

Golden Gate  
Language Schools

# INTENSIVE ENGLISH PROGRAM

## **Student Catalog**

Effective August 2016 – December 2017



*Open the Golden Gate to English Fluency*



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## ***LETTER FROM THE PRESIDENT***

On behalf of the faculty and staff of Golden Gate Language Schools (GGLS), I would like to warmly welcome you to our school. Since our doors first opened in 1979, we have had the privilege of teaching English to international students and professionals from over 70 countries.

I take great pride in our reputation for academic excellence, and I founded Golden Gate Language Schools with the purpose of giving every learner a program of personalized quality instruction in a friendly and enriching atmosphere. I feel that the success of our students is due to our outstanding staff and our carefully designed and updated curriculum. All of our instructors are highly qualified. Most of them have either lived or traveled outside of the United States and are very aware of the challenges one experiences in a foreign country.

We are dedicated to making your stay at Golden Gate Language Schools a happy and memorable one. We want this to be an enjoyable and rewarding learning experience for you.

Very truly yours,  
*Silke Gurlich*  
President

### *Administration*

President	Silke Gurlich
Director	Susanne Wilkins
Registrar	Vivian Tsung
Administrative Assistant	Minako Schweitzer
Educational Assistant	Andrea Carvalho

Golden Gate Language School's mission is to provide quality English as a Second Language instruction to international learners in a friendly and dynamic environment. We measure the achievement of our mission through multi-level evaluations of our institution and programs.

The institutional goals for Golden Gate Language Schools are:

- To assist all learners in attaining their academic and professional goals.
- To provide a high quality, up-to-date and effective curriculum with a variety of course offerings.
- To enable all learners to communicate in English while furthering the understanding of American culture.
- To maintain a safe and friendly atmosphere and effective student services that promote respect for the diversity and dignity of all learners.
- To promote international understanding by supporting social interaction among all program participants.
- To demonstrate our continued commitment to excellence in education, and
- To uphold the highest standards of integrity in all areas of operation.

## ***OUR SERVICES***

Golden Gate Language Schools' friendly and professional staff offers assistance in many areas. The following is a sample of the services provided, for more detailed information, please contact the school.

### **Conditional College Acceptance**

**Program:** This program enables students to apply simultaneously to GGLS and an affiliate college or university. The affiliate institution will conditionally accept the student even though his/her TOEFL score is below the institution's requirement. Upon fulfilling the English requirement at GGLS, the student automatically transfers to the affiliate institution.

### **Guaranteed Transfer to Affiliate Colleges**

**without TOEFL:** GGLS maintains formal transfer agreements with several regional and national colleges and universities. Affiliate institutions will waive their TOEFL requirement for students who have satisfactorily completed level 12 at GGLS.

### **College Transfer Assistance:**

The administrative staff can provide information and assistance for college transfer. Current college catalogues and applications are on file.

### **Student Visa Counseling:**

The Director can provide assistance throughout the visa process.

### **Institutional TOEFL Testing:**

The institutional TOEFL (Test of English as a Foreign Language) is offered once every four-week session.

### **Homestay Service:**

The school's homestay coordinator is available to assist students with housing information and questions. The service screens all host families and takes special care to match interested students with a compatible family.

### **Airport Pick-Up and Return:**

This service is available for both the San Francisco and San Jose airports.

### **Cultural and Social Activities:**

The cultural

and social events of the school are not only fun, but also provide great learning experiences for the students. There are many after school social and sports clubs, which meet each week. GGLS concludes each session with a graduation ceremony. The school also hosts many annual events such as the Valentine Party, Halloween Costume Party and the Christmas Party. Examples of past field trips include San Francisco, Stanford University and Monterey.

### **Faculty:**

All of our English language instructors are highly qualified teaching professionals. All hold college degrees and certificates for teaching English as a Second Language or a related field.

### **Facilities:**

GGLS offers students modern classrooms, a computer laboratory with Internet and email access, a well-equipped lunchroom with complimentary coffee and tea, and free wireless Internet access. The administrative offices are also conveniently located at the school.

### **Location:**

The school is located in Campbell, California, in the heart of Silicon Valley and next to San Jose. It is situated at the intersection of San Tomas Expressway and Hamilton Avenue and is easily accessible by car, with free parking on the premises, or by bus, with a major bus stop in front of the school.

## ***CERTIFICATE***

Upon completion of studies, each student is awarded Golden Gate Language Schools' Certificate of Achievement.

## ***ACCREDITATION AND APPROVAL***

Golden Gate Language Schools is accredited by the Accrediting Council for Continuing Education and Training (ACCET), a U.S. Department of Education recognized agency. The school is a private institution and approved by the California Bureau of Private Postsecondary Education (BPPE) to be in compliance with state standards.

## ***AFFILIATIONS***

GGLS is a certified member of the American

Association of Intensive English Programs (AAIEP), the Association of International Educators (NAFSA), and the California Association of Teachers of English to Speakers of Other Languages (CATESOL ).

### **AUTHORIZATION**

This school is authorized under federal law to enroll non-immigrant alien students.

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## **INTENSIVE ENGLISH PROGRAM**

**This in-depth curriculum is designed to meet the needs of international students who are preparing to enter American colleges and universities, as well as professionals and other non-English speakers who wish to learn the language skills necessary for language fluency.**

***Class schedule:*** All classes are held daily, Monday through Friday, between the hours of 9:00 AM to 3:15 PM at our school's location in Campbell, CA. Sessions are four weeks in length. The scheduled time for each class will vary by session.

***Beginning dates:*** Classes are held year-round. Session start dates are listed on the GGLS calendar. I-20 students should start classes at the beginning of a session. All other students may enter the program at any time.

***Placement:*** All new incoming students must take the Golden Gate Language School (GGLS) English Placement Test before beginning classes. This exam is scheduled by appointment only and tests grammar, conversation, listening comprehension and writing skills for placement into the Intensive English Program.

***Eligibility:*** Any post-secondary student, regardless of academic, personal or occupational goals, may take any class for which he/she is qualified for enrollment as determined by the Director. GGLS does not discriminate on the basis of age, race, ethnic origin, gender, sexual orientation, or religion. The minimum level of English language proficiency required for admittance is pre-level 1 with a knowledge of the English alphabet as determined by the GGLS English Placement Test.

***Class Availability:*** A class may be subject to cancellation if it does not meet the minimum

enrollment requirements established by Golden Gate Language Schools.

***Program Description:*** There are 12 levels of instruction and over 40 classes in the GGLS Intensive English Program (IEP). All classes are taught only in English. Students are placed at the correct English level of proficiency based on the scores of the GGLS English Placement Test. Most classes are 90 minutes long including a 15-minute break. Full-time attendance is 4.5 to 6 hours of class per day. Part-time attendance is three hours of class or less per day.

***Intensive English Program Levels:*** Classes at each of the 12 levels of the Intensive English Program are listed below, along with each class objective, the number of hours of instruction per class per day, and the specific classes needed to complete each level. Each English proficiency level can be completed in four weeks.

***IEP Tutoring:*** Private tutoring for Intensive English Program students is available after class. For more information and prices, see the Director.

### **RE: Readiness**

All classes at this level are preparation for entry into Introduction to English 1 classes (IEP1). This level is designed for students who have had little or no exposure to the English language. These classes are offered on a private instruction basis.

### **IEP1: Introduction to English 1**

*Requirements for completion of level: Grammar, Conversation and Reading.*

GRAMMAR: Structures introduced include the simple present, WH questions, and nouns.  
1.5 hours/day

CONVERSATION: Students learn to build the skills necessary to understand spoken English and to express themselves.  
1.5 hours/day

READING: Students learn basic reading comprehension and vocabulary. 1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
LISTENING COMPREHENSION 1  
Please refer to the Electives section for descriptions.

### **IEP2: Introduction to English 2**

*Requirements for completion of level: Grammar, Conversation and Reading.*

GRAMMAR; Structures covered include present progressive, the simple past, future tense, gerunds and infinitives.  
1.5 hours/day

CONVERSATION: Students continue to learn the skills necessary to understand spoken English and to express themselves.  
1.5 hours/day

READING: Continued study of basic reading comprehension and vocabulary. 1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
LISTENING COMPREHENSION 2  
Please refer to the Electives section for descriptions.

### **IEP3: Introduction to English 3**

*Requirements for completion of level: Grammar, Conversation and Reading.*

GRAMMAR; Structures covered include the quantifiers, adverbs of manner, modals, comparative and superlative.  
1.5 hours/day

CONVERSATION: Focus on bringing the student closer to self-expression through

spontaneous, high interest topics with an emphasis on group interaction. 1.5 hours/day

READING: Systematic development of vocabulary and reading strategies with an emphasis on reading for meaning.  
1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
LISTENING COMPREHENSION 3  
Please refer to the Electives section for descriptions.

### **IEP4: Intermediate English 1**

*Requirements for completion of level: Grammar Conversation, Intermediate Writing I, and/or Reading*

GRAMMAR: Review and expansion of present, past and future tenses, negative and tag questions, as well as gerunds and infinitives.  
1.5 hours/day

CONVERSATION: Emphasis on listening and speaking activities that prepare a student for real-life situation. 1.5 hours/day

INTERMEDIATE WRITING I: Teaches the skills needed for effective writing such as identifying parts of a paragraph, recognizing irrelevant sentences and constructing a well-organized paragraph. 1.5 hours/day

READING: Designed to improve general reading skills and expand vocabulary.  
1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
LISTENING COMPREHENSION 4  
Please refer to the Electives section for descriptions.

### **IEP5: Intermediate English 2**

*Requirements for completion of level: Grammar Conversation, Intermediate Writing II, and/or Reading*

GRAMMAR: Structures covered include adjective clauses, modals and the passive voice. 1.5 hours/day

CONVERSATION: Emphasis on improving conversation skills by focusing on self-expression. 1.5 hour/day

INTERMEDIATE WRITING II: Continued study of skills needed for effective writing such as constructing well-organized paragraphs on advanced topics, making revisions and using signal words.

1.5 hour/day

READING: Designed to develop academic reading skills with an emphasis on reading for meaning, skimming and scanning. Material focuses on American culture.

1.5 hours/day

*ELECTIVES:* 1.5 hours/day

LISTENING COMPREHENSION 5

PRONUNCIATION

Please refer to the Electives section for descriptions.

### **IEP6: Intermediate English 3**

*Requirements for completion of level: Grammar, Conversation, Academic Writing I, and/or Reading*

GRAMMAR: Structures covered include conditionals, indirect speech and embedded questions.

1.5 hours/day

ACADEMIC WRITING I: Introduction to academic writing styles and the structures of formal written English.

1.5 hours/day

CONVERSATION: Students improve speaking skills by focusing on content.

1.5 hours/day

READING: Emphasis on developing key reading skills such as previewing, paraphrasing and summarizing.

1.5 hours/day

*ELECTIVES:* 1.5 hours/day

LISTENING COMPREHENSION 6

PRONUNCIATION

Please refer to the Electives section for descriptions

### **IEP7: Advanced English 1**

*Requirements for College Track completion of level: Grammar, Academic Writing II, Listening Comprehension and Reading*

GRAMMAR: In-depth review of verb tenses, and subject-verb agreement.

1.5 hours/day

ACADEMIC WRITING II: Continued practice using a variety of academic writing

styles and the structures of formal written English.

1.5 hours/day

LISTENING COMPREHENSION: Emphasis on improving listening skills for academic studies through a series of high-interest lectures.

1.5 hours/day

READING: Focus on critical reading and analyzing material more actively.

1.5 hours/day

*ELECTIVES:* 1.5 hours/day

AMERICAN IDIOMS 1

AMERICAN IDIOMS 2

BUSINESS CONVERSATION 1

BUSINESS CONVERSATION 2

PRONUNCIATION ‘

TOEFL iBT LISTENING

TOEFL iBT READING

TOEFL iBT SPEAKING

TOEFL iBT WRITING

TOEFL PBT GRAMMAR

TOEFL PBT LISTENING COMPREHENSION

TOEFL PBT READING

Please refer to the Electives section for descriptions.

### **IEP8: Advanced English 2**

*Requirements for College Track completion of level: Grammar, Advanced Writing I, Listening Comprehension and Reading*

GRAMMAR: Includes an in-depth analysis of nouns, expressions of quantity, reflexive pronouns and modals.

1.5 hours/day

ADVANCED WRITING I: Focuses on techniques and formats important to college-level academic writing. Students learn how to compose, critique, edit and revise their work.

1.5 hours/day

LISTENING COMPREHENSION: Expansion of listening skills needed for class lectures and note-taking as well as techniques for inferential listening.

1.5 hours/day

READING: Students read analytically from a variety of genres and learn skills such as supporting answers with evidence from the text.

1.5 hours/day



*ELECTIVES:* 1.5 hours/day  
AMERICAN IDIOMS 1  
AMERICAN IDIOMS 2  
BUSINESS CONVERSATION 1  
BUSINESS CONVERSATION 2  
LISTENING/SPEAKING 8  
PRONUNCIATION  
TOEFL iBT LISTENING  
TOEFL iBT READING  
TOEFL iBT SPEAKING  
TOEFL iBT WRITING  
TOEFL PBT GRAMMAR  
TOEFL PBT LISTENING COMPREHENSION  
TOEFL PBT READING  
VOCABULARY 1

Please refer to the Electives section for descriptions.

### **IEP9: Advanced English 3**

*Requirements for College Track completion of level: Grammar, Advanced Writing II, Listening Comprehension and Reading*

GRAMMAR: An in-depth study of the passive, noun clauses and adjective clauses.  
1.5 hours/day

ADVANCED WRITING II: Continued focus on techniques and formats important to college-level academic writing. Students will be able to write various types of essays and do research.  
1.5 hours/day

LISTENING COMPREHENSION: Continuation of the listening skills needed for class lectures and note-taking such as inferential listening.  
1.5 hours/day

READING: Students sharpen critical reading skills by analyzing and interpreting complex short stories.  
1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
ADVANCED AMERICAN IDIOMS 1  
ADVANCED AMERICAN IDIOMS 2  
ADVANCED BUSINESS ENGLISH 1  
ADVANCED BUSINESS ENGLISH 2  
CULTURALLY SPEAKING 1  
CULTURALLY SPEAKING 2  
CURRENT EVENTS  
LISTENING/SPEAKING 8  
LISTENING/SPEAKING 9  
PRONUNCIATION

SPEECH 1  
SPEECH 2  
TOEFL iBT LISTENING  
TOEFL iBT READING  
TOEFL iBT SPEAKING  
TOEFL iBT WRITING  
TOEFL PBT GRAMMAR  
TOEFL PBT LISTENING COMPREHENSION  
TOEFL PBT READING  
VOCABULARY 1  
VOCABULARY 2

Please refer to the Electives section for descriptions.

### **IEP10: Advanced English 4**

*Requirements for College Track completion of level: Grammar, Advanced Writing III, Listening Comprehension and Reading/Writing*

GRAMMAR: In-depth study of gerunds and infinitives, coordinating conjunctions and adverb clauses.  
1.5 hours/day

ADVANCED WRITING III: Continued focus on college-level academic writing. Students will be able to write various types of essays and peer review the writings of others.  
1.5 hours/day

LISTENING COMPREHENSION: Focus on the listening skills for class lectures, Students learn how to recognize lecture organization, use lecture cues and predict information.  
1.5 hours/day

READING/WRITING: Advanced strategies and skills needed for academic reading and writing. Students learn to skim, scan, read for thorough comprehension and read critically.  
1.5 hours/day

*ELECTIVES:* 1.5 hours/day  
ADVANCED AMERICAN IDIOMS 1  
ADVANCED AMERICAN IDIOMS 2  
ADVANCED BUSINESS ENGLISH 1  
ADVANCED BUSINESS ENGLISH 2  
CULTURALLY SPEAKING 1  
CULTURALLY SPEAKING 2  
CURRENT EVENTS  
LISTENING/SPEAKING 8  
LISTENING/SPEAKING 9  
PRONUNCIATION

SPEECH 1  
 SPEECH 2  
 TOEFL iBT LISTENING  
 TOEFL iBT READING  
 TOEFL iBT SPEAKING  
 TOEFL iBT WRITING  
 TOEFL PBT GRAMMAR  
 TOEFL PBT LISTENING COMPREHENSION  
 TOEFL PBT READING  
 VOCABULARY 1  
 VOCABULARY 2

Please refer to the Electives section for descriptions.

**IEP11: Advanced English 5**

*Requirements for College Track completion of level: Grammar, Critical Thinking 1 and Reading/Writing*

GRAMMAR: An in-depth study of adverb clauses, reduction of adverb clauses to phrases, connectives, conditional sentences and wishes. 1.5 hours/day

CRITICAL THINKING 1: College level, integrated skills approach. Students analyze an argument, distinguish biased from objective texts and express their own opinions on a variety of topics. 3 hours/day

READING/WRITING: Continuation of advanced strategies and skills needed for academic reading and writing. 1.5 hours/day

*ELECTIVES:* 1.5 hours/day

ADVANCED AMERICAN IDIOMS 1  
 ADVANCED AMERICAN IDIOMS 2  
 ADVANCED BUSINESS ENGLISH 1  
 ADVANCED BUSINESS ENGLISH 2  
 CULTURALLY SPEAKING 1  
 CULTURALLY SPEAKING 2  
 CURRENT EVENTS  
 LISTENING/SPEAKING 8  
 LISTENING/SPEAKING 9  
 PRONUNCIATION  
 SPEECH 1  
 SPEECH 2  
 TOEFL iBT LISTENING  
 TOEFL iBT READING  
 TOEFL iBT SPEAKING  
 TOEFL iBT WRITING  
 TOEFL PBT GRAMMAR

TOEFL PBT LISTENING COMPREHENSION  
 TOEFL PBT READING  
 VOCABULARY 1  
 VOCABULARY 2

Please refer to the Electives section for descriptions.

**IEP12: Advanced English 6**

*Requirements for completion of level: Critical Thinking 2, Listening/Speaking and Reading*

CRITICAL THINKING 2: Continued development of critical thinking skills. Students analyze an argument, distinguish between and respond to various opinions on a variety of topics. 3 hours/day

LISTENING/SPEAKING: Students learn to maintain discussions on complex issues in clear and coherent language. 1.5 hours/day

READING: Students learn to read critically and analyze material more actively. 1.5 hours/day

*ELECTIVES:* 1.5 hours/day

ADVANCED AMERICAN IDIOMS 1  
 ADVANCED AMERICAN IDIOMS 2  
 ADVANCED BUSINESS ENGLISH 1  
 ADVANCED BUSINESS ENGLISH 2  
 CULTURALLY SPEAKING 1  
 CULTURALLY SPEAKING 2  
 CURRENT EVENTS  
 LISTENING/SPEAKING 8  
 LISTENING/SPEAKING 9  
 PRONUNCIATION  
 SPEECH 1  
 SPEECH 2  
 TOEFL iBT LISTENING  
 TOEFL iBT READING  
 TOEFL iBT SPEAKING  
 TOEFL iBT WRITING  
 TOEFL PBT GRAMMAR  
 TOEFL PBT LISTENING COMPREHENSION  
 TOEFL PBT READING  
 VOCABULARY 1  
 VOCABULARY 2

Please refer to the Electives section for descriptions.

## ELECTIVES

*Please see the Director regarding the availability of a course.*

### Business Courses

**Advanced Business English 1:** Focus on effective communications in international business situations. Skills learned include using culturally appropriate negotiating strategies and leading and participating in effective business meetings.

**Open to IEP levels: 9, 10, 11, 12**

**Advanced Business English 2:** Continued focus on effective communications in international business situations. Skills learned include using culturally appropriate negotiating strategies and leading and participating in effective business meetings.

**Open to IEP levels: 9, 10, 11, 12**

**Business Conversation 1 (Intermediate):** Focus on developing business skills such as taking part in meetings, telephoning, and socializing.

**Open to IEP levels: 7, 8**

**Business Conversation 2 (Intermediate):** Focus on developing presentation and negotiation skills.

**Open to IEP levels: 7, 8**

### Conversation Courses

**Advanced American Idioms 1:** Teaches students to recognize and produce frequently used American idioms with an emphasis on improving pronunciation, listening and speaking skills.

**Open to IEP levels: 9, 10, 11, 12**

**Advanced American Idioms 2:** Teaches students to recognize and produce frequently used American idioms with an emphasis on improving pronunciation, listening and speaking skills.

**Open to IEP levels: 9, 10, 11, 12**

**American Idioms 1:** Students learn frequently used phrasal American idioms with an emphasis on speaking, listening and writing.

**Open to IEP levels: 7, 8**

**American Idioms 2:** Students learn frequently used phrasal American idioms with an emphasis on speaking, listening and writing.

**Open to IEP levels: 7, 8**

**Culturally Speaking 1:** Students share and compare their own cultural thoughts and traditions with contemporary American customs and everyday situations.

**Open to IEP levels: 9, 10, 11, 12**

**Culturally Speaking 2:** Students continue to share and compare their own cultural thoughts and traditions with contemporary American customs and different everyday situations.

**Open to IEP levels: 9, 10, 11, 12**

**Current Events:** An exploration of current issues in the news, Students will learn to express supporting and opposing opinions and lead a discussion.

**Open to IEP levels: 9, 10, 11, 12**

**Listening and Speaking 8:** Students will develop listening, discussion, presentation, and critical thinking skills and be able to express their own opinions on complex issues.

**Open to IEP levels: 8, 9, 10, 11, 12**

**Listening and Speaking 9:** Students continue to develop listening, discussion, presentation, and critical thinking skills and to express their own opinions on complex issues.

**Open to IEP levels: 9, 10, 11, 12**

**Speech 1 Advanced Communication Skills:** Emphasis on developing strategies for making effective presentations.

**Open to IEP levels: 9, 10, 11, 12**

**Speech 2 Advanced Communication Skills:** Students further develop strategies for making effective presentations and continue study of speech techniques.

**Open to IEP levels: 9, 10, 11, 12**

## **Listening Comprehension**

**Listening Comprehension 1:** Focus on improving listening skills while gaining confidence in conversation through communication practice activities.

**Open to IEP level 1**

**Listening Comprehension 2:** Students continue to focus on improving listening skills while gaining confidence in conversation through communication practice activities.

**Open to IEP level 2**

**Listening Comprehension 3:** Students learn essential skills such as listening for main ideas and details in a short description.

**Open to IEP level 3**

**Listening Comprehension 4:** Students develop a range of listening skills needed in social situations.

**Open to IEP levels: 4**

**Listening Comprehension 5:** Students learn strategies such as predicting what information might be heard.

**Open to IEP level 5**

**Listening Comprehension 6:** Students improve listening skills and explore different listening genres from a variety of real-world sources.

**Open to IEP level 6**

## **Pronunciation Courses**

**Pronunciation:** Students learn to speak more clearly and accurately with an emphasis on sound, stress, rhythm, and intonation.

**Open to IEP levels: 5, 6, 7, 8, 9, 10, 11, 12**

## **TOEFL Courses**

**TOEFL iBT Listening:** Strategies for improving the test score such as identifying the main idea and detailed information and the speaker's attitude toward a particular topic. Practice tests are also given.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

**TOEFL iBT Reading:** Strategies for improving the test score such as understanding vocabulary from context, recognizing referents, and simplifying meanings of sentences. Practice tests are also given.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

**TOEFL iBT Speaking:** Students improve their score by learning strategies to plan and respond to a question. Practice tests are also given.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

**TOEFL iBT Writing:** Students improve their score by learning strategies to write a unified essay and correct their errors. Practice tests are also given.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

### **TOEFL PBT Grammar:**

Grammar review and strategies for improving grammar scores on the TOEFL test. Practice tests are given.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

### **TOEFL PBT Listening Comprehension:**

Students learn strategies for improving listening comprehension scores on the TOEFL.

**Open to IEP levels: 7, 8, 9, 10, 11, 12**

### **TOEFL PBT Reading:**

Students learn a variety of strategies to improve reading scores on the TOEFL.

**Open to IEP levels: 7, 8, 9, 10, 11,**

## **Vocabulary**

**Vocabulary 1:** Students learn general and academic vocabulary through a variety of thematic readings and interactive exercises.

**Open to IEP levels: 8, 9, 10, 11, 12**

**Vocabulary 2:** Further expansion of academic vocabulary. The student will be able to identify prefixes, roots and suffixes as well as discover the meaning of new words via context clues.

**Open to IEP levels: 8, 9, 10, 11, 12**

# GGLS POLICIES AND PROCEDURES

This section contains important information, policies and procedures that will help guide you through school. We have divided the information into sections: *Before Starting Classes, While Attending School, Leaving the School and Other Information.*

The staff and instructors are always here to help you. If you have any questions, please ask one of us.

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## BEFORE STARTING CLASSES

### **MATERIALS**

You should have a notebook or a three-ring binder with college-ruled paper and several dividers, as well as pens, pencils and erasers.

### **OBTAINING YOUR CLASS SCHEDULE**

When you register for classes, the Administrative Assistant at the front office will tell you the day and time to pick up your schedule, buy your books, and pay for your classes. If you pick up your schedule on the first day of class, go to the lobby area. If you have any questions regarding your schedule, please speak to the Director immediately.

### **BOOKS**

Books are sold at the same time you receive your schedule. Most of our books are consumable; that is, you will need to write in them. If you want to sell your books back to the school at the end of the session, please make sure that they are clean and in good condition, and there are no visible answers or notes in them. GGLS will buy back only those books that are still used in the school's curriculum. For more information, please refer to **SELL YOUR BOOKS** in the **Leaving the School** section of this booklet.

### **TUITION PAYMENT**

- All tuition payments are due and payable on or before the first day of class. You can pay for your classes when you pick up your schedule.

## Example Schedule of Charges

2 Sessions (8 weeks/22.5 hours per week):

Registration Fee*	\$100
Tuition (General Track)	\$2,420
Textbooks (avg.)	<u>\$200</u>
	\$2,720

12 sessions (48 weeks/22.5 hours per week):

Registration Fee*	\$100
Tuition (General Track)	\$12,600
Textbooks (avg.)	<u>\$1,200</u>
	\$13,900

\*(One-time, Non-refundable)

Tuition includes the assessment for the Student Tuition Recovery Fund, CEC §94909(a)(14), CCR §76215(a) and CCR §76215(b). 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 of part of your tuition either by cash, guaranteed student loans, or personal loans, and 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, or 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.

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

- The registration fee is non-refundable.
- The California Student Tuition Recovery Fund is non-refundable.

- There is a late fee of \$10 for any balance outstanding by the end of the first day of class.
- There is a \$35 fee for any check returned by the bank.
- Students are expected to attend continuously for the contracted period of enrollment. No tuition credit is given for days missed for any reason. Any special circumstances will require written pre-approval from the Director.

### ***INTERNATIONAL STUDENTS: ADDITIONAL PAYMENT INFORMATION***

- The full balance of the tuition for the initial enrollment period is due on or before the first day of class.
- Proof of health insurance is due on or before the first day of class.
- The registration fee, SEVIS fee and SEVIS processing fee are non-refundable.
- The tuition deposit paid at the time of enrollment is refundable in all cases where the GGLS Form I-20 was not used for admittance to the US. Tuition deposit refunds must be requested ***within 60 days of the expected reporting date*** stated on page 1 (#5) of the Form I-20.

## **WHILE ATTENDING SCHOOL**

### ***STUDENT ORIENTATION***

All new I-20 students must attend an Orientation Meeting held the first week of each new session. Information about F-1 status, Health Insurance, Social Security and other important information are given. Attendance is required for I-20 students.

### ***SCHEDULE CHANGES***

All **schedule changes**, i.e. adding or dropping a class, must be completed within the first three days of class attendance. All schedule changes must be authorized by the Director. A Drop/Add Request Form must be completed and signed by instructors before any class change is complete.

**BOOK RETURNS OR EXCHANGES DURING THE SESSION**

You may return or exchange books for full credit or refund if you have schedule changes within the first two days of class attendance. You **MUST** bring the cash register receipt and the books must be in their original condition for a full refund.

**CLASS TIMES AND PUNCTUALITY**

All classes are 90 minutes long including a 15-minute break. Please refer to your class schedule for your class times.

You must be in class, ready to begin, at the designated times. If you are not on time, you may be considered tardy.

**LUNCH HOUR**

Our lunchtime is 11:45 a.m. to 12:30 p.m.

**ATTENDANCE POLICY**

Regular and on time attendance is required to reach the goals established for each class and to maintain the quality of education at Golden Gate Language Schools.

**TARDINESS**

It is unacceptable to be late for class. How many minutes you are late determines your status. You are:

	<u>Minutes after class begins</u>
Late	1-15 minutes
Absent	16+ minutes

**EARLY DEPARTURE**

It is unacceptable to leave your class early. How many minutes you leave early determines your status.

	<u>Minutes before class ends</u>
Late	15 minutes or less
Absent	16+ minutes

**BEING "LATE" CAN AFFECT YOUR GRADE**

Each three (3) "late's" will be counted as one (1) "absent."

**TYPES OF ABSENCES**

*Excused absences* include family and personal emergencies, special religious holidays and extraordinary circumstances such as required college orientations.

*Unexcused absences* include but are not limited to personal obligations such as airport pick-ups, friends visiting from abroad and DMV appointments.

**MAKE-UP WORK**

The Director has the right to determine what is an excused or unexcused absence. A student may make up work for an excused absence only. All make-up work must be completed before the end of the session.

**FAILING "F" GRADE AND ABSENCES**

Any type of absence of 10 or more days will result in a failing "F" grade.

**MANDATORY DISMISSAL**

Any type of absence of 12 or more consecutive days will result in mandatory dismissal.

**CONSEQUENCES OF EXCESSIVE ABSENCES**

You must attend at least 90% of each class. You and, if applicable, your advisor or sponsor will be notified if your attendance reaches the 90% level. Absences from class of more than 20% (or more than six hours per class hour per four-week session) will affect your grades.

**ABSENCES for a 30 Hour Course will have the following effect on grades:**

<u># of Absences</u>	<u>% of Absences From Class</u>	<u>Consequence</u>
1 - 4	5% - 20%	No change in grade
5 - 7	25% - 35%	Half-grade drop
8 - 9	40% - 45%	Full-grade drop
10+	50%+	F (Failing)

**If you are unable to attend a class, you must notify the school within 24 hours.** You or your sponsor should call GGLS at (408)

374-9954 to inform a staff member or leave a message on the GGLS answering machine (24 hours a day).

### ***ACADEMIC POLICY & CONSEQUENCES***

Grades are assigned at the end of each session. Grade definitions are as follows:

<b>Symbol</b>	<b>Definition</b>	<b>Grade Point Value</b>
A	Excellent	4.0
A-		3.7-3.9
B+		3.3-3.6
B	Good	3.0-3.2
B-		2.7-2.9
C+		2.3-2.6
C	Satisfactory	2.0-2.2
C-		1.7-1.9
D+		1.3-1.6
D	Passing*	1.0-1.2
D-	Failing	0.7-0.9
F	Failing	0
AU**	Audit	No Value
W***	Withdrawal	No Value

**Students must maintain a cumulative Grade Point Average (GPA)\*\*\*\* of 2.0 (C) or risk Academic Probation or Academic Jeopardy, which can lead to dismissal.**

\*Students can pass a course with a “D” grade. However, the cumulative GPA of 2.0 must be maintained to advance to the next level.

\*\*Students who take 2 weeks or less of a four-week session, qualify for **Audit**. If a student chooses to audit a class, he/she will not receive a final grade. Please discuss this option with the Director before enrolling.

\*\*\*Students who request withdrawal from a class must consult with the Director.

\*\*\*\*Cumulative GPA is determined by dividing the total number of grade points earned by the total number of classes taken. One class can be 1.5 or 3 hours in length. A grade point with “No Value” is not counted towards the GPA.

#### ***Repeating Classes***

A class may be repeated a maximum of two times to improve a “D”, “D-” or “F” grade.

#### ***Academic Probation***

A student who has a cumulative GPA of less than 2.0 (C) is given a verbal warning. With the Director’s approval, the student can repeat a class in which he/she received a “D”, “D-”

or “F” grade. If a student’s grade has not risen to at least a 2.0 GPA during the second session, the student is placed on **Academic Probation**.

#### ***Academic Jeopardy***

If a student’s cumulative GPA remains below a 2.0 during the third session, the student is placed in **Academic Jeopardy**.

#### ***Dismissal***

A student is dismissed if after three sessions, a student’s cumulative GPA is still less than 2.0.

#### ***HOMEWORK***

Your teachers will assign homework. If you cannot complete an assignment because it is too difficult for you, please speak to your teacher.

#### ***MIDSESSION FEEDBACK***

Instructors will provide you with written feedback in the middle of each session. At the same time instructors will notify the Director regarding students whose progress and/or attendance is unsatisfactory.

#### ***SPEAK ONLY ENGLISH***

GGLS encourages students to speak English at the school. “Speaking English consistently” is so important that it is one of the criteria for the *Student of the Week* award, which is presented at the weekly school assembly.

#### ***SOCIAL ACTIVITY CLUBS***

Each session, new social activity clubs form that reflect the interests of the students. They usually meet once per week at lunch or after school. For example, one session may have clubs for tennis, basketball, international cooking, American movies, and reading.

#### ***CULTURAL ACTIVITIES***

Throughout the year you will learn about American holidays and traditions. Cultural activities include an Easter egg hunt, a Halloween costume party, Thanksgiving celebration and Christmas caroling.



### ***SCHOOL TRIPS***

School trips are organized excursions to places of interest in Northern California. The date, destination and cost of each trip will be announced in advance. Students need to be in good academic standing to be eligible to participate in field trips that are offered during class hours. Every participating student (or his/her sponsor if the student is under 18) must sign a field trip release form before the trip begins.

### ***WIRELESS ACCESS***

There is free wifi throughout the school. Your class schedule will have the current password to access the Internet.

### ***COMPUTERS***

Computers are available from 9:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. to 4:00 p.m., Friday. You may use them for class work, word processing, Internet, and email.

#### ***Using the Computers***

- **DO NOT** change the desktop or any of the settings.
- **DO NOT** save any documents you have created on the computer's hard drive. Personal files and folders will be deleted from all computers every week. To save personal documents, please email them to yourself.
- **DO NOT** bring food or drinks into the computer area.
- Please print only what you need.
- Please print only one copy - don't waste paper and ink.
- If there is no more paper ask for assistance in the lobby.

### ***LIBRARY RESOURCES***

The school has several resources to help you with your English language studies. There is free wifi and the computers are free for you to use. In the computer area, a list of English learning websites and the subjects they cover is posted on the wall. These are helpful sites

for more practice in grammar, vocabulary and other related language skills.

There is also a bookcase in the hallway with resource material such as dictionaries, pronunciation books and graded readers. You may use these materials at any time. Be sure to put them back after you have used them.

### ***LUNCHROOM***

Free coffee and tea are available in the kitchen area. Select a cup you can use regularly. Request a name label for your cup at the front office. At the end of each day, please wash your cup and hang it up.

There is also a soft drink machine and a snack machine in the lunchroom. You may use the refrigerator and microwaves. Please don't leave any food in the refrigerator or counters to spoil. Wash and take home your dishes, and throw away any trash.

### ***GGLS STUDENT CARD***

Students may request a GGLS Student Card. The student card may be used for discounts at some movie theaters, museums, aquariums, and parks.

### ***NOTICE OF CHANGE OF ADDRESS***

You must inform the school immediately of any change of address or telephone number. Please fill out the **Change of Address** form located at the front office.

### ***COMMENTS AND SUGGESTIONS***

We are constantly trying to improve the school. If you have any comments or suggestions, please tell us. Your feedback is very important.

***IF THERE IS A PROBLEM OF ANY KIND, PLEASE SPEAK WITH US RIGHT AWAY!*** Talk to your instructor or one of the administrative staff members. We want to help each of you complete your classes successfully and reach your goals as quickly as possible.

## **GRIEVANCES**

If you have a complaint, please bring it to the attention of the Director. If your grievance has not been satisfactorily resolved by the school, you may address your complaint to ACCET. The procedures for filing your grievance are posted in the lunchroom.

## **LEAVING THE SCHOOL**

### **LEAVE OF ABSENCE**

A leave of absence is a temporary break, maximum of five months, in a student's attendance outside the United States.

The student must request authorization for a leave of absence from the Director in advance and complete the Leave of Absence Request form.

The student is required to leave the U.S. within 15 days of this action.

### **GRADUATIONS**

- Graduating students can receive a Certificate of Achievement. Please fill out the **Graduation Notice** form at least 5 – 7 days before your last day of class. The form is located at the front office.
- We will have a graduation ceremony on the last day of the session during lunch for those students who have completed their programs.
- Every quarter (3 months), on the last day of the session, classes are shortened and GGLS will have a potluck lunch and graduation ceremony to celebrate with the graduates.

### **SELL YOUR BOOKS**

The school will buy back used books if they are part of the current curriculum, in good condition, and all answers are completely erased. If the book comes with a CD-ROM, the original CD must be returned and in usable condition. Books can be returned according to the schedule posted at the end of the session in

the lunchroom. Students will receive 50% of the price paid for each book.

### **STUDENT'S RIGHT TO CANCEL**

- The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The Director must be officially notified in writing of all cancellations.

### **WITHDRAWAL FROM ALL CLASSES**

- Student may withdraw from all classes after attending for two or more days. The Director must be officially notified in writing of all withdrawals. A withdrawal can also be effectuated by the student's conduct, including but not limited to, a student's lack of attendance (mandatory dismissal).

### **REFUND POLICY**

- Refunds will be calculated from the date specified on the Withdrawal from All Classes form. The withdrawal date determines the percentage of days taken in a session. The amount to be refunded is the unused portion of the tuition less a withdrawal fee.

<u>Official Withdrawal Date</u>	<u>Amount of Withdrawal Fee</u>
0 – 1 <sup>st</sup> day	No withdrawal Fee
2 <sup>nd</sup> day – 60% of session	50% of unused tuition
61% or more of session	100% of unused tuition

### **CANCELLATION AND REFUND PROCEDURE**

- Notify the Director of your intention to cancel your enrollment in writing.
- Complete the Notice of Withdrawal From All Classes form.
- Complete the Refund Request form.
- Refunds will be issued within 30 days.

### ***NOTICE TO AGENCY STUDENTS***

Should you shorten your Initial Enrollment period, please contact your agency.

- If your agency prepaid your tuition, you will need to request your refund from your agency.
- If you prepaid your tuition, you will receive the refund from the school less the fees GGLS paid to your agency.

### ***TRANSCRIPTS***

You may request a student copy or an official copy of your transcript at the front office. In order to receive the official transcript, you must complete a Transcript Request Form and make your payment. It could take up to two weeks to prepare the transcripts.

### ***RECORD RETENTION***

GGLS maintains records for each student. All official student financial and academic records are kept in this file indefinitely. To maintain confidentiality, any information regarding a student must be authorized by the student and the Director before any records are released.

## **MAINTAINING F-1 STUDENT STATUS**

It is **your responsibility** as a student to maintain your F-1 status. The following information is provided to help you understand US Immigration and Golden Gate Language School policies. Please speak with the Director if you need assistance.

### ***I-94 ARRIVAL/DEPARTURE RECORD***

You must obtain your I-94 Arrival and Departure Record online. This document is required to apply for a driver's license, register a car, or contact the U.S. Citizenship and Immigration Services. Please go to [www.cbp.gov/I94](http://www.cbp.gov/I94) and print out your I-94.

### ***ENROLLMENT CHANGES***

If you terminate your enrollment, you have 60 days in which to obtain an I-20 from the new

school and complete your transfer. Failure to comply will place you "out of status" and you will no longer be in the U.S. legally.

NOTE: If you extend your stay in the U.S. beyond the expiration date on the Form I-20 without having requested continued attendance or a transfer, SEVIS (Student Exchange Visitor Information System) will automatically declare you "out of status."

### ***REPORTING REQUIREMENT***

If you enter the United States using a GGLS I-20, you are required by law to report to GGLS on the date specified on the I-20. Failure to do so will place you "out of status" and is a violation of US. Immigration law.

### ***REGULAR ATTENDANCE***

To maintain F-1 student status, you must be enrolled full-time in the Intensive English Program and maintain regular attendance. A minimum attendance of 80% is required. Please refer to the ***ATTENDANCE POLICY*** in the **While Attending School** section of this booklet.

### ***VACATION POLICY***

You may take a vacation of up to 3 months after completion of **seven** consecutive sessions.

If you plan to leave the U.S. during your authorized vacation, you must obtain a travel signature on your I-20 form from the Director.

### ***LEAVE OF ABSENCE POLICY (LOA)***

A Leave of Absence is an authorized temporary break in a student's attendance.

After obtaining the LOA authorization from the GGLS Director, the student must depart the U.S. within 15 days. A Leave of Absence may not be longer than five months.

While the student is on a Leave of Absence, his/her SEVIS record will be temporarily terminated. The student must inform the GGLS Director at least one month in advance of his/her date of return so that the Director

can request the re-activation to student status from SEVIS.

Upon approval of the re-activation, GGLS will update the student's I-20 to show the new starting date, and mail the updated document to the student for re-entry into the United States.

## **TOEFL, COLLEGE AND OTHER INFORMATION**

### ***INTERNATIONAL TOEFL***

If you are planning to take the TOEFL iBT (internet based TOEFL), refer to the Educational Testing Service website for more information at: [www.ets.org](http://www.ets.org).

### ***INSTITUTIONAL TOEFL***

GGLS offers the Institutional TOEFL test (paper-based TOEFL). The schedule of GGLS test dates for the TOEFL is available at the front desk. You may register and receive your test date confirmation and the Examinee Handbook and Admission Form beginning on the dates specified on the schedule.

### ***GUARANTEED TRANSFER WITHOUT TOEFL PROGRAM***

Golden Gate Language Schools maintains a formal guaranteed transfer agreement with several regional and national colleges and universities. Each participating institution will waive its TOEFL score requirement for students who have successfully completed level 12 at GGLS. Local institutions participating in this program are indicated in the list of colleges and universities on the next

page. See the Director for additional information.

### ***TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

None of GGLS' clock hours are transferable to other institutions.

### ***APPLYING TO A US COLLEGE OR UNIVERSITY***

It is important that you begin applying several months before you enter a US college or university. Often it takes more than four months to request, receive, and complete the application form, to take the required tests, to get letters of recommendation, and to have your school records evaluated by the college admissions officer. It is a good idea to apply to at least three colleges in order to get accepted to a school of your choice without delay.

#### ***Request Information and Application***

You may request information and application materials for international students by emailing the colleges, which interest you.

#### ***Fill Out and Send Application***

When you receive the materials from the college of your choice, read through all the information and application forms. Then, if you do not understand everything, you may ask the Director to help you. Fill out the application and return it to the college before the deadline. Allow at least 4 weeks to gather all of your documents.

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## **TOEFL WAIVER GUARANTEED TRANSFER PROGRAM AFFILIATES**

### ***Local Community Colleges – Two-Year Institutions & Certificate Programs***

***San Jose City College***  
San Jose, CA 95128  
[www.sjcc.edu](http://www.sjcc.edu)

***De Anza College***  
Cupertino, CA 95014  
[www.deanza.edu](http://www.deanza.edu)

***Foothill College***  
Los Altos Hills, CA 94022  
[www.foothill.edu](http://www.foothill.edu)

**College of San Mateo**  
San Mateo, CA 94402  
www.collegeofsanmateo.edu

**West Valley College**  
Saratoga, CA 95070  
www.westvalley.edu

**UCSC Silicon Valley  
Extension**  
Santa Clara, Ca 95054  
www.ucsc-extension.edu

*Local Community Colleges – Two-Year Institutions & Certificate Programs (cont.)*

**International Culinary Center™**  
Campbell, CA 95008  
Internationalculinarycenter.com

*Out-of-State Community Colleges – Two-Year Institutions*

**Red Rock Community  
College**  
Lakewood, CO 80401  
www.rrcc.edu

**Southwestern Oregon  
Community College**  
Coos Bay, OR 97420  
www.socc.edu

**Yakima Valley  
Community College**  
Yakima, WA 98907  
www.yvcc.edu

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*Local College/Universities – Four-Year Institutions*

**Notre Dame de Namur  
University**  
Belmont, CA 94002  
www.ndnu.edu

**Lincoln University**  
Oakland, CA 94612  
www.lincolnuca.edu

*Out-of-State College/Universities – Four-Year Institutions*

**Davenport University**  
Grand Rapids, MI 49503  
www.davenport.edu

**Texas Wesleyan University**  
Fort Worth, TX 76105  
www.txwes.edu

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**USEFUL GENERAL INFORMATION**

**LEGAL AGE**

Twenty-one is the legal age in California. This means that you must be 21 to buy or drink alcoholic beverages or to go to a nightclub.

**SMOKING**

In California, smoking in public places is not allowed. This includes restaurants, office buildings, airplanes and stores. You must be

18 to buy cigarettes. For more information, call the City Manager's office of your city.

**TRANSPORTATION**

Santa Clara County has a public bus system and light rail system, which serves cities within the county such as San Jose and Campbell. For information on trip planning, go to the VTA (Valley Transportation

Authority) website: [www.vta.org](http://www.vta.org) or call customer service at (408) 321-2300.

*CalTrain* is the train system, which connects cities on the San Francisco Peninsula from Gilroy to San Francisco. The Baby Bullet express makes it possible to travel between San Jose and San Francisco in less than one hour. The website is: [www.caltrain.com](http://www.caltrain.com).

*BART* (Bay Area Rapid Transit) is the transportation system, which connects cities on the San Francisco Peninsula with cities in the East Bay. The website is: [www.bart.gov](http://www.bart.gov). If you need a taxi you must call a taxi company to pick you up. Taxis are the most expensive form of public transportation.

### ***PARKING***

GGLS students and visitors should park on the North West side of the building (alongside San Tomas Expressway) and use the GGLS entrance.

### ***BICYCLE SAFETY***

GGLS provides bicycle racks within plain view of the school entrance. Please lock your bike securely with a strong device that connects your bicycle's frame to the rack.

### ***DRIVING INFORMATION***

#### ***If You Have a Tourist Visa:***

You may drive in California with a valid driver license from your home country.

#### ***If You Have a Student Visa (I-20):***

If you are an international student (F-1) and you want to drive a car in California you must apply for a California Driver License within 10 days of arriving in the U.S. Follow the outline below to apply for a license.

### ***DMV***

**1. Visit a DMV** (Department of Motor Vehicles) office. For faster service, make an appointment online at <http://dmv.ca.gov> or call 1-800-777-0133.

DMV (GGLS recommends)  
600 North Santa Cruz Ave,

Los Gatos, CA

DMV

3665 Flora Vista Ave.,  
Santa Clara, CA

## **2. What to bring to the DMV:**

- Passport with I-94
- I-20 Form
- Cash for the required fee
- Driver license from your home country, if you have one

## **3. What to do and say at the DMV:**

- Ask for a Driver License application (DL44).
- Fill out the application form while you are waiting to be called.
- In the space for Social Security Number, write "Not Eligible"
- When it is your turn to see the clerk, go to the window and present your application.
- At that time you should say: **"I am an international student on a student visa. I do not have a social security number because I am not eligible for work."**
- Present your passport and I-94. (The clerk will make copies of your documents and enter your information into the computer.)
- Pay the required fee.
- Take the vision test.
- Take the traffic laws and sign (written) test.
- Have your photo taken.
- Have your fingerprint taken.

Note: The application and written test including all the waiting in line will take from 2-4 hours. The DMV will not offer written exams after 4:30 p.m.

## **4. Driving Test**

If you **have** a driver license from your home

country and you pass the written test, you are required to take a driving test.

- Call 1-800-777-0133 to make a driving test appointment. (Driving tests are not given without an appointment.)
- Bring to the appointment proof of insurance for the vehicle you are using for the driving test.
- After you pass your driving test, you will be issued an interim license valid for 60 days until you receive your new photo license in the mail.

If you **do not** have a driver license from your home country and you have passed the written test, you will receive a Driving Permit. The Driving Permit is valid for one year. You must practice driving and take your driving test within one year. The driving permit only allows you to drive if a licensed driver (18+ years old) is with you in the car.

If you **do not pass the written test** the first time, you have two more chances.

The processing time including the verification of your legal status as a student on a student visa may take up to one year. If you have not received your license after 60 days, call 1-800-777-0133 and ask DMV to check on the status of your application.

These instructions are subject to change. Please check the DMV website at: [dmv.ca.gov](http://dmv.ca.gov) for the most up-to-date information.

### ***Car Insurance***

If you buy or rent a car, you must have liability insurance. If you rent a car, you can purchase insurance from the rental company. If you buy a car, you will be required by the insurance company to show a valid California Driver License in order to purchase insurance. If you are involved in an accident and have no insurance, your California Driver License will be suspended.

### ***Car Registration***

The car you drive must be currently registered. The license plate must have a sticker on it for the current year. If you purchase a car, you must register the change of ownership with the DMV within 10 days. You must show proof of car insurance to register your car. If you do not register your car, you will be fined for driving a car without registration.

### ***Driving Under the Influence (DUI) of Alcohol or Drugs***

It is against the law to Drive Under the Influence (DUI) of drugs or alcohol. This includes certain medicines that your doctor may prescribe. These medicines usually have a label warning you not to drive while taking them. If you are stopped, you will be asked to take some physical tests near your car. You may also be asked to take a blood, breath or urine test. If you refuse, you will automatically lose you license for six months, even if you are not drunk. Anyone found guilty of DUI will go to jail for at least two days and has to pay a fine.

### ***Accident Reports***

If you are involved in a car accident in which there is damage of \$500 or more to any car, or if someone is hurt, you must file an accident report with the Department of Motor Vehicles within 15 days. This is required even if you are not at fault. If you contact your insurance agent, he/she can file the report for you.

If you are in an accident with a car while the driver is inside, you must stop and exchange information with the other driver such as Driver's License number, car registration, insurance company and policy number, license plate, address and phone number. Again, this is required even if you see no damage or if you think it is not your fault. The exchange of this information is for your own protection. If there is significant damage or injury, call the police. Get the case number of the police report and inform your insurance company immediately about the accident.

### ***Hit and Run Accident***

If you hit a parked car and cannot find the owner, you must leave your name and address, even if you see no damage. If you do not leave a note, you can be found guilty of "hit and run".

### ***Identification***

If you are stopped by a police officer in your car or anywhere else, you must identify yourself and give your address to the officer. If you refuse, this can be considered a crime. If you give false information to an officer, such as a false name, this, also, is a crime.

### ***IMMIGRATION STOP***

If you are legally in the United States, you should have no problems with the Immigration Service. If you are stopped by an Immigration Officer, you must identify yourself and show your immigration papers or passport. If you are ever picked up by the Immigration Service, give your name only, do **not sign any papers**, ask for an immediate court hearing and ask to be allowed to call your family, your school, friends or an attorney.

### ***FOR YOUR SAFETY***

While you are in the United States, there are some general safety rules which you should remember. Please follow these guidelines to make your stay here as safe and pleasant as possible.

#### ***Basic Rules:***

- Be sure you know where you are at all times. Know the names of the streets you travel on a daily basis.
- If you must travel somewhere alone, make sure a friend or relative knows where you are going and when you are expected back.
- Do not accept rides with strangers or with persons who may be intoxicated.
- Never reveal your phone number, personal information or the fact that you are home alone to a stranger on the phone.
- Carry a cellular phone.
- Carry only necessary cash and credit cards.

- If you feel uneasy, uncomfortable or fearful of someone- seek help IMMEDIATELY-do not wait! Trust your feelings the first time.
- Make sure you know how to use **9-1-1 for an emergency**. Call this number from any phone if you need the Police, Fire Department, Ambulance or Highway Patrol. If you use a public phone, you do not need to put money into the phone. Provide the person on the phone with any information they ask for. Do not hang up the phone before the operator tells you that help is coming. Help will be sent your way as soon as possible

#### ***On Foot:***

- Be aware of your surroundings.
- Try not to travel alone after dark.
- Do not take "short cuts". Stay on well traveled public routes.
- If you carry a purse, keep it closed and close to your body.
- Don't use a portable music player such as an MP3 player when walking alone.
- If you think you are being followed: cross the street and change directions, look back so the person realizes you spotted him/her, go to a public place and call a friend to pick you up.

#### ***By Bike:***

- Try to park in well-lit, frequently traveled areas.
- Lock your bike with a U-shaped bicycle lock or case-hardened chain.
- Keep a record of your bicycle's make, model, and manufacturer's serial number

#### ***By Car:***

- Always lock your car.
- Keep your keys in your hand while you walk to your car.
- Park in well-lit areas.
- After dark, try to have someone you trust walk you to your car.
- Don't leave valuable items in plain view inside your car.
- Don't drive alone at night if possible.



- Never pick up hitchhikers.
- If your car breaks down and someone stops to help you, ask that person to call the police for you. Don't accept rides.
- If you see police lights on the car behind you, don't pull over until you are in a well-lit, populated area.

### ***Using ATMs:***

- Use automatic teller machines (ATMs) that are located at the banks.
- Try not to use ATM at night. Find ATMs located in well-lit areas and avoid using an ATM alone.
- Do not stand at an ATM and count your money.
- Do not use any ATM that looks like it has been tampered with.

### ***EARTHQUAKE INFORMATION***

If an earthquake happens while we are at school, please follow these simple steps:

#### ***When it starts***

- Don't panic - stay calm
- Protect yourself from falling objects. Quickly go under a table or desk, or stand in a doorway, or duck down in a corner or near a firm wall
- **STAY AWAY FROM WINDOWS!**

#### ***When it stops***

- Stay calm
- Follow staff instructions
- Don't light a match or lighters
- **NO SMOKING!**
- Leave the school through the nearest exit
- Assemble in a group in the middle of our parking lot, away from the building, away from power lines
- Do not leave the school grounds (GGLS) without telling a staff member
- Follow GGLS staff instructions

For more information about how to be prepared, please read the pages in the front of your telephone book. At home, make sure you have at least the following:

- Flashlights and batteries
- Drinking water
- First aid kit
- Portable radio with batteries or car radio
- Contact person outside this area
- Meeting point where you will find your friends or family.

### ***OPENING A BANK ACCOUNT***

If you plan to be in the US for 6 months or more, you should open a bank account. Most banks will require you to bring two or more of the following documents with you to the bank:

- A passport
- Foreign or California Driver License
- Major credit card (Visa or MasterCard)
- GGLS Student Card

A Social Security number is **not** required, you will, however, have to sign additional form(s) provided by the bank.

These banks are located close to GGLS:

#### **Wells Fargo Bank**

60 W. Hamilton Avenue  
Campbell, CA  
**Telephone: (408) 378-8154**

#### **US Bank**

750 W. Hamilton Ave.  
Campbell, CA  
**Telephone: (408) 378-7500**

#### **Bank Of America**

200 The Pruneyard  
Campbell, CA  
**Telephone: (408) 369-2124**

#### **Citibank**

970 West Hamilton Ave.  
Campbell, CA

**Telephone: (408) 963-2564**

**Chase Bank**

1605 S. Winchester Blvd.

Campbell, CA

**Telephone: (408) 379-0980**

***SOCIAL SECURITY CARD***

Social Security numbers (SS#) are issued only for the purpose of withholding taxes from wages earned in the United States. You can apply for a SS# **only** if you have employment authorization from the Immigration Service or are offered part-time employment on a college or university campus.

You do not need a SS# to get a driver license, open a bank account or rent an apartment.

If someone asks you for a SS#, simply tell them that you do not have nor need one. You can use your passport, I-94, I-20 driver license, CA ID card, or credit card for identification purposes.

***QUESTIONS AND DISCLOSURES***

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, California 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. CEC §94909(a)(3)

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. CEC §94909(a)(3)

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov). CEC §94909(a)(3)

Golden Gate Language Schools does not participate in federal and state financial aid programs. CEC §94909(a)(10)

GGLS does not provide placement services. CEC §94909(a)(13)

The school does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) CEC §94909(a)(12)

GGLS does not accept credits earned at other institutions or through challenge examinations and achievement tests. GGLS does not have admissions requirements for ability-to-benefit students and has not entered into an articulation or transfer agreement with any other college or university regarding admission to GGLS. CEC §94909(a)(8)

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. CEC §94909(a)(11)

The school provides, at no charge, visa services and will vouch for student status. CCR §71810(b)(3)

## FACULTY

### **CARVALHO, ANDREA NICOLE**

M.A. in TEFL, Columbia International University, Columbia, SC; B.A. in Religious Education with emphasis TESOL, Davis College, Johnson City, NY; Teaching Experience from 2004 to present.

### **KALAFAT, SUZANNE**

M.A. in Mexican American Studies (Bilingual/Bicultural); B.A. in English, San Jose State University; B.A. in English, University of California, Los Angeles; California C.L.A.D. Teaching Certificates; Teaching Experience from 2000 to present.

### **PRATS, LAURA**

M.A. in Linguistics, University of Wisconsin, Madison, Wisconsin; B.A. in French, Grinnell College, Iowa; Certificate in Teaching English EFL, Royal Society of Arts, Barcelona, Spain. Five years teaching experience in Europe and USA.

### **PRICE, KATHLEEN**

M.A. in Spanish Literature, NY University in Madrid, Spain; B.A. in Spanish, University of Arizona, Tucson, Arizona; Teaching English and foreign languages for 15 years.

### **SANFORD, CASEY**

B.A. in English, San Jose State University; A.A. in English, De Anza College, Cupertino, CA; Teaching Experience from 2008 to present.

### **SHIPLEY, HOLLY**

B.A. in Studio Arts, emphasis in Graphic Design, College Park, Maryland; Teaching Experience from 2008 to present.

### **SNOW, TYLER**

B.A. in General Studies and Linguistics with TESOL stream, Trinity Western University, Langley, BC, Canada; TESOL Level II Certificate, Trinity Western University, Langley, BC, Canada; Teaching Experience from 2013 to present.

## **Golden Gate Language Schools – Session Calendar**

<b>START &amp; END DATES</b>	<i>Registration and Payment Due Date*</i>	<b>Holidays</b>
<b>Year 2016</b>		
January 4-January 29	Dec. 21, 2015	
February 1-February 29	Jan. 25, 2016	February 15 Presidents' Day Holiday
March 1-March 29	Feb. 23, 2016	March 25 Easter Holiday
March 30-April 26	Mar. 23, 2016	April 27 Recess Day
April 28-May 25	Apr. 21, 2016	
May 26-June 23	May 19, 2016	May 30 Memorial Day Holiday June 24 Recess Day
June 27-July 25	Jun. 20, 2016	July 4 Independence Day Holiday
July 26-August 22	Jul. 19, 2016	
August 23-September 20	Aug. 16, 2016	September 5 Labor Day Holiday September 21 Recess Day
September 22-October 19	Sep. 15, 2016	
October 20-November 16	Oct. 13, 2016	
November 17-December 16	Nov. 10, 2016	November 24-25 Thanksgiving Holiday

**December 19, 2016 - January 2, 2017**

**Winter Vacation**

<b>Year 2017</b>		
January 3-January 30	Dec. 21, 2016	
January 31-February 28	Jan. 24, 2017	February 20 Presidents' Day Holiday
March 1-March 28	Feb. 22, 2017	March 29 Recess Day
March 30-April 27	Mar. 23, 2017	April 14 Easter Holiday
April 28-May 25	Apr. 21, 2017	
May 26-June 23	May 19, 2017	May 29 Memorial Day Holiday
June 26-July 25	Jun. 19, 2017	July 3-4 Independence Day Holiday July 26 Recess Day
July 27-August 23	Jul. 20, 2017	August 24 Recess Day
August 25-September 22	Aug. 18, 2017	September 4 Labor Day Holiday
September 25-October 20	Sep. 18, 2017	
October 23-November 17	Oct. 16, 2017	
November 20-December 19	Nov. 13, 2017	November 23-24 Thanksgiving Holiday

**December 20, 2017 - January 2, 2018**

**Winter Vacation**

Students may enter the program at any time. For best class selection, we recommend that you follow the registration and payment deadlines given.

### **Golden Gate Language Schools**

591 W. Hamilton Avenue, Suite 101 Campbell, California 95008-0521 USA  
 Telephone 1 (408) 374-9954      Fax 1 (408) 374-9429      [www.goldengatelanguage.com](http://www.goldengatelanguage.com)