

# **PIA Schools Association**

## **Student Handbook**

### **2012**



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## WELCOME TO PACIFIC INTERNATIONAL ACADEMY!

We are very happy that you have decided to join our family. Pacific International Academy (PIA) has been serving international students since 1997 and is accredited by the Accrediting Council for Continuing Education and Training (ACCET). PIA has three goals: 1) to uphold the highest academic standards in helping you acquire English as a second language; 2) to provide you with excellent opportunities to learn about American culture through school and community projects, events, outings, and trips; and 3) to provide a warm, caring environment in which you will truly feel like a part of our family.

### **MISSION STATEMENT**

It is the overarching intent of Pacific International Academy to help students achieve their personal goals in English by facilitating the acquisition of language proficiency required in daily communication, in higher learning, and for operating in the professional world.

PIA provides instruction of English as a Second Language to non-native speakers of English who bring to the program a broad array of interests and backgrounds. Throughout their experience at PIA, students are encouraged to seek intellectual and academic growth at Marylhurst University as well as in the surrounding community.

Every PIA class is a safe learning environment with a low student-teacher ratio. The curriculum is structured to promote basic communication skills in students at lower ability levels, and more complex academic skills in students at higher levels. Key grammatical forms are emphasized and integrated across five levels of performance-based classes. In the areas of grammar, reading, writing, speaking and listening, students learn to apply specific linguistic rules that are presented through holistic and communicative instruction.

Students in this immersion program are encouraged to be active learners. While academic English tends to be a focus, significant energy is devoted to coaching students in learning the cultural norms and expectations of their new social environment. Themes of this nature are necessarily folded into each class session. Further support in cultural adaptation and language acquisition is provided through conversation partnering, tutoring, activities, and the homestay program.

### **INSTITUTIONAL GOALS**

1. Provide communicative ESL instruction relative to current TESOL methodologies.
2. Facilitate cultural diversity, adaptation and understanding.
3. Instill successful college study skills, while providing opportunities for growth and development in a supportive learning environment.
4. Cultivate and maintain professional and academic relationships with relevant institutions.
5. Maintain a healthy financial position, ensuring the organization's ability to carry out its goals.

## **THE PIA PROGRAM**

1. Serves students for whom English is a non-native language
2. Places students through TOEFL and Michigan Language Assessment
3. Offers a 10-week course each Fall, Winter, Spring, and Summer term
4. Offers custom short-term programs per agreement
5. Provides classes for college credit to registered students at Marylhurst University
6. Prepares students for academic course work
7. Provides GED training
8. Provides a housing referral program
9. Supports cultural understanding through extracurricular activities

## **OVERVIEW OF COURSES**

### **Core Classes:**

PIA has five core levels of ESL classes. In each level, students will attend classes in reading, writing, grammar and speaking/listening. Classes are held Monday through Thursday with a total of 20 hours of class per week. Within these classes, students will improve their English and have a chance to study cultural topics, computer skills, and other points of special interest. Students in levels 3, 4, and 5 are eligible for 1.5 Marylhurst University credits per class.

### **Undergraduate Foundations:**

These 3-credit courses are integrated with Marylhurst University Literature, Cultural Studies, and Human Studies courses, totaling 6 credits per term. They are primarily intended for international students with conditional admission to Marylhurst University. Students will focus on composition and revision of various essay forms. Writing projects will be directly linked to material covered in the Marylhurst University courses.

### **GED Preparation:**

For students who have not completed high school, PIA offers GED preparation classes to help students study for and pass the high school equivalency examinations. The GED class meets for up to four hours per week.

## **PLACEMENT**

### **Placement and Orientation:**

At the beginning of each term there is a placement test and orientation for all new students. Students are placed in the appropriate level on the basis of the Michigan English Placement Test (EPT), the Test of Written English (TWE), and an oral interview. During the first week in class, placement may be adjusted on the basis of a student's ability to meet at least 90 percent of the performance objectives for the class.

If you leave PIA for more than one term, you must be re-tested prior to registration.

### **Placement for Students Arriving Late**

If you arrive later than two weeks after the start of the term, you will be placed into one level below the placement as indicated by the EPT. For example, if you arrive late and

test into Level 3, you would begin your studies in Level 2 for the remainder of the term of late arrival.

### **Advancement:**

There are three ways for you to advance to a higher level:

1. receive a grade of C (75%) or better in current classes
2. repeat a class and be assessed by your teacher during the first week
3. take a challenge test only on the placement testing day

### **Challenge Testing:**

If you are a returning student, you may choose to take a challenge test to achieve a higher level in a particular class. Each challenge test is a different form of the placement test you took when you arrived at PIA. You may take a challenge test only on the day of placement testing. Ask the Academic Coordinator to give you a challenge test for a specific skill area. Then, you must be present at PIA on the day and time that is scheduled for placement testing. It will not be possible to take a challenge test after this time.

1. You may only take a challenge test if you are a returning student.
2. A challenge test for a particular skill area may be taken only once while at PIA.
3. A challenge test may be taken only on the day of placement testing. A recent TOEFL score will also be considered at this time.
4. During the first week of class, only individual instructors may recommend advancement in level. Please see the level confirmation information below.

### **Level Confirmation:**

Teachers assess skill levels in each class during the first week of the term with a test evaluating proficiency in the stated outcomes. This testing will be proctored on the Friday of the first full week of the class to any student expressing interest in moving up one level in a particular class. If you achieve at least 90% accuracy in this test, you may be considered for advancement to the next level. Level confirmation testing will be proctored by staff of the ESL Tutoring Center.

### **Exit Testing:**

You are required to take an exit exam upon leaving the program. If you leave Levels 1 through 4, you take another form of the English Placement Test that you took upon admission. The score from this exam has no effect on any grades achieved at PIA.

If you graduate from Level 5, you are required to take the Michigan English Language Institute College English Test (MELICET) near or at the close of your final term with PIA. The score from this exam has no effect on grades achieved at PIA and are used a) as an indicator for you of a Michigan English Language Assessment Battery (MELAB) score, and b) as anonymous data for ongoing program assessment. Certificates of Completion are not issued until all exit testing has been completed.

Note: under rare circumstances the Director or Academic Coordinator may consider exceptions to any part of this policy.

## **ACADEMIC POLICIES**

### **Attendance:**

The following attendance policy is also published in each syllabus:

95% attendance is required to avoid a reduction in grade. Exams and quizzes missed due to an unexcused absence can only be made up at the discretion of the instructor.

Exams and quizzes missed due to an unexcused absence can only be made up at the discretion of the instructor. If you are going to miss school, please inform the PIA office (503-699-6310) when you can be expected back in class and the reason for your absence. Excused absences are such things as illness, snow closure, or unforeseen emergencies.

**Note:** Shopping trips, visits with friends, trips to the DMV or Social Security office, and oversleeping are examples of absences that are not excused. If you do not contact the PIA office to explain an absence, it will be marked as unexcused. Habitual tardiness and absences will be handled in the following manner:

- 10 minutes late = 1 tardy
- 3 tardies = 1 absence
- 3 unexcused absences = 1 grade down on the final grade (a C will change to C-)
- 6 unexcused absences in any class = academic probation

### **Grading for Students Leaving Early**

You must attend at least 80% of your program in order to be considered for a grade. If you miss more than 20% of your program, you will be given a grade of N/A and asked to repeat the class. An instructor can choose to give a grade if you show a strong mastery of the subject matter and can meet course objectives.

### **Plagiarism:**

Plagiarism is using the ideas, data, or language of another without specific and proper acknowledgment. Examples: Misrepresenting another's work (paper, lab report, article, or computer work) as your own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate.

**Academic Honesty:**

Cheating and plagiarism are very serious offenses in American academics and may result in failing classes or being expelled from school. PIA follows Marylhurst University policies in regards to plagiarism. Please refer to your class syllabus for more information on policies about academic honesty.

**Grading:**

In each class, your grade will be based on a combination of attendance, participation, and class work, which will consist of in-class assignments, homework, quizzes, and tests. Based on completion of class requirements, the following grades are given.

If you are in Level 1 or 2, the above scale may not be used. Instead, you may receive a Pass or No Pass. If you receive a No Pass, you will have to take the class again.

For Levels 3-5:

A - 90 - 100%	Excellent
B - 80 - 89%	Above Average
C - 75 - 79%	Average
D - 60 - 74%	Below Average – Repeat the class
F - below 60%	Fail – Repeat the class

If you receive a grade of C- or lower (below 75%), you will need to repeat the course.

Teachers may also use N/A. This means that they did not have enough information to give you a grade.

**Academic Warnings**

Instructors or staff will issue an academic warning if you repeatedly violate school policies, do not perform at a passing level academically, or otherwise behave in a way that disrupts the academic environment. The academic warning indicates what the problem is and provides steps to correct the problem. Academic warnings should be given early enough to allow you time to correct the problem. One copy of the warning will be given to you; another will be signed by both you and the instructor and placed in your academic file. If you do not show academic improvement, you may be at risk of probation. The Director will make subsequent arrangements if you receive warnings for behavioral or policy-related issues.

**Proficiency Examinations:**

In-house achievement examinations are in the form of midterm and final tests, papers, and projects. These are held in class within a two-and-a-half hour duration and are given significant weight in the grading criteria stated in each syllabus.

**Certificate of Completion:**

If you complete Level 5 in good academic standing and complete exit testing, you will receive a Certificate of Completion from PIA.

**PIA Referral:**

If you are interested in moving into a Marylhurst University academic program, you must complete several forms and tasks. You are encouraged to talk to:

1. the PIA administration
2. the Marylhurst University International Student Admissions Specialist

Marylhurst University admissions are deadline-specific. If you are interested in attending Marylhurst University, you should talk with the PIA administration as early as Level 4.

**Electronics in the Classroom:**

Cell phones and MP3 players shall be turned off, while limitations on laptop and electronic dictionaries shall remain at the discretion of the instructor. In American classrooms, personal electronic devices usually are not allowed. Seek your instructor's permission to use your device as a dictionary.

**Inclement Weather Class Cancellation:**

In the winter there may be snowy or icy weather. If road conditions are considered unsafe, classes will be cancelled for all or part of the day. PIA will follow the same snow cancellation policy as Marylhurst University. If it snows heavily at night there are several ways to find out if classes are cancelled. Morning news stations on TV and radio report school closures. The radio station KGW, 620 AM, is a good choice. Also, Marylhurst University has a Weather Line – **(503) 636-8140**. Call this number to find information about class cancellation, or call the PIA office at (503) 699-6310. You may also use this web page: <http://www.marylhurst.edu/aboutmarylhurst/inclementweather.php>

**Textbooks:**

You are responsible for purchasing the required textbooks every term. Failure to do so may result in probationary action. Textbooks are available at the Marylhurst University Bookstore. If you come to class without the proper materials, you may be asked to leave by the instructor. The instructor can determine if a used book with excessive writing in it is unusable and ask you to get a clean copy of the text.

**Your Records:**

A file is maintained for each student attending PIA. All necessary admissions, immigration, and academic documents (such as I-20s, proof of financial resources, and records of academic performance) are kept in these files. All information contained in these files is confidential and available only to authorized personnel. With adequate notice, you may review the information in your file in the presence of the Director. Requests for copies of any document in the file must be made in writing and submitted to the Director.

**Release of Information:**

If your scholarship depends on the release of your private academic information, PIA will ask you to agree to release the information to the scholarship provider or partner university. See Appendix 2.

## **STUDENT HEALTH**

### **Health Insurance:**

Proof of health insurance is required for all students studying at PIA and Marylhurst University. If you do not have a plan, Marylhurst University offers a comprehensive health insurance plan. Third-party plans are also accepted, if they meet the university's basic requirements. For more information, contact the PIA office or the Marylhurst University Student Accounts office.

### **If you are sick:**

You must call the PIA office before class at (503) 699-6310. If you do not call the office to explain your absence, it will be considered an unexcused absence, which can affect your grade.

Even if you are absent, you will be responsible for knowing what happened in class and completing homework and assignments. If you are sick, you need to contact a classmate or your teacher to find out what work you have missed. Teachers' email addresses and phone numbers are listed in each syllabus.

If you feel that you need to see a doctor, the following clinics are close to the school:

#### **Cornell Urgent Care**

13305 NW Cornell Rd., Suite C  
Portland, OR 97229  
*Phone:* (503) 646-8500  
*Hours:*  
Mon-Fri 8:00 AM – 8:00 PM  
Saturday 9:00 AM – 5:00 PM  
*Website:* [www.cornellurgentcare.com](http://www.cornellurgentcare.com)

#### **Providence Healthcare**

1321 NE 99<sup>th</sup> Ave., Suite 100  
Portland, OR 97220  
*Phone:* (503) 215-9900  
*Hours:*  
Mon-Fri 9:00 AM – 9:00 PM  
Weekends 9:00 AM – 7:00 PM  
Holidays 9:00 AM – 5:00 PM  
*Website:* [www.providence.org](http://www.providence.org)

#### **ZoomCare – Pearl District**

202 NW 13<sup>th</sup> Ave.  
Portland, OR 97209  
*Phone:* (503) 684-8252  
*Hours:*  
Mon-Fri 8:00 AM – 8:00 PM  
Weekends 9:00 AM – 5:00 PM  
*Website:* [www.zoomcare.com](http://www.zoomcare.com)

#### **ZoomCare – Hawthorne District**

3325 SE Hawthorne Blvd.  
Portland, OR 97214  
*Phone:* (503) 684-8252  
*Hours:*  
Mon-Fri 9:00 AM – 7:00 PM  
Weekends 10:00 AM – 3:00 PM  
*Website:* [www.zoomcare.com](http://www.zoomcare.com)

**In case of emergency, call 911.**

## **FEES AND REFUNDS**

**Tuition and Fees:**

Tuition should be paid before or on the first day of classes. No fees other than the application fee will be collected before admission to the program. For updated information on fees, see the course outline or contact the PIA office.

**Refunds:**

If you withdraw from your classes prior to the start of school, PIA will provide a full refund of any tuition paid.

**First Term:**

If you withdraw at any point in the first four weeks of the term, PIA will retain the charges applicable to the first four weeks of the term. If you withdraw after the first four weeks but before or at the fifth week of the term, PIA will retain a prorated amount of tuition. No refund is available if you withdraw from school after the fifth week of the term.

**Subsequent Terms/Sessions:**

If you withdraw after completing the first term but before or during the fifth week of any subsequent term, PIA will retain a prorated amount of tuition up to the fifth week. If you withdraw after the fifth week of any subsequent session, PIA will retain all of the tuition for that term.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, PIA will consider a partial week the same as if a whole week were completed, provided you were present at least one day during the scheduled week.

**YOUR CONDUCT****Harassment:**

PIA will not tolerate any form of harassment, including harassment on the basis of age, gender, race, religion, disability, or sexual orientation. If you feel that another student or faculty member is harassing you, please contact the Director or another staff member immediately.

**Student Conduct Code:**

As a PIA student, you are expected to act in a responsible manner, respecting all other students, as well as following U.S., state, and local laws. PIA will follow the same Student Conduct Code as Marylhurst University. For more information on the Marylhurst University student conduct code, please refer to the Marylhurst University Student Handbook:

<http://docs.marylhurst.edu/mu/pdflibrary/STU-studenthandbook2010-11.pdf>

**Drinking:**

The possession or use of alcohol by students on campus is prohibited except when approved for a university-sponsored event. In such instances, the use of alcohol is limited to those of legal age. The legal age for drinking alcohol in the U.S. is 21. If you are under the age of 21 and found with alcohol, you may be subject to a reprimand or

legal action (such as a ticket or fine). For more information on drugs or alcohol policy, please refer to the Marylhurst University Student Handbook:  
<http://docs.marylhurst.edu/mu/pdflibrary/STU-studenthandbook2010-11.pdf>

### **Smoking:**

Smoking is not allowed in any building on the campus of Marylhurst University. There are designated areas on the campus where smoking is allowed. If you are a smoker, you should smoke only in these designated areas. Please do not throw cigarette butts on the ground. You are expected to follow the laws regarding smoking; be aware that it is illegal for anyone under the age of 18 to buy or use tobacco.

### **Student Complaints:**

If you have a complaint or issue you would like to raise, you may contact the Director or Academic Coordinator at any time by appointment. This meeting can be kept confidential at your request. Furthermore, you will comment on and rate the courses, services, and instructors at the end of the term through evaluation forms.

## **IMMIGRATION REGULATIONS**

The following summary of immigration rules and regulations is provided to give you basic information about your non-immigrant visa status. Please remember that it is your responsibility to know and follow the regulations under which you may study, work, or stay in the U.S. If you have any questions about your visa status, please speak with one of your advisors at PIA or Marylhurst University. Your friends and family may want to help you, but they may not know exactly the details of matters relating to your status and rules governing your stay in the United States.

### **Important Documents:**

#### Your Passport

Your passport is an international travel document issued to you by your government. It is required that you maintain a valid passport at all times. If your passport is due to expire within the next six months, see an advisor and plan to request an extension from your government's consulate or embassy in the United States.

If your U.S. visa is still valid and you are being issued a new passport, you should request the return of your expired passport. By keeping the passports together, the valid visa can be used for re-entry into the United States. Otherwise you will need to apply for a new visa the next time you leave the country.

#### Your Visa

This is a stamp or seal placed in your passport by a U.S. consular officer abroad. The visa notes the purpose of your visit, the last date you can enter the United States, and how many entries you will be allowed. The visa is a permit to enter the United States. The visa does not indicate how long you will be permitted to stay and a visa does not have to be valid in order for you to remain in the United States. For the most part, a visa can only be obtained at a U.S. consulate or embassy outside the United States.

### Your I-94 (Arrival/Departure Card)

This small white piece of paper was given to you on the airplane or by the immigration officer at the port of entry to the United States and is likely stapled inside your passport. It confirms that you were lawfully admitted to the U.S.

The I-94 shows how long you are permitted to stay in the United States. Your I-94 likely has the text "F-1 D/S" written on it. D/S stands for "duration of status". The terms of your status are dictated by the duration of your I-20. This means you are permitted to stay in the U.S. as long as you maintain your status as a student.

Holders of other visas may have a specific date on their I-94 forms. To remain in the United States past this date, you must file for an extension of stay or request an adjustment to their status. For more information about your I-94, please speak with one of your advisors at PIA or Marylhurst.

### SEVIS I-20 Form for F-1 Students:

The I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) is issued to you when you are accepted to a school. It is used to apply for an F-1 visa at the American Consulate or Embassy in your country and is then presented to the immigration officer at the port of entry when you arrive in the US. The officer will stamp the form and return it to you. If you transfer between schools within the U.S., you will not have the entry stamp on your I-20 form. Keep your I-20 with your passport at all times. The duration of your status is linked directly to the program completion date on your I-20. If you are not able to complete your program of study before this expiration date, you must apply for an extension to your program.

### **Student Status**

#### Student and Exchange Visitor Information System (SEVIS)

PIA and Marylhurst University are required to maintain records on their respective F-1 students and to report this information to the U.S. government at regular intervals. This information is communicated to the U.S. Department of Homeland Security through a computer-based program called the Student and Exchange Visitor Information System (SEVIS).

#### Maintaining Your Student Status

Failure to maintain your non-immigrant visa status can result in serious immigration problems, which could lead to deportation from the U.S. Compliance with the law involves all of the following:

- Maintain the validity of your passport at all times.
- Attend the school that has issued your valid I-20.
- Register for and complete a full-time course of study each term (see your advisor regarding any applicable vacation term).
- Do not accept unauthorized employment. All off-campus employment must be pre-authorized by the Department of Homeland Security.

- Report any change in your contact information, including physical address (the address where you actually live), email address, phone number, and home country address within 10 days to the PIA office.
- Keep your I-20 valid at all times.

### **Reduced Course Load**

If you take less than the required number of units, you are considered to be taking a reduced course load (RCL). SEVIS regulations allow a reduced course load under certain circumstances, and require that any reduced course load be pre-approved by the school's International Student Advisor. Be sure to discuss any questions about a future reduced course load with your advisor.

### **Travel Abroad**

#### Visits To Mexico and Canada

Before leaving the U.S. to travel to Mexico or Canada, determine that you have the proper documents to travel in those countries, and the proper documents to return to the U.S. Necessary documents include a valid passport, an I-94 form with D/S, and a SEVIS I-20 recently signed for travel on the third page by your advisor.

#### Traveling Home or Abroad

If you are planning to return home or to visit another country, you should make sure your I-20 form is valid and has been recently signed on the third page by your advisor and that your visa is valid. If your visa is not valid, you will need to renew it at a U.S. embassy or consulate abroad.

## **SUPPORT SERVICES**

### **Conversation Partners:**

If you wish to get more opportunities to practice English conversation, you should contact the PIA office and ask to be put on the list for a conversation partner. Conversation partners are local community members who volunteer their time to have informal discussion with international students. The program is on a first-come, first-serve basis and is free.

### **Tutoring:**

If you wish to have extra professional help in a specific area, you may request a tutor. Tutors are drawn from the PIA teaching staff as well as a qualified tutor list. Tutoring costs \$35 per hour. All appointments must be cancelled no later than 24 hours before the tutoring session or you will still be charged the fee for arranging the tutor.

PIA offers free tutoring appointments each week. You may sign up for one session at a time. The sign-up sheet is in the PIA office. Sessions are 25 minutes long. Visit the PIA office for more information.

**Apartments:**

If you wish to rent an apartment, you must take responsibility for making your own rental arrangements. PIA office staff may be consulted for referrals.

**Host Families:**

Many of our students wish to experience another aspect of the American lifestyle by choosing to live with a host family. Living with a host family gives you the opportunity to participate in activities, learn, and make American friends outside of the classroom. Host families are usually located close to the university or on a major bus route for easy access to the school. If you wish to live with a host family, you should contact the PIA office to make the necessary arrangements. Refer to the Host Family Handbook for more information.

**MARYLHURST UNIVERSITY SERVICES****Bookstore:**

The bookstore is located in Clark Commons. In addition to supplying textbooks and school supplies, the bookstore offers a variety of refreshments, free Internet access, and a comfortable atmosphere for conversation.

**Cafeteria:**

The cafeteria in Clark Commons is open daily. Salad, soup, sandwiches, desserts, and a variety of hot foods are available. The cafeteria is open between 11:30 and 1:30 every school day.

**Library and Computer Labs:**

The Shoen Library is available for you to use. Inside the library are several computer labs that you can use for various student activities such as research, word processing, and email.

**Academic Coaching Center:**

Located in the ground floor of the library, the Academic Coaching Center is staffed with professionals in the area of academic success. PIA students in Levels 4 and 5 classes are encouraged to make use of this resource.

**Post Office:**

There is a full service U.S. Post Office on the first floor of the Administration building. A mailbox is located just outside the post office. The Post Office is open 8-5 Monday through Friday and closed for lunch from 11:30-1:00.

**Lost and Found:**

To inquire about missing items, please ask the receptionist in the lobby of the Administration building.

**TRANSPORTATION SHOPPING AND BANKING**

Marylhurst, Oregon is a beautiful town 15 minutes from downtown Portland. Marylhurst University is located adjacent to a main avenue, which has many bus stops. There are several shops, restaurants, and banks within a short distance of the university, and they are easily accessible by foot or by bus.

You are responsible for arranging your own transportation for shopping, banking, medical appointments, etc. However, at the beginning of each term PIA staff will be available to assist you in setting up bank accounts, obtaining Oregon state identification cards, and arranging for basic shopping needs. Please check in the PIA office for more details.

Tri-Met ([www.trimet.org](http://www.trimet.org)) is the local bus system, which has regular routes between Marylhurst University, downtown Portland, and other points of interest around the area. A limited number of monthly bus passes may be purchased at the university bookstore. Monthly passes can also be purchased at local supermarkets.

#### **Riding Tri-Met towards Oregon City:**

Market of Choice Supermarket: This is a large supermarket about three miles from the university. Market of Choice is the center of a small shopping mall, which also contains various other shops and restaurants, a fitness center, a city library, and the West Linn post office.

Wells Fargo Bank: Wells Fargo is one of the largest national bank chains, with branches all over the country. Our local branch is helpful in dealing with the financial needs of our students. The closest Wells Fargo branch is located about a 15-minute walk south of the campus on Highway 43.

Oregon City Transit Center: The Oregon City Transit Center is a connection point for local bus routes. Here you can find a bus that will take you to destinations around the greater Portland area, including Clackamas Town Center (a large shopping mall) or one of the medical clinics listed in this handbook.

#### **Riding Tri-Met towards Portland:**

Albertsons: Marylhurst University is located on Highway 43, a main avenue that leads north to Portland. There is a bus stop next to the Marylhurst University campus where you can board bus #35, which will take you to downtown Portland. Along the way is Albertsons. This is a large supermarket surrounded by many smaller shops and restaurants in the center of Lake Oswego, about 15 minutes from the university. If you continue on the bus, you will pass many other shopping areas and reach downtown Portland.

Lake Oswego Transit Center: The Lake Oswego Transit Center is a connection point for local bus routes. Here you can find a bus that will take you to destinations around the greater Portland area, including Washington Square (a large shopping mall).

## **Appendix 1**

### **Photo Use Policy**

#### **Photo Release Alert**

While you are a student at Pacific International Academy, you are agreeing to be photographed, videotaped or audio taped on the Marylhurst University campus or during an outing or an activity. These materials may be used for promotional and marketing purposes.

If you request NOT to have your likeness (picture, video or sound) used, please make such a request in writing, by filling out the form below and returning it to the PIA office.

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#### **Opt Out**

Please do not use my likeness (picture, video or sound) for Marylhurst or PIA archival, promotional or marketing purposes.

Name: \_\_\_\_\_  
(please print clearly)

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 2**