

If you have any questions or concerns regarding your syllabus, please see Administration.



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EXAMS & GRADING POLICY

The College operates on letter grade system. Students must earn a final academic grade percentage of 70% or higher to pass the course.

PROFICIENCY SCALE:

PERCENTAGE	LETTER GRADE	DESCRIPTION
90% -100%	A	High Proficiency/Exceeds Expectations
80%-89%	B	Average-High Proficiency/Meets-Exceeds Expectations
70%-79%	C	Average Proficiency/Meets Expectations
51%-69%	R	Repeat Required
Less than 50%	F	Not Yet Proficient/ Needs more work
	LR	Late Registration (Enrolled for less than 8 weeks)
	I	Incomplete (Student did not complete course)

PERCENTAGE BREAKDOWN:

Homework, Assignments and Quizzes :	40%
Mid-Term Exam:	30%
Final Exam:	30%
Total Percentage:	100%

HOMEWORK, ASSIGNMENTS AND QUIZZES:

Assignments which are not handed in on time will be given a score of 0 points (no credit). Students who must miss a class should notify the instructor as soon as possible (in advance when possible) to obtain information on missed class work, important handouts, and homework. If you miss a class, you are still responsible to submit your assignments on the due date. If you are unable to attend a class, please plan to submit your work via a classmate or e-mail submission. If these options are impossible, you may send an e-mail request to your instructor explaining your situation. At this time it may be possible to make a special arrangement for your homework submission.

Quizzes will be given regularly throughout the course. The quiz contents will cover the weekly unit.

FINAL EXAMS:

Final examinations are given the last Thursday of each quarter. The schedule for the last week (Week #10) of each quarter is as follows:

Monday: Review

Tuesday: Review

Wednesday: Review

Thursday: Final Examination and Student Feedback

Friday: Final Grades/Assessments and End of Quarter Activity



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Examination criteria are standardized for each course, fair and fully disclosed to the students. Curving of grades is not permitted and grade inflation is not tolerated. Persons seeking to resolve problems or complaints about their grades should first contact the instructor in charge. Further requests may be made to the Dean of Administration. If a student is unable to take the Final Examination on the specific date required, he or she may request to schedule a date and time to take the Final Examination at the discretion of the Instructor. The Instructor shall then inform HIC Administration of the date and time scheduled.

Hancock International College has the right to deny students to sit for the final examination, to have final examinations graded, to send students their final grades, or to register for the next quarter if financial obligations are not met.

ACADEMIC PROBATION POLICY

Students are **required to maintain a grade of 70%** or higher at all times. Those who fail to maintain a grade of **70%** or higher will meet with the Director of Academics and be placed on Academic Probation. Any student who is placed on Academic Probation is required to attend tutoring at HIC until the requirement is met. HIC has the right to terminate and the student will be forced to leave the school immediately if said student fails to abide by these requirements.

CHANGE OF GRADE POLICY

The following policy has been adopted by Hancock International College to provide the mechanism to deal with such unusual occurrences of grade appeals:

Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student, who appeals an assigned grade to demonstrate clerical error or prejudice in the assignment of the grade; otherwise, the judgment of the instructor is final.

A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the change of grade process:

1. The student should speak directly with the instructor, if a grade has been assigned in error, the instructor can quickly correct the error.
2. The student must complete the "Change of Grade" form.
3. An appointment will be made for the student to meet with the Director of Academics.
4. The Director of Academics will make the final decision of the students "Change of Grade"



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LEAVE OF ABSENCE (LOA) POLICY

Academic Leave of Absence may be granted to students who wish to (1) take vacation time or (2) in the case of emergency, upon review of the student's academic record, it is deemed consistent with HIC policy and guidelines. If a student requires a leave of absence (LOA) for medical reasons, the student must provide a letter from an attending physician confirming the medical necessity of the leave and specify the time necessary for the student to be away from school. A written release from the student's physician permitting unrestricted returns to classes may be required. The session(s) that the student is requesting to be excused from must immediately follow the consecutive session completed, and the student must be enrolled in and pay for the term following said leave. The school reserves the right to decline the student's request for a vacation for any reason. All requests for LOA must be submitted 2 weeks in advance.

REASONS FOR LEAVE OF ABSENCE: A leave may be granted for any of the following reasons:

1. Serious illness or temporary disability
2. Responsibilities related to family obligation
3. Severe financial difficulties
4. Emergencies

ELIGIBILITY: Leave of absence can only be granted if the student is in good standing in terms of the following:

1. Has attended HIC for a minimum of 1 (one) quarter.
2. Must have all fees paid.
3. Must have a grade percentage of **70% or higher**.
4. Must have an Attendance percentage of **80% or higher**.
5. Must not be in probationary status at time of LOA request.

WHEN AND WHERE:

The student must direct such a request to the Dean of Administration in writing by completing the LOA form, and must clearly state the reason for the request for leave of absence and state the date(s) of the request, the date of return, and sign the request. The Dean of Administration may grant the LOA if sufficient reason is provided. When a student is granted a leave of absence, consequences may

1. Denied receipt of course completion for all courses that were not completed.
2. Failing courses.
3. Repeating courses.

STUDENT WITHDRAWAL POLICY



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Students can initiate the withdrawal process by completing the Withdrawal Form provided by HIC Administration. Withdrawal from a class is not complete until the student has been cleared by Hancock International College Administration and all financial obligations have been met.

STUDENT TRANSFER POLICY

1. A student is considered to have transferred to another program when the student transfers their I-20 F-1 Visa, with no intention of returning to Hancock International College.
2. A student may transfer from a course that they have enrolled in at Hancock International College at any time; Initial F-1 students that transfer out before 6 months of study will not receive a refund of tuition. Transfer F-1 students that transfer out before 3 months of study will not receive a refund of tuition.
3. A student who wishes to transfer must be in good standing in terms of the following.
 - a) Must have all fees paid.
 - b) Must have a grade percentage of **70% or higher**.
 - c) Must have an Attendance percentage of **80% or higher**.
 - d) Must not be in probationary status at time of transfer
4. Your refund rights are described in the Refund Policy. Your refund will be subject to approval. The application and registration fees are not refundable as stated upon your enrollment.
5. A returning student who has not provided an Acceptance Letter from the new school by the first day of the new quarter will be in danger of being out of status with their I-20. This student must pay for tuition and attend classes every day until an Acceptance Letter can be provided from the new school. All absences from regular class time even when dealing with the transfer process to a new school will be considered non-excused.
6. To transfer, you must complete and sign a dated copy of the Student Withdrawal Form and the transfer form for the program you will be transferring into, which includes a written statement requesting to transfer and the reasons for it, and the acceptance letter with a start date from the school you are transferring into. You may deliver or mail these documents to:

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4199 Campus Drive
Suite 600
Irvine, CA 92612

EXIT EXAMS POLICY

If a student is exiting the program, he/she must re-take the Placement Exam. The student must receive approval from the Director of Education and/or the Director of Academics to schedule a date and time to re-take the Placement Exam.

The exam to exit the course can only be taken on Fridays after the scheduled class.



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CONDUCT POLICIES

STANDARDS OF CONDUCT POLICY

Each individual has an obligation to observe and follow the College policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension, and/or termination of enrollment or employment. The appropriate disciplinary action imposed will be determined by the College. The College does not guarantee that one form of action will necessarily precede another.

The Code of Conduct provides a guideline for professional behavior by students, and faculty inside the classroom. Hancock International College is committed to creating an environment in which every individual can work and study in a culture of mutual respect. When making individual decisions we must keep in mind the interests of the community of HIC. Consistent with the general goal of mutual respect, students and staff are reminded to demonstrate:

HONESTY AND GOOD FAITH

Underlying all the interactions and transactions of the College is the assumption that all of its members act in good faith and be open with each other. For example, students must be able to assume that they can take faculty and administration at their word and vice-versa. If questions about honest communications and good faith arise within the community or among some of its members, the general issue must be discussed in a frank, yet friendly, open manner. Individual cases involving alleged infractions, on the other hand, are properly handled under conditions that respect confidentiality. Penalties for proven infractions of Hancock International College standards must be dealt with promptly and fairly.

RESPECT

You should act respectfully toward all class participants and the Instructor. Upholding these expectations and the standards upon which they are based is a shared right and responsibility for all faculty, students and staff at Hancock International College. As a learning and professional community, we seek and deserve no less.

PROFESSIONAL CONDUCT OF INSTRUCTORS

1. Materials, books, handouts and computer data cannot be copied or supplied to individuals outside of school personnel.
2. There shall be no employment of a competitive nature or conflict of interest without the written consent of the President/CEO.
3. Conflicts, complaints or discussion on any issue concerning administration or other faculty members is considered confidential and sharing information with students is grounds for immediate dismissal.



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4. Instructors and other employees are not permitted to give their personal telephone number, address or e-mail address to students.
5. Falsification of any attendance or grade record will result in immediate termination of employment.

NON-FRATERNIZATION POLICY

The College is committed to fostering a professional environment where all employees, faculty and students are treated fairly and impartially by their managers and/or instructors. Accordingly, staff and faculty are strictly prohibited from any type of inappropriate relation with students.

HIC staff and faculty who interact with students must treat them with respect and extend professional courtesy. Violations of policy regarding unacceptable behavior toward students may result in disciplinary action up to and including termination. HIC staff and faculty must present a professional image and act in an appropriate manner at all times. Each employee should demonstrate an exemplary work ethic and professional behavior.

Staff and faculty members are not permitted to fraternize with students currently enrolled.

ALCOHOL & DRUGS POLICY

For the health and safety of all staff, faculty and students, non-smoking signs are posted on the premises. The College is committed to a healthy environment for all members of the community on campus. Drinking alcoholic beverages and smoking any material is prohibited in all College facilities. Smoking includes; burning any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. The unlawful possession, use, or distribution of alcohol and illicit drugs on College property or as part of any College activity is prohibited.

DRESS CODE POLICY

The College's goal is to prepare its students to be professionals. As such, the College encourages its students to dress appropriately and professionally in order to present a professional image, while not infringing on the students' right to self-expression. The College also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community.

The policy states that the following standards must be adhered to by all members of the campus community:

1. Dress that is neat, modest and casual is the minimum requirement at all times.
2. Hats, caps, do-rags, and other headgear must be removed when in classrooms, and offices.
3. Baggy pants or sloppy dress will not be permitted at any time.
4. Clothing that is provocative or contains obscene messages will not be permitted.

Students who come to school in violation of the Hancock International College Dress Code will have the option of correcting the violation or being asked to leave the campus and the day counted as absent. Students who have a



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question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

PLAGIARISM POLICY

WHAT IS IT?

The deliberate copying of written work of any length that has been published in books, in journals and magazines, and on the Internet without giving full credit to the original author for their contribution with a proper citation.

WHY SHOULD IT BE TAKEN SERIOUSLY?

It is considered unethical, a violation of Hancock International College rules, and it is against U.S. copyright law. In America it is regarded as a serious offense and violators will often automatically fail the course they wrote the paper for and some colleges will even demand that the student be expelled.

HOW DOES PLAGERISM AFFECT A STUDENT'S WORK?

Each paper you write should be your own original work. Instructors want to hear your own voice. The voice of published scholars (or other authorities) should be used only to support your opinion. This situation should never be reversed. In addition, plagiarism can also cause obvious inconsistencies in your work. Each published author attempts to create work that varies in vocabulary and sentence structure. Therefore, if you copy from a variety of sources, each will read differently. This is particularly bad when the copied material comes from both formal and informal sources, and if you copy from sources written in American and British English.

WHAT IS THE PUNISHMENT FOR PLAGERISM?

Due to the seriousness of plagiarism, it will not be tolerated. If you hand in a paper that contains plagiarism, you will be asked to rewrite the paper. If the second version of the paper still contains plagiarism, you will receive a zero (0) and automatically fail the course.

Exams and Quizzes that contain any amount of plagiarism, is grounds for immediate termination.

All faculties have the ability to submit assignments to check for plagiarism. If plagiarism is found faculty is required to submit an incident report to administration. Disciplinary action will be taken by HIC Administration for Plagiarism.

REASONS FOR DISMISSAL POLICY

1. **ATTENDANCE PROBATION:** Students must maintain a cumulative attendance of 80%. **Those who fall below 80%** will receive a written warning. Students whose cumulative attendance does not improve on weekly basis will be placed on Attendance Probation. If there is no improvement in attendance, the student's F1 visa will be terminated and the student will be forced to leave the school. (See Policy#CP108)
2. **ACADEMIC PROBATION:** Students are required to maintain a grade of 70% or higher at all times. **Those who fail to maintain a grade of 70% or higher will meet with the Director of Academics and be placed on Academic Probation.** Any student who is placed on Academic Probation is required to attend tutoring at HIC



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until the requirement is met. HIC has the right to terminate and the student will be forced to leave the school immediately if said student fails to abide by these requirements.(See Policy#acp114)

3. **FAILURE TO COMPLY WITH ENROLLMENT POLICY:** All current F-1 students are required to register and pay their tuition in full before the first day of the following quarter. If the student fails to register Hancock will terminate the student for Failure to Enroll.

GRIEVANCES POLICIES

HARASSMENT POLICY

The College intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort -- verbal, physical, or visual -- will not be tolerated, particularly against staff in protected classes. These classes include, but are not necessarily limited to, race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

Any HIC employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action, up to and including termination. The College will also take any additional action necessary to remedy the situation appropriately.

WHAT IS HARRASMENT?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

RESPONSIBILITY

All the College staff, faculty and particularly managers, has a responsibility for maintaining our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the President/CEO. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the College to do so.

PROCEDURES FOR RESPONDING TO HARRASSMENT COMPLAINTS

While the College encourages you to communicate directly with the alleged harassed, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the administration immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action, up to and including termination. The College will also take any additional action necessary to remedy the situation appropriately.



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SEXUAL HARASSMENT POLICY

Hancock International College has a zero tolerance when it comes to sexual harassment. It is the policy of the College to maintain an academic and employment environment free of sexual harassment. Sexual harassment by a faculty member, employee, or student is a violation of this policy and is prohibited. Furthermore, harassment may violate Federal and State laws.

Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or participation in any school activity;
2. Submission to or rejection to such conduct by an individual is used as a basis for employment or academic decision affecting such individual or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working or academic environment.

If it is determined that sexual harassment has been committed, action appropriate to the circumstances will be taken. Such action may range from requiring counseling to separation from Hancock International College and may include such other forms of disciplinary action as deemed appropriate under the circumstances. Sexual harassment need not be intentional to violate this policy.

PROCEDURES FOR RESPONDING TO SEXUAL HARASSMENT COMPLAINTS

A student or HIC employee shall bring the complaint to the Dean of Administration within 48 hours of the alleged sexual harassment, who will advise the individual alleging the claim of the procedures available to the individual under Federal and State laws. If the problem cannot be resolved at the first step the complaint shall be put in writing and signed by the individual alleging the complaint. The Dean of Administration will present the claim to the President/CEO of Hancock International College. The President/CEO shall investigate the complaint, and shall execute final action and/or sanction. Further action includes reporting to the local enforcement authority.

COMPLAINT POLICY

All members of the HIC community have the right and obligation to bring to the attention of college officials any condition or activity they consider detrimental to their well-being and/or any concerns or complaints regarding enrollment, educational programs, services received, or any other issues including sexual harassment by any student or HIC employee so that the matter can be immediately addressed. Hancock International College makes every effort to address complaints immediately and to everyone's satisfaction.

Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many issues are settled, or problems resolved, when a student makes an appointment with the Director of Admissions and Student Services or staff member to calmly and honestly communicate their frustrations or concerns.

If however, an issue or problem still exists, there is a formal complaint process at Hancock International College that all members of the HIC community, including students, faculty and staff, may initiate. All formal complaints must be put in writing using the official form of "Complaint Form" or "Student Complaint Form". These forms are available in the Administration Office.



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When initiating a formal complaint, the following steps should be followed:

1. The complainant must complete and submit a Hancock International College “Complaint Form” or “Student Complaint Form”.
2. When the complaint is received it will immediately be forwarded to the appropriate director (Director of Admissions and Student Services, Dean of Administration, Director of Academics or Director of Education) to review and address the issue.
3. The assigned HIC Director will then meet with the complainant and individuals involved to assess the issue and attempt to reach a peaceful resolution.
4. If a resolution cannot be reached, the HIC Director will then forward the complaint to the President/CEO of Hancock International College, who will work with the complainant to resolve his/her issue.

FINANCIAL POLICIES

TUITION & FEES POLICIES

Each student receives the Enrollment Agreement upon his/her initial enrollment at Hancock International College. Late fees will be applied to any tuition that is not received by the due date. Please review your Enrollment Agreement for more information regarding HIC Tuition Fees, Transfers, Withdrawals and Refund Policy as tuition rates are subject to change at the discretion of HIC.

All current F-1 students are required to register and pay their tuition in full before the first day of the following quarter. If the student fails to register Hancock will terminate the student for Failure to Enroll. Initial I-20 students also include those changing status.

Tuition & Fees for all International F-1/I-20 Transfer Students strictly on a quarterly basis and are not eligible for week-week payment options.

All students entering the U.S on an Initial I-20 provided by Hancock International College are required to enroll for a period no less than two (2) academic quarters. After satisfactory completion of the minimum requirement, students are free to transfer or withdraw from the program.

HIC does not participate in federal and state financial aid programs. If a student obtains a loan for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student’s withdrawal; if a student received federal student financial aid funds, and withdrew from the institution, the student is entitled to a refund of the money not paid from federal financial aid funds.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.



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2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

RIGHT OF STUDENT

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

REQUIREMENTS FOR FILING A CLAIM

A student seeking reimbursement under the Fund shall file a written application on the Student Tuition Recovery Fund Application Form (STRF App Rev. 2010) provided by the Bureau for Private Postsecondary Education (BPPE), signed under penalty of perjury that the form and all attachments are true and correct, which include the following information:

1. The student's name, address, telephone number, email address, and social security number or taxpayer identification number;
2. If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan;



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3. Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim;
4. Proof of the date the student started and ceased attending the institution;
5. A description of the reasons the student ceased attending the institution, or if the student graduated, dates of graduation;
6. The student's or borrower's authorization to allow the Bureau (BPPE) to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation;
7. The student's authorization to allow the Bureau (BPPE) to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf, and
8. An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application;
9. The institution name, address and phone number where the students attended;
10. Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program;
11. Proof that the student paid into the STRF;
12. If the student took an approved leave of absence, documentation of the approval;
13. Whether the student has previously applied for STRF reimbursement;
14. Whether the course of study or portion completed prepared the student to take a state or national licensure exam; and
15. If the student transferred to another school, a list of all classes or units transferred.
16. The application must be fully completed and received by the Bureau (BPPE), with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years form date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau (BPPE), or a maximum of four (4) years if the student received no closure notice.
17. Students whose total chargers are paid by a third party payer are not eligible to apply for payment by the Fund.
18. The Bureau (BPPE) may conduct an investigation to verify whether to grant or deny a claim, any may request any additional information or supporting documentation.
19. Please note: Effective January 1, 2015, the STRF assessment rate has changed from fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges to zero (\$0). The STRF rate is subject to change based upon the balance in the STRF account.

INTERNATIONAL BANK WIRE TRANSFERS

Please see below for bank wire transfer information. Please note that you are you are responsible for any additional transfer fee required by your bank. If your bank requires a transfer fee, please ensure that Hancock International College still receives the full payment.

Bank Name: Bank of America
Branch Address: 19300 Goldenwest Street
Huntington Beach, CA 92648 USA
Account Name: Los Angeles Hancock College
Routing Number: 026009593
Account Number: 325050489440
Swift Code: BOFAUS3N



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INTERNATIONAL RATES (I-20/F-1 STUDENT OVERSEAS)

INITIAL I-20 PACKAGE <i>(Initial I-20 students also includes those changing status)</i>		FEES
Initial Package *Overseas	Application	\$100.00
	SEVIS I-901	\$200.00
	Processing	\$75.00
	Shipping/Handling	\$75.00
TOTAL INITIAL PACKAGE FEES		\$450.00
REGISTRATION FEES		FEES
Per Quarter	Parking Pass	\$10.00
One-time Fee	HIC Student I.D (Includes 1 Free Black or White T-Shirt)	\$15.00
Per Course Level	Text Books *See Book List	
PROGRAM(s):		FEES
▪ IESL Program	Intensive English as a Second Language Program	\$2,600.00
▪ TOEFL iBT	TOEFL iBT	\$2,600.00
Required minimum enrollment of two (2) quarters.		TOTAL TUITION FEES \$5,200.00
		TOTAL FEES \$5,650.00

TRANSFER STUDENTS (I-20/F-1 STUDENT OVERSEAS)

TRANSFER STUDENTS		
REGISTRATION FEES		FEES
Application Fee	Application	\$100.00
Per Quarter	Parking Pass	\$10.00
One-time Fee	HIC Student I.D D (Includes 1 Free Black or White T-Shirt)	\$15.00
Per Course Level	Textbooks *See Book List	
REGISTRATION FEES DOES NOT INCLUDE TEXTBOOKS		\$125.00
PROGRAM(s):		FEES
▪ IESL Program	Intensive English as a Second Language Program	\$2,600.00
▪ TOEFL iBT	TOEFL iBT	\$2,600.00
		TOTAL FEES \$5,325.00
Transfer Students are required to enroll for a minimum of two (2) quarters		



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LOCAL & VISITOR RATES (B1/B2 PERMANENT RESIDENT STUDENTS)

LOCAL & VISITOR RATES

REGISTRATION FEES		FEES
Application Fee	Application	\$100.00
Per Quarter	Parking Pass	\$10.00
One-time Fee	HIC Student I.D D (Includes 1 Free Black or White T-Shirt)	\$15.00
Per Course Level	Textbooks <i>*See Book List</i>	

REGISTRATION FEES DOES NOT INCLUDE TEXTBOOKS \$125.00

PROGRAM(s):

		FEES
▪ IESL Program	Weekly Tuition	\$200.00
▪ TOEFL iBT	Quarterly Tuition (10 weeks)	\$1,900.00

No required minimum enrollment.

TUTORING SERVICES

TUTORING SERVICES

SERVICE	DESCRIPTION	FEE
Private Tutoring:	Session (Per/hour)	\$80.00
	5 Session	\$300.00
	10 Session	\$550.00

OTHER SERVICES

OTHER SERVICES

SERVICE	DESCRIPTION	FEE
I-539 Assistance	Status Change Assistance	\$950.00
Hancock Transcripts	Additional print out	\$10.00
Returned Check Fee	No checks accepted after first offense	\$35.00
Late Payment Fee	Any Tuition paid after the due date	\$35.00



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TUITION REFUND

The student has a right to a refund. Application and registration fees are non-refundable. A student may withdraw from his/her course(s) prior to or by the end of the first week (5 school days) of instruction and receive a tuition refund. However, tuition must be paid for the time of enrollment. **No refunds shall be issued for students who have exceeded the allotted 5 day period of instruction.**

All refunds will be paid within **30 days** of withdrawal or transfer.

INTERNATIONAL RATES (I-20/F-1 Students/prior entry into the U.S.)

PROGRAM(s)	Withdrawal Period	International Tuition Rate	% of Tuition Refund	Total Refund
IESL PROGRAM				
TOEFL iBT	Week 1	\$2,600.00	80%	\$2,080.00
<i>*Non-Refundable application fee, textbooks, parking pass, and student ID</i>				

LOCAL & VISITOR RATES (B1/B2 and Permanent Resident)

PROGRAM(s)	Withdrawal Period	International Tuition Rate	% of Tuition Refund	Total Refund
IESL PROGRAM				
TOEFL iBT	Week 1	\$1,900.00	80%	\$1,520.00
<i>*Non-Refundable application fee, textbooks, parking pass, and student ID</i>				

CANCELLATION POLICY

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid. Application and registration fees are non-refundable. A student may withdraw from his/her course(s) prior to or by the end of the first week (5 school days) of instruction and receive a tuition refund. However, tuition must be paid for the time of enrollment. **No refunds shall be issued for students who have exceeded the allotted 5 day period of instruction.**



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All refunds will be paid within **30 days** of withdrawal or transfer.

HANCOCK INTERNATIONAL COLLEGE ACADEMIC SCHOLARSHIP

New students interested in applying for the Academic Scholarship at Hancock International College must meet the eligibility criteria. Upon being accepted, the student must apply for the Academic Scholarship. To be considered, applicants must submit the following materials:

1. Hancock International College Application
2. Hancock International College Academic Scholarship application
3. Academic Letter of Recommendation
4. Evaluated U.S equivalent Transcripts
5. Personal Essay

REQUIREMENTS

1. Hancock International College scholarship applicants must be a full-time student enrolled for a minimum of two consecutive quarters.
2. Applicant must have achieved a minimum of an overall 3.0 grade point average (on a 4.0 scale) in his/her high school or college course work. Applicant must include an evaluated transcript that reflects U.S equivalencies.
3. Personal Essay with a minimum of 275 and a maximum of 700 words must be submitted with the application. Applicant must choose from the following topics:

Once **ALL** required documents are received the Academic Scholarship Applicant will be awarded based on their Personal Essay score. The breakdown is as follows:

1. Scholarship of 50% = a score of 10
2. Scholarship of 40% = a score of 8
3. Scholarship of 30% = a score of 6
4. Scholarship of 20% = a score of 4
5. Scholarship of 0% (denied) = a score of 0 - 2

Students who apply, but do not meet the eligibility requirements will receive a letter of denial within two weeks of applying.

The Executive Committee of Hancock International College meets every Wednesday to review Academic Scholarship applications. Academic Scholarships are subject to availability on a quarterly basis.



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CHANGE IN INITIAL ACADEMIC SCHOLARSHIP: Students that wish to challenge their initial Academic Scholarship can ask to re-apply. A student can only challenge their Academic Scholarship and ask to re-apply within the first 2 weeks of their initial application. Students will not be able to re-apply after this initial two-week period. After this two-week period, students are no longer allowed to continue to challenge their Academic Scholarship.

HANCOCK INTERNATIONAL COLLEGE FINANCIAL HARDSHIP

HIC offers financial assistance for current students who suffer from unforeseen circumstances that result a sudden decrease in financial resources. For more information contact the Administration office for more information and to complete the application.

HOUSING/HOMESTAY

The College does not have dormitory facilities and bears no responsibility in finding or securing housing for students, however HIC is willing to assist a student in finding housing. HIC has partnered with top tier housing/homestay companies to offer our students different options depending on students' housing needs and type of experience they are looking for. All of which ensure a clean, safe, and fully furnished living environment. Immerse yourself in American culture within a family environment. No matter which one you choose, you'll be sure to enjoy an authentic American living experience! Below is a list of HIC Housing partners. Please note the housing companies below also provide airport arrival/departure services. For further assistance please see the Director of Admissions and Student Services.

CALIFORNIA ENGLISH HOMESTAY

ABOUT CALIFORNIA ENGLISH HOMESTAY

The simple answer is this: California English Homestay is a company that offers intensive English language homestay programs to students from all over the world. But the real answer to *"Who We Are"* is far more complex. International students enroll in our English language homestay programs to prepare for earning advanced degrees in business, management communications, law, science, medicine, and diplomacy, at many of the best schools in America. So the way that we see it, our mission is to help the world's future business executives, doctors, lawyers, scientists, and diplomats prepare for their careers. We take that mission and that responsibility very seriously. So to answer the question, *"Who Are We?"*, first and foremost, we are teachers and we are defined everyday by the students we teach. And we welcome the privilege!



CALIFORNIA ENGLISH HOMESTAY

Phone: +1 (949) 207-3395

Email: info@homestayme.net

<http://homestayme.net/>



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STUDENTLINK INTERNATIONAL

ABOUT STUDENTLINK INTERNATIONAL

After years of experience dealing with international students, we decided to use our expertise and knowledge to provide the best service in the industry to our international friends. We are here to truly “link” students to the best that the U.S.A. offers at reasonable and fair rates, while offering the most support possible.

From picking you up personally at the airport, to helping you become acquainted with the area, to providing shopping activities and excursions, and linking you to a friendly and caring homestay family, we will be with you every step of the way! The values and qualities we strongly uphold include:

Long-term relationships: We develop long-term and friendly relationships with our students and agents and they, in turn, develop long-term bonds with host families as well (many become lifelong friends). It’s a win-win situation for all!

Interested: StudentLink is fully involved and interested in the endeavors of its students. We care about the wellness of each service we provide and will follow-up with you after your arrival to ensure that all is going well. Should you need our support at any step of your trip, we will be glad to help.

Nurturing: The best relationships are those that are well nurtured. We will help you bond with your American family by providing ideas for activities and games as well as farewell parties (for appropriate programs) and fun contests by season. And we will always be available when you need us 24/7!

Knowledgeable & Kind: Our staff has many years of experience dealing with international students and will professionally handle any situation that may arise throughout the student’s stay. Combine that with the value of kindness that we uphold strongly, and you will see that there is no better agency to work with!



Phone: +1 (424) 250-0775

Email: marcio@istudentlink.com

<http://www.istudentlink.com/>

KAPAI RESIDENCES

ABOUT KAPAI RESIDENCES

We provide first class, fully furnished apartments for international and local college students across California. Our tenants come from all over the world to attend prestigious institutions including the University of California, Irvine (UCI), Concordia University, Chapman University, Irvine Valley College (IVC), Orange Coast College (OCC) and other schools in Orange County.

Each of our apartments offer spacious floor plans, modern amenities, and high-end furnishings to help you feel at home. Our residences are ideal for students involved in study abroad programs, international students studying in



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California, summer interns, and other young adults who travel often while pursuing their education. Each apartment is located within walking distance of the associated school.

Our services extend far beyond residential housing. We'll help set you up with everything you need to start a successful life as a student. That includes escorting you from the airport to your apartment and providing you with an affordable rental car if needed. We'll also answer any questions you have and help you get to know the area. Luxurious student living awaits! Call us today to learn more!



KAPI RESIDENCES Phone: +1 (949) 565-6593 or +1 (949) 565-5693

Email: info@kapiresidences.com

www.kapiresidences.com

Hancock International College Administration is available to answer any questions regarding these options and the available opportunities.

STUDENT SERVICES

STUDENT IDENTIFICATION CARDS

Hancock International College issues identification cards to students, faculty, staff, or other authorized individuals for the purposes of identification and access to HIC activities, facilities, and services. ID cards are the property of the College, may not be used to obtain College services after the relationship with the College has ended, and must be surrendered upon request by an authorized officer of the College. Each card includes a unique photograph, text, and information for the individual to whom it is issued.

PARKING PASSES

Hancock International College requires that all students who own a vehicle must obtain a HIC University Tower parking pass. The parking pass allows parking access to the two major parking lots directly in front of the main entrance. If a



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student fails to obtain a parking pass he/she is responsible for all financial responsibilities such as; tickets, towing and all related fines.

COUNSELING

Academic counseling is considered a fundamental educational tool of Hancock International College. Through counseling, students are able to improve their educational experience. Our Director of Education is available before and after class hours to assist students in any of their academic questions. Our Director of Admissions is available by email or scheduled appointment to answer any questions related to a student's F-1 status. Our Director of Student Services is available to assist students with questions related to the DMV, Community events, HIC activities as well as activities in the Irvine area. Hancock International College's Dean of Administration is available to meet with students before or after school. All Hancock International College Directors will be available on the school premises to all students. Students can make an appointment with HIC Administration at any time.

TUTORING

Hancock International College offers tutoring at no cost to all students. Tutoring is offered from 1:30pm-2:30pm during the week. Please see Administration for Weekly Tutoring Schedule as days may vary depending on levels.

STUDY GROUPS

Study groups can be very valuable in the learning process. They can provide support, discipline, and feedback. Study groups are most effective for discussing the material and reviewing practice exams after class. People learn in different ways and at different rates. School studies groups help develop the collaborative skills needed to succeed in practice. Student Study Groups can assemble in the Student Break room at any time Mon-Fri 2pm-6pm.

ACTIVITIES

HIC holds many activities throughout the year for students. Holiday parties (i.e. Halloween, Thanksgiving, Christmas, etc.). HIC also prides itself on the quarter cultural field trip where all students in every level can enjoy themselves and utilize the knowledge and education they received in their class. Cultural field trips may vary depending on the season.

HANCOCK INTERNATIONAL STUDENT ASSOCIATION (HISA)

ABOUT HISA

The Hancock International Student Association (HISA) is an organization that merges all of the nationalities represented at HIC to promote international friendships, cultural appreciation and life experience. It gives the platform to students to share their diverse life styles with other students, to create familiar environment before step out outside world. Our purpose is to enhance the experience of a HIC education through various activities. We value the unique contribution that each person brings to HIC and believe that it is important to associate with and learn from each other in our various activities. For more information visit <https://www.facebook.com/HISAhancock>



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GENERAL POLICIES

RECORD KEEPING & RETENTION POLICY

All HIC records are kept either in locked file cabinets in the file room, in the Dean of Administration office or the President/CEO desk. All documents are kept secure and regularly reviewed by the appropriate staff person.

Student records are maintained a minimum of five (5) years. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized administrator as files are kept in a locked file room. Each review of a personal file by a student will be noted in the file.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

Our College is committed to the full utilization of all human resources and to a policy of equal employment opportunity. Our College will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, veteran status, race, color, religion, gender, marital status, national origin, physical or mental disability and/or age.

In accordance with stipulations of Affirmative Action, Hancock International College is required to state the following facts:

1. We are in compliance with Executive Order 11246
2. The Chief Executive Officer is the affirmative action officer
3. Hancock International College is in compliance with California Department of Fair Employment and Housing Requirements (2 California Code of Regulation, Section 8103)

You may discuss equal employment opportunity related questions with the Chief Executive Officer.



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AMERICANS WITH DISABILITY POLICY

Our College is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary. In general, it is your responsibility to notify the Dean of Administration of the need for an accommodation. Upon doing so, the President/CEO may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may ask you to provide additional information from your physician or other medical or rehabilitation professionals.

NON-DISCRIMINATION POLICY

The college does not unlawfully discriminate in its admissions or educational policies on the basis of race, color, sexual orientation, gender, or national and ethnic origin. However, admission into the college is limited to individuals with convictions, goals, and objectives consistent with the mission of the college. The college reserves the right to refuse admission to any applicant or to dismiss any student at its own discretion when any such applicant or student manifests character or conduct that is adverse to the college's statement of mission, purpose, and objectives.

ESTABLISHING ENGLISH PROFICIENCY POLICY

All faculty members must be native speakers of English. This is confirmed through a phone interview, an in-person interview and a teaching demonstration at HIC. During this time the President/CEO, Dean of Administration, Director of Academics and/or the Director of Education all meet with the prospective instructor to ensure native fluency.

COMPLIANCE & REGULATIONS POLICY

HIC management meets both informally and formally on a regular basis. Planned, regular review of policies and procedures occur on an annual basis, however informal meetings often occur. Any changes of policy and procedures must be discussed by HIC management. The President/CEO along with the Dean of Administration will approve any changes to HIC policies and procedures. It is the responsibility of the Dean of Administration to make the changes in the required handbooks or other printed material. Staff meetings are scheduled to inform the appropriate departments of any changes made to HIC Policies and Procedures.

REVIEW OF POLICIES & PROCEDURES RELATED TO FACULTY, STUDENT, ADMINISTRATORS & SUPPORT POLICY

HIC management, which includes the President/CEO, Dean of Administration, Director of Admissions and Student Services, Director of Academics and the Director of Education, meet at quarterly staff meetings to assess and review



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policies and procedures for faculty, students, administrators and support staff. As HIC is a small school, very often if changes need to be made quickly, an informal staff meeting is called and the changes in policies and procedures are discussed and reviewed.

IMPLEMENTATION OF NEW POLICIES AND PROCEDURES POLICY

HIC management meets both informally and formally on a regular basis. Planned, regular review of policies and procedures occur on an annual basis, however informal meetings often occur. Any changes of policy and procedures must be discussed by HIC management. The President/CEO along with the Dean of Administration will approve any changes to HIC policies and procedures. It is the responsibility of the Dean of Administration to make the changes in the required handbooks or other printed material. Staff meetings are scheduled to inform the appropriate departments of any changes made to HIC Policies and Procedures.

COMPUTER SOFTWARE (UNAUTHORIZED COPYING) POLICY

The College does not condone or tolerate the illegal duplication of software or any of College information or data. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. The College licenses the use of computer software from a variety of outside companies. The College does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. The College staff may use the software on local area networks or on multiple machines only in accordance with the software publisher’s license agreement.
3. The College staff learning of any misuse of software or related documentation within the College must notify the President immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The College staff who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. Such discipline may include termination.

COMPUTERS, ELECTRONIC MAIL & VOICEMAIL USAGE POLICY



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The College makes every effort to provide the best available technology to those performing services for the College. In this regard, the College has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by the College staff with the use of the College equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by the College.

College property, including computers, electronic mail and voice mail may only be used for conducting College business.

Modest and minimal personal use of College computers and our voice mail and electronic mail systems is permitted, but only during breaks, and information and messages stored in these systems will be treated no differently from other business-related information and messages.

Although the College provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, staff should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as College records.

The College also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the College must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the College reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that any such messages are private and confidential or that the College or its designated representatives will not have a need to access and review this information. **Individuals using the College business equipment should also have no expectation that any information is private that is stored on their computer, whether the information is contained on a computer hard drive, computer disks or in any other manner.**

The College has the right to monitor voice mail or electronic mail messages. The College may inspect the contents of computers, voice mail or electronic mail in its sole and absolute discretion.

The contents of computers, voice mail, and electronic mail, may be disclosed by the College if necessary within or outside of the College.

Given the College right to retrieve and read any electronic mail messages, such messages should be treated as non-confidential.

Any staff member who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination of employment.

REPRODUCTION POLICY



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All copying of materials for classroom use or for research must conform to federal guidelines concerning copyrights. The following is excerpted from www.copyright.gov

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies. One of the more important limitations is the doctrine of “fair use.”

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

The safest course is to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission. When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation.

Faculty may reproduce up to 150 copies/pages per month within the guidelines of the “fair use” doctrine. No faculty member will be reimbursed for outside copying, unless there is prior approval by the Director of Education or the appropriate staff member.

No faculty member may utilize the reproduction and/or copying services for non-HIC related material

PERSONAL CELL PHONE POLICY

This policy regarding personal cellular phones pertains to any device that can receive or make phone calls, text messages, voicemail messages, emails, and/or is able to access the internet. HIC understands that cellular phones are used for many purposes, including educational reasons. However, cell phones can be, and are often a distraction in the classroom and workplace to both students and the employees.

HIC STAFF



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Using a cellular phone for personal use such as phone calls, text messages, pictures, email, and use of the internet, during staff meetings or scheduled work hours is not permitted by any administration or faculty member at HIC. Using a cellular phone in a staff meeting is permitted if needed.

HIC STUDENTS

HIC understands that cellular phones can be used as a learning tool in some classrooms. Students are permitted to bring their cellular phone to school, however, students are asked to follow both the administration's rules and faculty member's rules regarding cell phone use in the classroom. Each instructor may implement specific cell phone guidelines within their classroom, but the following general guidelines must be followed:

1. Turn cell phone on silent or vibrate when entering the classroom.
2. Cell phones should be limited to education tools only, such as the dictionary or thesaurus.

Disciplinary Action could and may take place at the discretion of the administration and the faculty. However, general disciplinary actions in place are as follows:

1. Personal use of a cell phone during any class time gives administration and faculty the right to confiscate his/her cell phone. The cell phone will be given back to the student at the end of class.
2. Continual disruption and use of a cell phone could lead to disciplinary action by the administration and/or Director of Education.

SURVIVAL TIPS

MANAGING MONEY

Managing your finances can be a challenging part of your academic study in the United States. Dealing with a new currency and cost of living can be difficult initially. Pay attention to the exchange rate between your country's currency and the U.S. dollar. Learn to think in dollars! When handling American currency, it is important to look closely at the paper money, as much of it looks alike. Coins can present difficulties too. The five-cent piece (20 per dollar) is known as the nickel, ten-cent (10 per dollar) as the dime, and 25-cent (4 per dollar) as the quarter.

The dime is smaller than the nickel, even though it is worth more. The United States is becoming a "cashless" society, meaning that rather than carry large sums of money on their person, people find it more convenient and safer to make purchases by check, charge account, or credit card. It is advisable for you to open a checking or savings account at a local bank and deposit any large sums of money you have in a bank. A visit with a banker at a local bank can clarify for you the variety of checking and savings accounts available and determine which type best suits your needs.

BANKING



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There are numerous banks in the immediate area of Hancock International College, in Irvine offering checking and savings accounts. Establishing a local account is advantageous because out-of-town (or foreign) checks are sometimes not accepted. Having a U.S. account separate from a home country account at home is probably the best option. Using a U.S. based credit card, offered through the U.S. bank, is also advisable. Below are the names and addresses of the banks that have branches in the vicinity of Hancock International College Irvine Campus:

Chase Bank, 4543 Campus Drive, Irvine

Orange County Teachers Federal Credit Union, G 202c Student Drive, Irvine

Schools First Federal Credit Union, UC Irvine Campus, #G202c, Irvine

Wells Fargo Bank, 1 W. Peltason Dr., #113, Irvine, 4590 MacArthur Blvd.; Ste. 150, Newport Beach

Bank of America, 4101 MacArthur Blvd., Newport Beach; 2501 Eastbluff Dr., Newport Beach; 2600 San Miguel Dr., Newport Beach, 1016 Irvine Avenue, Newport Beach

Hancock International College is not affiliated nor do we endorse any of the above listed banks. This list is provided as a service only for those requiring information about the banking facilities located near the Irvine campus.

Additional banking facilities can be found via a google search. It is important to open a banking account as soon as possible. A checking account permits the withdrawal of money whenever necessary at an ATM (Automated Teller Machine), and to use checks or a debit card to pay for goods and services. Traveler's checks in U.S. dollars can be used temporarily until a bank account is opened. It is advisable to look for a bank that offers checking accounts with no fee.

TRANSPORTATION

The primary forms of transportation in the immediate area are:

1. Walking
2. Bicycling
3. Public Transportation
4. Automobile

Within the metropolitan area, there are several airports and train stations. The primary airports are:

1. Los Angeles International-LAX (Los Angeles)
2. John Wayne (Santa Ana)
3. Long Beach (Long Beach)
4. LA/Ontario International (Ontario)

SALES TAX

Sales tax is added to the price of most goods sold in the U.S. The advertised price on the shelf is without tax. Sales tax is typically 8.00% in Southern California, but varies slightly by community.



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INCOME TAX

Income Tax is a tax paid on income received from U.S. sources (i.e. wages, scholarship, internships or fellowship grants, etc.). There are two types of income tax: federal and state. If a student earns income from U.S. sources, he or she will need to complete federal and state income tax returns the following year. An income tax return shows the total amount of the student's income, any allowable deductions, exemptions or exclusions he or she may claim, and his or her ultimate tax liability. If the student worked, his or her employer should have withheld income taxes from each paycheck. If he or she received a scholarship, taxes should have been withheld from those payments as well. If too much tax was withheld, his or her tax return will show a refund is due. If not enough was withheld, he or she will need to pay the difference. Students who are citizens from other countries may not be subject to federal taxes when they work while classes are in session, but these persons must file an income tax return in order to receive credit for any taxes deducted.

EMERGENCIES

Call: 911. Stay calm and give your name, exact location, and telephone number to the 911 dispatcher. Stay on the line with the 911 dispatcher as long as necessary.

AMERICAN CULTURE

PRACTICING YOUR RELIGION

The United States is a multicultural society founded on tolerance and mutual respect. People are encouraged to seek out opportunities to practice their religious beliefs. There are usually a variety of denominations and religious groups in every community. Although America has a higher rate of church attendance than most other western societies, many Americans are uncomfortable discussing religion. If you are in a religious situation or discussion in which you are uncomfortable, it is acceptable to excuse yourself or explain your perspective.

ALCOHOL

U.S. laws concerning the sale and consumption of alcohol may seem very liberal or very constraining to you, depending on your nationality. In the United States it is illegal to purchase and consume alcoholic drinks, including beer and wine, until you reach the age of 21.

SMOKING

In many parts of the United States, all public buildings are designated "smoke free," meaning that you cannot smoke in any part of the building. Other buildings have designated spaces for smokers. Restaurants often have "smoking" and "nonsmoking" sections. If you are a guest in someone's home, room, or apartment, always ask permission before you smoke. At Hancock International College, our campuses are all smoke free; however, you can smoke outside the buildings.



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AMERICAN HOLIDAYS

There are six major national legal holidays in the United States:

- New Year's Day (January 1st)
- Memorial Day (4th Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving (4th Thursday in November)
- Christmas (December 25th)

Not all Americans observe the same holidays, and there are many holidays that are not legal holidays. Also, some holidays are celebrated only by certain religious or cultural groups. Some of the more common U.S. holidays and religious holidays are:

- New Year's Day (January 1st). The big celebration is the night before, New Year's Eve. The New Year is often "rung in" with bells and noisemakers. On New Year's Day itself, there are many parades and college football games on television.
- Martin Luther King, Jr. Day (mid-January). This holiday celebrates the birth date of one of the leaders of the American civil rights movement.
- Valentine's Day (February 14). A day to celebrate love. Cards are given to close friends and loved ones.
- St. Patrick's Day (March 17). An Irish holiday brought to America by immigrants. The U.S. version of this holiday includes wearing something green, eating corned beef and cabbage, and drinking green beer.
- Easter (March or April). Although primarily a Christian holiday, it is widely celebrated in the U.S. This is the celebration of the resurrection of Jesus. The secular Easter tradition is to dye eggs different colors and give baskets of candy to children.
- Passover (March or April). A Jewish holiday celebrated in commemoration of the Hebrews' liberation from slavery in Egypt.
- Memorial Day (late May). This day is dedicated to the memory of all soldiers who died during wars.
- Ramadan (Varies). An Islamic holiday, the beginning of the Ramadan fasting month.
- Independence Day (July 4). The celebration of the day the American Declaration of Independence was signed.
- Labor Day (September). This day honors the country's working men and women.
- Day of Ashura (Varies). An Islamic religious observance on the 10th day of Muharram, the first month of the Islamic year.
- Veteran's Day (November 11). A day set aside to honor all men and women who served in the Armed Forces of the United States.
- Halloween (October 31). A day when children (and adults) dress in costumes and have parties. Children go "trick-or-treating" to homes for candy, and pumpkins are carved into "jack o'lanterns".
- Thanksgiving Day (November). This holiday dates from America's earliest days, when the Pilgrims had a feast to celebrate their first good harvest and give thanks. Large family dinners are common, with turkey and pumpkin pie; more Americans will travel home for Thanksgiving holidays than for Christmas.
- Hanukkah (late November or early December). An eight-day Jewish holiday marking the rededication of the Temple in Jerusalem.
- Christmas Day (December 25). The celebration of the birth of Christ in the Christian faith. This is also a time when families decorate trees and exchange gifts. One Christmas tradition is that Santa brings gifts to good children.



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Students who plan to observe their own cultural or religious event should advise Hancock International College Administration in advance.

INTERNATIONAL STUDENT LOANS

The International Education Financial Aid (IEFA) website, [IEFA.org](http://www.iefaf.org), is the premier internet resource listing financial aid information for students who wish to study in a foreign country. IEFA has partnered with a provider of international student loan programs to provide students around the world with financial aid options to fund their education abroad. Through this site, you will gain access to a loan comparison tool designed specifically for international students. There are up to eight (8) lenders associated with this website which are currently providing financial aid to international students.

[International Student Loans](http://www.iefaf.org/international-student-loans) (<http://www.iefaf.org/international-student-loans>)

If a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal. The catalog should also inform students that if they received federal student financial aid funds, and withdrew from the institution, the student is entitled to a refund of the money not paid from federal financial aid funds.

INFORMATIONAL WEBSITES

F-1 Status SEVIS

<http://www.ice.gov/sevis/students>

This site, related to the Student Exchange and Visitor Program (SEVP), is dedicated to students holding F-1 and J-1 visas. Upon opening this link, the International Student can access practical information within the "10 Steps" listed.

It is valuable to explore the "10 Steps" section even if there is no immediate situation that demands it. Such a review prepares the student for any future issue that may arise. • *Steps 1-3: Pre-Arrival* • *Steps 4-6: Arriving* • *Steps 7-9: While in the U.S.* • *Step 10: Departing*

<http://www.ice.gov/sevis/>

This site gives an overview of the history of SEVP and the institution of SEVIS (Student Exchange and Visitor System):

<http://www.ice.gov/about/overview/>

United States Citizenship and Immigration Services (USCIS) is a component of the U.S. Department of Homeland Security (DHS):

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

Visa appointment wait times and processing times:



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<http://travel.state.gov/content/visas/english/general/wait-times.html/>

Banking Information:

1. Bank of America <http://bankofamerica.com/>
2. Wells Fargo Bank <https://www.wellsfargo.com/>
3. First National Bank <https://www.fnb-sf.com/>
4. Century Bank <https://www.centurynetbank.com/>

Metric to Imperial Currency Conversion:

<http://www.x-rates.com/>
<http://www.xe.com/ucc/>

Imperial to/from Metric:

<http://www.sciencemadesimple.net/conversions.html>

General Foreign Student Information:

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

Transportation Information:

<http://www.amtrak.com/>
<http://www.greyhound.com/>

Embassies of Washington:

<http://www.embassy.org/embassies>

U.S. consulates:

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

Tax Information IRS:

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

DS-160 Visa Application:

<http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application/frequently-asked-questions.html>

DS-157 Visa Application:

<http://www.state.gov/documents/organization/126741.pdf>



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GLOSSARY

1. **BCIS:** Bureau of Citizenship and Immigration Services
2. **CBP:** Customs and Border Protection (Responsible for immigration and customs inspections at U.S ports of entry)
3. **CPT:** Curricular Practical Training
4. **DSO:** Designated School Official
5. **D/S:** Duration of Student Status
6. **DHS:** Department of Homeland Security (Oversees CBP, ICE, and USCIS)
7. **DS 157:** With most visa applications, male and female applicants fill out the same forms in the same manner. However, due to security concerns, some male applicants may need to provide additional information on their applications. For example, Form DS-157 (Supplemental Nonimmigrant Visa Application) must be completed by any male applicant between the ages of 16 and 54 who is filing for a nonimmigrant visa.
8. **DS 160:** The DS-160, Online Nonimmigrant Visa Application form, is for temporary travel to the United States, and for K (fiancé(e)) visas. Form DS-160 is submitted electronically to the Department of State website via the Internet. Consular Officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, determine an applicant's eligibility for a nonimmigrant visa
9. **EAD:** Employment Authorization Document
10. **F-1:** Category of Visa required of all non-immigrant students
11. **I-20:** Establishes the individual meets the basic criteria for nonimmigrant student status
12. **I-539:** Application to Extend/Change Nonimmigrant Status.
13. **I-901:** Form to pay SEVIS fee of \$200



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14. **I-94**: Arrival/departure card, received from the airline during the flight
15. **ICE**: Immigration and Customs Enforcement (Responsible for maintaining the student & Exchange Visitor Information System (SEVIS) conducting immigration investigations, detentions, and removals – deportations)
16. **OPT**: Optional Practical Training
17. **POE**: Port of Entry
18. **SEVIS**: Student and Exchange Visitor Information System
19. **USCIS**: United States Citizenship and Immigration Services

FORMS & REFERENCES

SEVIS FORMS

DS-157 Visa Application:	http://www.state.gov/documents/organization/126741.pdf
DS-160 Visa Application:	http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application/frequently-asked-questions.html
I-901 form:	http://www.ice.gov/sevis/i901/index.htm
US Department of State:	http://travel.state.gov/visa/temp/types/types_1270.html



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The following is a written acknowledgement by the student that he/she has reviewed this document which was made available by Hancock International College.

Hancock International College provides online access to the Catalog and Student Handbook for all students. This catalog and Handbook (which is effective for the period December 27, 2016 – December 26, 2017) is a guide to policies, procedures, and general information about the College so as to assist the student understand all aspects of Hancock International College

I, the student identified below, hereby acknowledge that I have accessed this document as provided by Hancock International College.

I understand that I should consult the College Dean regarding any questions I might have that may not be answered or covered for fully explained in this Catalog – Student Handbook.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that my responsibility to Hancock International College is to comply with the policies contained in this handbook and any revisions made to it. The Handbook is property of Hancock International College and cannot be duplicated.

I acknowledge that this Catalog – Student Handbook is neither a contract of admissions nor a legal document. I acknowledge that my responsibility to Hancock International College is to comply with the policies contained in this Catalog-Student Handbook and any revisions made to.

Student Full Name: _____
Student Signature : _____
Date of Signature : _____