



American English Institute

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STUDENT HANDBOOK

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WELCOME TO THE AMERICAN ENGLISH INSTITUTE (AEI)

The American English Institute (AEI) at California State University, Fresno was founded in 1972. Through the years, AEI has been committed to providing excellent English instruction to students from more than thirty countries around the world.

We have designed this handbook to help you get to know your new city and school. If you have any questions, the staff and teachers at the AEI will be happy to assist you.

AEI Staff: The AEI administrative staff can assist you in many ways. If you have a question or need help, it is important to know whom to see.

- The **Office Assistant** will help you with the following:
 - General questions
 - Campus information
 - Messages to teachers and other staff
 - Appointments with staff
 - Information about AEI activities

- The **Admissions and Advising Specialist** will help you with the following:
 - Immigration matters
 - Transcripts and Certification letters (proof of enrollment)
 - Health insurance
 - Campus parking permits
 - Driving information (license, car insurance, car rental)

- The **Academic Development Specialist** will help you with the following:
 - Questions about placement or classes
 - Attendance and grades issues
 - Suggestions or complaints

- The **Director** will help you with the following:
 - Personal concerns
 - Suggestions or complaints
 - Recommendation letters
 - The AEI Concurrent/Open University Program
 - Deadline dates for applications or tests

We thank you for choosing the American English Institute.

IMMIGRATION

As an international student, you are responsible for making sure that you obey rules and regulations that apply to students on an F-1 visa. If you have any questions or problems, see the AEI office manager.

- **Passport:** You are required to have a valid passport. If your passport expires, it can be extended through your country's embassy in the United States (U.S.).

- Keep your passport and I-20 in a safe place.
- Make photocopies of all your important documents.
- If you lose your passport (or if it is stolen), contact the police immediately to file a report.



- **Visa:** Your visa is the document in your passport that was issued by the U.S. consulate/embassy. It allows you to apply for entry into the U.S. The date on your visa may expire while you are here. This will NOT affect your status. However, if you travel abroad, you will need to get another visa at the U.S. consulate/embassy before you can re-enter the U.S. It is not possible to get a visa while you are in the U.S.
- **Form I-94:** The Form I-94 is the white card attached to your passport by the immigration officer at the airport's port-of-entry (POE). It shows your status and must be valid at all times. Usually it will be marked D/S (Duration of Status), which means that you may stay in the U.S. as long as you are a full-time student.
- **Form I-20:** You should keep your Form I-20 with your passport. The I-20 will need to be signed by a Designated School Official (DSO) in the AEI office if you plan to travel outside the U.S. and return to the AEI.
- **Traveling Outside the U.S.:** If you are planning to travel outside the U.S., you need the following documents for re-entry:
 - A valid passport
 - An appropriate visa (check the expiration date)
 - A current I-94 showing D/S (Duration of Status)
 - A valid I-20 for re-entry (signed in advance on Page 3 by your school's DSO)
- **Change of Address:** If you change your address and/or telephone number, you must complete a *U.S. Address Form* and submit it to the AEI office. The AEI will notify the Department of Homeland Security.

SAFETY AND SECURITY

Fresno is a relatively safe city, and you should feel free to enjoy walking around campus and exploring the city. However, it is very important to be careful and to protect yourself and your belongings from crime. To ensure your safety, please follow these simple guidelines:

- Always lock your apartment door when you are inside or outside.
- Do not leave your purse, backpack, or books unattended, especially in the library, bookstore, cafeteria, or dining hall where there are a lot of people.
- Always lock your bicycle (U-locks are best) even if you are going to be away for only a few minutes.
- Do not walk alone at night. Ask friends to walk with you, or use a campus escort.
- If you are on campus and it is dark, you can call the Fresno State Police Department (559.278.8400) for a “security escort” to any location on the Fresno State campus.
- Always be aware of your surroundings, and avoid walking down dark streets or alleys.
- If you are followed, go quickly to a lighted, crowded area.
- Do not give strangers your address or phone number.
- Do not give your ATM card or Personal Identification Number (PIN) to anyone.
- When using an ATM, do not let anyone see your PIN.
- Do not carry large amounts of cash or your passport.
- Never accept a ride from strangers.
- Report any unpleasant experiences to the AEI staff.

EMERGENCIES

A **911** emergency is a situation that threatens human life or property and demands immediate attention. When there is an emergency that requires assistance from the police, fire department, or medical professionals, use any telephone and dial **911**. Be calm and clear. Tell the operator the situation, the location, and the type of emergency. If there is an emergency while you are on campus, you can go to a telephone on a **Blue Light Emergency** pole. Press the red button, and talk into the speaker. Please refer to a campus map for safe lighting paths.

For non-emergencies, call the local police or the fire department at:

Fresno State Police Department	559.278.8400	Clovis Police Department	559.324.2800
Fresno Police Department	559.621.7000	Clovis Fire Department	559.324.2200
Fresno Fire Department	559.621.4000		

HEALTH SERVICES

Health Center and Hospitals	Crisis Intervention Agencies
<ul style="list-style-type: none"> • Fresno State Health Center (<i>see next page</i>) • St. Agnes Medical Center (Fresno) 559.450.3000 1303 E. Herndon Ave. • Community Medical Center (Clovis) 559.323.4000 2755 Herndon Ave. • Community Regional Medical Center (Fresno) 559.459.6000 2823 Fresno Street 	<ul style="list-style-type: none"> • Poison Control 1.800.222.1222 (7 days a week; 24 hours a day) • Fresno County Mental Health 559.453.4099 • Rape Counseling 559.222.7273 (7 days a week; 24 hours a day)

FACILITIES AND SERVICES

California State University, Fresno (also known as Fresno State)..... www.fresnostate.edu

Student Health and Counseling Services..... 559.278.2734

Website: www.fresnostate.edu/health

For general health problems or minor emergencies, go to the Health Center on campus. Doctor visits are usually free of charge. The Health Center has treatment rooms, a laboratory, and x-ray facilities. It offers physical therapy and immunizations. Prescriptions and medicines are available from the pharmacy at a low cost. You may make an appointment in person or by telephone. If you are under 18, the Health Center cannot treat you without a parent's consent.

Hours: The Health Center is open from 8:00 A.M. to 4:45 P.M. Monday through Friday. *On Wednesdays, the Health Center opens at 9:00 A.M.* There are limited services from 12:00 noon to 1:00 P.M. During the summer, the Health Center is open from 7:00 A.M. to 3:30 P.M. Monday through Friday. **There is a \$5.00 charge if you miss a scheduled appointment at the Health Center.**

Henry Madden Library 559.278.2551

Website: www.fresnostate.edu/library

The Henry Madden Library is a center for study, learning, and scholarship at Fresno State. The new library building provides state-of-the-art research and study space, including wireless Internet access, and individual and group study areas. The library is a cultural center on campus and is a place for events and exhibits, including ethnic/multicultural programs, poetry readings, lectures, and films. From the library's Web page, you can locate books, journals, and other library holdings quickly and easily. You can also search and retrieve articles from a wide range of databases. The library's coffee shop is a favorite place to take a study break.

International Student Services and Programs (ISSP)..... 559.278.2782

Website: www.fresnostate.edu/issp E-mail: intnlinfo@listserv.csufresno.edu

Located in the Joyal Administration Building (Room 256), the ISSP office provides assistance to international students at California State University, Fresno. The International Admissions staff meet with students who want to apply to the university. The ISSP also sponsors the International Coffee Hour every week during the fall and spring semesters. The International Coffee Hour was created for university faculty, staff, and students who wish to meet and share ideas with people from different countries and backgrounds.

Testing Services..... 559.278.2457

Website: www.fresnostate.edu/testing

Located in the Family and Food Sciences Building, Room 110, the Office of Testing Services is in charge of administering many standardized tests that are required of students applying to California State University, Fresno. Among those tests is the Test of English as a Foreign Language (TOEFL), usually required of international students seeking admission. Students are also able to register for the internet-based TOEFL (iBT examinations) online. Testing Services also offers an Institutional TOEFL several times a year for AEI students, with test dates at the end of each AEI session.

University Student Union (USU).....www.fresnostate.edu/USU/

The USU, which is centrally located on campus offers student lounges, conference rooms, a coffee shop, and many other services as indicated below. A second facility, the Satellite Student Union, offers theater seating for movies, lectures, and large stage productions.

The **Student Activities Office** (559.278.2741) is located in the USU, Room 306. There you can find information about films, lectures, concerts, and other campus events. The Student Activities Office also has a list of all the university clubs and organizations on campus.

The **Information Center** (559.278.2078) is located on the main level of the USU. At the Information Center you can get general information, purchase money orders, purchase bus passes, purchase postage stamps, and send or receive fax messages for a minimal fee. The Information Center also has a lost and found section. Unclaimed items are then sent to the Campus Police Department after one week.

The **Recreation Center** (559.278.0780) is located on the lower level of the USU. It offers a full size bowling center, multiple billiard tables, arcade game systems, and a jukebox for all of your recreational enjoyment.

Also located on the lower level of the USU is the **Food Court and Pavilion** (559.278.2019) where you can find fast food restaurants, a beauty shop, the postal office (Postal Express), the Golden 1 Credit Union, and the Parking Pavilion Center, where you can purchase a campus parking permit.

Kennel Bookstore 559.278.4062
Website: www.kennelbookstore.com

The Kennel Bookstore is a convenient place to purchase textbooks, reference books, personal computers, software, apparel, school supplies, and other retail convenience items, and do photocopying.

U.S. POST OFFICE INFORMATION

Postal Express (University Student Union Pavilion)..... 559.278.7240
California State University, Fresno
Hours: 10:00 A.M. – 4:00 P.M. Monday through Friday (Closed Saturday and Sunday)

Woodward Park Station (Between Cedar Avenue and First Avenue) 559.440.4272
755 E. Nees Avenue
Hours: 9:30 A.M. – 5:00 P.M. Monday through Friday
10:00 A.M. – 2:00 P.M. Saturday (Closed Sunday)

Clovis (Bullard Avenue and Minnewawa Avenue) 559.297.9593
655 Minnewawa Avenue
Hours: 9:00 A.M. – 5:00 P.M. Monday through Friday
10:00 A.M. – 4:00 P.M. Saturday (Closed Sunday)

Cardwell Station (Near Blackstone Avenue and Ashlan Avenue)..... 559.222.2230
1606 E. Griffith Way
Hours: 9:00 A.M. – 5:00 P.M. Monday through Friday
10:00 A.M. – 2:00 P.M. Saturday (Closed Sunday)

TELEPHONE INFORMATION

Cell Phones: Because there are many types of cell phones and service providers, we suggest that you discuss cell phones with your family or friends before making a decision and/or signing a contract.

Operator: Dial “0” for any calling problems.

For **directory assistance** to find a person’s number **within your area code**, dial 411. You may be charged for this call. The operator will ask you the name of the city in which the person or business is located and the name of the person or business. For **directory assistance outside your area code**, dial 1 + area code + 555.1212. You may be charged for this call. You will need to know the area code of the city you are calling. You can find this information in a telephone book.

Collect Call: If you want to call someone and have that person pay for the call, you should dial “0,” the area code, and the number. Then tell the operator your name and say that you want to make a collect call.

Phone Cards: It is a good idea to use a pre-paid phone card when making long distance or international calls. You can purchase phone cards at most supermarkets and convenience stores.

\$\$ BANKING INFORMATION \$\$

It is a good idea to open a bank account as soon as possible. A “new accounts officer” is usually available for help when you open an account. This person explains the various services and procedures of the bank and helps you to make the first deposit. Many people have both checking and savings accounts.

What you need to open a bank account:

- You must have proof of a U.S. address (for example, rental agreement, PG&E bill, or letter from your host family).
- Two forms of identification (for example, your passport, student ID card, or a major credit card).

Checking Account: A checking account is used for paying bills and making purchases. You will not be able to write your first check until the check from your country has been cleared and deposited into your account. The advantages of having a checking account are that you do not have to carry large amounts of cash with you and that the canceled check can act as a receipt for payment. When you open a checking account, you will probably have the choice of paying a monthly fee or paying a small amount for every check you write. Be sure to ask about the cost for the different types of checking accounts.

There is a charge on “bounced checks” (checks returned because there was not enough money in the bank account), and you can lose a good credit rating. It is also against the law to write a check if you know that you do not have enough money in the account at the time to cover it.

Some banks will issue you a “debit” or “check” card which you can use anywhere you can use a credit card. The amount is automatically taken from your checking account at the time of purchase.

Savings Account: A savings account is used to reserve funds for later use. The advantages of having a savings account are that you will earn interest on the balance in your account and that you will have money available in case of an emergency.

Automatic Teller Machines (ATM's): When you open a bank account, you will be issued an ATM card with your own personal identification number (PIN). You can use your ATM card at any time to make a deposit, withdraw money, transfer money from your checking account to your saving account and vice versa, or check the balance of your accounts. When using your ATM card at your bank's ATM machine, you will not be charged an extra service fee. If you use your ATM card at another bank's ATM machine, you may be charged a small service fee. Check with your bank to find out what the service fees are.

When using your ATM card, do not let anyone see your PIN! Do not give your ATM card or Personal Identification Number (PIN) to anyone.

Nearby banks:

Bank of America 590 E. Shaw Avenue 559.445.7341	Bank of the West 515 E. Shaw Avenue 559.221.4300	Citibank 6025 N. First Street 559.549.9683
Union Bank 565 E. Shaw Avenue 559.226.7900	Chase (Fresno Fashion Fair Financial Center) 796 E. Shaw Avenue 559.225.2995	

HOUSING INFORMATION

University Courtyard (Dormitory) 559.278.2345
Website: www.universitycourtyard.org

If you want to live in one of the residence halls (dormitories), you must apply early. The University Courtyard offers double rooms for 2 students and a limited number of single rooms. Residents are expected to live in the dormitory for the entire academic year (August – May). When you sign the contract, you are agreeing to pay for the room for two semesters. To get more information regarding cancellation procedures and your obligations if you sign the contract, contact the University Courtyard.

The rooms are furnished with a bed, dresser, desk, small microwave, and refrigerator. You need to supply your own bedding (sheets and blankets) and towels.

Drinking alcoholic beverages is allowed only in the privacy of your own room and only if you are 21 years of age or older.

Off-Campus Apartments: There are many apartments near the Fresno State campus. Most apartments have one or two bedrooms, with a kitchen, a living room, and one or two bathrooms. Some apartments provide cable television at no cost. A refrigerator, kitchen stove, and air-conditioner/heater are provided in most furnished and unfurnished apartments. Some may also have a dishwasher and/or microwave oven. You can contact a local rental agency to rent furniture for your apartment.

The AEI has a partial list of apartments near Fresno State. It is your responsibility, however, to confirm current prices and features with the apartment staff.

You may also try the following website for apartment information: www.fresno.OCH101.com

The Fresno Bee Newspaper (Classifieds section) is another good option for finding an apartment:
www.fresnobee.com

Questions to consider before you rent an apartment:

- How much is the rent?
- Is a lease required?
- Is a deposit required, and what is the deposit for?
- How much of the deposit do I get back when I leave?
- Does the rent include utilities (electricity, gas, cable TV)?
- Is the apartment furnished?
- How much notice must I give before leaving?
- Can I have pets?
- Do I get a parking space?



Deposit and Rental Agreement: When you decide to rent an apartment, the landlord (apartment manager) will ask you to sign either a long-term lease or a month-to-month rental agreement. A lease is a legal contract that requires you to stay in the apartment and pay rent for a specific amount of time, usually at least 6 to 12 months. Rent is slightly cheaper with a long-term lease. However, the renter is responsible for the rent for the entire period of the lease, and it might be difficult for you to find someone to take over the lease if you need to leave early. Think carefully before signing a lease.

An alternative to signing a long-term lease is to rent month-to-month. The advantage of this type of rental agreement is that you may move out of the apartment at any time as long as you give a written 30-day notice. The disadvantage is that the landlord can raise the rent or ask you to move out by giving you a 30-day notice. Most students rent month-to-month.

The landlord may require a security deposit in addition to the first month’s rent. The purpose of the security deposit is to protect the owner in case of damage to the property or your failure to pay the rent. This deposit is returned when you move out if you have followed the terms of your rental agreement and have left the apartment in good condition.

Remember, when you plan to move out of an apartment, most landlords require a written 30-day notice.

UTILITIES

Connecting the Utilities (gas, electricity, telephone)

Pacific Gas and Electric (PG&E) **1.800.743.5000**
705 “P” Street (behind the Fresno Convention Center)

- To connect the **electricity and gas** for the apartment, you must call PG&E. It may be possible to speak to a service representative who speaks your language. If you are a new PG&E customer, you may be required to pay a deposit.
- If you do not have a social security number, you have to go to the PG&E office. Take your passport and your apartment rental agreement.

AT&T Stores (telephone) **1.800.225.5288**

1030 Shaw Avenue, Suite 103, Clovis, CA 93612 559.324.0156
5180 N. Blackstone Avenue, Fresno, CA 93710 559.244.4949

- To establish **telephone** service to your apartment, you will need to call AT&T. You can set up your service over the phone. It may be possible to speak to a service representative who speaks your language.
- If you are a new AT&T customer, you will need to visit an AT&T office to show your passport in order to verify your identification.

Long Distance or International Service: A separate long-distance carrier, such as AT&T, MCI, or Sprint is needed. However, you can also use pre-paid phone cards.

Disconnecting the Utilities

- To disconnect the service of the utilities, call the company and tell them that you are planning to leave and that you want to disconnect the service. It is a good idea to have the utilities disconnected the day after you move out.
- Make sure to give the company a forwarding address and request that they send you your deposit.
- If someone else is planning to take over the apartment and make payment for the utilities, the name should be transferred so that you are not held responsible for future payments.

PUBLIC TRANSPORTATION

Fresno Area Express (FAX) is the local Fresno bus system.

Phone: 559.621.7433

- There are 3 routes that run to and from the university: 9, 28, and 38.
- The cost is \$1.25. You must have the correct change. The fare box does accept dollar bills. For \$48.00, a monthly pass can be purchased from the Information Desk in the University Student Union.

FAX Service Hours: Monday-Friday from 5:30 A.M. to 10:00 P.M.
Saturday and Sunday from 6:30 A.M. to 7:00 P.M.

- All FAX buses are equipped with bike racks. The bike racks are located on the front bumper of the bus and are capable of accommodating 2 bicycles at a time. No additional fare or permit is required. The racks are available to all FAX passengers on a space available basis. Bicycles are not permitted inside the bus at any time.

Clovis Transit is the Clovis bus system with connections in Fresno.

Phone: 559.324.2760

- Route 10 runs between Fresno State and Clovis Community Hospital. You can transfer from Route 10 to Route 50 to go to Sierra Vista Mall and other Clovis attractions.
- Clovis Transit runs every 30 minutes, and the cost is \$1.25. A monthly FAX pass **cannot** be used as payment for the Clovis Transit. However, you can purchase a Metro Pass (\$40.00 per month), which can be used on the Clovis Transit and FAX busses.

Greyhound is the long-distance bus system that will take you to other cities in California or throughout the United States.

- The Greyhound station is located at 1033 H Street in downtown Fresno. You can take FAX Bus 38 from Fresno State to the Greyhound bus station.
- Call 1.800.231.2222 for price and schedule information. The local Greyhound number is 559.237.2145.
- Information can also be found on the Greyhound website: www.greyhound.com.

Amtrak is the nationwide train service.

- The Amtrak station is located at 2650 Tulare Street in downtown Fresno. You can take FAX Bus 38 from Fresno State to Tulare Street. You must then transfer to Bus 22 (west) to get to the Amtrak station.
- Call 1.214.849.8966 for price and schedule information.
- You can also plan your trip using the Amtrak website: www.amtrak.com

Taxicab services are reasonably priced in Fresno. Taxi cab operators are available at the airline terminal curb.

Uber and Lyft are an alternative to taxis. You must download the appropriate app on your cell phone and register a credit card with the company to use these driver services.

BICYCLES

- A bicycle is considered a vehicle. You must obey all the rules that apply to motor vehicles. Many bicyclists break the law by riding on the sidewalk, riding on the wrong side of the street, or not stopping at stop signs (or lights), so be sure to learn the laws.
- Don't follow the examples of other bicyclists—learn the laws!
- When on campus, you cannot ride through the Free Speech Area in the center of campus.
- Advertisements for used bicycles for sale are posted on bulletin boards around campus and in the "Classified" section of *The Fresno Bee*.
- Many stores sell new and used bicycles and also make repairs. Refer to the Yellow Pages section of the phone book for more information.
- It is a good idea to purchase a bicycle helmet to protect yourself from serious head injuries in the event of an accident. Bicycle helmets may be purchased from any bicycle shop.
- Bicycle theft has become very common on campus and off campus. Be very careful.
- You should use a U-lock because it is much stronger than a chain lock. Lock your bicycle (the front wheel to the frame and then to the bicycle rack) whenever you leave your bike unattended even if you are away for only a short time.



AUTOMOBILES

Purchasing a Car

- If you plan to purchase a car, you should get a California driver license first. (Please see the section titled “Driver License.”)
- Plan your purchase. When you visit a car lot, explain to the salesperson that you do not intend to buy a car now but plan to shop around and compare prices. Do not allow the salesperson to force you to make a quick decision. Compare prices! Never buy a car on your first visit.
- **New car:** Plan to spend time looking at different cars and models. Compare basic prices and additional costs of optional equipment. Get advice from experienced people who are not involved in selling automobiles.
- **Used car:** Used cars are less expensive than new cars, but the buyer must be willing to assume the risk of car trouble and repair costs. Used cars are offered for sale by individuals who place notices on bulletin boards and in the local newspaper in the “Classified” section. Most automobile dealers also sell used cars.
 - When you are buying a used car, you should have the condition of the car checked by a qualified mechanic who is not associated with the seller. Most sellers will allow you to do this. If the seller hesitates to give you permission to have the car checked, be careful – there may be something wrong with the car.
 - If you are buying a used car, the seller must have the car smog checked and provide you with the smog certificate to take to the Department of Motor Vehicles (DMV).
 - Average prices for most models and years of used cars (*Blue Book*) can be found on the Internet (www.kbb.com/). Banks and libraries also have a copy of the *Blue Book*.
- **Contract Documents:** Before signing any papers, make sure that you understand the details of the contract. If you don’t understand what you read in the contract, do not sign it!
- **Pink Slip:** When you purchase a car, the dealer or previous owner must provide the transfer of ownership form called the “Pink Slip” to show that you are the new owner. You must have this “Pink Slip” to show that you are the new owner. You must have this “Pink Slip” to register the vehicle or to sell it.
- **Registration:** You must register your new or used car with the DMV. If you purchase a car from an individual seller, go with the seller to the DMV if possible. Take the transfer of ownership (“Pink Slip”) and the smog certificate.
- **Automobile Insurance:** Drivers of automobiles have financial responsibility in case of an accident that involves injury, damage to property or another vehicle, or death.

**It is against the law
to drive without
automobile insurance.**

Drivers stopped by the police must be able to provide proof of automobile insurance. If you do not have insurance, you can receive a fine of \$500 for the first offense and up to \$2,000 or more for more citations.

The cost of insurance depends on the age and sex of the driver, previous driving record, place of residence, and different types and amounts of coverage included in the insurance policy. There are two types of coverage: liability and full coverage. Talk to the insurance agent about the differences in coverage.

RENTING A CAR

- Refer to the Yellow Pages in the phone directory for car rental agencies. Call the rental agencies that you are considering and ask for their rates.
- You will be charged by the mileage that you travel, the number of days you will be renting the car, or both.
- Some car rental agencies will require that you buy auto insurance.
- If you rent a car, YOU are responsible if an accident or traffic violation occurs.
- Do not let a friend drive a car that is rented under your name.
- All drivers of the rental car MUST have their names on the rental agreement.

DRIVER LICENSE

- If you have an international license, it is good only for temporary driving in California.
- If you plan to drive during your stay in Fresno, you must get a California driver license. A valid driver license is required to operate a motor vehicle.
- If you are planning to purchase a car, you will also need a California driver license to purchase the required insurance for your car.
- You must pass a written test of the California Vehicle Code, a driving test, and a vision examination before receiving a California driver license.
- Tests are given at the Department of Motor Vehicles (DMV). It is recommended that you make an appointment online or by phone for faster service.
- To study for the driver test, you will need a driver handbook. Handbooks are available in other languages and can be obtained by visiting the DMV office. Written tests are also available in other languages.
- It may be possible that a DMV employee will tell you that a Social Security Number is required before you can get a driver license. **You do not need one.** As an F-1 visa holder studying at the AEI, you cannot get a Social Security Number. Please refer to the *California Driver License or California ID* information (green page) in your AEI registration folder.

Department of Motor Vehicles (DMV)
1-800-777-0133 www.dmv.ca.gov

Clovis DMV (between Fowler and Armstrong Avenues) 2103 E. Shaw Avenue

Fresno DMV North (Sierra and Blackstone Avenues) 6420 N. Blackstone Avenue

Fresno DMV (between Fruit and Golden State Blvd) 655 W. Olive Avenue

ACCIDENTS

If you have an accident, **STOP!** Someone may be hurt and may need your help. You could be convicted of a “hit and run” crime if you leave the scene of an accident.

- If anyone is hurt, call the police.

Fresno Police 559.621.7000
Clovis Police 559.324.2800

- Share information with the driver of the other car or with a police officer.

- Name
- Driver license number
- Current address
- Car registration card
- License plate number
- Insurance information



- If you have a camera with you, take some photographs of the accident scene.
- Contact your insurance company immediately.
- You, your insurance agent, or your lawyer needs to file a report to the police within 24 hours of the accident if someone is hurt or killed. Also, you must report an accident to the DMV (Accident Report Form SR1) if there is more than \$750 damage to the property of any person or if anyone is injured (no matter how slightly) or killed.
- If you hit a parked car or other property, try to find the owner. If you cannot find the owner, leave a note with your name and address attached to the vehicle. Report the accident to the police as soon as possible.
- If you injure or kill an animal, pull over and stop. Try to find the owner. If you cannot find the owner, call the SPCA (559.233.7722) or the police.

DRIVING TIPS

- Always wear your seat belt.
- **You may not use a cell phone while driving** unless hands-free equipment is used.
- Do not drive while you are under the influence of either alcohol or drugs. Driving under the influence is illegal, and you can be arrested.
- If you are stopped by a police officer, **stay in your car** until the officer asks you to get out of your car.
- You must yield the right of way to any police car, fire engine, ambulance, or other emergency vehicle using a siren and red lights. Drive as close to the right edge of the road as possible and stop until the emergency vehicle(s) has passed. However, never stop in an intersection.

- When driving within 500 to 1,000 feet of a school while children are outside or crossing the street, the speed limit is 25 mph unless otherwise posted. If there is a school bus with red lights flashing, you must stop completely as long as the red lights are flashing.
- Do not drive when you are tired.
- Avoid tailgating (staying too close to the car ahead of you).
- Look at your blind spots (areas that you cannot see easily while driving).
- Do not drive while you are stressed, frustrated, or emotionally unstable.

POPULAR CITIES TO VISIT IN CALIFORNIA



- **San Francisco**—approximately 3 hours by car
 - Golden Gate Bridge
 - Chinatown
 - Pier 39
 - Alcatraz
 - Ghirardelli Square

- **Los Angeles**—approximately 4 hours by car
 - Disneyland
 - Universal Studios
 - Magic Mountain
 - Hollywood

- **Monterey**—approximately 3 hours by car
 - Aquarium
 - Swimming and diving
 - Shopping
 - Golfing
 - Cannery Row

- **Lake Tahoe**—approximately 6 hours by car
- **Las Vegas, Nevada**—approximately 6.5 hours by car

If you have an emergency while traveling:

Call the AEI Office (during office hours)	559.278.2097
Monday–Thursday: 8:00 A.M. – 4:00 P.M.	
Friday: 8:00 A.M. – 2:00 P.M.	
After-hours AEI number	415.849.0128

PLACES TO VISIT AND THINGS TO DO

- **Yosemite National Park:**

Located 90 miles north of Fresno on Highway 41, Yosemite National Park has many beautiful lakes, rivers, waterfalls, and mountains. It also has a popular snow ski area called Badger Pass and a snow play area. There is an entrance fee of \$20 per car, but it is worth the cost! It takes about 2 hours to drive to the park. Phone: 209.372.0200 www.nps.gov/yose

- **Sequoia and Kings Canyon National Parks:**

These two parks form one large, beautiful area of mountains, giant redwood trees, canyons, rivers, and lakes. Both have wonderful areas for picnics and backpacking. There is an entrance fee of \$20 per car. There are also many cross-country skiing trails for winter fun. It takes about 2 hours to drive to either park.

- **Millerton Lake State Park:**

At Millerton Lake you can enjoy sailing, fishing, water skiing, windsurfing, camping, or just looking at the magnificent views from Friant dam and Sky Harbor Road.

- **Pine Flat Reservoir:**

You can enjoy sailing, fishing, water skiing, and camping.

- **Shaver Lake and Huntington Lake:**

Located northeast of Fresno, these cooler areas offer summer recreation with sailing, windsurfing, jet skiing, swimming, and camping. In the winter, you can find excellent skiing at China Peak near Huntington Lake.

- **Roeding Park and Chaffee Zoo:**

This beautiful park on Belmont Avenue is an area where you can picnic, play, explore, and relax. The park also has Storyland for young children. For exercise, there are tennis courts and rowboats. The Chaffee Zoo is located in Roeding Park. There are over 500 animals in the zoo, as well as a fascinating rainforest exhibit. Phone: 559.498.5910 www.fresnochaffeezoo.org

- **Forestiere Underground Gardens:**

The underground home and gardens are located at 5021 W. Shaw Avenue, 2 blocks east of Freeway 99. The cost is \$14.00 for adults. Phone: 559.271.0734

- **Woodward Park:**

Located on Friant Road, one mile north of Herndon Avenue, Woodward Park is a large area of grass and trees, which is perfect for jogging, bike riding, picnicking, and relaxing. Admission to the park is \$5.00 per car. There is also a Japanese Garden. The admission fee for the Japanese Garden is \$3.00 for adults.

- **Fresno City Parks:**

The City of Fresno Parks and Recreation Department operates a system of recreational areas throughout Fresno. These parks usually have indoor recreational halls; supervised playgrounds; and baseball, soccer, and football playing areas. Some also have swimming pools.

- **Fresno Art Museum:**

The Fresno Art Museum is located at 2233 N. First Street between Clinton and McKinley Avenues. It has exhibits of various types of modern art, which change on a regular basis. Phone: 559.441.4221

SHOPPING CENTERS

- **Fashion Fair Mall:** Located close to the campus on Shaw Avenue between First and Fresno Streets, this indoor and outdoor mall includes all types of shops and restaurants.
- **Sierra Vista Mall:** This indoor mall has many stores and restaurants and a movie theater. It is located on Shaw Avenue, east of Clovis Avenue.
- **River Park Plaza:** This is a large outdoor shopping center in north Fresno, located on Blackstone Avenue between Alluvial and Nees Avenues. It includes many different shops and cafes, as well as a bookstore and two movie theaters.
- **Manchester Center:** Located on Blackstone Avenue between Shields and Dakota Avenues, the Manchester Center has many stores. It is an indoor shopping area.
- **Fig Garden Village:** The outdoor Fig Garden Village shopping center is located on Shaw and Palm Avenues. It has a variety of different shops, including many specialty shops. In addition, there are restaurants, a large supermarket, and a movie theater.
- **Tower District:** Located in southwest Fresno on Olive and Van Ness Avenues, the Tower District is a unique part of Fresno's history. It has numerous used-book stores, cafes, theaters, music stores, and specialty shops.

MEETING AMERICANS

- Do not be surprised to meet Americans who are very different from one another in their looks, accents, and customs. Americans are people from many different nationalities and races.
- Americans greet one another by saying "Hello" or "Hi." Often, the question "How are you?" is used as a greeting, and responses such as "Fine," "Good," or "OK" are appropriate.
- There are also many ways to say "Good-bye." These include "See you later," "Bye," "Take care," and "Have a nice day."
- If you need to telephone someone, the appropriate time to call is between 9.00 A.M. and 9.00 P.M. Americans usually have dinner at about 6 or 7 o'clock at night. It is best to avoid calling around those hours.
- An American party or other gathering is usually scheduled in advance. If you are invited, you are expected to be on time. Similarly, if you schedule an appointment or meeting, you are expected to be on time.

The United States has more restrictions on smoking in public than most countries around the world. You are not allowed to smoke inside buildings or in doorways.
If you would like to smoke, you must leave the Fresno State campus.