



**NEW STUDENT
INFORMATION GUIDE
FOR GRADUATE STUDENTS**

2009-2010

HELPFUL PLACES TO CONTACT IF YOU HAVE QUESTIONS

All numbers are in the 626 area code.

Athletics, Physical Education, & Recreation	395-6146
www.gocaltech.com	
Bookstore	395-6161
www.bookstore.caltech.edu	
Caltech Center for Diversity	395-6207
www.msa.caltech.edu	
www.womenscenter.caltech.edu	
Caltech Library Service	395-3404
library.caltech.edu	
Caltech Y	395-6163
www.caltechy.org	
Career Development Center	395-6361
www.career.caltech.edu	
Counseling Center	395-8331
www.counseling.caltech.edu	
Dean of Graduate Studies Office	395-6346
www.gradoffice.caltech.edu	
Financial Aid	395-6280
www.finaid.caltech.edu	
Graduate Student Council	
gsc.caltech.edu	
Health Center	395-6393
www.healthcenter.caltech.edu	
Health Education	395-2961
www.healtheducation.caltech.edu	
Housing Office	395-6176
www.housing.caltech.edu/grad	
International Student Programs	395-6330
www.isp.caltech.edu	
Office of Campus Life	395-6194
www.studentlife.caltech.edu	
Performing & Creative Arts	395-3295
www.music.caltech.edu	
Registrar's Office	395-6297
www.registrar.caltech.edu	
Security Office	395-4701
www.security.caltech.edu	
Vice President for Student Affairs	395-6100
www.studaff.caltech.edu	
Emergency Response	395-5000



**WELCOME TO THE
CALIFORNIA INSTITUTE
OF TECHNOLOGY**

**NEW STUDENT
INFORMATION GUIDE
FOR GRADUATE STUDENTS**

2009–2010

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DEAN'S WELCOME

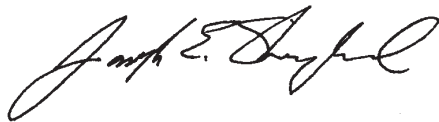
Dear New Student,

I would like to take the opportunity to welcome you to the California Institute of Technology and to provide you with some information to help you make your transition to Caltech smooth and enjoyable. Here are some links to helpful information:

1. A checklist with transition and arrival information is available at www.gradoffice.caltech.edu/orientaiton_schedule2009.html
Please review the information prior to your arrival.
2. Once you arrive at Caltech, you should first check in with your primary option. The option administrator will provide you with keys, a mailbox, lab space, a schedule of departmental meetings, etc.
3. Your next stop should be the Graduate Office during orientation. The check-in will take place at Avery (Bldg #99) on September 23 from 9AM to 4PM. U.S. citizens should bring to the Graduate Office the identification necessary for completing an I-9 (social security/driver's license/passport, etc.)
4. Beginning Wednesday (September 23, 2009), Caltech will host graduate student orientation. We hope that you will be able to join us for Convocation at 4:30PM as well as the annual Dean's BBQ for entering students and their families. A detailed schedule of all of the week's orientation activities can be found on the Graduate Office Website at www.gradoffice.caltech.edu/orientation. The information will be updated periodically throughout the summer, so be sure to check back often for the latest schedule. We will also distribute schedules at the orientation.
5. Our office is here to help you. We are located in Room 230 in the Center for Student Services. Our website is www.gradoffice.caltech.edu and phone number is 626-395-6346. You can always reach us by email at gradofc@caltech.edu.

We look forward to meeting you.

Sincerely,



Joseph E. Shepherd
Dean of Graduate Studies

GRADUATE OFFICE INFORMATION

OFFICE INFORMATION

Main number: (626) 395-6346

Fax: (626) 577-9246

Email: gradofc@caltech.edu

Mail code 230-87

Graduate Studies
230 Center for Student Services
414 S. Holliston Avenue
Pasadena, CA 91125

PERSONNEL

Dean, Joseph E. Shepherd (jeshep@caltech.edu) x 5802, or x3283

Associate Dean, Felicia Hunt (fhunt@caltech.edu) x3132

Assistant Dean, Natalie Gilmore (ngilmore@caltech.edu) x3812

Business Administrator, Rosa Carrasco (rosac@caltech.edu) x3712

Administrative Assistant, Icy Ma (icyma@caltech.edu) x6348

ABOUT CALTECH

HISTORY

The California Institute of Technology traces its origins to a local school of arts and crafts founded in 1891 by the Honorable Amos G. Throop and named after him, Throop University. Astronomer George Ellery Hale, the first director of Mount Wilson Observatory, who became a member of Throop's board of trustees in 1907, envisioned Throop as an institution of engineering and scientific research of the highest rank. Under his leadership its transformation began.

By 1921 Hale had been joined by chemist Arthur A. Noyes and physicist Robert A. Millikan. These three men set the school, renamed the California Institute of Technology, firmly on its new course. They were dedicated to the development at Caltech of exceptional research and instruction in Engineering and in the fundamental sciences and to the enrichment of that curriculum with course work in the humanities.

Millikan soon became the head of the school (he settled on the title of Chairman of the Executive Council rather than president). His successors, presidents Lee DuBridge, Harold Brown, Marvin Goldberger, and Thomas Everhart have led Caltech to become one of the premiere scientific institutions in the world.

Current President Jean-Lou Chameau continues this tradition, keeping Caltech on the leading edge of instruction and research in the sciences and engineering, a place where students and faculty are justifiably proud to work and to learn. He also places a strong emphasis on improving the educational experience of students, increasing diversity, and fostering research as well as entrepreneurial and international opportunities for faculty and students.

CALTECH MISSION STATEMENT

The mission of the California Institute of Technology is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

CALTECH STUDENT AFFAIRS MISSION STATEMENT

Student Affairs at Caltech complements and enhances the Institute's educational mission by ensuring a healthy and supportive environment that enables students to grow academically and personally in preparation for meeting current and future challenges.

Independently and in collaboration with students, faculty and staff, we serve our community by responding to the issues, ideas and needs of all students. Utilizing diverse approaches, we provide programs and services of the highest quality.



THE GRADUATE STUDENT COUNCIL (GSC)

Dear new graduate student,

On behalf of the Graduate Student Council (GSC) Board of Directors (BoD), I'd like to welcome you to the Caltech community and let you know about some of the things we do to try to meet our mission of 'maximizing the quality of life for graduate students'.

The GSC will send you weekly e-mail announcements and publishes a monthly newsletter available online (<http://gscnews.caltech.edu/>) to help keep you informed about what's going on around campus. Once you arrive at Caltech, you may wish to attend any of our 3 main monthly meetings: Academics, Advocacy, and Social. Any Caltech graduate student is welcome to attend these meetings anytime; you can learn more about each on the subsequent page and at: <http://gsc.caltech.edu/>.

Also, you can find our calendar of GSC-promoted social events, including our monthly social hour (GUSH) and our quarterly term party, at: <http://gsc.caltech.edu/social/>. New Student Orientation (NSO) will be your introduction to Caltech, Pasadena, and LA. We are working hard with the Graduate Studies Office (GSO) to plan a fun and informative orientation experience for you.

After orientation, you'll disperse into your classes and labs, but there will still be a variety of ways to continue to interact with all of your peers and people from across the Institute. Though small, Caltech is a rich and vibrant community. Interesting things are going on all the time and I encourage you to take advantage of these. Progress in lab is important, but so is your overall happiness-including physical and mental health, so don't feel like you have to be stuck in lab 24/7.

The GSC BoD has the responsibility of deciding how to spend your graduate student dues in addition to generous contributions from Student Affairs. Caltech is dedicated to supporting all aspects of graduate students' lives. That being said, we need your input on how to best help 'maximize the quality' of your life. If there is a program that you'd like to see, or other suggestion that you have, visit our website (<http://gsc.caltech.edu/>) to get more information about how to get involved, or send me an e-mail (jshanata@caltech.edu). Throughout your time at Caltech, we hope that you will see the GSC BoD and GSO as the place to start if you have any concerns about your quality of life, academic and professional support, or other recommendations about how to improve your time here.

Enjoy the rest of your summer, and I look forward to meeting you in the fall!

Sincerely,

Jai Shanata
GSC Chair

THE GRADUATE STUDENT COUNCIL (GSC)

GSC ACADEMICS COMMITTEE

The GSC Academics Committee focuses on promoting graduate student research and other academic activities on campus. One of the programs that the committee currently organizes is the Lab Review Survey. Students are anonymously surveyed upon graduation regarding their lab and their adviser. This helps incoming students find a lab that works well for them. Another program is the Everhart Lecture Series (ELS) which annually features three exemplary grad students particularly skilled at explaining their research to a broad audience. The Committee also administers the Teaching and Mentoring Awards, which honors both grad students and professors in the areas of outstanding classroom teaching, mentoring, and TAing. Various other activities include organizing graduate student poster sessions, and coordinating with the library, the Caltech Project for Effective Teaching (CPET) as well as faculty committees. The Committee meets on the fourth Thursday of every month at noon outside of Chandler and all grad students are welcome to attend.

GSC ADVOCACY COMMITTEE

The GSC Advocacy Committee works to support graduate student interests to faculty and the administration on a number of topics including: healthcare, housing, diversity, and stipends. For example, as healthcare costs increase drastically, Advocacy seeks to ensure that we can retain the benefits that are most important to graduate students while keeping costs reasonable. The Committee also interacts heavily with the GSC Under-represented Students (URS) Advocate, who plans events that focus on women's issues, recruitment and retention of minority students, LGBTQA topics, and for students with dependents. We work to provide accurate information to the Graduate Studies Office regarding cost of living for graduate students, so that minimum stipend levels can be recommended to the Caltech options. This year, we will be launching a set of mentoring programs for graduate students mentoring undergraduates as well as other graduate students for both social and professional development. The committee meets on the third Thursday of every month at noon in the Caltech Y lounge and all grad students are encouraged to attend.

GSC SOCIAL COMMITTEE

The GSC Social Committee's charge is to improve the social life for graduate students at Caltech. We organize the social aspects of New Student Orientation then keep the party going throughout the year with monthly Graduate Underground Social Hours (or GUSH), quarterly term parties, and special annual events such as Gradiators, the Wine Trip, and Formal. We also oversee the distribution of Quick Funding, so fill out the form (<http://gsc.caltech.edu/funding.html>) for help funding your next party! Social Committee has also forged connections with area graduate schools such as UCLA and USC too, so be sure to check out our next mixer event with them!

The Social Committee is also committed to providing events and funding for student groups that are traditionally under-represented at Caltech, such as women, LGBTQA, minorities, international students, and students with dependents. Email us (gscsocial@its.caltech.edu) to find out about opportunities to collaborate on an event!

ARRIVAL AND CHECK-IN PROCEDURES

All incoming graduate students should plan to check in on Wednesday, September 23. A detailed schedule of orientation activities can be found on the Orientation website at <http://www.gradoffice.caltech.edu/orientation/>. International students must check in for International Student Orientation on Sunday, September 20. If you have any questions about the International Student Orientation call (626) 395-6330 or email isp@caltech.edu. You may also visit the International Student Program website at <http://www.isp.caltech.edu>

GETTING TO CALTECH

From Los Angeles International Airport (LAX)

By automobile, take Sepulveda Boulevard to the Glen Anderson Freeway (105). Proceed east on the 105 to the Harbor/Pasadena Freeway (110). Go north on the 110 until it ends on Arroyo Parkway in Pasadena. Continue north on Arroyo Parkway to California Boulevard. Turn right onto California Boulevard and proceed to Caltech.

By public transportation, take the airport bus to the Pasadena Hilton, the Pasadena Westin, or the Pasadena Holiday Inn. Then take a taxi from the hotel to the campus.

In addition, several van shuttles offer door-to-door service from the airport.

From Bob Hope Airport (BUR) [Burbank, Glendale and Pasadena]

Follow the signs leaving the airport to the Golden State Freeway (5). Proceed south on the 5 to the Ventura Freeway (134). Go east on the 134 to the Foothill Freeway (210). Continue east on the 210 to Hill Avenue. Travel south (right) on Hill Avenue until you reach campus.

From Downtown Los Angeles

Proceed north on the Harbor/Pasadena Freeway (110) until it ends on Arroyo Parkway in Pasadena. Continue north on Arroyo Parkway to California Boulevard. Turn right onto California Boulevard and proceed to Caltech.

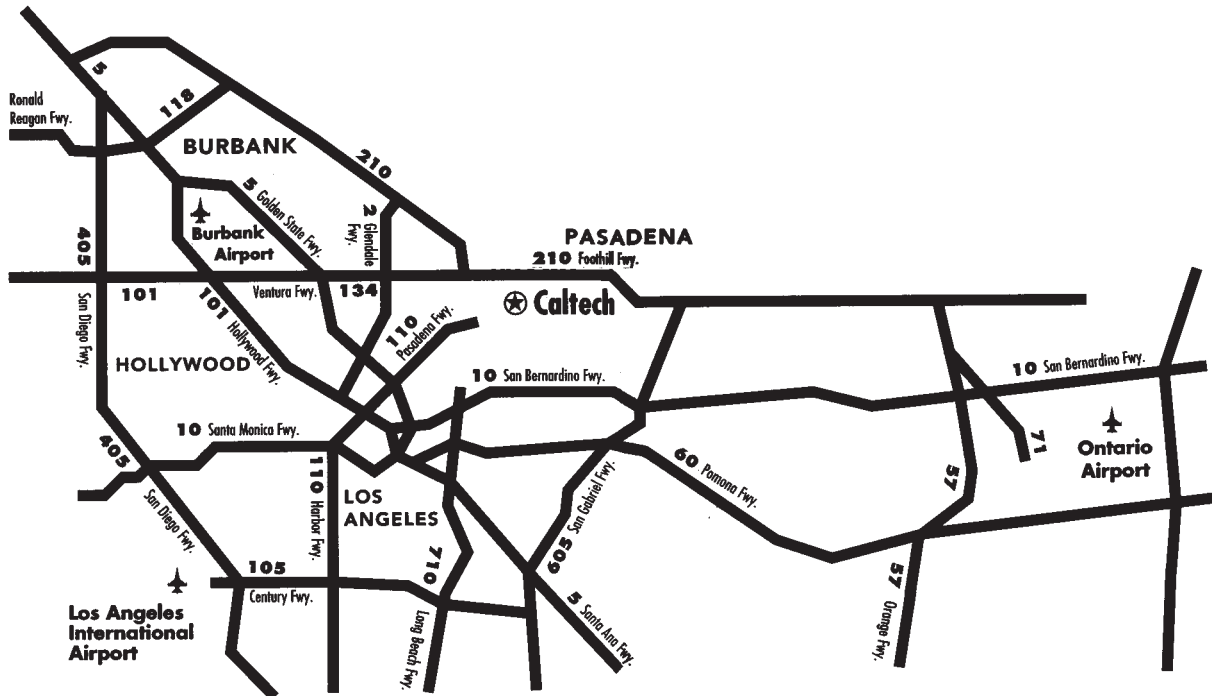
From West Los Angeles

Proceed east on the Santa Monica Freeway (10) to the Harbor/Pasadena Freeway (110). Go north on the 110 until it ends on Arroyo Parkway in Pasadena. Continue north on Arroyo Parkway to California Boulevard. Turn right onto California Boulevard and proceed to Caltech.

From Orange County or the San Gabriel Valley

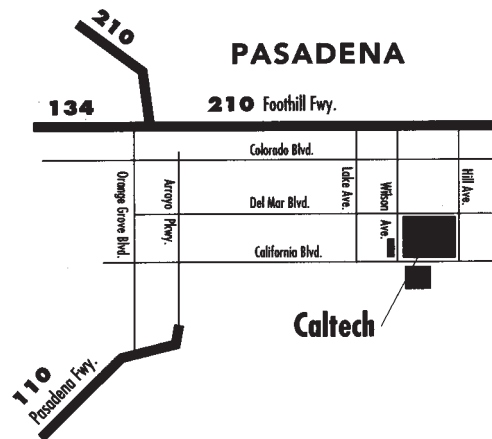
Travel north on the San Gabriel River Freeway (605) to the Foothill Freeway (210). Go west on the 210 to the Hill Avenue exit. Turn left onto Hill Avenue and follow it to campus.

Getting to Pasadena



Getting to the Campus

<i>From</i>	<i>Distance</i>	<i>Time</i>
LAX	35 miles	60 min
Bob Hope Airport (BUR)	20 miles	30 min
Ontario Airport	50 miles	60 min
Union Station (LA)	25 miles	35 min
Downtown LA	25 miles	35 min
West Los Angeles	35 miles	60 min



AIRPORT TRANSPORTATION

Making advance arrangements with a shuttle service from the airport to Caltech is a smart thing to do, but not essential. To be safe, you should make your reservations at least one week in advance. The two closest airports to the Caltech campus are Los Angeles International Airport and Bob Hope Airport (the closest). The Super Shuttle - which operates a 24-hour a day shuttle service at both locations - can bring you from the airport to the Holliston parking structure (370 S. Holliston), next to the Center for Student Services. When making your reservations, please ask for the "Caltech Corporate Rate" to get the best price, and tell the Super Shuttle agent that you wish to be dropped off at the corner of Holliston and San Pasqual, also known as "Caltech Stop 1". This is a good drop off point on September 23 or anytime you are arriving after 5 PM. The toll free number for the Super Shuttle service is (800) 554-3146.

CAMPUS MAP LEGEND

BUILDING/OFFICE NAME	NUMBER
Athenaeum (Faculty Club)	61
Athletic Center	1, 2
Avery House	99
Braun Gym	3
Bursar's Office	87
Caltech Y	56/62
Campus Card Services	51
Career Development Center	86
Chandler Dining Hall	52
Counseling Center	8
Dean of Graduate Studies	87
Fellowship Advising and Study Abroad Office	87
Financial Aid	87
Graduate Office	87
Health Center	8
Housing Office	86
International Student Programs Office	86
Minority Student Education Office	86
Office of Campus Life	86
Performing and Creative Arts	58
Registrar's Office	87
Vice President for Student Affairs	31
Women's Center	86

IMPORTANT DATES AND DEADLINES

DUE ASAP

- Health Forms - If you have not already submitted the forms mailed to you earlier, download and print out the forms from the website <http://www.healthcenter.caltech.edu/newstudents.html> and mail to the Health Center.
- Get your Caltech email

DUE AUGUST 31

- To decide about Caltech health insurance. If you have questions about our insurance program, please see the website at <http://www.healthcenter.caltech.edu/insurance.html>.

DUE AUGUST

- Orientation Field Trip Sign-up
<http://www.studentlife.caltech.edu/newstudent>

SEPTEMBER 20

- Early Arrival for international students attending International Student Orientation

SEPTEMBER 23

- 4:30 PM Convocation for all New Students and Graduate Dean's Annual BBQ

NEW STUDENT ORIENTATION SCHEDULE 2009

SUNDAY, SEPTEMBER 20 THROUGH TUESDAY, SEPTEMBER 22
International Student Pre-orientation

WEDNESDAY, SEPTEMBER 23

9:00 AM - 4:00 PM Check in (Avery, Bldg #99)

OPTION ORIENTATIONS

- For Applied Mechanics, Civil Engineering and Mechanical Engineering Students

9:30 AM	Coffee/Juice and Danishes in Thomas 210
10:00 AM - 11:00 AM	Departmental Orientation in Thomas 210
11:00 AM - 12:00 PM	Divisional Safety Orientation in Moore 70
12:00 PM	Department Luncheon in Dabney Lounge

- For Applied Physics Students

10:00 AM - 11:00 AM	Departmental Orientation
11:00 AM - 12:00 PM	Divisional Safety Orientation
1:00 PM - 2:00 PM	Divisional Safety Orientation (if needed)

- For Biochemistry and Molecular Biophysics Students

11:00 AM - 12:00 PM	Departmental Orientation
12:00 PM - 1:15 PM	Divisional Luncheon in BI Courtyard
1:30 PM - 4:00 PM	Safety Orientation in 151 Crellin

- For Chemistry Students

8:30 AM - 12:00 PM	Chemistry Orientation in BI Auditorium and Faculty Offices
12:00 PM - 1:15 PM	Divisional Luncheon in BI Courtyard
1:30 PM - 4:00 PM	Safety Orientation in 151 Crellin

- For Chemical Engineering Students

11:00 AM - 12:00 PM	Departmental Orientation in 113 Spalding Lab
12:00 PM - 1:15 PM	Divisional Luncheon BI Courtyard
1:30 PM - 4:00 PM	Safety Orientation in 151 Crellin

- For Environmental Science & Engineering and Geological & Planetary Sciences Students

9:00 AM - 10:00 AM	Option Breakfast in Buwalda Room
10:00 AM - 12:00 PM	Meetings with Division Faculty
12:00 PM - 1:30 PM	Option Lunch in Buwalda Room
1:30 PM - 2:30 PM	Safety Meeting in Buwalda Room

- For Physics and Astrophysics Students

8:00 AM - 12:00 PM	Placement Tests (For information, please refer to the website at www.pma.caltech.edu/GSR/placementexams.html)
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- For all other Options Students

There is no specific orientation program from the option.

Please contact your option administrator for the latest option orientation information.

4:30 PM	All student Convocation
6:00 PM	Dean's BBQ for Graduate Students and their families

THURSDAY, SEPTEMBER 24

- 9:00 AM Breakfast and Keynote
- 10:30 AM Orientation Breakout Session I
- 11:30 AM Lunch and Keynote, Legal Issues for Graduate Students
- 2:00 PM Orientation Breakout Session II
- 3:00 PM Safetynet/First-year Experience Panel and Discussion
- 4:30 PM Orientation Breakout Session III
- 6:00 PM Dinner at the President's House
- 8:00 PM Casino Night (www.gsc.caltech.edu)
and Athletics Center for games

FRIDAY, SEPTEMBER 25

- 9:00 AM Breakfast - Living in a Graduate School Community
- 10:30 AM Orientation Breakout Session IV
- 11:30 AM Orientation Breakout Session V
- 12:30 PM Lunch - Honor Code
- 2:00 PM Orientation Breakout Session VI
- 4:00 PM Receptions around Campus
- 7:00 PM Movie on the Wall and Picnic

SATURDAY, SEPTEMBER 26

- 9:00 AM Safety and Security Breakfast
- 10:30 AM Caltech Y program for Graduate Students
- 2:00 PM Club Fair
- 8:00 PM GSC Club Night

SUNDAY, SEPTEMBER 27

- 9:30 AM LGBTQA Breakfast
- 2:00 PM "Taste of Pasadena"

MONDAY, SEPTEMBER 28

Optional trips - Register at <http://www.studentlife.caltech.edu/newstudent/default.asp>

TUESDAY, SEPTEMBER 29

- For students who plan to TA during the 2009-2010 academic year
- 6:00 PM TA Training* (Lee-Kubota Lecture Hall, 101 Guggenheim)

WEDNESDAY, SEPTEMBER 30

- For students who plan to TA during the 2009-2010 academic year
- 6:00 PM TA Training* (Baxter Lecture Hall)

*Required to attend either session.

*There are fun activities being planned, so be sure to check the website (<http://www.gradoffice.caltech.edu/orientation/default.htm>) for the latest updates. Students will receive a **final** schedule when they check in on Wednesday, September 23.*

ACADEMIC CALENDAR 2009-2010

FIRST TERM 2009

September 20-22	Orientation for International Students
September 23	New Student Check-In
September 23-28	New Student Orientation
September 29	Beginning of instruction - 8:00 AM
October 16	Last day for adding courses and removing conditions and incompletes
October 28- November 3	Midterm examination period
November 9	Midterm deficiency notices due - 9:00 AM
November 18	Last day for dropping courses, exercising pass/fail option, and changing sections
November 19- December 4	Registration for winter term 2009-2010
November 20	Last day for admission to candidacy for the degrees of Master of Science and Engineer
November 26-27	Thanksgiving (Institute holiday)
December 4	Last day of classes Last day to register for winter term, 2009-2010, without a \$50 late fee
December 5-8	Study period
December 9*-11	Final examinations, fall term, 2009-2010
December 12	End of fall term, 2009-2010
December 12- January 3	Winter recess
December 16	Instructors' final grade reports due - 9:00 AM
December 25- January 1	Christmas and New Year Holidays (Institute holiday)

*First due date for final examinations

SECOND TERM 2010

January 4	Beginning of instruction - 8:00 AM
January 18	Martin Luther King, Jr. Day (Institute holiday)
January 22	Last day for adding courses and removing conditions and incompletes
February 3-9	Midterm examination period
February 15	Presidents' Day (Institute holiday)
February 16	Midterm deficiency notices due - 9:00 AM
February 24	Last day for dropping courses, exercising pass/fail option, and changing sections
February 25- March 10	Registration for spring term, 2009-2010
March 10	Last day to register for spring term, 2009-2010, without a \$50 late fee Last day of classes
March 11-14	Study period
March 15*-17	Final examinations, winter term, 2009-2010
March 17	End of winter term, 2009-2010
March 18-28	Spring recess
March 24	Instructors' final grade reports due - 9:00 AM

*First due date for final examinations

THIRD TERM 2010

March 29	Beginning of instruction - 8:00 AM
April 16	Last day for adding courses and removing conditions and incompletes
April 28- May 4	Midterm examination period
May 10	Midterm deficiency notices due - 9:00 AM
May 14	Last day for scheduling examinations for the degrees of Doctor of Philosophy and Engineer
May 19	Last day for dropping courses, exercising pass/fail option, and changing sections
May 20- June 4	Registration for fall term 2009-2010, and registration for summer research
May 28	Last day of classes - graduate students Last day for presenting theses for the degrees of Doctor of Philosophy and Engineer
May 29- June 1	Study period for graduate students
May 31	Memorial Day (Institute holiday)
June 3*-5	Final examinations for graduate students, third term 2009-2010
June 4	Last day to register for fall term 2010-2011, without a \$50 late fee
June 7	Instructors' final grade reports due for seniors and graduate students - 9:00 AM
June 9	Curriculum Committee - 10:00 AM Faculty meeting - 2:00 PM
June 11	Commencement - 10:00 AM End of third term 2009-2010
June 16	Instructors' final grade reports for undergraduates due - 9:00 AM
July 4	Independence Day (Institute holiday)
September 6	Labor Day (Institute holiday)

*First due date for final examinations

REGISTRATION

You can access the online course schedule for the days and times that the courses are offered for the Fall 2009-2010 term. The URL for the course Schedule is:
<http://www.registrar.caltech.edu/schedules/FA2009-10.html>

Registration will be on-going during orientation as you meet with your advisor and attend departmental meetings if required. You will complete a drop/add card listing the courses that you want to take for the fall term and return the card to the Registrar's Office. In subsequent terms you will use the online registration system known as REGIS which can be found in the access.caltech portal. Your access.caltech username and password was mailed to you by the Registrar's Office. If you did not receive this information, please come by the office. We are located in the Center for Student Services, Room 125 (Building 87). If you have any questions, please do not hesitate to contact us at (626) 395-6297 or email us at Regis@caltech.edu.

COMMUNITY STANDARDS

THE HONOR SYSTEM

The Honor System is the guiding principle of conduct for the Caltech community. This principle is simply stated: **“No one shall take unfair advantage of any other member of the Caltech community.”** The Honor System is very important at Caltech and is designed to protect you. You can review the Handbook online at <http://www.its.caltech.edu/~grb/HonorSystem>. Please take time to read it and become familiar with what is expected of you.

A CODE OF ETHICS FOR CALTECH

Caltech must interact not only with members of the Caltech community, but also with a complex and rapidly changing world. The Institute is dedicated to research and education. In pursuit of these duties we are entrusted with funds, goods, and information by both the private and public sectors, especially the Federal Government, and we must interact with their representatives. Caltech is committed to the highest ethical standards. From its inception, the Institute recognized that ethical behavior must be viewed as a personal and institutional responsibility. This philosophy forms the basis for Caltech’s Honor System, which governs every aspect of our interactions with members of the Caltech community. However, even in dealing with donors, companies, the government, and others having a relationship with Caltech, the Honor System should serve as a guiding principle in all Institute related activities. Please refer to “Doing Business the Caltech Way: An Ethics Handbook” (http://www.businessandfinance.caltech.edu/Ethics_booklet.pdf) for additional information.

If you ever need assistance in resolving certain ethical dilemmas, there are several resources available on campus to assist you. These include Graduate and Undergraduate Dean's offices, the Associate Director of Caltech Center for Diveristy - for women.

CALTECH STATEMENT OF COMMUNITY

Caltech is a community dedicated to scientific and engineering exploration and to academic excellence. At the heart of our mission are unwavering commitments to honor, integrity, equity, and diversity. Together these values help create and sustain a community where all are committed to the goals of academic and personal achievement.

- We affirm that academic excellence is built on bringing together the best faculty, students, scholars, and staff.
- We acknowledge that a multitude of perspectives is essential to all we do. As a community, we understand that civility and mutual respect for diversity of background, race, ethnicity, sex, gender, gender identity, socioeconomic status, religion, nationality, sexual orientation, age, disability, and marital and family status, are critical.
- We are dedicated to creating and sustaining an environment in which such diversity will flourish.
- We are committed to honor and integrity in all areas of work and campus life. Guided by these principles and the Institute’s Honor Code, members of our community are expected to treat one another with respect and dignity.
- We hold ourselves to the very highest standards of intellectual and academic rigor. The freedom of open expression is essential to the exchange of ideas and furtherance of knowledge; we expect at all times that such exchange occurs in a manner that conforms to academic integrity and professionalism.

All who work, live, study, and teach at Caltech are here by choice; implicit is a respect for these principles which are an integral part of our mission.

DRUG AND ALCOHOL POLICY

Shortly after you arrive on campus, you will be given a copy of Caltech's Drug and Alcohol Policy. This policy carefully spells out what is acceptable conduct for students at Caltech and what you can expect if you violate the policy. While Caltech respects your ability to make good decisions for yourself and others around you, we also have a responsibility to support and enforce campus and state regulations.

For those who struggle with a substance abuse problem, there are places on- and off-campus to turn to for help, including a Health Educator on campus. These resources are outlined in a pamphlet (Alcohol, Drugs and the Caltech Student), which is available in the Health and Counseling Center.

INFORMATION MANAGEMENT SYSTEMS AND SERVICES

Information Management Systems and Services provides computing support and resources for the Caltech campus. In order to access these services, students are provided with an access.caltech account which is a username and password associated with your real name and your Caltech UID number. Your access.caltech account allows access to e-mail, filespace, network services and more. Additional information about your access.caltech account can be found at <http://imss.caltech.edu/help/accounts>.

Your access.caltech account username and password should arrive via mail during the summer. Usernames and passwords are automatically generated. Though we do not accept username preferences, an e-mail alias may be requested if a different e-mail address is preferred.

If you have any questions, please feel free to contact the IMSS Help Desk during our business hours (Monday-Friday, 8AM-5PM). We can be reached at x3500 from a campus phone, 626-395-3500 from off campus, or by sending e-mail to help@caltech.edu.

DMCA COPYRIGHT INFRINGEMENT POLICY

Downloading or distributing copyrighted content without permission from the copyright holder is illegal under the copyright law of the United States. Further, the use of peer-to-peer file sharing software at college campuses for this purpose has attracted the attention of the music and motion picture industries as well as Congress. Caltech recognizes and respects intellectual property rights, and it is part of our mission to maintain the highest standards of legal and ethical conduct. While Caltech does not review computer usage to identify illegal copyrighted content, provisions of the Digital Millennium Copyright Act require the Institute to take certain actions after receiving a complaint from a copyright owner about potential copyright infringement involving a computer on the Caltech network. In the event such a complaint is received and confirmed by Caltech, the following sanctions will be applied:

First offense: Access to the Caltech network by the computer referenced in the complaint is blocked until IMSS is informed that the student or employee has removed all potentially infringing materials from the computer, has spoken with the appropriate Dean or Human Resources representative, has reviewed the copyright tutorial found on the Caltech Office of General Counsel website, and understands that the alleged act is not legal or permitted at Caltech.

Second offense: For students, network access is blocked for 5 days from date of notice of alleged infringement, and the student must see the appropriate Dean and an attorney at the Office of the Intellectual Property Counsel. The student is given warning that any

subsequent infringement activity will be considered an Honor Code violation and could be referred to the appropriate disciplinary committee. For employees, a second offense will result in notification to the Employee Relations Office of Human Resources. Employee Relations will discuss the action with the employee and his/her supervisor and determine appropriate disciplinary action including suspension or termination of employment. In the case of faculty, the Provost's office will be informed of the offense.

Third offense: For students, network access is terminated until the Dean of Students, the Conduct Review Committee or the Graduate Dean determines the proper disciplinary action, which, in the most egregious cases could involve separation from the Institute for the term and/or a fine of up to \$500. An employee or faculty member will be immediately referred to Employee Relations or the Provost's office for determination of appropriate disciplinary action, including suspension or termination of employment.

HOUSING, MEALS AND MORE

There is a full range of housing available for Caltech graduate students, from residences to apartments to single family homes. The Catalinas, located on the northwest end of campus, are the center of Caltech's graduate resident community. The Catalina Apartments house single and married graduate students from a variety of academic disciplines and cultures and give them the opportunity to interact within a beautiful residential setting. Built in three phases, from 1984 - 1988, the complex offers accommodation to 450 residents. All apartments feature private patio or balcony, carpets and window coverings, furnished bedrooms and living rooms, central air conditioning and heating. Each kitchen is equipped with a range and oven, double sink, wood cabinets, refrigerator/freezer, microwave oven and garbage disposal. Amenities at the Catalinas include: laundry rooms on site with coin and card-operated washers and dryers; recreation centers; water and trash service paid for by Caltech. Residents supply their own pillows, bed linens, towels and kitchen utensils. In addition, residents pay their own gas, electricity and Ethernet, billed through their Caltech Bursar account. Telephone and cable television are set up and paid privately by the resident.

Avery House was built in 1996 as an innovative experiment to encourage informal interaction between graduate and undergraduate students and faculty. It is the ideal environment for the single student who prefers the amenities of a modern residential hall and the convenience of a meal plan. 15 private, furnished rooms with shared bath are available to graduate students. Undergraduates live in 121 rooms and there are 3 apartments for faculty-in-residence. All Avery residents are required to purchase the meal plan each term except during summer.

In addition, there is a listing of available non-Caltech-owned rentals -rooms, apartments and homes - in the area at <http://www.places4students.com>. Interested students will need to make all necessary rental arrangements themselves.

APPLIANCES

You will need to leave the appliances with heating coils (toasters, popcorn poppers, and hot plates) at home. For safety reasons, these are not allowed in student rooms.

MAINTENANCE SERVICE

Housing maintenance service is available weekdays from 8:00 AM to 5:00 PM. Emergency services are handled through Central Plant on weekends and after hours.

LAUNDRY

Coin-operated washers and dryers are available in all of the housing complexes. Some laundry machines accept your ID and will charge your student account.

MEALS

Graduate students are granted the privilege of joining the Athenaeum (faculty club) for a small fee, which affords the possibility of contact with fellow graduate students and with others using the Athenaeum, including the Associates of Caltech, distinguished visitors and members of the professional staffs of the Huntington Library and the California Institute of Technology.

The Chandler Dining Hall, located on the campus is open Monday through Friday. Breakfast, lunch and snacks are served cafeteria style. The Cafe at Broad is open for breakfast and lunch, Monday through Friday. The Caltech Convenience Store has weekend hours. There are also a number of good restaurants near the Caltech campus, which you will quickly get to know once you tap the student grapevine. You will undoubtedly want to check out the restaurant reviews in *The Technique*, which is published by the Graduate Student Council.

RENTERS INSURANCE

Caltech does not insure the personal property of students. Students keeping personal property in their rooms do so at their own risk and are responsible for the safekeeping of their property. For those who wish to be insured for fire and theft, the Housing Office can provide information on private insurance companies.

SHIPPING YOUR LUGGAGE

If you need to send some things in advance, Central Receiving can hold your packages for up to one week prior to your arrival. You will need to make all of the necessary arrangements (do not send it collect) and send it to the following address:

Your Name
New Graduate Student
c/o Caltech Central Receiving
391 S. Holliston Avenue
Pasadena, CA 91125

When you arrive and wish to retrieve your luggage, you should contact Central Shipping and Receiving for pick-up instructions.

TELEPHONES

For students living in Avery, rooms have a private phone hookup. You will be assigned a telephone number—if you want the service—**once you have a permanent room assignment**. You will be able to keep this phone number the entire time that you live on campus. There will be an initial hook up charge plus a monthly charge for the service. You may buy a phone from Caltech or provide one of your own. For long-distance charges, you can either use a personal calling card or put the charges on your student account (you will be assigned an authorization number). The numbers can be obtained through the Office of Telecommunications, (626) 395-5995. For the Catalinas and other Off-Campus locations, phone service can be set up through local carriers such as AT&T or Charter Communications. More information will be available when you check in.

PETS

We **strongly discourage** first year students from bringing approved pets to campus. New students are very busy acclimating to their new academic schedule and responsibilities, so they may not have the time to give their pets the attention and care required, so it's best that they refrain from bringing them to campus. However, that being said, if students insist on having their pets with them, they may do so as long as they abide by the pet policy. Students are not permitted to maintain pets except those **permanently and appropriately** housed in a twenty (20) gallon aquarium or similar-sized cage. Pets that are prohibited by law, including the Zoning Ordinance of the City of Pasadena, are not allowed on campus.

WEBSITES

There are several websites that describe Pasadena and the local area and may help you orient yourself to your new home. The following websites will help you get started.

www.ci.pasadena.ca.us

www.pasadenacitycenter.com

The following sites will introduce you to the LA area in general.

www.lacvb.com

www.latimes.com

This site has general information about college life.

www.yahoo.com/education

OTHER USEFUL INFORMATION

ATHLETIC CENTER

The Braun Athletic Center is free for Caltech students to use as long as you have your ID card. The center is usually open from 6 AM to 10 PM and 8 AM to 7:30 PM on week-ends. For more information on the services available, please check the orientation schedule distributed at check-in or call the center directly (626) 395-3253.

BICYCLES

Bicycles are a good means of getting around the Caltech campus and Pasadena. Bicyclists will enjoy the pleasant surroundings of the Caltech campus and the nearby community. For storage, bike racks have been installed around each building. Bikes cannot be stored in corridors, stairways, or other public areas inside the houses and apartment buildings for safety reasons. We recommend a U-lock to secure your bike. It can be purchased at most bike shops and discount stores.

BOOKS AND SUPPLIES

Caltech students will be required to purchase all of their textbooks online. Beginning September 15, 2009, a link to the online textbook listing and book-seller will be made available on bookstore website (<http://www.bookstore.caltech.edu>).

Although Caltech's designated book-seller has guaranteed competitive pricing, students will be free to purchase books from whatever merchant they choose. We suggest that you purchase your books and supplies as soon as your schedule is finalized to avoid the rush after classes start.

CHILDCARE ASSISTANCE PROGRAM (CCAP)

Caltech recognizes that childcare costs impose a financial burden on many members of its community. This program allows eligible applicants to receive up to \$4,000 per year to help defray childcare costs. Awards are available to eligible faculty, postdoctoral scholars, students, and campus staff with dependant children ages 10 and under. Please go to http://cit.hr.caltech.edu/ccap_program.htm for information and application materials.

COMPUTERS

There are plenty of computer and printing facilities on campus that students can use without additional charge. Caltech Library Services (CLS) operates a number of computer labs, some with extended hours - please see <http://library.caltech.edu> for more information.

While it may be more convenient to bring your own computer and printer to campus, it is not necessary. If you plan to purchase a new computer, discounts are available through Caltech Wired at the bookstore.

COPIES AND FAXES

The "Tech Express," located on the Olive Walk, is a convenient spot to drop off copying jobs, pick up student packages, mail letters, and send and receive faxes. The phone number is (626) 395-3703 and fax (626) 796-0413.

STUDENT EMERGENCY FUND

The Student Emergency Fund has been created from a generous gift by Mr. Rainer Schaaf. Additional donations, which are tax deductible, are welcome. The purpose of the Fund is to provide financial assistance to students who are faced with an emergency hardship that affects their ability to continue their studies. Both undergraduate and graduate students are eligible to apply. Award decisions are made by a two-person committee consisting of the Dean of Graduate Studies and either the Undergraduate Dean of Students or the Associate Dean. Examples of qualifying needs include but are not limited to:

- Medical or dental bills not covered by insurance
- Travel to a funeral or to attend to an important family matter
- Loss from theft or fire
- Loss of income or housing
- Recovery from illness or accident.

A student seeking a grant from the Emergency Fund to deal with an emergency hardship should write the Dean of Graduate Studies (graduate student) or the Undergraduate Dean/Associate Dean (undergraduate student) to explain the situation and justify the amount sought. Some detailing of the student's financial situation will be necessary to establish the need. This may include evidence of the student's financial resources as well as obligations and expenses. Awards are contingent on the availability of funds.

HEALTH AND DENTAL INSURANCE

Students now have the option to waive the Caltech Student Health Insurance. All graduate students are enrolled in a medical insurance plan and charged their premium contribution through their Bursar accounts. This charge will be spread throughout the year and will total \$324 for 2009-2010. At this time, no changes are being made in the present system where a graduate student is responsible for purchasing insurance for a spouse or children. The Graduate Office will continue to offer a supplement to these students, which for the current year is a maximum of \$100/month for each graduate student purchasing such insurance.

All graduates are automatically enrolled in a dental insurance plan. The cost for this plan has yet to be determined for the 2009-2010 academic year. If you have other dental insurance you may waive the Caltech dental insurance by signing the appropriate form and submitting it to the Benefits Office. For more information please contact Benefits at (626) 395-6443 or via email at roxanne.meraz@caltech.edu.

Students will receive a thorough description of this insurance program when they register. Insurance coverage will be effective the first day of the term in which you enroll. For more information, please contact Benefits at (626) 395-6443.

PHARMACIES

Before coming to Caltech remember to transfer your important prescriptions to a local pharmacy. Caltech has a health center on campus that offers reduced rates on prescription medicine. Other options include: Brown and Welin (626) 795-5918, and Rite Aid (626) 796-5539.

DEPARTMENT OF MOTOR VEHICLES (DMV)

As a student, you are expected to obtain a California driver's license or a California Identification Card. In order to apply you must:

- Be a resident at least 10 days
- Show that you are employed or a student
- Show proof that you live in the area
- Bring your passport and social security card
- Complete an application from the DMV office
- Pay \$23.00 (cash, check or money order) for an ID card or \$28.00 for a driver's license.

The DMV has two locations close to the Caltech campus. The Pasadena branch is located at 49 S. Rosemead Boulevard, Pasadena. The Glendale branch is located at 1335 W. Glenoaks Boulevard, Glendale. For general information and appointments call 1-800-777-0133.

When you pass the road test, you will have your picture taken and you will be fingerprinted. You will receive a temporary license at that time. Be prepared to wait three to eight weeks for your permanent driver's license. *Please note: The law in the state of California requires auto insurance for all vehicle owners.*

PARKING

Caltech's parking program is fee based. All vehicles parking on the campus must be registered and display a current parking permit. To register your vehicle, please fill out the Caltech Vehicle Registration form and bring it to the parking office. The campus parking office is located at 515 S. Wilson Avenue on the second floor. It is open Monday through Friday 8:00 AM to 5:00 PM. The Registration Form, Caltech Parking Regulations, and fee structure may be obtained at <http://parking.caltech.edu>.

Municipal parking citations are issued to violators; fines are therefore paid directly to the city.

SAFETY AND SECURITY

At Orientation, you will receive a Personal Security Handbook, which will provide you with detailed information on safety and security.

Campus Security is a 24/7 operation consisting of vehicle, foot, bicycle patrol on the campus. All members of the campus community are encouraged to contact Campus Security immediately of suspicious activity, and medical or other emergencies. Security officers are trained to respond to and investigate suspicious activity, criminal incidents, and medical or other emergencies. Call **x-5000** or **395-5000** to report emergencies. Additional information about Campus Security including the Annual Security Report can be accessed at <http://security.caltech.edu>.

Although Caltech does not have a large problem with crime on campus, we provide several programs to help ensure your safety. We recommend that you do not walk alone after dark. Ask a friend to walk with you or use the escort service operated through the security department. In the event of a fire alarm in your place of residence it is important that you exit the building each and every time. You can be fined up to \$500 by the Pasadena Fire Department if you do not leave the building. The alarms are present for your safety.

California is known for its earthquakes. Most earthquakes are relatively small and do not cause any damage. Should you feel a minor earthquake while on campus do not become alarmed. Should a major earthquake occur, the Caltech emergency preparedness plan will go into effect. You should follow the directions of the Emergency Preparedness Coordinator as you evacuate your residence or laboratory.

CALTECH PROJECT FOR EFFECTIVE TEACHING (CPET)

Welcome to Caltech! As part of New Student Orientation, the Caltech Project for Effective Teaching and the Dean of Graduate Studies are hosting the **Teaching Assistant Training Program** on September 29 in Lee-Kubota Lecture Hall or September 30 in Baxter Lecture Hall from 6PM to 9PM. Please attend one of these sessions. This training program is required for all graduate students who will be teaching assistants during their graduate career. The program includes information on the various duties of a Caltech TA, expectations from undergraduate students, and interaction with experienced teaching assistants from your option. Don't miss it!

The Caltech Project for Effective Teaching (CPET) is a student run organization that strives to improve the quality of teaching on the Caltech campus. In addition to TA training during New Student Orientation, CPET hosts various lectures, workshops, and panel discussions on pedagogy and the teaching profession throughout the school year. The goal of CPET is to provide undergraduates, graduate students, postdoctoral scholars, and faculty resources to better their teaching styles, information on teaching as a career, and a forum for improving the educational process at Caltech.

As part of its commitment to promote effective teaching at Caltech, CPET also sponsors a certificate program. If a student or postdoctoral scholar attends six workshops and submits journal entries on each one, he or she will receive a certificate signed by the Vice-Provost. Completing the certificate program signifies a desire to cultivate one's skills as a teacher and a dedication to professional development.

For more information about CPET, please send us an email at cpet@caltech.edu or visit our website: www.its.caltech.edu/~cpet. The website lists upcoming CPET seminars and information regarding the CPET program, ways to participate, as well as a TA handbook. If you are interested in academia as a profession or want to advance teaching at Caltech, join us!

CALTECH EMPLOYEES FEDERAL CREDIT UNION

PROVIDING SUPERIOR FINANCIAL VALUE WITH UNSURPASSED SERVICE

As a Caltech student, we invite you to join the Caltech Employees Federal Credit Union. Eligibility for membership at CEFCU is a once in a lifetime opportunity; join it once, and this executive benefits can last a lifetime and beyond...a solid financial advantage you can share with your family; a benefit you can even take with you when you graduate.

Who is CEFCU: As a financial cooperative, we exist solely for the good of our membership to bring low loan rates and high savings dividends to our members/owners. We're not your run-of-the-mill, try-to-do-everything Credit Union. We choose to deliver only those products and services that we can do BEST. And year after year, this selective philosophy works!

The result is an uncommonly successful and cost-efficient operation that is able to return a far greater percentage of its earnings to its members than the industry average.

We consistently offer among the highest savings rates in the nation...the lowest loan rates available...and state-of-the-art online access. All with the unsurpassed safety and warm, personal service that has made Caltech Employees Federal Credit Union the trusted choice of our members -- for both savings and borrowing -- for over half a century.

For more information or membership forms, please visit us at www.cefcu.org.

SERVICES

- Share Savings Accounts with high dividends
- Star Youth Accounts
- Share Access ATM Card
- VISA Card with student limits

LOANS

- New and Used Cars, Trucks, and Motorcycles
- Share-Secured
- Personal Lines of Credit
- Short Term Personal Loans
- Home Equity Line of Credit
- Real Estate

MEMBER CONVENIENCES

- On-campus branch-office
- Two ATMs on campus
- CO-OP ATM deposit access
- Direct Deposit of recurring payment
- Payroll Deduction
- American Express Travelers Cheques
- VISA Gift Cards
- Wire Transfers
- CEFCU@HOME (PC Access)
 - ♦ e-Statement
 - ♦ e-Move (online money transfer)
 - ♦ WebLoan24

BANKS

We suggest that you arrive with some cash and an ATM card to get you through your first week. You might want to consider opening an account at one of the local bank branches to make obtaining money a little easier. You have several choices in the surrounding area. As a graduate student you are eligible for accounts at the Caltech Employees' Credit Union, www.cefcu.org. It has an ATM on campus, but does not have checking services. It is part of the Plus System ATMs. The following is a list of banks that are located just off campus: Bank of America (818) 507-6700, Citibank (800) 756-7047, Chase (877) 682-4273, Union Bank of California (626) 683-5500, and Wells Fargo (800) 869-3557 or (626) 449-8611.

THE BURSAR'S OFFICE

Dear Student:

The Bursar's Office staff is very pleased to welcome you to the Caltech 2009-2010 Academic Year!

We would like to provide you with some information that may be helpful. Upon arriving at Caltech, a school ID with a UID (Universal Identification) number will be issued to you by the Card Office. You may use this ID to purchase books and other items at the bookstore, eat in the various dining facilities, have a Latte at the Red Door, do laundry or make convenience store purchases, run copies at Graphic Resources or the library, charge postage at the mail room, etc. These charges will then reflect on your Caltech personal account and show on your monthly billing statements.

Statements will be online after the 10th of each month and should be paid by the listed due date. You can mail your payments or make them in person in the Bursar's Office in the Center for Student Services building by cash, check or money order. Payments may also be made online by ACH (electronic-check) no fee or credit card with a 2.75% vendor fee. Wire transfer information is available by contacting our office.

Tuition and Caltech housing, if applicable, will also be charged on this account. If you live in Caltech housing on or off campus, please be aware that you should keep current with your payments as per your housing contract. Should you have an outside fellowship, please notify the Graduate Office.

Graduate Expenses 2009-2010	Term	Annual
Tuition	\$11,108.00	\$33,324.00
Fees	371.00	1,113.00
Health Insurance Contribution	<u>108.00</u>	<u>324.00</u>
Total	\$11,587.00	\$34,761.00

General Deposit \$100*

*Required with first registration. It will be returned upon departure from Caltech.

Please contact us at (626) 395-2988 or bursar@caltech.edu if you have questions. Our website, www.bursar.caltech.edu may also be of help to you.

Sincerely,

Heidi Dillon
Bursar

DEPARTMENT OF PHYSICAL EDUCATION AND RECREATION

For those who desire a less formal athletic environment, Caltech offers a wide range of recreational offerings designed to encourage participation by maximizing the number and variety of opportunities. This is detailed on the table below, which also includes a list of Physical Education class offerings. In addition, please check our website www.gocaltech.com for more information.

INTRAMURAL SPORTS - Intramural competition is sponsored by the Graduate Student Council (GSC) and is open to the entire Caltech Community. GSC sports offered are: Soccer, Flag Football, Volleyball, Basketball and Softball.

CLUB SPORTS - Sports at Caltech are open to all students, faculty and staff. Clubs organized around each of the following activities are currently active on campus: Badminton, Dance Troupe, Ballroom Dance, Racquetball, Cricket, Table Tennis, Floor Hockey, Ultimate Frisbee, Karate, Volleyball, Surf/Windsurf, Cycling, Squash, and Water Polo.

RECREATIONAL OPPORTUNITIES - The athletic facilities are available several hours each day for informal recreational activity. The schedule is available at the Recreation Office. Limited recreational equipment is available for check-out upon presentation of your student I.D. Card. Please visit our website <http://www.gocaltech.com>.

We hope that you decide to integrate some aspect of the athletic program into your life at Caltech. The accomplishments of the Caltech students on the field, in the gym or in the pool and their demonstrated excellence in the classroom help make the Caltech experience special. If you have any questions, please don't hesitate to contact the Department of Athletics.

2009-10 PHYSICAL EDUCATION COURSE OFFERINGS

	LEVEL		LEVEL
AEROBICS	ALL LEVELS	SOCCER	BEG/INT
BADMINTON	BEG	SQUASH	BEG/INT
BASEBALL SKILLS	INT/ADV	STUDENT DESIGN FITNESS *	ALL LEVELS
BASKETBALL SKILLS	BEG/INT	SWIMMING	BEG/INT/ADV
DIVING	BEG/INT	TABLE TENNIS	BEG/INT
FENCING	BEG	TAI-CHI CHUAN	ALL LEVELS
FITNESS TRAINING FOR LIFE	ALL LEVELS	TENNIS	BEG/INT/ADV
GOLF	BEG/INT/ADV	TRACK & FIELD	ALL LEVELS
KARATE (SHOTOKAN & TANG SOO DO)	BEG/INT/ADV	ULTIMATE FRISBEE	BEG/INT
RACQUETBALL	BEG/INT	VOLLEYBALL	BEG/INT/ADV
ROCK CLIMBING	BEG/INT	WATER POLO (RECREATIONAL)	OPEN
SCUBA	INT/ADV	WEIGHT TRAINING	BEG/INT
SKIN DIVING	INT/ADV	YOGA	BEG/INT

*These programs must be submitted to and approved by the Student Design Fitness Instructor, by the end of the first week of each term. The program must consist of vigorous activity three or more times per week.

THE CALTECH Y

MAKING A WORLD OF DIFFERENCE

Phone: (626) 395-6163

Email: caltechy@caltech.edu

www.caltechy.org

On behalf of the Caltech Y, Welcome! Since its founding by students in 1916, the Y has been a place for students to plan events for the campus community and gather in a relaxed creative environment. During your Caltech years, you will surely participate in or benefit from Y programs ranging from community service projects and outdoor adventures, to cultural events and educational forums. All Y programs encourage students to become active participants at Caltech and engaged citizens of the world. Leadership opportunities are available for students who wish to play an active role on campus either through coordinating volunteer projects, planning outdoor trips or serving on the ExComm, the Y's student governing board.

CULTURAL AND EDUCATIONAL PROGRAMS

Caltech students have a long history of responding to social issues and global concerns. The Y recognizes the need for thoughtful discourse on topical issues by bringing to campus the Social Activism Speaker Series, a thought-provoking forum featuring some of today's more controversial speakers. Throughout the years, the Y has been on the forefront of social issues, always helping students broaden their horizons. We continue to answer the student's call for engaging programs with International Week, Martin Luther King, Jr. commemoration week, programs for national heritage months, and more.

COMMUNITY SERVICE AND VOLUNTEER OPPORTUNITIES

On any given week during the school year, there are Caltech students volunteering their time and effort to those in need. The Y coordinates many of these efforts, matching students with community agencies where their skills can be best utilized. The largest of our volunteer efforts happen with Alternative Spring Break (ASB), Make-A-Difference (MAD) Day and our perpetual Saturday volunteer opportunities. ASB is a chance for you to get away during Spring Break and help others while you travel. Past sites have included Mexico, Navajo Nation, and San Francisco. MAD Day is a local volunteer effort where the Caltech community comes together to help Pasadena area agencies and families. Everyone who participates has a great time during this one-day event in Spring. Check our web site for a full listing of our Saturday volunteer opportunities and mid-week tutoring program.

OUTDOOR ADVENTURES AND SOCIAL ACTIVITIES

In order to broaden your Caltech experience, the Y hosts a variety of fun social activities. From movie nights to the famous Decompression, the best "end of the term, free food, stress release" in town, the Caltech Y knows the importance of fun outside the classroom. If outdoor adventure is your interest, check out all the Y has to offer. Explore a new adventure trail or National Park on one of many Y led outdoor trips throughout the year. Sign up now for the ultimate kick-off to your Caltech experience: **The Y-Hike to the California Sierras. The Y-Hike, our annual backpacking trip, is a great way to meet new students in a relaxed setting and have a great time in the outdoors. The Y-Hike is scheduled for the week before Graduate Student Orientation in September. All hikers welcome. Don't miss it.**

For a full listing of all we have to offer including discount tickets sales, DJ equipment rentals, access to the Y lounge and more, go to www.caltechy.org.

PERFORMING AND VISUAL ARTS AT CALTECH

CHAMBER MUSIC • CONCERT BAND • GUITAR CLASSES • JAZZ BAND •
GLEE CLUB • ORCHESTRA • THEATER • PAINTING AND DRAWING •
SILKSCREEN AND SILKPAINTING • CERAMICS

Caltech offers excellent opportunities for the study and performance of music, theater and the visual arts. The Performing and Visual Arts faculty are committed to quality in performance and education, and share a dedication to serve the student who wishes to enrich and broaden his or her college experience. Students can receive academic credit for their participation and can enroll in courses in Performing and Visual Arts both on campus and at nearby Occidental College, with which the Institute has a combined study plan. Performing and Visual Arts plays a vital role in realizing the Institute's mission of "...educating outstanding students to become creative members of society."

VOCAL MUSIC

The **Caltech Glee Clubs** are large non-auditioned choirs open to all members of the Caltech/JPL community, including undergrads, grads, staff, faculty, and alumni. The **Men's Glee Club** and the **Women's Glee Club** rehearse and perform separately as well as together, in formal concerts, university choral festivals, and various events on campus. The Glee Clubs meet three hours a week. The **Chamber Singers** is a smaller auditioned group for singers interested in a more challenging vocal repertoire. All groups' repertoire are eclectic, ranging from Renaissance motets to 20th century works to folk songs and world music. Larger works with orchestra are also performed; recent performances have featured Handel's *Messiah*, Vivaldi's *Gloria*, J.S. Bach's *Magnificat*, Bloch's *Sacred Service*, and Orff's *Carmina Burana*, Rutter's *Gloria*, and Brahms' *A German Requiem*.

INSTRUMENTAL MUSIC

The **Caltech/Occidental College Orchestra** is a full seventy-piece orchestra comprised of students, faculty, and staff at Caltech and nearby Occidental College. The orchestra meets once per week and gives three pairs of concerts annually, both on the Caltech and Occidental campuses. Recent programs have included symphonies by Mahler, Brahms, and Beethoven, as well as contemporary compositions. The orchestra also sponsors an annual concerto competition to give exceptionally accomplished student soloists the opportunity to perform with the orchestra.

Caltech's **Chamber Music** program provides professional coaching and performance opportunities for approximately thirty separate small ensembles of varying instrumentation. Instrumentalists are grouped into duets, trios, quartets, etc. with those of similar abilities, and rehearse weekly in preparation for public recitals, master classes and occasional performances for campus parties. Ensembles perform a wide variety of music, including anything from Renaissance dances for recorders to Baroque trio sonatas, classical string quartets, piano quartets by the Romantic masters, and twentieth century music for winds. The Chamber Music Program also includes music for guitar ensemble and piano, both four-hands and two pianos.

The **Concert Band** rehearses once a week and performs three major concerts each year. Members include Caltech and Occidental College students, as well as faculty, JPL employees, alumni, and members of the community. Renowned clarinetists David Shiffren and Eddie Daniels, trumpeters Tony Plog and Allen Vizzutti, tuba virtuoso Jim Self, and oboist Allan Vogel have performed as guest soloists with the band. In recent years the band has performed compositions by Ticheli, Sousa, Holst, Gillingham, Whitacre and Ives. The concert band has recorded two CDs that are available for sale at the Caltech Bookstore, and made its Carnegie Hall debut on May 24, 2008.

There are two **Caltech Jazz Bands** and each group rehearses one night a week. These award-winning organizations have recorded three CDs and play five or six concerts a year. They invite local jazz professionals to perform as guest artists and clinicians. Some past clinicians include members of "Big Bad Voodoo Daddy," "Brian Setzer Orchestra," and the great Count Basie and Duke Ellington Orchestras. Jazz artists who have played with the bands include: Billy Childs, Steve Houghton, Bill Watrous, Bobby Shew, Gary Foster and Greg Bissonette. The Jazz Bands have recorded several CDs including "The Capitol Sessions," recorded at the famous Capitol Studios in Hollywood.

Class instruction in **Guitar** is offered each term. Beginning Guitar requires no previous experience and provides an introduction to basic technique and musicianship, and includes classical, flamenco, and folk music. Intermediate Guitar emphasizes reading notes on the entire guitar fingerboard, and offers a more thorough study of classical technique and musicianship. Advanced Guitar, for the serious student, provides exploration of the expanded classical repertoire and a thorough treatment of musical interpretation and performance techniques. Works from the Renaissance through the Contemporary period are covered, as well as ensemble playing.

VISUAL ARTS

The **Ceramics** class is designed for the beginning to advanced student. Students are given demonstrations on working on the wheel and slab roller, sculpture, and glaze techniques. Instruction on creating functional forms is also given. Ongoing critiques with the instructor are an integral part of the Ceramics course.

The **Painting and Drawing** class emphasizes the visual communication of ideas and personal research. Varied media, live models, and a growing reference library support students at all levels of expertise. The **Silkscreen and Silkpainting** studio is also accessible 24 hours per day. It is used extensively for ditch day stacks and other student activities. A class is offered to teach students basic techniques and provide advice for ongoing projects.

THEATER ARTS

In its fourth decade at Caltech, Theater Arts (TACIT) has presented a wide diversity of plays from classical antiquity, Shakespeare, Modernist classics (Hedda Gabler) and most recently, original plays written for the Caltech community. Undergraduate students join an ensemble of performers drawn from Caltech faculty/staff/students, JPL, and alumni. Under the direction of a professional director, all students can participate in the program with multiple opportunities to explore acting, directing, playwriting as well as internships with leading professionals in sound and lighting design, costumes, properties, and publicity. Recent productions include **Rocket Girl**, an original play written by George Morgan, a Kabuki adaptation of Shakespeare's **The Winter's Tale**, and Bertolt Brecht's **Galileo** (2009). In the fall term (2009), TACIT will collaborate with Theater Beauregard on a new translation of Czech playwright Karol Capcek's **Rossum's Universal Robots (RUR)** and institute the new playwright program to develop original plays for spring term (2010) productions. Winter term (2010) TACIT will produce a play from the classical canon.

FACILITIES

State-of-the-art individual practice rooms, two of which offer variable acoustics, are located in Caltech's **Music House**. Each practice room contains an excellent piano, including several grand pianos. The Music House is also home to chamber music rehearsal rooms and offices. Student performances are held in the 1150 seat **Beckman Auditorium**, the smaller **Ramo Auditorium** and the more intimate **Dabney Lounge**.

The **Caltech Recording Studio** was founded by members of the Caltech Jazz and Concert Bands, and is located in Club Room 1 of the Winnett Student Center. The newly-renovated studio has some of the best equipment available, including a digital mixer and high-quality microphones and amps. The Studio computer contains Pro-Tools Digital recording software. In addition, the Finale software package is available if you would like to use the studio as a composer's workstation. To learn more about the Caltech Recording Studio, please visit the studio web page at <http://studio.caltech.edu/>

The **Art Chateau** houses silkscreen facilities where students create T-shirts for many campus activities, including Ditch Day. A model stand for life drawing anchors the studio for silk-painting, watercolor, acrylics, oils, etc. A large art reference library supports both creativity and relaxation. In the print studio a 4' x 6' press prints metal, stone, and block.

OTHER CULTURAL OPPORTUNITIES IN THE COMMUNITY

The Caltech Office of Public Events presents a variety of concerts on campus to which students receive free or reduced-price tickets. Featured offerings include the Coleman Chamber Music Series, as well as the free Sunday afternoon Paco A. Lagerstrom Chamber Music Series in Dabney Lounge. Caltech's students also benefit greatly from the Institute's location in Pasadena. Pasadena Playhouse, Huntington Library, The Brand Library and Art Center, Los Angeles Music Center, Walt Disney Concert Hall, Norton Simon Museum, and Museum of Contemporary Art are nearby. Students can regularly attend concerts by Los Angeles Philharmonic, Master Chorale and Opera, Los Angeles Chamber Orchestra, and by world-class artists in smaller ensembles as well as major dramatic productions and smaller repertory theater plays.

FOR FURTHER INFORMATION

Chair/Coordinator of Faculty and Programs
Delores Bing; MC 2-70 (626) 395-6198
dbing@caltech.edu

Guitar Classes
Matthew Elgart: MC 1-67, (626) 395-2679
melgart@caltech.edu

Glee Clubs and Chamber Singers
New director comming this fall
Send all inquiries to Cindy DeMesa

Painting and Silkscreen
Jim Barry: 0-67, (626) 395-3295
jibarry@caltech.edu

Symphony Orchestra
Allen Gross: MC 2-70, (323) 259-2574
agross@caltech.edu

Ceramics
Stuart Freed: 0-67, (626) 395-6936
sfreed@polytechnic.org

Chamber Music
Delores Bing; MC 2-70, (626) 395-6198
dbing@caltech.edu

TACIT (Theater Arts at Caltech)
Brian Brophy: MC 1-67, (626) 395-3295
brophy@caltech.edu

Concert and Jazz Bands
William Bing; MC 2-70, (626) 395-3714
wbing@caltech.edu

Performing and Visual Arts Office
Cindy DeMesa: MC 2-70, (626) 395-3295
cdemesa@caltech.edu

INTERNATIONAL STUDENT PROGRAMS (ISP)

In addition to providing immigration support for students coming from abroad, ISP also plans and promotes programs and activities that foster intercultural awareness among members of the Caltech community. For information about ISP events and other programs of interest to the international community, please visit our website at <http://www.international.caltech.edu/index.html>.

GENERAL SERVICES

- Advises and assists students from abroad and their dependents on immigration-related matters such as employment authorization, extension of stay, and change of status.
- Provides assistance with cultural adjustment needs of international students in cooperation with other Caltech offices.
- Plans and promotes programs and activities that foster international and cross-cultural awareness in cooperation with various Caltech offices, student groups, and community organizations.
- Organizes informational seminars and workshops on U.S. culture, immigration regulations, taxes, and other appropriate topics.

ISP ACTIVITIES

- International Student Orientation
- International Education Week
- Caltech World Fest
- Intercultural Discussion Group

CONTACT INFORMATION

250 Center for Student Services
(636) 395-6330
isp@caltech.edu
<http://www.international.caltech.edu/index.html>

CALTECH CENTER FOR DIVERSITY (CCD)

The mission of the Caltech Center for Diversity (CCD) is to provide policy and programming support for the campus' initiatives associated with student access, equity and inclusion. All Center interactions are strategically aligned with objectives to:

- Promote and provide access to campus admission and resources;
- Support activities that promote the inclusion of underrepresented, underserved and minorities (URM), women and lesbian, gay, bi-sexual, transgender and questioning (LGBTQ) students in all aspects of campus life;
- Collaborate with other offices as well as on and off campus support services to ensure that our community of students is actively engaged and using resources towards achieving their academic and personal goals and with the expectation that they ultimately graduate from Caltech.

CONTACT INFORMATION

265 Center for Student Services
(626) 395-6207
egraham@caltech.edu (x8103)
pbharris@caltech.edu (x3221-confidential line)
lrvivas@caltech.edu(x8108)
<http://www.womenscenter.caltech.edu>
<http://mse.caltech.edu/>

RESOURCES FOR WOMEN ON CAMPUS

WE OFFER:

Academic and Professional Development Programs
Personal Development and Awareness Programs
Information, Resource, and Referral
Advising, Advocacy, and Support

RESOURCES FOR UNDERREPRESENTED (URM) STUDENTS ON CAMPUS

WE OFFER:

Academic and Professional Development Programs
Personal Development, Academic Support, Scholarship Support,
Summer Outreach Programs and Summer Retention Programs

RESOURCES FOR LESBIAN, GAY, BI-SEXUAL, TRANSGENDER AND QUESTIONING STUDENTS (LGBTQ) ON CAMPUS

WE OFFER:

Safe Space (LGBTQ Lounge), Academic and Professional Development Programs,
Personal Development and Academic Support

CALTECH LIBRARY SYSTEM

<http://library.caltech.edu>

The Caltech Library System has two major campus libraries: **Millikan Memorial Library** houses materials on biology, chemistry, mathematics, physics, plus humanities and the social sciences. **Sherman Fairchild Library** houses materials on engineering and applied sciences, including computer science, chemical engineering, and aeronautics. There are several branch libraries as well: **Dabney Library** has a large humanities collection; the **Astronomy Library** is located in Cahill; the **Geological & Planetary Sciences Library** is located in N. Mudd.

MILLIKAN AND DABNEY LIBRARIES HOURS

Mon - Fri	8 AM - 1 AM	Caltech ID required after 5 PM
Sat - Sun	9 AM - 1 AM	Caltech ID required all hours
Holiday hours vary, call x6405		Caltech ID required all hours

SHERMAN FAIRCHILD LIBRARY HOURS

Mon - Fri	24 hours	Caltech ID required 5 PM - 8 AM
Sat - Sun	24 hours	Caltech ID required all hours

ASTROPHYSICS AND GEOLOGY LIBRARIES HOURS

Mon - Fri	8 AM - 5 PM
Sat - Sun	CLOSED

During the summer, the library closes at midnight.

Please see <http://library.caltech.edu/about/hours.htm> for a detailed listing of hours and locations.

CIRCULATION

All current Caltech faculty, staff, and students may borrow materials upon presentation of valid Caltech identification. The Circulation staff on the first floors of the Millikan (x6401) and Sherman Fairchild (x3405) libraries, and in the departmental libraries, process renewals, holds, recalls, and searches for materials not found in their assigned locations.

REFERENCE AND RESEARCH ASSISTANCE

Reference assistance is available in person, by phone, and by e-mail (library@caltech.edu). If you need in-depth reference/research assistance you may also contact a subject specialist reference librarian, listed on the library website. Reference assistance is available at the branch libraries during business hours.

- Sherman Fairchild Library Reference (1st floor), x3404

Library also has texting available for reference questions (By Text: Short code 66746. Send the word 'caltech' followed by the question.)

ELECTRONIC RESOURCES

The online library catalog (CLAS) can be accessed from the library web page: <http://library.caltech.edu>. This page also displays the array of databases, journals, and other materials available online at Caltech. Most of these are IP authenticated via the Internet—meaning you can access them anywhere on campus. Please consult a reference librarian if you need advice on which resources are appropriate for your needs.

PHOTOCOPYING

The photocopiers in the Millikan and Sherman Fairchild libraries are linked to the Campus Card Office system which enables campus IDs to be used to charge copies to departmental, research, and personal accounts. The debit card dispenser/regenerators located on the first floors of the Millikan and Sherman Fairchild libraries will dispense or add value for cash. Photocopiers on the 2nd floor of the Sherman Fairchild Library and Millikan 7th floor will accept coins, and \$1, \$5, or \$10 bills.

DOCUMENT DELIVERY

The Caltech Library System provides a comprehensive document delivery service known as 'Docuserve' that is available through <https://docuserve.library.caltech.edu>. Current Caltech faculty, students, and staff can request materials regardless of whether the item is available in the Caltech Library System collection or not. Items unavailable on campus will be obtained through the Interlibrary Loan Office. The fee is \$6.50 for every 30 pages for an article/document whether the item is available on campus or not. There is no charge for campus book requests, but \$6.50 is charged for books obtained from another library.

LIBRARY CLASSES

The Caltech Library System offers a wide range of courses. Classes schedule and registration form are available on the library website at <http://library.caltech.edu/learning/>.

SPECIAL SERVICES AND FACILITIES AT THE SHERMAN FAIRCHILD LIBRARY

Scanning facilities and study rooms can be reserved at <http://library.caltech.edu/reservation>. Each study room is equipped with tables, chairs, and at least one computer workstation. Key access is available at the Circulation Desk. **Wireless notebook computers** can be checked-out at the Circulation Desk upon presenting and leaving a current valid picture ID and signing a use agreement. The notebooks can be used in the library up to four hours at a time, but they cannot be reserved in advance. Over 50% of the seating in this library is outfitted with network and electrical connections. Additionally the building is a wireless facility. For more information see <http://library.caltech.edu/services/laptops.htm>.

PLEASE NOTE: You will need an IMSS e-mail account in order to use the computers in the Caltech libraries.

HEALTH EDUCATION

Phone: (626) 395-2961

www.healtheducation.caltech.edu

On behalf of the Health Education office, welcome to Caltech. As you are keenly aware, the graduate student experience is more than just research. Social interactions with peers in the lab, the relationship with your advisor and extracurricular activities all play a large role in shaping your experience at Caltech.

The health education office is a joint service of the Student Health and Counseling Centers, and is located on the second floor of the Center for Student Services building. I offer drop-in counseling hours for health-related concerns such as:

- Stress and stress management
- Creating a regular and healthy sleep schedule
- Fitting exercise in to a busy schedule
- Questions about safe sex, STDs, HIV/AIDS or other sexual health issues
- Drug and alcohol related concerns and challenges

This confidential service is available to you for free.

I invite you to look at my website <http://www.healtheducation.caltech.edu> and learn more about health education and the ways my office can help maintain balance in your experience here. It has been my experience that this balance is essential to excelling in research at Tech.

Again, welcome and I look forward to seeing you on campus shortly!

Sincerely,

Wendy Lopata, MSW, MPA
Health Educator
Center for Student Services, Room 248
wlopata@caltech.edu

STUDENT COUNSELING SERVICES

MISSION

The Caltech Counseling Center exists to help undergraduate and graduate students achieve academic excellence and emotional health.

At times the challenges of academic life can result in emotional stress for students that may impede their academic achievement. The staff of the Counseling Center can help by identifying the sources of difficulty and developing a plan of action.

The services of the Counseling Center are described below along with answers to commonly asked questions. If you have additional questions about our services, please call us at (626) 395-8331. We are here to help.

SERVICES PROVIDED

- Individual therapy
- Couples counseling
- Health education
- Substance abuse counseling and referrals
- Group therapy and discussion/support groups
- Workshops and training
- Consultation to staff, faculty and students
- Referrals
- Psychiatric evaluation and medication
- Crisis intervention
- Emergency evening and weekend coverage by calling Campus Security at (626) 395-4701

COMMONLY ASKED QUESTIONS

WHO CAN USE THE COUNSELING CENTER?

Services are available to all currently enrolled students. Spouses/partners may be seen at the Counseling Center for couples counseling with their student partner, but are not eligible for individual services. Spouses/partners of students may also obtain referrals to other agencies and private therapists from the Counseling Center.

IS THERE A COST FOR SERVICES?

There is no charge for counseling services or services provided by our consulting psychiatrist if students are referred by one of our staff. Students may also choose an off-campus therapist and bill the Student Health Insurance. Therapists on the insurance select provider list do not charge any co-payment. A list of select providers is available from the Counseling Center.

HOW LONG CAN I BE SEEN AT THE COUNSELING CENTER?

Unlike many counseling centers, we have no predetermined session limit. Our approach is to identify the needs of individual students and to develop a plan to meet those needs. While most students are seen at the Counseling Center, some students needing specialized or long-term care are referred to off-campus providers.

DO YOU HAVE A WEB PAGE?

Yes, we have a home page with extensive resources including articles written specifically for Caltech students, plus links to other resources at www.counseling.caltech.edu.

ARE THE SERVICES CONFIDENTIAL?

The staff at the Counseling Center understands that in order for counseling to be effective, students must be able to trust that what they share with the therapist will be held in confidence. No information is revealed to anyone, including parents, friends, faculty or administrators without the written permission of the student. The exception to this policy is when, as required by law or in the judgment of the therapist, limited disclosure is necessary to protect someone from harm. For a more complete description of privacy and confidentiality please check out the Counseling Center website.

WHEN SHOULD I THINK ABOUT TALKING TO A THERAPIST?

Students seek help for a variety of reasons, including: stress, relationship issues, depression, anxiety, substance use, loneliness, grief, and academic concerns. It's okay to come in even if you feel like your problems are relatively minor or you just want more information about what we have to offer.

WHAT IF I AM CONCERNED ABOUT A FRIEND?

We encourage you to consult with us if you are concerned about another person and are unsure how to help. We have an article with suggestions on how to help a friend on our home page www.counseling.caltech.edu.

HOW DO I KNOW IF SOMEONE NEEDS HELP?

Changes in someone's mood or behavior may signal s/he needs help. Below are some signs of emotional distress:

- Extreme or prolonged emotional states, such as uncontrollable crying or persistent restlessness
- Marked changes in personality or mood
- Suicidal thoughts
- Listlessness, lack of energy
- Inability to make decisions or concentrate
- High levels of irritability including aggressive, abrasive or violent behavior
- Increased use of alcohol or other drugs or use that leads to recklessness and impaired judgment

HOW LONG WILL I HAVE TO WAIT FOR AN APPOINTMENT?

Appointments are usually available within a day or two of your call. Students needing immediate attention may request a same-day appointment. The Counseling Center is staffed with five doctoral-level psychologists, two pre-doctoral interns, a consulting psychiatrist, and a masters-level health educator. If you prefer a male/female therapist or would like to request a particular staff member, please let the receptionist know when you call for the appointment. All of our staff are trained and experienced in working with the diverse needs of our student body.

STUDENT HEALTH CENTER

MAIL CODE 1-8

PASADENA, CALIFORNIA 91125

(626) 395-6393, Fax (626) 585-1522

The Archibald Young Student Health Center is committed to providing caring, compassionate and cost effective medical care and health promotion services that are specifically designed for the unique needs of our students. The medical staff consists of highly qualified physicians and nurse practitioners that provide competent diagnosis and treatment of most acute illnesses and injuries, including some urgent care and continuity care. The medical staff acts as your primary health care providers. In addition to meeting your basic health care needs, the clinicians are an excellent resource for other health concerns. Visit the health center if you need medical care or assistance.

A variety of services that address the primary health care needs of graduate students are available to all registered students and their spouses enrolled in the Spouse Program. Some of the services are:

- Medical Consultation, Treatment and Referral
- Laboratory Tests
- Radiology Services (provided off-site)
- Pharmacy/Prescription Services
- Allergy/Injection Clinic
- Women's Health Clinic
- Travel and Immunization consultation
- Health Education and Preventive Health Care

The health center is open year round. Our office hours are Monday to Thursday from 8:15 AM to 4:45 PM and on Friday from 8:15 AM to 4:00 PM.

In addition to services provided by the Health and Counseling Centers, all currently enrolled degree-seeking Caltech students are enrolled in comprehensive medical insurance plan through Caltech. Students have the option to waive Caltech's medical coverage provided they show proof of other adequate coverage. For more information, visit: www.aetnastudenthealth.com.

The Student Health Center adheres to relevant privacy laws and regulations including FERPA. All visits to the health center and medical records are handled confidentially.

For more information about the Student Health Center call (626) 395-6393 or visit www.healthcenter.caltech.edu.

MAIL CODE 1-8

PASADENA, CALIFORNIA 91125

Phone: (626) 395-6393

Fax: (626) 585-1522

MENINGITIS IMMUNIZATION ADVISORY AND NOTIFICATION

California Institute of Technology
Archibald Young Health Center

Dear Student/Parent,

As the Medical Director of the Caltech Student Health Center, I am writing to inform you that legislation has been enacted in California (California Law AB 1452) requiring all new post secondary students receive the meningitis vaccine or sign a waiver after reading information about the risks of meningitis.

What is meningococcal (meningitis) disease? Meningitis is rare, but when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column and in some cases death. Symptoms range from flu-like symptoms to permanent disabilities. Early diagnosis and treatment can prevent the most severe effects of meningitis, but the rapid progress of the illness and the similarity of its symptoms to the common flu often results in delayed treatment.

How is the disease spread? Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items such as utensils, cigarettes and drinking glasses.

Who is at most risk for getting meningococcal disease? People who live in settings such as college dormitories are at risk, as are military recruits who live in close quarters, as well as people who travel to certain parts of the world where the disease is very common. Children and adults with damaged or removed spleens are also at risk.

Are some students in college and post secondary schools at risks for meningococcal disease? College freshmen living in residence halls or dormitories are at an increased risk for meningococcal disease as compared to individuals of the same age not attending college. The setting, combined with risk behaviors such as alcohol consumption, exposure to cigarette smoke, sharing food or beverages, and activities involving exchange of saliva, may be what puts college students at a greater risk for infection. The risks for meningococcal disease for other college students, in particular older students and students who do not live in congregate housing, is not increased. However, meningococcal vaccine is a safe and efficacious way to reduce their risk of contracting this disease.

Is there a vaccine against meningococcal disease? Yes, there are currently 2 vaccines (Menomune - a polysaccharide vaccine and Menactra - a conjugate vaccine) available. Both of these vaccines provide protection against 4 of the serogroups of the bacteria, called groups A, C, Y and W 135. These 4 serogroups account for approximately two-thirds of the cases that occur in the U.S. each year. There is currently no vaccine for serogroup B which accounts for one-third of the cases. Protection from immunization with the meningococcal polysaccharide vaccine is not life-long; it last about 3 to 5 years. The meningococcal conjugate vaccine is expected to help decrease disease transmission and provide more long-term protection.

Is the vaccine safe? The meningococcal vaccine has an excellent safety profile. However, like any medicine, is capable of causing serious problems such as severe allergic reactions. Some people who get the vaccine have mild side effects such as redness or pain where the shot was given. These symptoms usually last for 1 - 2 days. A small percentage of people who receive the vaccine develop a fever. Immunization is deferred during any acute illness

and the vaccine is not given to pregnant women. Where can a student get vaccinated? Students and their parents should contact their healthcare provider and make an appointment to discuss meningococcal disease, the benefits and risk of vaccination, and the availability of these vaccines.

Where can I get more information? More information about the disease and vaccine can be found at the following.

Centers of Disease Control and Prevention (CDC)
www.cdc.gov

American College Health Association (ACHA)
www.acha.org

Meningitis Foundation of America
www.musa.org

California Institute of Technology Vaccine Requirement. The Student Health Center requires all freshmen students receive meningitis vaccine or sign a waiver. Menactra is preferred but Menomune is acceptable if given within the past 3 years. Please have the meningitis immunization completed before arrival. If you have any questions contact (626) 395-6393.

Sincerely,

Stuart C. Miller, M.D.
Medical Director
Caltech Health Center

