



Caltech

New Undergraduate Student Handbook

2024-2025





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Introduction

The Undergraduate Student Handbook is your go-to resource guide for learning about Caltech and how to make the most of your experience at the Institute. Here you will find information on the myriad opportunities, resources, and support systems available to you. Whether you are a first-year student navigating the beginning of your college experience or transferring into Caltech as an upper-class student, this handbook is designed with you and your personal, social, and academic interests in mind.

Within this handbook, there is important information about the first-year experience, campus policies, and an overview of the Student Affairs administrative offices and support services. This is a reference guide that will augment information shared during orientation and Student Affairs' suite of websites, referenced throughout the handbook. Updates will be periodically made and will be found on the Institute websites.

As you begin this exciting chapter of your academic journey, know that you have access to a supportive community on campus to help you face any challenges you encounter. Caltech's dedicated faculty, staff, and your fellow students are here to support you every step of the way. If you have any questions, comments, or concerns, please reach out to the appropriate resources listed in this handbook or connect with a member of our campus community.

Welcome, Caltech Class of 2028!



The announcement of the new incoming class is always a high point of the year for those of us in the Deans' Office. We look forward all spring for the chance to put faces to names, learn about your passions and hobbies, and help you settle into classes and the Caltech community. As you'll soon find, this community is an extraordinary one—small, intense, curious, and deeply committed to each other and the pursuit of new knowledge. All of us, faculty and staff, believe in you. You have already worked incredibly hard to be here, and we are proud of your accomplishments. We cannot wait to watch you grow as scholars and unique individuals in the coming years. Your experiences, dreams, and talents will transform Caltech, even as Caltech transforms you—the next generation of pathbreaking scientists and engineers.

The Core will ask you to keep working hard, in ways that will likely feel unfamiliar and new, especially at first. Generations of Techers will tell you same thing: *Don't try to do it alone*. The curriculum is designed with collaboration in mind, and the Deans' Office is here to help you find study partners, academic coaches, and other support and resources you may need as you adjust to classes.

Reach out. One of the special aspects of our campus community is its closeness. Faculty want to hear from you and are here to help. Your first-year faculty advisor is just an email away and glad to talk over challenges such as schedules, classes, and summer plans, as well as homesickness, family pets, and tricky midterms. During Orientation, you'll learn about the many resources on campus—from the Student Wellness Services, to the Caltech Center for Inclusion and Diversity, to the institute's student leaders and advocates—in place to help you navigate your first year and beyond.

Make time for the fundamentals (sleep, healthy food, relaxation). All of us do our best work when we're rested, nourished, and connected with friends and activities we enjoy. Unfortunately, these fundamentals tend to be overlooked when we're under stress. The first year at Caltech is a time not only to absorb new material, but to understand how to learn in ways that are sustainable and lasting. The Deans' Office can help connect you with resources when you're feeling depleted, and we're always here to listen if you need to talk.

Get involved. There are as many ways to “do Caltech” as there are Techers. Maybe you've always wanted to try theater or learn how to rock climb. Maybe you love writing short stories or see yourself joining your house leadership. Often, our most creative ideas come from our least-expected encounters, and this first year offers all kinds of ways to surprise yourself through clubs, electives, and residential life activities. And you never know. You may find an interest, hobby, or set of friendships that will shape the rest of your Caltech experience and beyond.

Most of all, we hope that you will stay connected with us in the Deans' Office. We're here for your questions, big and small, and we can't wait to get to know you during your time at Caltech.

Sincerely,

Dr. Jennifer Jahner
Faculty Dean of Undergraduate Studies

Hello, Class of 2028!

It is with great enthusiasm and privilege that I welcome you all to Caltech. Congratulations on arriving at this point in your academic careers, and thank you for choosing to contribute your passions, talents, and experiences to the greater whole of Caltech. I think I speak for us all when I say that we are incredibly excited that you are here, and we can not wait to be a part of your journey.

One of my favorite aspects of Caltech is the sheer abundance of brilliant people who surround me every day, and I can only imagine how this brilliance will be enhanced by the addition of the Class of 2028. I won't lie, sometimes the amount of academic prestige, expertise, and enthusiasm that distinguishes Caltech seems intimidating, but I have never found a more welcoming, inviting, or inclusive community. I want to tell you now that not only will you be immersed in this rigorous culture, but you will contribute to it and have to become part of its legacy.

Caltech is an intimate community that is eager to embrace each of you and the unique identities and experiences you bring. My best advice: Embrace it back.

There is no doubt that Caltech is difficult. But there is also no doubt that there is a culture of enthusiasm here that drives us all to pursue our passions and invite the challenges that accompany these pursuits. When you find yourself "in the trenches," as we like to say, I encourage you to look to your peers for inspiration and support. The incredible thing about Caltech is that you will never struggle alone. So embrace these challenges. Meet them head on and know that you will have a community of support ready to tackle them with you. Remember that everyone here chose Caltech because of a shared desire to innovate, problem solve, and make the world a better place.



And remember that Caltech chose you. Of thousands of applicants, you stood out to our Admissions committee as being someone capable of embracing the rigor of Caltech and becoming someone who can change the world. We all have full confidence that you are plenty qualified to be here, and we are thrilled that you are. You belong here.

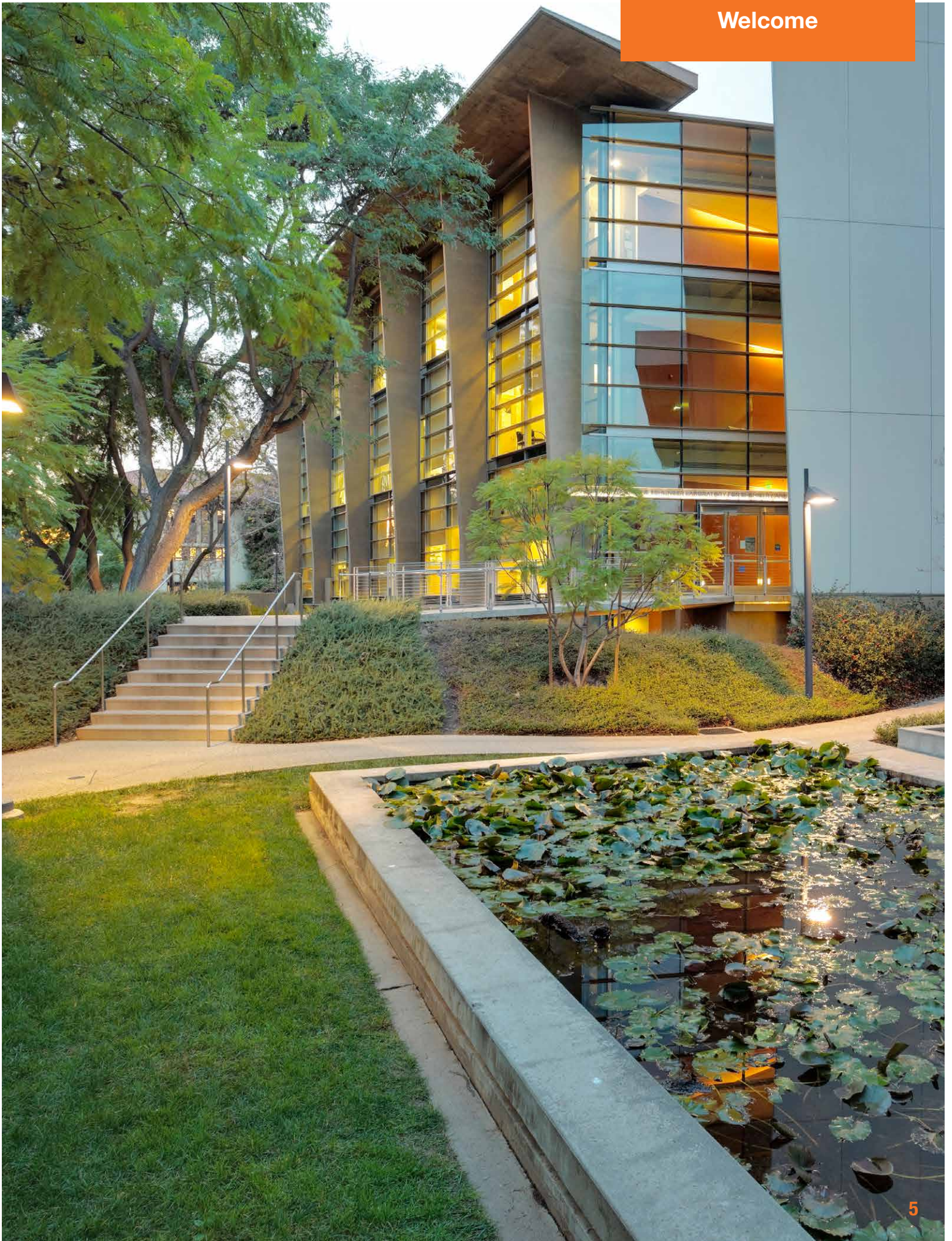
I hope you carry this sense of belonging with you as you go through Caltech, combined with a sense of pride during your undergraduate journey.

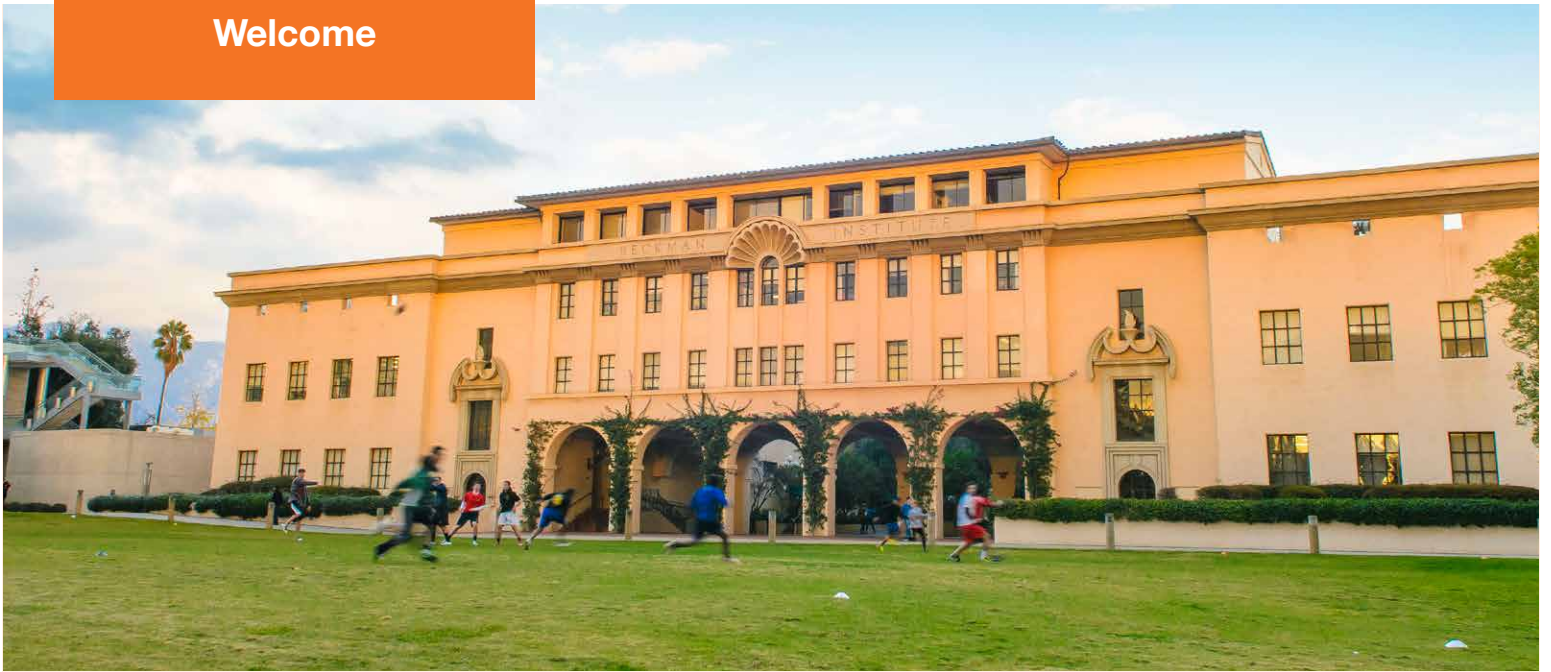
Once again, I am honored to welcome you here on behalf of the undergrads at Caltech. I am excited that you are here, and I am excited to see where you go!

Best regards,

Sophie Elam
*2024-2025 Associated Students of the California
Institute of Technology (ASCIT) President*

Welcome





The Mission of Caltech and Student Affairs

Caltech Mission

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.

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.

Student Affairs Mission

Student Affairs at Caltech supports the academic success of students and fosters their intellectual, personal, social, and professional development. Through a complement of programs, activities, and support services, we help students prepare for a lifetime of discovery, innovation, and leadership.

Caltech Values

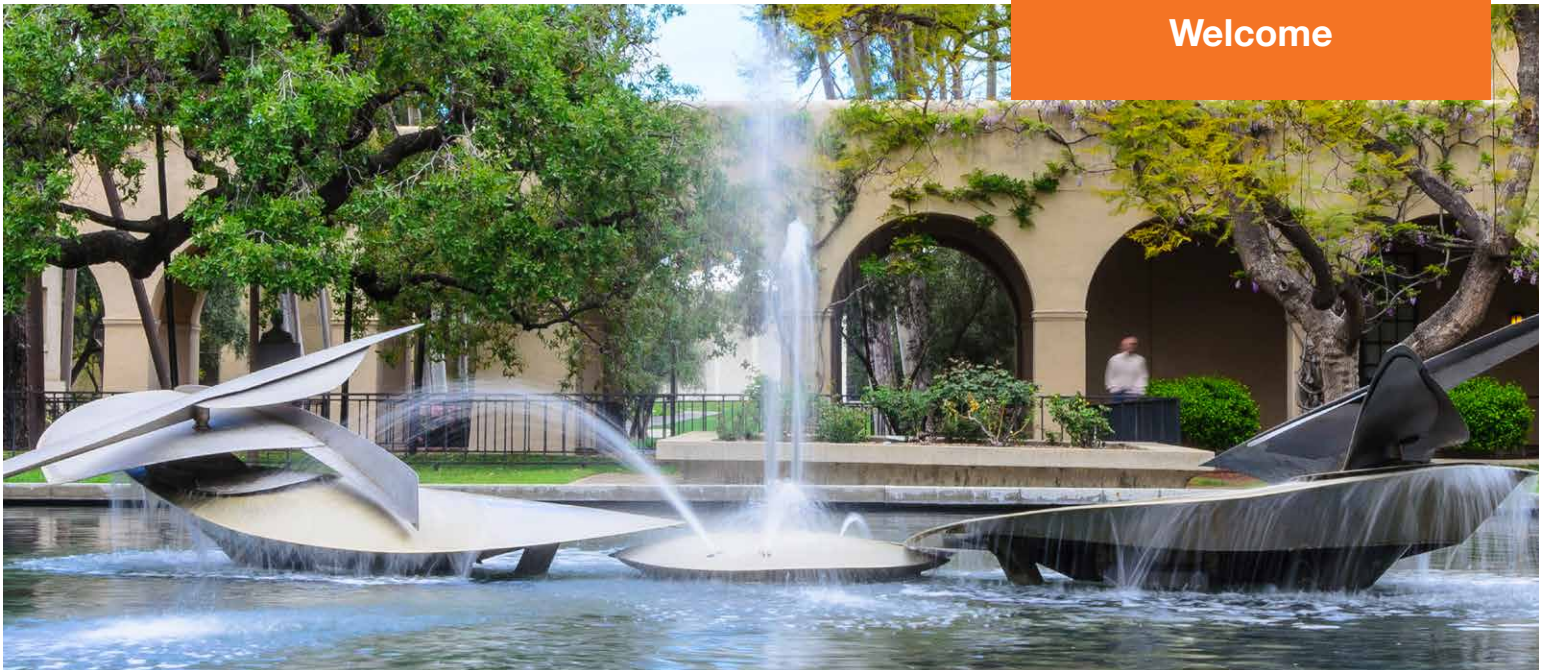
We affirm that academic excellence is built on bringing together the best faculty, students, scholars, and staff.

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.



Institute and Student Affairs Policies & Procedures

The policies carefully spell out what is acceptable conduct for Caltech students and what you can expect if you violate them. 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, state and federal regulations. Please visit studentaffairs.caltech.edu/policies to review the following Institute and Student Affairs Policies:

Institute Policies

[Acceptable Use of Electronic Information and Computing Resources](#)

[Compliance with Export Laws and Regulations](#)

[Conflicts of Interest](#)

[Disability and Reasonable Accommodation](#)

[Environmental Health and Safety](#)

[Free Speech and Expression Policy](#)

[Nondiscrimination and Equal Employment Opportunity](#)

[Sex- and Gender-Based Misconduct](#)

[Substance Abuse](#)

[Unlawful Harassment and Abusive Conduct](#)

[Violence Prevention](#)

[Whistleblower](#)

Student Affairs Policies

[Alcohol and Other Drugs](#)

[Fire Safety](#)

[Good Samaritan](#)

[Hazing Prevention](#)

[LN2 Policy and Protocols](#)

[Missing Person](#)

[Mural Policy in Caltech Houses](#)

[Student Problem Resolution Process](#)

The Honor System

THE HONOR CODE:

“No member of the Caltech community shall take unfair advantage of any other member of the Caltech community.”

One of the most important functions of the Deans’ Office is to help students observe and implement Caltech’s community standards. To that end, the Deans’ Office plays a supportive role to the Honor System, and is also responsible for the enforcement of Institute policies. There are several philosophical lynchpins that guide our work in this area. The first is the [Honor Code Handbook](#), the second Caltech’s statement of community, and the third our commitment to the safety and well-being of all of our students.

For undergraduates the Honor System is enforced by two entities overseen by the Undergraduate Deans’ Office: [The Board of Control \(BoC\)](#), which is composed solely of students, and the [Conduct Review Committee \(CRC\)](#), comprised of students, faculty, and administrators. The BoC hears cases of academic dishonesty, whereas the CRC hears cases of non academic breaches of the Honor Code, as well as policy violations and house/club violations.

Academic Calendar

For the 2024-2025 academic calendar, please visit registrar.caltech.edu/documents/19515/AcademicCalendar2024-25.pdf.

If there are any questions, please contact Office of the Registrar: regis@caltech.edu.



Move-in Day is Sunday, September 22!

Moving onto campus is an exciting and transformative experience. Move-in Day marks new students' official start to their residential experience on campus. Incoming students will be assigned a short-term housing assignment for the start of the academic year. While it is possible for students to elect to remain in their room that is assigned to them on move-in day for the academic year, most participate in Rotation, which is a student-led process where new students have the option to learn about Caltech's different residential communities. After Rotation, students then move into their final housing assignment for the year.

It would be impossible to provide a comprehensive list of everything you should bring to Caltech, but we have curated some suggestions from Caltech students:

WARDROBE/LINEN

BED SHEETS
(TWIN EXTRA-LONG)

BLANKET

PILLOW/PILLOWCASE

COMFORTER

MATTRESS PAD

TOWEL SET

BATHROBE/PAJAMAS

BATHING SUIT

CLOTHES FOR
SPECIAL OCCASIONS

CLOTHES FOR
INCLEMENT WEATHER

DESK SUPPLIES

CALCULATOR

PENS/PENCILS

COMPUTER

LAMP

SCISSORS, STAPLERS, ETC.

★ NOTEBOOKS/PAPER

SURGE PROTECTORS

HEALTH AND
GROOMING SUPPLIES

BLOW DRYER

DETERGENT

IRON

PERSONAL CARE ITEMS
(SOAP, DEODORANT, ETC.)

PLASTIC CARRYING
CASE (FOR SHOWER)

SHOWER SHOES

KITCHEN EQUIPMENT

FEW DISHES
(BOWL, MUG, PLATE)

FEW POTS AND PANS

ONE OR TWO SETS
OF SILVERWARE

MISCELLANEOUS

FLASHLIGHT

CAMERA

STORAGE CONTAINERS

PICTURES OF FAMILY
AND FRIENDS

POSTERS OR
FRAMED PICTURES

SMALL PORTABLE
MUSICAL INSTRUMENT

CLOTHES HANGERS

LAUNDRY BAG OR BASKET

FIRST AID KIT



Orientation

The 2024 New-Student Orientation is Sunday, September 22, to Friday, September 27.

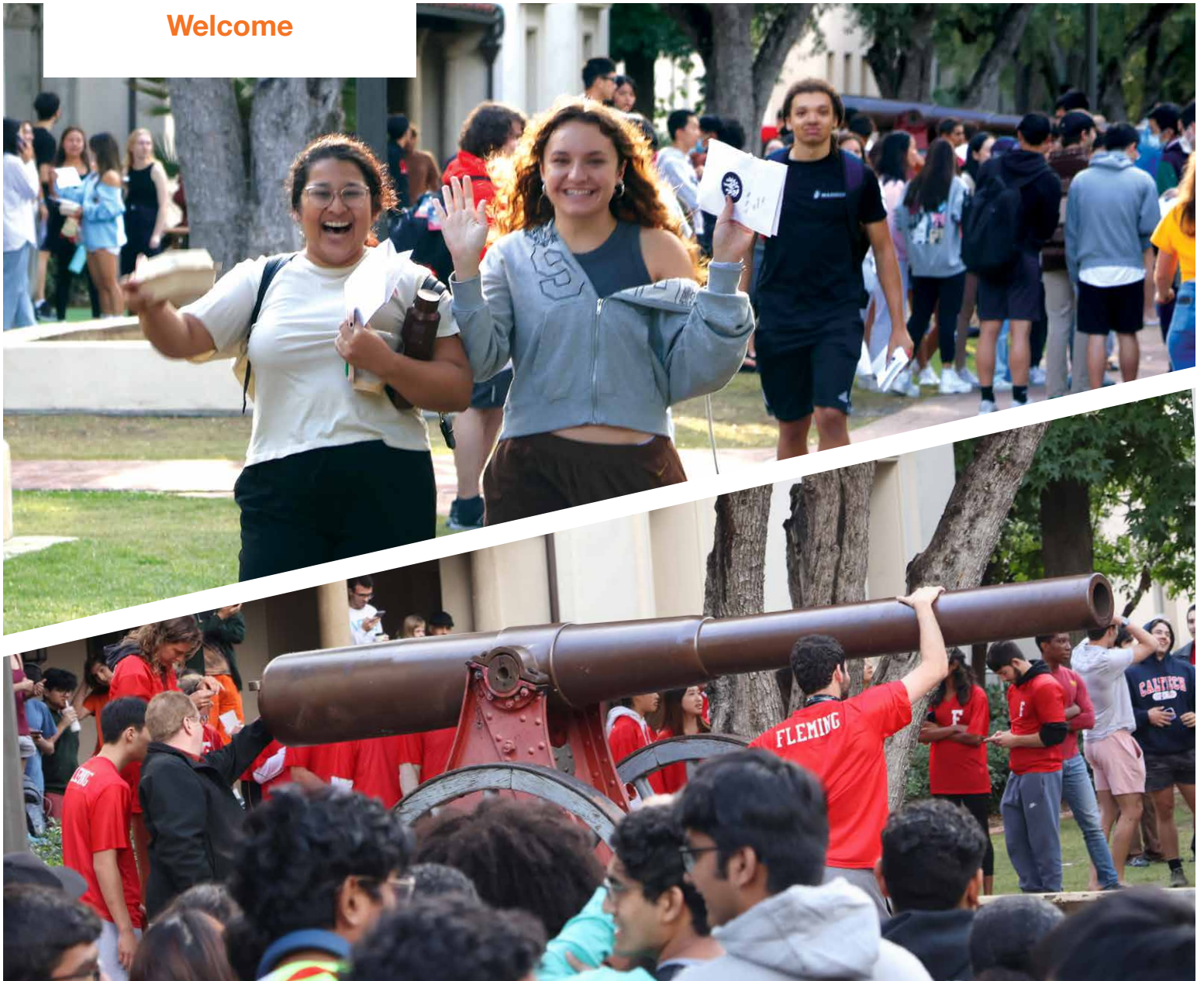
During orientation week, incoming students are fully immersed in the Caltech community and learn important information about resources and support systems that assist students in navigating the academic and co-curricular experience. Orientation programming helps new students foster a sense of belonging, connect with peers, and familiarize with student services.

The 2024 Orientation Schedule will be posted online this summer. A link will be emailed to all new students.

To help prepare for your arrival to Caltech, you'll need to carefully review the to-do list with important deadlines on everything you need to complete before starting the academic year. Please refer to this [webpage](#) for the most up-to-date information and deadlines.



Welcome



Rotation

Rotation is the process by which new undergrad students visit houses, meet new people, and learn about our housing communities. While Rotation is an optional process, most students choose to participate as these events are a great way to learn about the personality of the Houses and to get to know other students! The primary goal of Rotation is to help each student find a community on campus where they feel welcome. Over the course of Rotation, which will be **Wednesday, September 25 to Wednesday, October 2, 2024**, incoming students are invited to a series of meals, activities, and events at each house in the evening hours during the weekdays and throughout the day on the weekend.

Rotation includes a series of meals, activities and events that help new students get to know Caltech's eight undergraduate houses and the Bechtel residential community. At the end of rotation, participants will be asked to rank their preferences for housing and membership. To mark the end of Rotation, students will receive their housing assignments in an envelope followed by a celebratory firing of the Fleming cannon.

Housing

The eight undergraduate houses are separate co-ed residential communities. All the houses are equipped with double occupancy bedrooms, bathrooms/showers, kitchenettes, laundry facilities, and common spaces. Some houses have single occupancy rooms and some houses have triples too.

The Bechtel Residence is not a house, but it is one of the living options for first-year students. Bechtel has suite living, which means students enjoy a single bedroom and share a bathroom, living room, dining area, and kitchenette with others in the suite.

House Memberships

The houses provide much more than a place to live. The “houses” are communities that cultivate social connections and a family-like environment. Each house has unique traditions and activities, and over time each house has developed its own personality. The eight houses include: Avery, Blacker, Dabney, Fleming, Lloyd, Page, Ricketts, and Venerable.

Students automatically receive a membership to the house they rotate into. Those who live in Bechtel are also able to have a membership to a house, allowing them to participate in all of that house’s activities. Students are also free to apply for a full membership to a second house later on. This allows them to change where they live if they choose, so the results of rotation are not permanently binding.

Students are not required to be in a house. If a student chooses not to be a house member, they are considered “unaffiliated”, though they are welcome to get a house membership later if they change their mind.

So How Do Rotation, Housing, and House Membership Work?

First, new students are given the choice to move directly into Bechtel for the entire year. This choice is made during the summer and is binding, meaning Bechtel will be your final housing assignment. You may still participate in Rotation to get a house membership.

If you do not opt to go directly into Bechtel, you will move into temporary housing within the various houses/residencies for your first two weeks at Caltech, during which you will participate in orientation and rotation. You will still be able to choose to move into Bechtel at the end of rotation.



Once Rotation officially begins, you can participate in the dinners, activities, and events that take place in each house. Student leaders will help you know where to go each day and will work with you on what to expect throughout the process.

At the end of the process, you will rank all eight houses and Bechtel for your housing option and/or if you want a house membership.

Once rotation results are announced, students will move to their final assignments.

There will be multiple opportunities to learn more about this fun and engaging process. Programs include a summer discussion over Zoom, notices sent to students, and an info session during orientation, which will all help you prepare for this amazing experience.

First-Year Experience Overview

THERE ARE TWO PRIMARY STAFF CONTACTS, KRISTIN WEYMAN IN THE DEANS' OFFICE AND ISABEL PENG IN THE OFFICE OF STUDENT EXPERIENCE, TO HELP YOU NAVIGATE YOUR FIRST YEAR.

KRISTIN WEYMAN, Associate Dean of Undergraduate Students, serves as your first-year dean. Dean Weyman provides students with academic and personal support, and helps students navigate circumstances such as illness, financial difficulty, or family concerns. You will also interact with the first-year dean for the following established programs and activities:



Peer Academic Coaches (PAC)

PACs are upperclass students who have done well in various courses and now want to help incoming students succeed. Two-hundred-plus coaches are trained to help you and your peers develop effective learning skills and build a deeper understanding of course material. You can book a PAC appointment through an online platform for almost any time of day. There is no cost to the student; instead, coaches are paid through the Deans' Office.

First-Year Advising Program

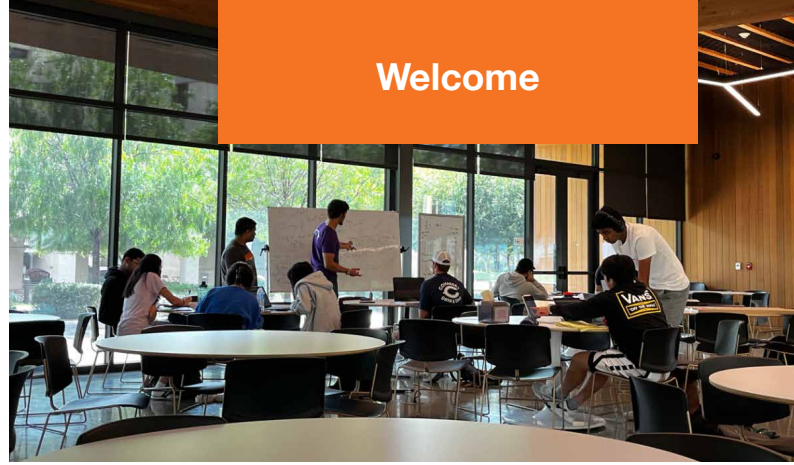
All new students are assigned a faculty advisor to support them during their first year and until they declare an option (major). The Deans' Office assigns first-year advisors and works with them to ensure they have up-to-date information on policies and trends, making them best able to assist you in course registration and completion of the first-year core requirements. If ever you are having trouble reaching your faculty advisor or are in need of additional academic or personal support, the first-year dean is available to help you. In addition, new students are also assigned a staff mentor. Staff mentors check in with you over the course of the year, refer you to resources as needed, and help cheer you along the way of your first year! Together, the first-year faculty advisor, staff mentor, and the first-year dean make-up the core academic and administrative support team for each incoming student.

When should I reach out to the First-Year Dean?

Any time you want! The deans manage processes like leaves of absence, underloads, overloads, E/I (Incomplete) grades at the end of the term, and a variety of other academic support resources, such as those mentioned in greater detail above. The deans also will personally check in with any student who has received a midterm warning to understand what challenges each individual might be facing, to encourage reflection on courses, and to offer guidance on how to seek help or shift practices to better adjust to the rigors of Caltech's learning community. Additionally, the deans also manage a student emergency fund for those with unexpected financial challenges. Please don't hesitate to be in touch! Students can book appointments to discuss any of these matters or to meet with the first-year dean online at deans.caltech.edu.

New-Student Orientation

The Deans' Office organizes academic components of orientation, such as the advisor lunch, faculty lecture, option talks, and session on the core curriculum.



ISABEL PENG, Director of New Student Transition Programs and First-Year Experience, is here to help you build community, develop positive peer relationships, and to navigate social and cultural aspects of your first-year experience. Through a series of programs and resources, Isabel and her colleagues who support the new student transition program and first-year experience will introduce you to your classmates, student clubs and organizations, and campus resources.



In the summer, you will be able to access a Canvas course that provides information on academic preparation for the first-year core curriculum, and also learn about student support services through weekly virtual informational sessions.

When you arrive on campus in the fall, you will meet other first-year students in your orientation group and meet your **First-Year Caltech Connector (FCC)**, a fellow Caltech student who serves as the upper-year peer mentor within each orientation group. With your orientation group, you will participate in orientation activities and have the opportunity to stay connected with each other through the end of the fall term and into the new calendar year.

During the academic year, look for...

Beaver Updates

Every month we distribute a first-year newsletter called Beaver Updates with community announcements, upcoming events, and a student spotlight.

BEAVER UPDATES
Issue 05: March 2024

Each month, the Office of Student Experience (OSE) shares a newsletter with a first-year student spotlight, as well as community announcements and upcoming events that are designated or open to first-year undergraduate students.

STUDENT SPOTLIGHT

MEET EDVAR BAUTISTA!

Hometown: Chula Vista, CA
Option: Mechanical Engineering

Favorite Memory of your First-Year:
My favorite memory of my first year at Caltech thus far has to be Ricketts Interhouse (DINHOUSE!). As a skurve, it was so awesome to see the house come together and create such an awesome interhouse party. I had so much fun with my friends that night and it's definitely a memory that I will treasure during my time at Caltech.

If you had a day to yourself, what would you do?
Catch up with my friends from back home. Although I've made incredible friendships at Caltech, I would never pass the opportunity to hang out with my day ones on a work-free day.

We are thrilled to announce that registration for Family Weekend (April 12-14) is now open! The event schedule and registration form are available online ([link here](#)). We look forward to welcoming families of first-year students to campus!

STUDENT EXPERIENCE

Problem Set Workshops (Pset Workshops)

Pset Workshops are dedicated, structured times for first-year students to work on problem sets in a collaborative group environment. Problem sets, or sets, at Caltech are difficult and not designed to be done alone – collaboration is key. Facilitated by trained upper-class students, pset workshops are scheduled to take place two nights before sets are due. Snacks and workspaces are provided to allow you to bring your whole study group or meet new study buddies in your class.

Lunch at the Athenaeum

Small groups of first-year students are regularly invited to lunch at the Athenaeum for an opportunity to meet classmates and professional staff in Student Affairs.



Academic Resources

Throughout the academic year, we partner with student leaders and campus offices to host workshops that support first-year students during their academic journey, with topics such as how to select your option, how to successfully transition from P/F to grades, and more.

Through orientation, regular outreach, academic support, and programming within the Office of Student Experience, and in partnership with student centered offices, we hope new students will become familiar with campus resources and co-curricular opportunities on and beyond campus. Academic support resources in the form of workshops that are tailored to first-year academic benchmarks will be rewarding and helpful to explore. And most importantly – we hope first-year students develop a sense of community and belonging as a member of the Caltech community and cultivate connections with peers, faculty, and staff.

Dining Services

Caltech Dining Services (CDS) is responsible for providing high-quality, nutritious dining for the Caltech community. We support student wellness and academic success through flexible meal plans, special dietary accommodations, and sustainability initiatives. Our goal is to create inclusive, community-focused dining experiences through:

- › Meal Plan Advising: Assistance in selecting and managing meal plans that best fit student lifestyles.
- › Special Dietary Accommodations: In collaboration with Student Wellness Services and Caltech Accessibility Services for Students, we meet specific doctor-advised dietary needs and religious dietary needs through individual consultations.
- › Engagement with Campus Events: Active participation in campus events and special themed dinners.
- › Sustainability Education: Promoting environmentally responsible dining practices.
- › CDS Special Activities and Events: We host exciting events like Midnight Madness during finals week, offering a fun and relaxing break for students. Our Pop-up Bistro events each term feature a three-course meal curated by our sous-chefs, fostering connections, and offering a unique culinary experience. Keep an eye on our Instagram for

more information on our other Pop-ups, including: Farmers Market & Boba Pop-up Shop.

- › Extended Operating Hours: Our units are open seven days a week, with at least one unit open Monday-Friday from 7 a.m. to 2 a.m., and Saturday-Sunday from 9 a.m. to 2 a.m., during the regular school year.
- › Tours: Interested in exploring our dining facilities? Contact dining@caltech.edu to schedule a tour.
- › Services include late plates for student-athlete schedules and special meals, including Halal and Kosher meals to those observing Muslim or Jewish dietary laws. We also provide gluten-free meals for gluten-intolerant students, and we will offer meals to comply with any special dietary need.

For information about the two different Student Meal Plans, the *Anytime Plan* and the *Flex Plan*, please visit our [website](#).

We invite new students to discover the variety of culinary options at Caltech Dining locations: From diverse meals at **Browne Dining Hall** to quick snacks at **Red Door Marketplace**, **Broad Café**, and **Avery Kitchen**, we cater to all tastes.



CONTACT

 dining.caltech.edu

 (626) 395-2900

 dine@caltech.edu

 @CaltechDining



Housing Office



The Housing Office provides convenient and comfortable housing to undergraduate and graduate students, postdoctoral scholars, and guests participating in Institute-sponsored programs. Our staff focuses on housing operations, including maintenance requests, upgrades and changes in the residences, the housing lottery, and summer conference services.

Incoming students are guaranteed housing and will live in one of the eight undergraduate houses or in the Bechtel Residence. Students have the option to request a permanent assignment in Bechtel before arrival in the fall; otherwise, students will be assigned a temporary housing assignment until the end of Rotation at the beginning of the fall term.

If you have a need for special housing arrangements due to a disability, please register for accommodations through Caltech Accessibility Services for Students.

The Housing Contract is required for all students with a housing assignment. Contracts will be sent for electronic signature via Adobe Sign in July. Please complete the electronic signature on your contract by **August 1, 2024**. If you are under 18 years old, this contract will be sent to both you and your parent/guardian for signatures.

During Institute holidays and winter break, students are permitted to stay in their assigned room for no additional charge. Most students will leave campus during winter break and they may leave their belongings in their room during this time. Students who must remain in student housing during this period have access to support resources, including the residential life team.

The Housing Office offers:

- » Summer housing for First-Year Success Research Institute (FSRI) participants and fall athletes
- » Temporary housing assignments during orientation and rotation

- » Room moves to permanent assignments at the end of rotation
- » Maintenance services throughout the year
- » Stewardship Committee, where students can voice their ideas for changes in the residences
- » An opportunity to paint murals in the North and South Houses!

Early Arrival

If you are eligible to arrive before your designated move-in day, you must submit an early arrival request form. This form will be sent out to eligible residents.

Fall Season Athletes

Early arrival housing will be available for fall season athletes. The Athletics Department will cover early housing fees for athletes starting on the day their particular sport begins. For more information on the dates that the Athletics Department will cover housing fees for you, please contact them directly.

International Students

Early arrival housing will be available for new students participating in International Orientation from Sept 19-21. You may arrive one day before orientation begins.

Information about all of these will be a part of your ongoing communications so stay tuned and check your email throughout the summer.

CONTACT

 housing.caltech.edu/undergrads

 ughousing@caltech.edu

 (626) 395-6176



Office of Student Experience

The Office of Student Experience (OSE) supports the growth of all Caltech students by fostering a safe, engaging, and inclusive environment that engages students and enhances learning and personal growth. Our office is made up of the following areas: First-Year Programs, Residential Experience, Student Engagement and Event Management, Finances and Operations, and the Faculty in Residence Program. Together, our work is focused on five main objectives:

1. Welcoming new students to the Institute
2. Supporting students' learning and development through residential programming and resources
3. Engaging students in the community through clubs, events, and leadership opportunities
4. Coordinating administrative initiatives that support campus life
5. Responding to individual and campus emergencies

OSE plays a pivotal role in facilitating a smooth transition for new undergraduate students by developing and implementing orientation programs, providing resources for academic and personal success, and promoting a supportive campus community. Through strategic initiatives and collaborative efforts, we hope to create a positive first-year experience that sets the foundation for students' academic and personal growth.

Our office supports undergraduate students in their first year at Caltech by providing:

- » Summer resources prior to arriving on campus
- » New student orientation upon arrival
- » Rotation at the launch of the fall term

- » Residential programming and residential advisors who are resources throughout your first year
- » Opportunities to get involved on campus
- » Transition and support programs for first-year students all year long!

Information about all of these will be a part of the ongoing communications you will receive: So stay tuned and check your email throughout the summer.



Some signature programs that our office hosts for first-year students include monthly lunches for students at the Athenaeum, weekly academic problem-set workshops, student-club fair, off-campus events such as sporting events (LA Kings, LA Clippers, LA Football Club), musicals, and museum trips.

CONTACT

 ose.caltech.edu

 OSE@caltech.edu

 (626) 395-6321

 255 S. Hill Ave.



Bursar's Office

The Bursar's Office is responsible for maintaining the accuracy of student tuition and fee accounts and overseeing the billing process to ensure timely and accurate billing statements for students, faculty, postdocs, and club and house accounts. We are responsible for reviewing tuition and fees and approving account adjustments and accurate student refunds. In addition to collecting and disbursing funds, the Bursar's office manages third-party billing, outside scholarships, and installment tuition payments.

Also, as administrators for the Caltech and Institute loan programs our staff can help answer loan-related questions.

We are here to support incoming undergraduate students with billing, collecting tuition and fees, processing payments, issuing refunds, managing student financial records, and addressing inquiries related to financial matters.

You will find information on our website regarding balance due dates, online payments, payment plan options, and. bursar.caltech.edu/newstudents

Welcome Letters for all new incoming students will be uploaded to the student's portal in access.caltech.edu on August 12th, 2024. To view, select "My Student Documents".

The first billing statement for the fall term will be sent to students on September 11, 2024.

- » Students who receive financial aid must have submitted a completed financial aid application, all requested documents, and signed award letter by this date to avoid late fees.
- » If you are using a 529 plan to pay for your tuition and fees, you will need to request payment from your 529 plan as soon as you receive the billing statement on September 11, 2024. Your fall term payment is due by September 30, 2024; please note that your 529 check may take up to two to three weeks to be delivered.

Tuition & Fees Due Dates

Fall term: September 30, 2024


Winter term: January 6, 2025

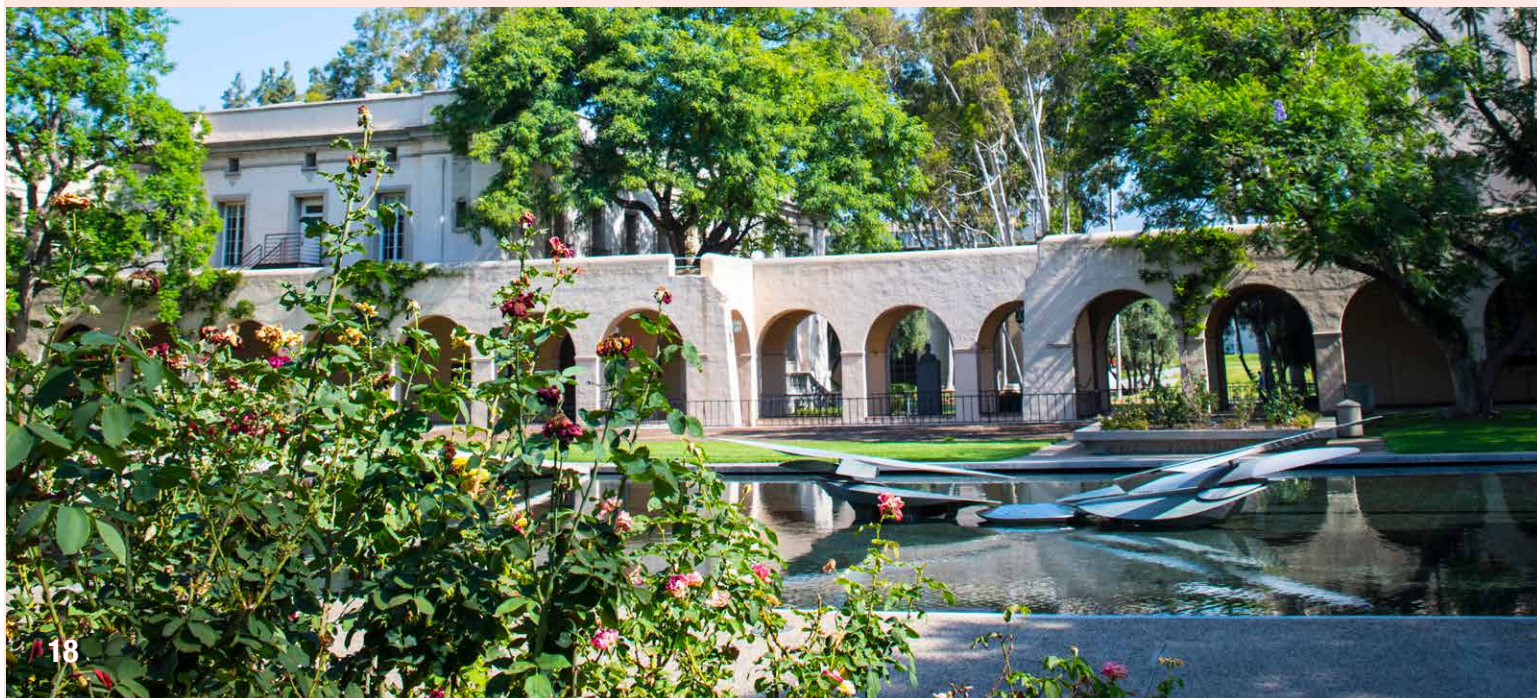
Spring term: March 31, 2025

CONTACT

 bursar.caltech.edu

 bursar@caltech.edu

 (626) 395-2988



Caltech Accessibility Services for Students (CASS)

The mission of Caltech Accessibility Services for Students (CASS) is to provide equitable access to all programs, activities, and services at Caltech for students with disabilities and medical conditions, including temporary conditions. We also strive to promote disability awareness and resources for the greater Caltech community.

CASS is committed to maintaining a diverse academic community and welcoming individuals with a broad spectrum of talents and experiences to Caltech's campus and programs. Students with disabilities, actively participating in all aspects of the Caltech experience, are an essential part of that diversity. CASS will make every reasonable effort to provide academic adjustments and other reasonable accommodations to otherwise qualified students with known disabilities, consistent with Caltech's obligations under applicable law.

Support Services

CASS works directly with each individual student requesting accommodations through an interactive and personalized process that explores and considers all necessary interventions and support services, including, but not limited to consideration of academic adjustments and auxiliary aids and services, and other disability-related accommodations consistent with legal requirements.

Accommodation Process:

1. Complete the [CASS Registration Form](#)
2. Submit supporting documentation completed by a qualified licensed health-care provider. You may have your provider complete the relevant CASS documentation form(s), and/or provide a detailed evaluation or letter that discusses diagnoses, functional limitations, and recommendations for accommodations within the higher education setting.
3. Request a [meeting with CASS](#) by emailing cass@caltech.edu to facilitate the interactive process for evaluating reasonable accommodations.



New students who needs placement exam accommodations, housing accommodations, and/or academic accommodations should refer to dates noted on the [To-Do List](#).

To find more information on the accommodation process as well as our CASS Registration Form, please use [this link](#).

CASS is composed of two Disability Resource Professionals, whom you can meet using the meeting platform Calendly. More information on the team members is included below.

CONTACT

Jocelyn Vargas

Accessibility and Neurodiversity
Services Specialist

✉ jocelynv@caltech.edu

📍 Center for Student Services,
Room 248

🌐 calendly.com/jocelynv-cass

Sean Cutting

Accessibility Services
Specialist

✉ scutting@caltech.edu

📍 Center for Student
Services, Room 105

🌐 calendly.com/scutting-1



Caltech Center for Inclusion & Diversity (CCID)

The mission of the Caltech Center for Inclusion & Diversity (CCID) is to enhance the experience of all Caltech community members holistically through education, advocacy, cultural exchange, leadership development, and coalition building. We serve as a hub of resources and partner with various stakeholders to advance inclusion, diversity, equity, and accessibility (IDEA) both at the Institute and within the scientific community.

The CCID office supports all students through year-round programming and advising support (one-on-one and groups). The CCID staff provides office hours for one-on-one support and advise multiple identity-based clubs and organizations. There are also affinity spaces every term on the programming slate for students to connect with others who share similar identities and experiences. In addition, there are cultural exchange opportunities & cultural holiday celebrations, LGBTQIA+ community celebrations and identity development programs. The CCID is the perfect place for first-year students to connect with students, staff, and faculty to find community and opportunities for learning and development.

Our CCID signature programs and events are the First-Year Success Research Institute (FSRI), Mellon Mays Undergraduate Fellowship (MMUF), the STEMinar Speaker Series, the Unpacking Hate Series, the Dine & Dialogue Series, and the annual Celebration of Excellence event.

First-Year Summer Research Institute (FSRI) & QuestBridge

The CCID supports first-year students who participate in the First-Year Success Research Institute (FSRI) program and the Caltech QuestBridge Chapter through programming during the transitional summer and throughout the academic year.


FSRI's first-year programming includes a comprehensive summer orientation, an educational program and engaging research project, and community building activities. The program also helps students adapt to a collaborative learning environment, a comprehensive summer orientation, an educational program and engaging research project, and community-building activities, build a solid research foundation, receive dedicated staff and faculty mentorship, and develop meaningful relationships within a community of like-minded peers.


The Caltech QuestBridge chapter provides programming throughout the year to welcome new QuestBridge scholars to campus and foster a community among the scholars through the year.

CONTACT

 ccid.caltech.edu

 ccid2009@caltech.edu

 (626) 395-6207

 Center for Student Services, 2nd Floor

 @caltechccid

 Caltech Center for Inclusion & Diversity

 @caltechccid

Caltech Security and Parking Services



Caltech Security and Parking Services supports Caltech's research and educational mission by providing extensive security and safety services to the campus community. Faculty, students, staff, visitors, and guests of the Institute are welcome to contact Security for immediate incident response, including emergency medical response, safety escorts, lock-outs, access and card systems, parking permits, investigations, and many other services.

The department is led by Chief Hampton Cantrell and supported by a team of more than 35 security professionals, including management staff. Eight Special Response Officers (SROs) are certified Emergency Medical Technicians (EMTs). Campus Security conducts patrols and provides security services 24 hours a day.

Emergency Communications

Confirm your contact information is up to date in **My Personal Information** in [access.caltech](https://access.caltech.edu) to receive emergency notifications called Caltech Alerts. Caltech Alerts are also posted on caltech.edu/emergency.

The Institute has 28 emergency telephones located throughout the campus. These telephones dial directly to Security. Each unit has operating instructions.

Emergency Preparedness for New Students

Emergencies can happen at any time, often without warning. There are a few things every new student should do in order to be prepared for emergency situations. Learn about them [here](#).

Caltech has plans and response teams prepared to respond to emergencies, including natural and human-induced disasters. These plans are continuously reviewed and exercised to ensure a state of readiness. [Caltech's Emergency Preparedness](#) website provides information on emergency procedures, training opportunities, and resources on personal preparedness.

Personal Security Tips

The Caltech campus is a great place to learn, grow, and work. Like any community, a university campus is not immune to criminal activity. Do not leave personal belongings such as laptops, phones, and wallets



unattended in common areas such as a library, lounge, hallway, etc. It's a good idea to keep doors and windows locked during the day when you're in your residence, but it's important to keep them locked at night and when you leave, even if it is only for a short time.

Parking on Campus

All vehicles parked on campus must display a valid parking permit, which can be purchased through the [Parking Office](#). Discounted rates apply for owners of qualified low-emission vehicles.

Other Services

- » Caltech personnel can receive a [Free Metro Pass](#), which is valid for unlimited rides on all Metro bus and rail lines, as well as many local bus systems, including Pasadena Transit.
- » Caltech personnel can register their bike through Campus Security, which will help identify your bike if it is lost or stolen and later found. Security will provide you with a free U-Lock when you register.
- » There are four Zipcars housed on the Caltech campus. Zipcars can be rented by the day or by the hour. Caltech personnel can register for [Zipcar](#) at the discounted rate of \$35 per year.

CONTACT

 security.caltech.edu

 **EMERGENCY:** (626) 395-5000

 **NON-EMERGENCY:** (626) 395-4701

Requests for escorts, reports, lock-out, general questions, etc.



The CARE Team

The CARE Team is a multidisciplinary group of professional staff from key areas of the Institute. Each member brings knowledge and expertise in fields including mental health, crisis intervention, student development, staff consultation, campus security, academic support, and residential life. The CARE Team also collaborates with many other entities across campus including athletics, Title IX, Center for Diversity, Student Faculty Programs, International Student Programs, and the academic divisions.

The CARE Team connects students with resources and support. Through early identification of academic difficulties, social concerns, behavioral disruptions, or health issues, the CARE Team can partner with students to create individualized plans to help mitigate crises and promote success.

There are many resources available at Caltech to help someone in distress. A CARE team referral can help an individual who may be struggling to connect with appropriate support resources before the individual faces a more significant crisis. The behaviors listed below, especially when more than one are present, may be signs of distress:

- » Mood or behavior changes
- » Changes in personal hygiene
- » Social withdrawal
- » Excessive absences from class or lab

- » Disinterest or disengagement in work
- » Increased substance use
- » Talking about death, dying, or suicide
- » Disruptive behavior
- » Aggressive behavior or social media postings

The CARE Team welcomes your referral for any concern. The CARE Team can function most effectively when it is able to “connect the dots” between various low-level concerns and identify ways to support students in a proactive fashion. **If you notice any of the signs of distress listed above, please make a referral.** You may also make a referral for minor concerns such as:

- » Difficulty adjusting to Caltech
- » Multiple requests for coursework extensions
- » Difficulty making friends
- » Disrespectful behavior
- » Homesickness
- » Poor academic performance

[Make a CARE referral here.](#)

CONTACT

 caltechcares.caltech.edu



Career Achievement, Leadership, and Exploration (CALE)

Career Achievement, Leadership, and Exploration (CALE) helps Caltech students, postdocs, and recent alumni to develop and enhance their careers through a variety of informational programs, workshops, and education and networking opportunities. CALE supports all career paths (grad school, med school, industry, entrepreneurship) and all stages of the career development cycle (exploration, knowing yourself, planning, applying, deciding) through career advising, application review, on-campus recruiting, and alumni-student engagement. CALE also oversees on-campus student employment.

Caltech students are a high-achieving bunch. Please know that it is never too early for students to access CALE or its resources.

Undergraduate students may take advantage of the following programs and services:

- » Access to a new course: First-Year Career
- » Targeted programming and resources throughout the academic year
- » Support for exploring and deciding between SURF, internships, and other options

- » Opportunities to engage with alumni, faculty, recruiters, and more senior students around career exploration and planning for summer
- » Finding work-study and other on-campus employment opportunities such as research in a lab.

Information about all of these resources will be a part of your ongoing communications so stay tuned and check your email throughout the summer. As an incoming student, you will also be signed up to receive CALE's weekly newsletter and have access to Next Steps, the career opportunity and resource portal, once you have your caltech.edu email and Access credentials.

CONTACT

 career.caltech.edu

 cale@caltech.edu

 (626) 395-6361

 Center for Student Services, Room 310

Emergency Preparedness for New Students

Emergencies can happen at any time, often without warning. Caltech has response teams prepared to react to emergencies, including natural and human-induced disasters.

These plans are continuously reviewed and exercised to ensure a state of readiness.

[Caltech's Emergency Preparedness](#) website provides information on emergency procedures, training opportunities, and resources on personal preparedness.

There are a few things every new student should do in order to be prepared for emergency situations.

1. Learn what to do in emergency situations

- » Take time to learn specific [emergency procedures](#) for responding to particular events e.g., earthquakes. This information can be found on the Caltech Student Resources (CSR) app and the [Caltech Emergency Preparedness website](#)
- » Once on campus, students will be provided with additional information about their residence's emergency plan, evacuation routes, and assembly area.

2. Stay connected and be informed

- » During an emergency, official information will be sent through [Caltech Alerts](#) and posted on the [Caltech website](#).
- » Keep your personal contact information up to date in access.caltech.edu to ensure you will receive emergency information. Please include a current cell phone number to receive Caltech Alerts via text and phone call. Students can add family contact information to the "add another phone" option.
- » Download the Everbridge app. You will receive Caltech Alerts and be able to communicate with Campus Security directly. [Instructions for download](#).

- » Make a communication plan for your family, including how everyone will reach each other in different situations. If you live locally, identify an out-of-state contact in case Los Angeles area codes become overwhelmed. A text message may be the best way to get in touch.

3. Prepare a personal emergency kit

- » You can make one or buy one from a variety of vendors or at the Caltech Bookstore.

Here is a list of personal preparedness items that may be helpful to have:

- Water (2 gallons per person per day)
- Medicine (30-day supply)
- Nonperishable food (2 weeks)
- Flashlight and batteries
- Sturdy shoes
- Change of clothes
- Cash – small bills and coins
- First-aid Kit
- Radio
- Dust mask
- Whistle
- Hand sanitizer
- Sunscreen
- Wrench or pliers to turn off utilities
- Local map
- Car charger for cell phone
- ½ tank fuel in your car
- Toiletries / personal sanitary items
- Moist towelettes, garbage bags, plastic ties, bucket (personal sanitation)
- Toilet paper
- Blanket (foil or fabric)
- Fire extinguisher – personal household size
- Work gloves



Equity and Title IX Office

The Equity and Title IX Office serves the entire Caltech community, including staff, postdoctoral scholars, faculty, and students, including those participating in education programs at JPL, by addressing reports and concerns regarding unlawful harassment, sexual misconduct and discrimination in compliance with Title IX, Title VII, state law, and Caltech policies. The Equity and Title IX Office empowers the members of the Caltech community through information on options to address their concerns, including preventative education and outreach and informal and formal resolution options under Caltech's policies and procedures.

Our processes and preventative education focus on promoting respect and inclusion. By treating everyone fairly and working transparently, we provide response options and training that support our community, respond to problematic behavior, and reflect our commitment to a safe campus.

We work to eliminate barriers so that everyone can reach their potential. The Equity and Title IX Office works to build an inclusive Caltech community free from discrimination, unlawful harassment, and sexual misconduct using outreach, intervention, and collaboration.

We speak regularly with community members, including faculty, staff, and student house leadership, peer advocates, and Equity and Title IX Advocates, to develop trainings and events that equip individuals to be active bystanders, trauma-informed peers and colleagues, inclusive community builders, and positive influencers on campus.

For more information on either opportunity, please contact our office at equity@caltech.edu.

THE TEAM

Ofelia Velazquez-Perez

Interim Assistant Vice President Equity, Equity Investigations, Title IX Coordinator
ofelia.velazquez-perez@caltech.edu
626-395-3819

Paula Knop

Administrator
pknop@caltech.edu
626-395-1790

Valerie Newcomb

Deputy Title IX Coordinator and Civil Rights Resolution Specialist
vnewcomb@caltech.edu
626-395-4424

Sarah Figorski

Assistant Deputy Title IX Coordinator and Civil Rights Resolution Specialist
sfigorsk@caltech.edu
626-395-1743

Pilar Montenegro

Campus Sexual Violence Advocate (Confidential Resource)
ConfidentialAdvocate@caltech.edu
626-395-4770

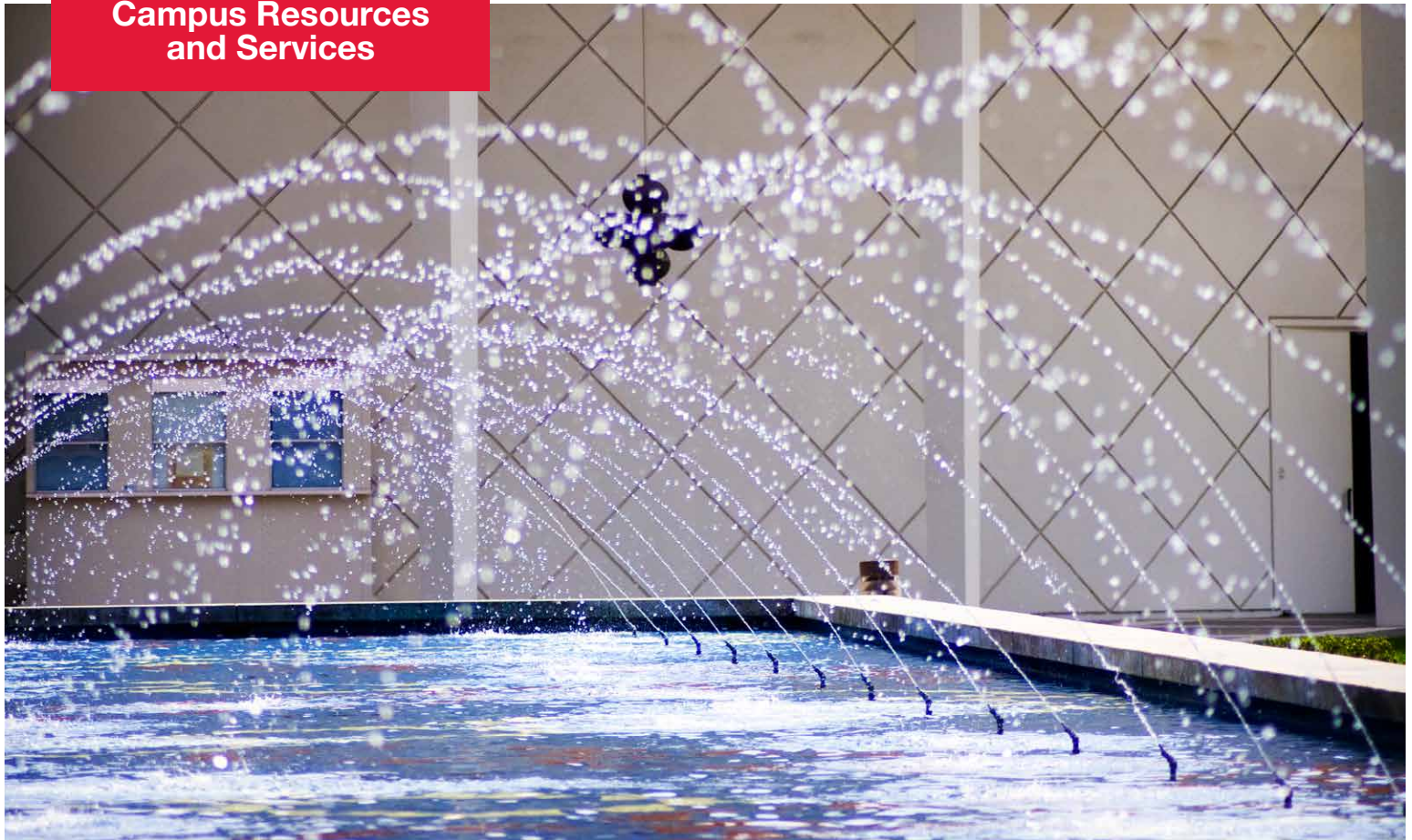
CONTACT

 titleix.caltech.edu

 equity@caltech.edu

 (626) 395-3132

 Center for Student Services, Room 205



Financial Aid

Caltech Financial Aid plays a crucial role in supporting incoming undergraduate students by helping them receive and navigate financial assistance for their education through:

- » **Application Assistance.** Providing guidance on the financial aid application process, helping students understand the required documentation and deadlines.
- » **Financial Aid Decisions.** Notifying and explaining to students the types and amounts of financial aid they are eligible to receive.
- » **Individual Counseling.** Offering one-on-one appointments for students to discuss their unique situations and receive personalized guidance.
- » **Financial Aid Appeals.** Reviewing appeals for additional financial assistance in consideration of special circumstances, such as sudden changes in financial situation.
- » **Communication.** Communicating important updates, reminders, deadlines, and eligibility information to students throughout the year.

Other relevant information:

- » [Deadlines for applying, accepting, and changing financial aid](#)
- » [Policies related to maintaining financial aid eligibility](#)
- » [Information for appealing the financial aid offer](#)
- » [Federal loan information](#)

CONTACT

🌐 finaid.caltech.edu
✉️ finaid@caltech.edu
📞 (626) 395-6280
📍 383 S. Hill Ave.
Chatbot: finaid.caltech.edu/#bot

Information Management Services and Support (IMSS)

The Information Management Services and Support (IMSS) department provides a wide range of computing support and resources for the Caltech campus, including email and calendar services, research and academic computing, business applications, voice and data networks, information security, and digital media services. As a new student, you will receive a Caltech account that will give you access to email, software, and more. Prior to your arrival at Caltech, new account information will be sent to the email address provided on your application.

Getting started with your Caltech account

- » [Your Caltech Account](#) provides personal access to all campus-wide online tools
- » Incoming students are required to enable [Duo \(multi-factor\) authentication](#) on their account.
- » [access.caltech](#) – an online portal: access.caltech is a web-based platform for accessing and launching your Caltech services. Once you log on, please go to “Set Security Questions” to set up questions and answers in case you ever forget your password.

Connecting your computer to the Caltech network





Before connecting your computer to the Caltech network, update your operating system and software to keep critical security patches up to date, run antivirus software, and use a firewall.

- » [Register Your Mac Address](#) - to help IMSS contact you in case of issues.
- » [Wired, Wireless, and VPN access](#)
 - [Caltech Secure – Main wireless network](#)
 - [Eduroam - Wireless access worldwide](#)
 - [Virtual Private Network \(VPN\)](#)

Getting started with IT services at Caltech: frequently used links

- » [Email, Calendar, Messaging](#)
- » [Online Learning on Canvas](#) - Course management system that supports online learning.
- » [Collaboration, Backup and Storage](#)
 - [Zoom](#)- Video conferencing
 - [OneDrive for Business](#) - 200 GB individual storage
 - [Box](#)- 50GB cloud storage
 - [Crashplan](#)- Secure cloud backups for your PC
 - [LabArchives](#) - electronic notebook that enables researchers to securely store, organize, and publish their research data
- » [Information Security](#)
- » [Duo and MFA](#) - Multi-factor authentication for secure computing
- » [DMCA Infringement](#) - Copyright Infringement. If in doubt, always call the Help Desk at (626) 395-3500
- » [Password Guidelines](#)
- » [Phishing Emails](#) - avoid email scams
- » Is my computer is blocked from the network?
[Click here](#) to find out.
- » [software.caltech.edu](#) webstore for Adobe, Matlab, Mathematica, etc.
- » [Microsoft software for students](#)
- » [Voice, Mobile and Conferencing](#)

CONTACT

 imss.caltech.edu
 help@caltech.edu
 (626) 395-3500
 367 S. Holliston Ave., Room 204

International Student Programs (ISP)



International Student Programs (ISP) believes Caltech thrives as a diverse international community. ISP supports international students in pursuit of academic, professional, and personal goals through individualized immigration advising, intercultural programming, and advocacy.

ISP advises international undergraduate, graduate, nondegree students, and recent alumni on all immigration-related matters, from visa acquisition and renewal, internships and post-completion employment authorization, Student and Exchange Visitor Information System (SEVIS) transfers to graduate school, and more! ISP plans and promotes events that celebrate international education and cultures of the world to increase cross-cultural awareness, empathy, and respect and to provide opportunities for international students to build a supportive community at Caltech.

At ISP, we are excited to be a part of every student's academic journey in the United States. ISP provides a friendly, welcoming space for international students to ask questions about immigration and to receive


guidance on employment authorization for summer internships and on transitioning to graduate school or work after Caltech.


ISP signature programs include iBegin@Caltech orientation for new international students from Thursday, September 19 to Saturday, September 21, monthly Intercultural Discussion Group for international student affinity space events, and Globe Troopers summer intramural softball team. ISP also partners with other offices on campus to ensure international student success.

CONTACT

 [international.caltech.edu/
about/isp](http://international.caltech.edu/about/isp)

 isp@caltech.edu

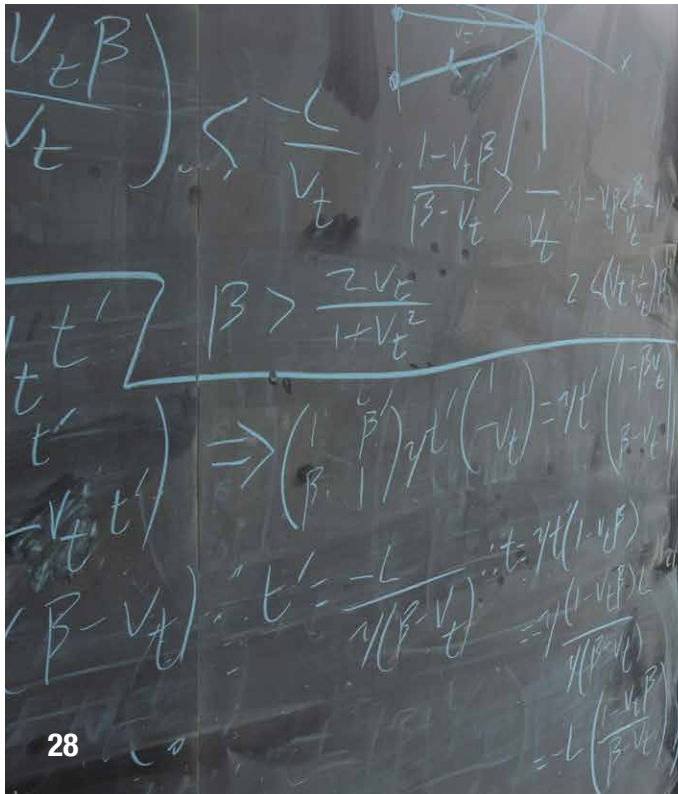
 (626) 395-6330

 Center for Student Services,
Room 250

HOURS

Walk-in Advising:
Monday - Thursday,
1:00 - 3:00 p.m.

Outside of Walk-in Hours:
Email ISP to request an
appointment





Mail Services



Mail Services provides all on-campus mail delivery and facilitates external delivery and receipt of packages and letters. All undergraduate mail is processed and distributed at the Tech Express, located in the Keith Spalding lobby. It is staffed Monday through Friday from 8:30 a.m. to 4:15 p.m. to manage weekday undergraduate mail delivery, mail forwarding, and mailbox key distribution and replacement.

Undergraduate Mail Address Formats

As an incoming student, you can ship belongings to campus one week prior to the start of the fall semester.

Use the following address formats for all inbound mail and packages to currently enrolled undergraduate students:

ALL U.S. Postal Service & EXPRESS SERVICES
(FedEx overnight, OnTrac, DHL, Amazon, etc.)

Student's Name
MSC & Number
1200 E. California Blvd.
Pasadena, CA 91126

Please note, incoming mail and packages should include recipient's name, mail code, and department to ensure delivery. Be sure to keep your online directory address updated through access.caltech.edu. Once your items arrive to campus, we will send an email notification to students to retrieve their items from the Tech Express.

MAIL SERVICE OFFERS:

- » Campus mail distribution
- » Full-service post office
- » Special services (certified, delivery confirmation, insured, registered)
- » Processing outgoing mail
- » Priority Mail
- » First-class mail
- » Sells stamps and shipping supplies
- » Accepts outgoing intercampus mail
- » Accepts prepaid packages and letters
- » FedEx ship center with discounted rates to the Caltech community
- » Fax services
- » Passport photo services

CONTACT

 mailservices.caltech.edu/mail-services

 (626) 395-3703

 Keith Spalding Building - Room 104



Student Wellness Services

Student Wellness Services is committed to supporting the health and emotional well-being of enrolled Caltech students regardless of insurance coverage. Our office consists of health, counseling, and occupational therapy services. We support our students through providing caring, inclusive, and individualized health care and offer a range of workshops and groups throughout the year.

Health services provides a full range of services such as primary care and urgent visits for illnesses or injuries. Consider us your first stop for navigating your health needs, including referrals for specialty care, imaging services, or specialty testing.

Counseling services provide confidential support and resources to support our students' mental and emotional well-being. We co-create individualized and holistic treatment plans that are mindful of our students' various identities, experiences, and needs. Services include short-term counseling, consultations, crisis support, workshops, groups, and assistance in connecting with community referrals.

Occupational therapy services teach practical skills and strategies to improve routines and habits. Popular topics include time management, productivity, organization and planning, motivation, and sleep.

There is no charge for any visits made to health, counseling, or occupational therapy! Services are available to all eligible enrolled Caltech students and are NOT dependent on enrollment in any insurance plan.

New undergraduate students must complete the entrance health requirements and submit their information before arriving on campus. Health forms are due by **Wednesday, July 31**. For more information about health form instructions, please visit our [website here](#).

Book Online for Health and Occupational Therapy Appointments




- » Log onto the [Student Health Portal](#)
- » Select **Appointments**
- » Select **Schedule an Appointment** and select desired service (Health or OT) when prompted

Book by Phone – All Appointments

Health: Call (626) 395-6393 during business hours.

Counseling and Occupational Therapy:
Call (626) 395-8331 during business hours.

CONTACT

-  wellness.caltech.edu
-  **Health and Counseling**
1239 Arden Rd. at Student
Wellness Services South
-  **Occupational Therapy:**
1245 Arden Rd. at Student
Wellness Services North

CENTER HOURS

Monday – Friday
8:00 a.m. – 5:00 p.m.
(Closed on Institute holidays)

LAB HOURS

Monday – Friday, 8:30 a.m. – 3:00 p.m.
Wednesdays 9:00 a.m. – 3:00 p.m.
(closed 12:00 – 1:00 p.m.)



Registrar's Office

The Registrar's Office is responsible for the administrative and operational activities surrounding student registration, academic records, commencement, and some reporting. The Registrar's Office is led by Registrar Christy Salinas. The Registrar's Office provides services related to:

- » Course enrollments and REGIS (our portal)
- » Enrollment verifications
- » Grades
- » Transcripts and academic records
- » Graduation requirements
- » Degree audits
- » Petitions for exceptions to academic requirements
- » FERPA compliance

Our office supports undergraduate students in a variety of ways. To start, we create the first-year students' fall term schedules. We also manage the registration system that students will utilize throughout the remainder of their academic careers. We build and manage the degree audit tool, which is in REGIS. Degree audits show students their progress toward degree requirements.

REGIS is the Institute's degree audit tool, which means it provides up-to-date information on students' progress toward degree requirements. It is also used for logging mandatory annual meetings between students and their advisor; printing unofficial transcripts; and requesting official transcripts. If official paper transcripts are ordered for pickup or mail through REGIS, there is no fee.

If you want to discuss an exception to a course-enrollment policy, Core requirement, or option requirement, you should start with the Registrar's Office, whose team members can walk you through your options and provide advice on the best process for your situation. There are a variety of petitions related

to academic exceptions. They can be found on the Registrar's Office's forms page and UASH page.





We assist with advising in the Core Curriculum. For more information on the Core: please visit [here](#). First-year students should go to their advisor with questions about requirements. In some cases, additional information or clarification is needed. We can help! We even have a webpage dedicated to summarizing the Core requirements from the catalog.

We oversee academic eligibility. Students need to be academically eligible by the first day of classes in order to be enrolled in the term. In general, that means they must pass at least 27 units per term with a 1.9 GPA and 108 total units at the end of the year. Extensions (E or I grades) can prevent students from meeting the thresholds. The Registrar's Office often walks students through potential scenarios and how to stay academically eligible.

Incoming first-year students will indicate their course preferences for their first term by submitting the Course Selection Survey by June 21. Personalized surveys will be emailed to students at their Caltech accounts before the end of May. [Typical course schedules](#) and additional details are also available to assist you in this process.

In August you will receive an email from the Registrar's Office with a copy of your class schedule for fall and further instructions for orientation week.

CONTACT

-  registrar.caltech.edu
-  regis@caltech.edu
-  (626) 395-6354
-  Center for Student Services, Room 125



Caltech Library

The [Caltech Library](#) provides students, faculty, and staff with access to collections and repositories, research and instructional support, publication services, and preservation of data and archival materials. The Library partners with faculty, students, and staff across the Institute in the creation, dissemination, and discovery of knowledge. The Library also catalyzes information discovery and sharing while functioning as a center for scholarship and innovation to advance the Institute's mission to expand human knowledge and benefit society through research integrated with education.

The Sherman Fairchild Library (SFL) is the main library on campus. SFL is open seven days a week late into the evening and offers a range of collaborative and private study spaces, including bookable study rooms and booths. All textbooks assigned for courses are available for short-term use through the Library's [Course Reserves](#) service. Users can also obtain books and articles not owned by Caltech Library at no charge and typically within 24 hours through our [DocuServe](#) interlibrary loan service.

SFL is complemented by three branch libraries: Humanities and Social Sciences (Dabney), Astrophysics (Cahill), and Geology (North Mudd). Caltech Hall also houses additional collections in its basement, along

with two specialized Library locations: the Lookout on the ninth floor and the TechHub on the first floor. The Lookout is a flexible collaboration and study space with expansive views of the San Gabriel Mountains. The TechHub facilitates our technology-lending program where users can borrow laptops and audiovisual equipment, like projectors, mics, and cameras. The TechHub is also home to the Techlab, where users can get hands-on training and access to entry-level 3D printers and other fabrication machines, such as a cutting plotter and a sewing machine. A large format printer is also available for mediated poster printing for a small fee per linear foot.

More information about all our locations and hours is available at library.caltech.edu/locations.

Visit our [Welcome Guide](#) for more details about all the services and resources we provide.

CONTACT

✉ library@caltech.edu

☎ (626) 395-3405

🌐 library.caltech.edu/library/home

Center for Teaching, Learning, and Outreach

The Center for Teaching, Learning, and Outreach (CTLO) supports Caltech's multifaceted educational efforts, including undergraduate and graduate courses and curricula, formal and informal teaching and learning, and partnerships with PreK-12 teachers and students.

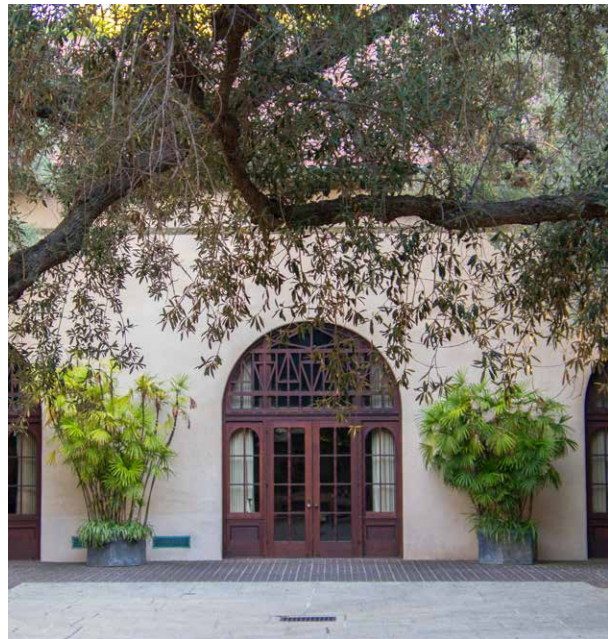
The CTLO is committed to advancing evidence-based, inclusive practices through our programs and services, and to fostering innovation based on this foundation.

University Teaching offers programs and services to undergraduates to support Caltech's culture of peer-to-peer learning, studying, teaching, and mentoring such as:

- » Training for the Peer Academic Coach program
- » Learning resources for improving your study habits and helping you to study smarter, not harder
- » Specialized Undergraduate Teaching Assistant (UTA) orientation
- » Ongoing collaboration with the Undergraduate Academics and Research Committee (ARC), such as the Student Guide to Filling out TQFR's (course feedback surveys)
- » Workshops for the Course Ombuds program, which facilitates communication between students and the teaching faculty

Outreach offers several opportunities for Undergraduates to connect to the broader educational community in Pasadena and beyond. PreK-12 outreach support includes:

- » Mentoring and tutoring opportunities with local middle and high school students
- » Educational outreach office support for development and implementation of hands-on demonstrations and lessons designed for PreK-12 students
- » Coordination and support for campus clubs that bring PreK-12 students and families to campus or that visit local PreK-12 schools
- » Seminars and workshops for students interested in outreach




Prior to arriving on campus, undergraduate students can access resources on our website, ctlo.caltech.edu, to learn more about:

- » Caltech's Peer Academic Coaching (PAC):
 - What is a PAC? How do I prepare for a successful coaching session?
- » The differences between Peer Academic Coaching, Office Hours, and Recitation Sections
- » Learning strategies to be successful in your Caltech academic career – work smarter, not harder!

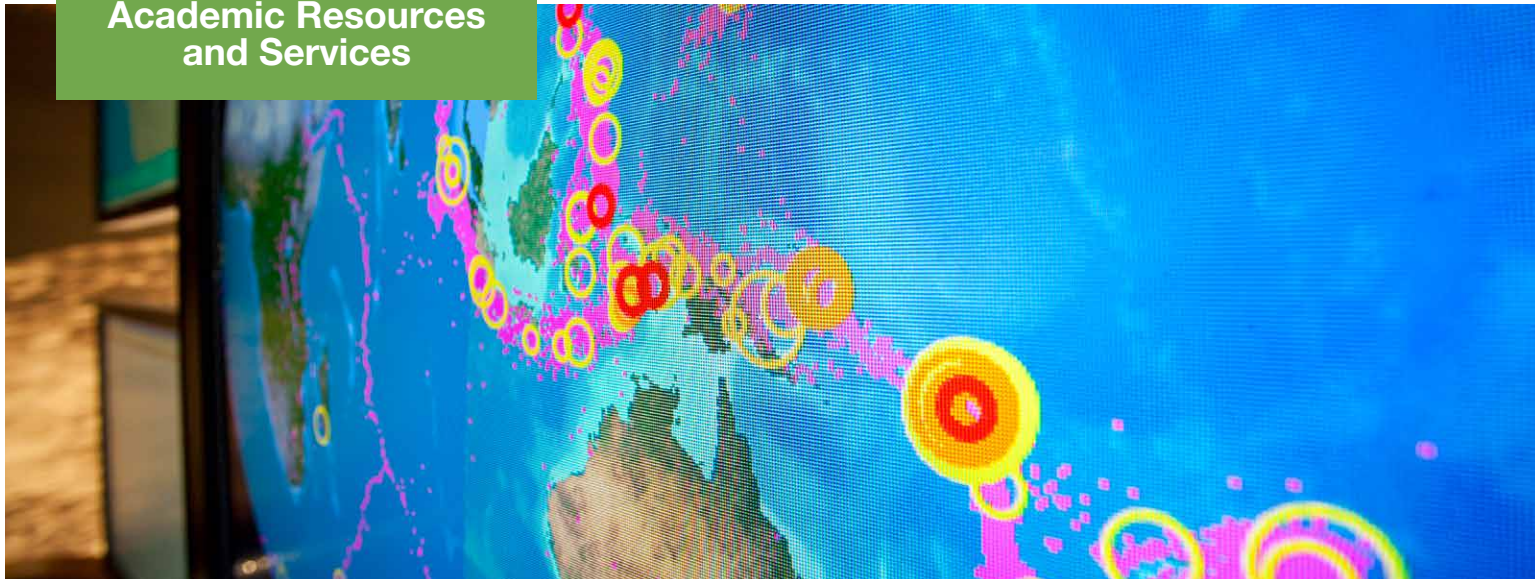
CONTACT

 ctlo.caltech.edu

 ctlo@caltech.edu

 (626) 395-8427

 414 S. Holliston Ave., Room 360



Fellowships Advising and Study Abroad (FASA)

Fellowships Advising and Study Abroad (FASA) provides advising, resources, workshops, and information to support students applying for study abroad in one of the official Caltech and FASA-administered study abroad programs that are listed in the Caltech course catalog. We also provide advising, resources, workshops, etc., to undergraduates when they are at the stage of their undergraduate career (end of junior year/fall of senior year) to be applying for graduate fellowships.

First Term

You just got to Caltech, but the first year is a good time to begin to consider study abroad or study away.

- » Attend one of the fall study abroad panels
- » Review proposals and surveys from previous study abroad participant in the FASA library

You may apply for study abroad in January of your sophomore or junior year. You can find out more at fasa.caltech.edu.

You can also consider the new [Study Away](#) program at the University of Chicago.

Second Term





First years are eligible to apply for summer study abroad through Caltech's Bishop Summer Study Abroad Prize. Attend the Second Term Information meeting to find out more.

Be sure to read your directory emails to learn about study abroad and study away options.

Third Term

Attend an informational session on fellowships during third term, such as the Fulbright, Gates, Churchill, Rhodes, or Marshall to find out about these options. A strong academic record is essential for these fellowships, but so is getting involved. Join clubs, take on leadership positions, do community service, and get to know faculty for strong references.

CONTACT

-  fasa.caltech.edu
-  deansoffice@caltech.edu
-  (626) 395-2150
-  Center for Student Services,
Room 319

FACEBOOK

- Study Abroad**
 @FASA.study.abroad
- Fellowships**
 @FASA.Fellowships

Hixon Writing Center (HWC)

The Hixon Writing Center (HWC) supports Caltech students to reach their goals for writing and to hone their effective communication skills.

The center aims to be a resource for every undergraduate student. The HWC can assist undergraduate students at all stages of the writing process, from helping to brainstorm at the start of the project, to reviewing work in progress or consulting on the final polishing or editing of a piece. This support is typically offered through in-person or online meetings that focus on the writer's goals. We also offer written feedback letters on developed drafts. Our team of [professional writing specialists](#) and [peer tutors](#) can connect writers with high-quality, [vetted resources](#) that help them understand new writing tasks and meet their communication goals. We can also help writers understand complex assignments, understand feedback from their professors, and learn to manage their time effectively.

We work with writers in all academic disciplines, supporting writing across many academic genres, including lab reports, abstracts, proposals, research papers, argument-driven essays, statements of purpose, research proposals, and slide decks/presentations.

Students in some humanities courses will attend small group workshops in the Hixon Writing Center that have been organized by their professors. The center also hosts events and workshops to support student learning, such as an introduction to writing a Summer Undergraduate Research Fellowships (SURF) proposal.

Undergraduates who enjoy supporting peers and are strong academic writers may consider applying to join our team as a peer tutor. We recruit new tutors annually during winter quarter.

Director


Prof. Susanne Hall
seh@caltech.edu

Visit [this link](#) for FAQs answered.

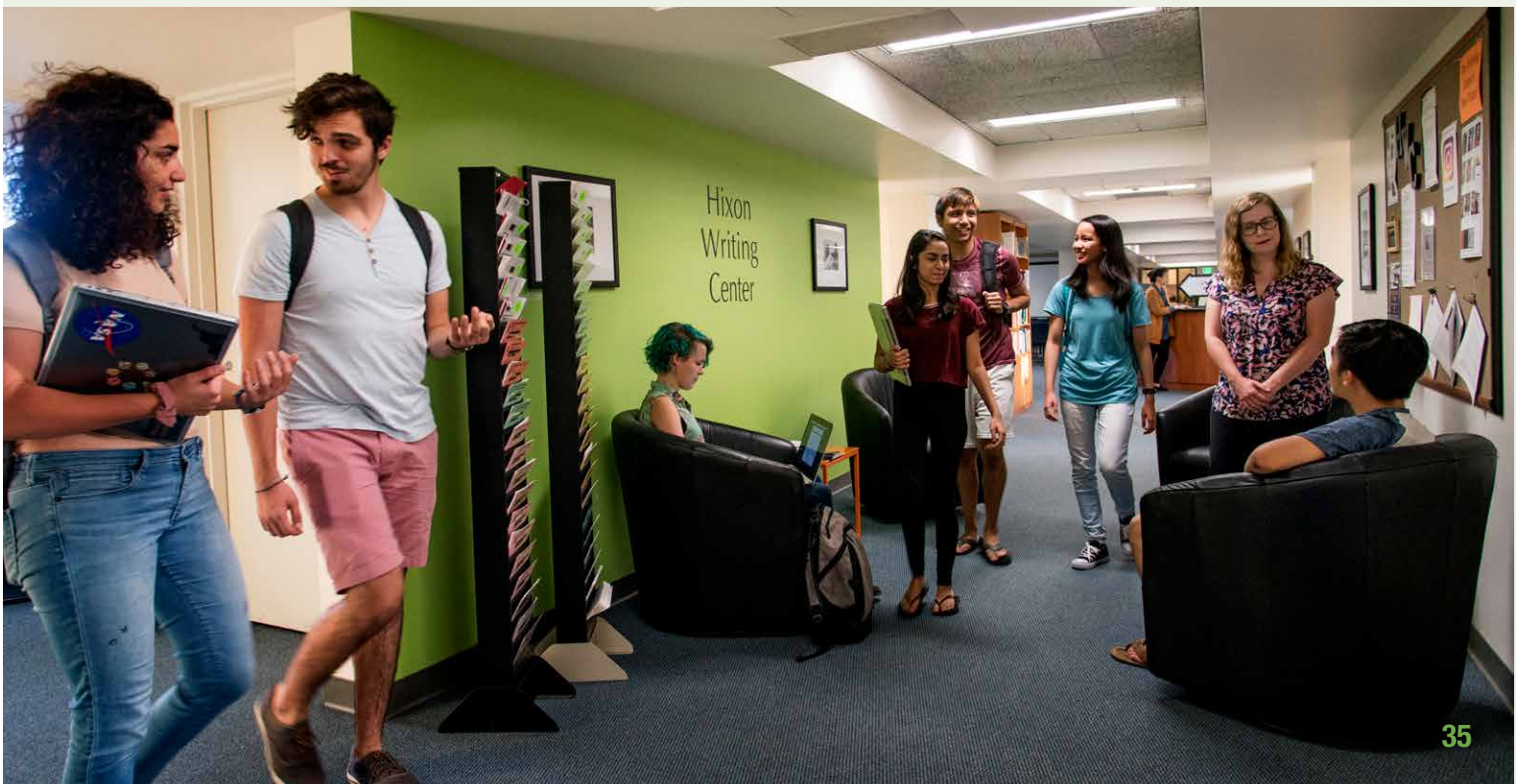
CONTACT

 writing.caltech.edu

 writing@caltech.edu

 (626) 395-3706

 414 S. Holliston Ave., Room 360





Student-Faculty Programs (SFP) Office

The Student-Faculty Programs (SFP) Office provides leadership to undergraduate experiential learning initiatives, including undergraduate research with Summer Undergraduate Research Fellowships (SURF) as our primary program; develops and implements resources that support effective and inclusive mentoring practices; and contributes to campus diversity efforts, including the recruitment and support of graduate students from racially minoritized and historically marginalized communities in STEM.

Through the admissions and orientation process, first-year undergraduate students hear a lot about the SURF program. During the academic year, particularly in the fall and winter terms, the SFP Office provides advising support to all students interested in doing a SURF while at Caltech. From educating students on why research matters to walking them through the application process, our events and programs include:

- » Participation in Orientation Week
- » Weekly drop-in advising sessions with SFP staff
- » Research Ambassadors provide peer-to-peer advising and support on a residential level
- » Information sessions hosted by the SFP Office
- » Collaboration with campus partners
- » Discover JPL, a programming series that aims to promote the research opportunities available at the NASA Jet Propulsion Laboratory (JPL)

In addition to advising students on how to pursue undergraduate research at Caltech, our office works to highlight the innovative work completed by our students. Some of these events include:

- » SURF Seminar Days (one in the summer term and one in the fall term)
- » Doris S. Perpall SURF Speaking and the Gee Family SURF Poster Competitions
- » Undergraduate Research Week

Information about all of these events and programs can be found [on our webpage](#) via the Calendar tab. Throughout the academic year, our office communicates important events and deadlines through campus directory email.

Our office strongly encourages first-year undergraduates to begin exploring research areas of interest as soon as possible. This can be done by attending Pizza Courses and option seminars, talking to upper-class students, reaching out to the SFP Research Ambassadors, and browsing the various option websites.

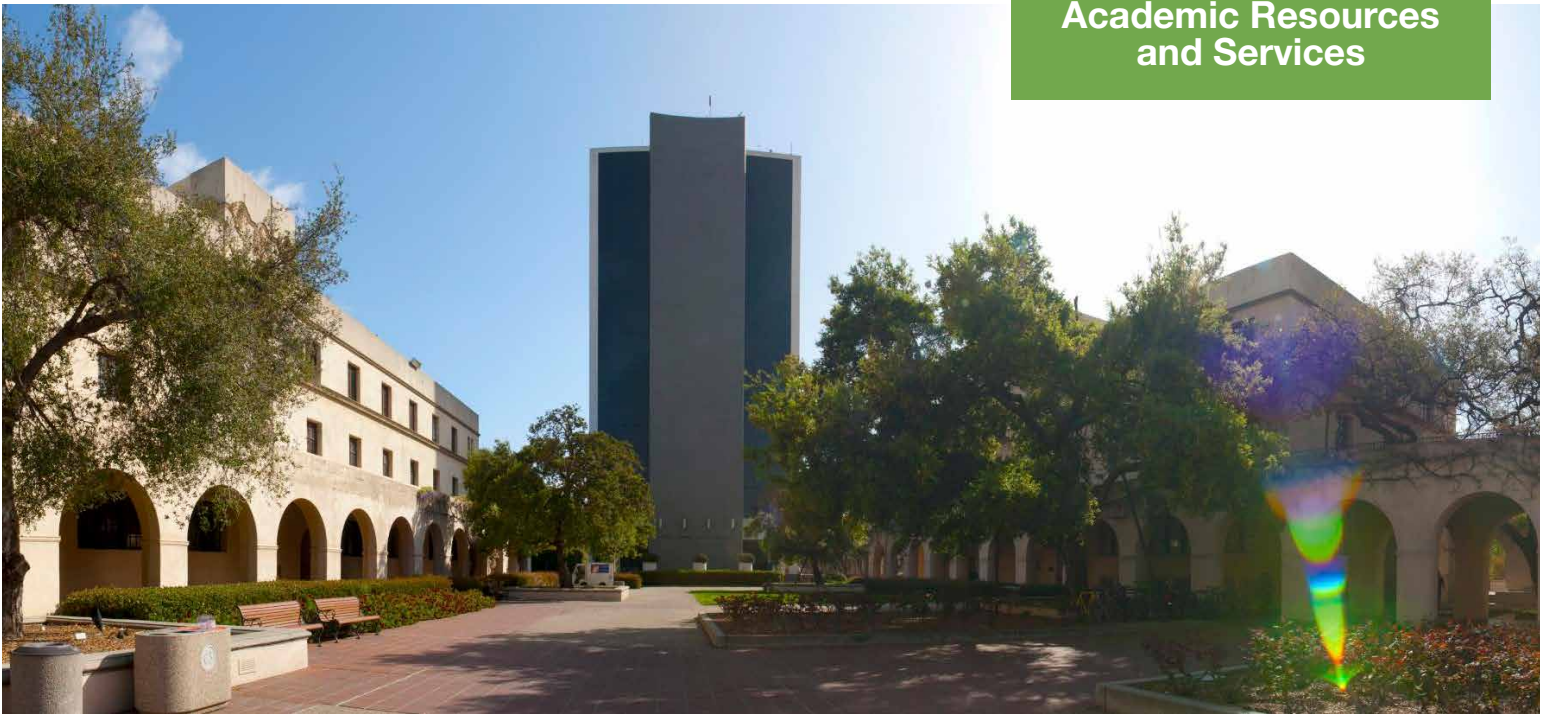
CONTACT

 sfp.caltech.edu

 sfp@caltech.edu

 (626) 395-2885

 315 South Wilson Ave.



Undergraduate Deans' Office

The Dean of Undergraduate Students' Office fosters the academic and personal growth of undergraduate students through counseling and support. Students are encouraged to come see one of the associate deans about any matter, large or small. We are available to discuss academic concerns, personal well-being, community issues, or plans after Caltech. We work closely with faculty and other Student Affairs staff to help students overcome obstacles and achieve their goals.

One of the other important roles served by the Deans' Office is that of helping students to observe and implement Caltech's community standards. To that end, we play a supportive role to the Honor System, and are also responsible for the enforcement of Institute policies.

Finally, the office supports New Student Orientation; is responsible for a number of student-centered grants and funding sources; and offers peer academic coaching, among other support programs.

Our Team

Deans

Dr. Jennifer Jahner

Faculty Dean of Undergraduate Studies
Professor of English

Lesley Nye

Senior Associate Dean of
Undergraduate Students

Kristin Weyman

Associate Dean of Undergraduate Students

Professional Staff

Maura McDinger

Director of Conduct and
Community Standards

Christopher Barragan

Student Affairs Case Manager

Support Staff

Rosemary "Beth" Larranaga

Operations Lead

Sara Loredo


Office Assistant


Make an appointment with one of the deans or a member of the professional staff [here](#).

CONTACT

 deans.caltech.edu

 deansoffice@caltech.edu

 (626) 395-6351

 Center for Student Services, Room 210

Department of Athletics, Physical Education, and Recreation (APER)

The mission of the Department of Athletics, Physical Education, and Recreation (APER) is to develop the physical, social, and emotional skills of Caltech students necessary for the cultivation of a sound mind in a sound body. The department seeks to encourage participation in a balanced program of individual and group activities through a variety of intercollegiate, physical education, club, intramural, and informal recreation activities intended to meet the needs of all members of the community.



Caltech Recreation provides exercise and instruction in a safe and fun environment for Caltech students. The recreation center is located south of the main campus where we offer a wide variety of leagues, fitness programs

and classes to enhance your physical and mental well-being while meeting your fitness goals. There are many benefits to participating in fitness activities for undergraduate students. Some of the benefits include an increase in energy, making new friends, reducing stress, and lowering your risk for disease. All leagues, classes and programs are free for students.

Our office supports undergraduate students in their first year at Caltech by providing:

- » Intramural leagues year-round for soccer, basketball, volleyball, softball, pickleball, dodgeball
- » Group fitness classes including: HIIT, spin, Pilates, barre, yoga, strength & conditioning
- » Weight room and equipment orientations
- » Climbing wall and bouldering cave
- » General recreation spaces and open recreation
- » 16 NCAA D3 intercollegiate competitive teams
- » Opportunities to get involved in athletics through intercollegiate sports, Homecoming, and Orange Outs

For incoming students who participate on the 16 NCAA D3 intercollegiate athletic teams, please review the following information:



- » On June 17 there will be a zoom meeting of specific and general information for incoming students and parents. Your coach will send you the link via email, so make sure to connect with your coach prior to that.
- » Also, in June, you will receive via email two different sets of forms that you need to complete prior to your participation. The first is a set of medical forms and a pre-participation physical. You must have a physician clear you for participation. Get your doctor appointment as soon as possible! The other set of forms is for your NCAA eligibility. Contact Carly Horchler: chorchler@caltech.edu if you have any questions.
- » Each team has its own culture and requirements so the best source of information about the experience will be your head coach. Please contact them directly if you haven't already. If you are thinking of playing and have not been in touch with the coach, make sure you do that ASAP, so that you have a clear understanding of the commitment level and expectations. Please note fall sports start August 17; tennis has a brief fall season and will begin during orientation week; winter sports start right away at the start of the fall term; and spring sports have several days of practice throughout the fall term and then begin in earnest the second week of the winter term.

CONTACT

-  gocaltech.com
-  hmorgans@caltech.edu
-  (626) 395-3253
-  1200 E. California Blvd.

Caltech Y

The Caltech Y's mission is to enrich student life and challenge students to grow into responsible citizens of the world. For over 100 years, the Caltech Y has enriched the lives of Caltech students through a variety of programs and services initiated and led by students. We operate from the foundational pillars of Leadership, Service, Adventure, Civic Engagement, and Perspective.

As a student-led organization, the Caltech Y is open to the vision and direction of student leaders; however, programs fall within six categories. Here are some of our signature programs for each category:

1. Service and Education Trips

Service and Education Trips: focused on civic engagement (Washington, DC Science Policy Trip), educational exploration (India Cultural Trip), and community service.

2. Outdoor Adventures

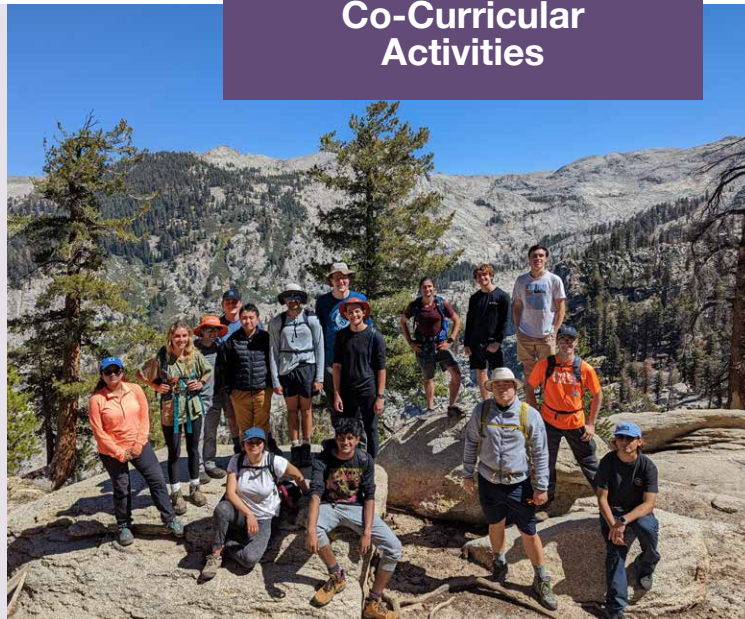
- » Equipment Rentals: a wide range of rental equipment at little to no cost for Caltech and JPL community members (students, faculty, staff, alumni)
- » Y Hike: Pre-orientation adventure trip (Yosemite) for incoming grads & undergrads

3. Community Service

- » Make a Difference Day: the Y partners with agencies from the greater LA region for a day of service
- » Rise Tutoring: an after-school tutoring program for 8th – 12th grade students struggling in math or science, Caltech students serve as academic tutors and mentors
- » Lab Equipment Access Plan (LEAP): collects donated equipment and delivers to under-resourced public high schools
- » Union Station: volunteer to cook and serve dinner at the local homeless shelter

4. Social Activities

Explore LA: opportunities to get off-campus and explore; e.g., trips to museums, plays, sporting events, musicals, and other outings.



5. Cultural Events

- » World Fest: highlights international student community through country-specific talks and programs; culminating in an international food fair and talent show, co-sponsored with Caltech International Offices
- » Cultural Cuisine Tours: knowledgeable cultural trip leaders introduce their food and culture through a local restaurant

6. Exploration and Travel Awards

- » Opportunities to explore family heritage and culture (Hastrup), engage in service or advocacy (ACT), find clarity and direction (Studenski), attend a conference (Hummel/Gray), or learn about politics and the legislative process (Beckman)


These programs merely scratch the surface of everything the Caltech Y has to offer. Visit our website to learn how to participate in our programs, rent equipment, or become a Y leader on one of our committees:

- » Student Executive Committee (ExComm) overseeing all Y programming and planning a variety of trips and activities,
- » Y-Outdoors Committee planning trips and adventure talks, or
- » Student Activism Speaker Series (SASS) Committee organizing trips and programs focused on policy and world issues.

CONTACT

 caltechy.org

 caltechy@caltech.edu

 (626) 395-6163



Nobel Prize winner and Richard P. Feynman Professor of Theoretical Physics, Emeritus, Kip Thorne, at an on-campus movie screening for Interstellar.

Campus Activities and Engagement

Campus Activities and Engagement provides first-year students with a unique Caltech experience. In such a high-performing and high-stress environment, it is the goal of Campus Activities and Engagement to provide a place where students can de-stress, have fun, develop leadership skills, volunteer their time and skills to help others, interact with alumni, and create fond memories of their Caltech experience.

Campus Activities and Engagement offers a broad sampling of programs and activities that are designed to align with students' academic schedules. Students are provided the opportunity to develop leadership and social skills through activities such as Techstock, Hacktech, Pi Day, Ditch Day, pranks, alternative interhouse events, and much more.

Tom Mannion, senior director of campus activities and engagement, serves as the advisor to the Associated Students of the California Institute of Technology (ASCIT) and is the instructor of a popular cooking/food science class. In addition, campus activities and engagement provides opportunities for students to engage with and learn from alumni in partnership with the Caltech Alumni Association.

CONTACT

✉ mannion@caltech.edu

📍 107 Lloyd House



Performing and Visual Arts

At Caltech, we understand that true learning extends far beyond the confines of the classroom. It is a journey of self-discovery—a quest to uncover new passions, perspectives, and talents.

Caltech Performing and Visual Arts will provide you with a gateway to this enriching experience, offering a myriad of opportunities to explore, create, and connect with fellow artists and enthusiasts in the field 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 students who wish to enrich and broaden their college experiences.

Students can receive [academic credit](#) for their participation in the following classes:

Music

- » Guitar Classes
- » Chamber Music Ensembles
- » Jazz Band/Improvisation
- » Symphony Orchestra
- » Wind Orchestra
- » Glee Club/Chamber Singers

Theater

- » Theater Production
- » Storytelling for Scientists
- » Improvisation for Scientists

Arts

- » Silkscreen and Silk Painting
- » Drawing and Painting
- » Ceramics

At the start of the school year, auditions for music ensembles and theater productions will take place, and you will be able to sign up on our website. For more details and audition schedules, please visit [our website](#).

Group-Specific Questions

Guitar Classes

Dr. Matthew Elgart
melgart@caltech.edu

Orchestra and Wind Orchestra

Dr. Glenn Price
gprice@caltech.edu

Chamber Music Ensembles

Maia Jasper White
mjasper@caltech.edu

Jazz Band/Improv

Barb Catlin
bcatlin@caltech.edu

Glee Club/Chamber Singers

Nancy Sulahian
sulahian@caltech.edu

Theater

Brian Brophy
brophy@caltech.edu


Arts

Jim Barry
jbarry@caltech.edu

CONTACT

 pva.caltech.edu

 hschoe@caltech.edu

 (626) 808-2641

 305 S. Hill Ave.

Directory

Athletics, Physical Education, and Recreation

(626) 395-3253
gocaltech.com

Bursar's Office

(626) 395-2988
bursar.caltech.edu

Caltech Accessibility Services for Students

cass.caltech.edu

Caltech Center for Inclusion & Diversity

(626) 395-6207
ccid.caltech.edu

Caltech Y

(626) 395-6163
www.caltechy.org

Campus Activities and Engagement

mannon@caltech.edu

Campus Security

Emergencies:
(626) 395-5000
security.caltech.edu
Non-emergency calls:
(626) 395-4701

Care Team

caltechcares.caltech.edu

Career Achievement, Leadership, and Exploration

(626) 395-6361
career.caltech.edu

Center for Teaching, Learning, and Outreach

(626) 395-8427
ctlo.caltech.edu

Dining Services

(626) 395-2900
dining.caltech.edu

Equity and Title IX

(626) 395-3132
titleix.caltech.edu

Fellowships Advising and Study Abroad

(626) 395-2150
fasa.caltech.edu

Financial Aid

(626) 395-6280
www.finaid.caltech.edu

Hixon Writing Center

(626) 395-3706
writing.caltech.edu

Information Management Services and Support

(626) 395-3500
www.imss.caltech.edu

International Student Programs

(626) 395-6330
international.caltech.edu/about/isp

Library

(626) 395-3405
library.caltech.edu/library/home

Mail Services

(626) 395-6371
mailservices.caltech.edu

Office of Student Experience

(626) 395-6321
ose.caltech.edu

Performing and Visual Arts

(626) 395-3295
pva.caltech.edu

Registrar's Office

(626) 395-6354
registrar.caltech.edu

Student Wellness Services

Health: (626) 395-6393
Counseling and Occupational Therapy:
(626) 395-8331
wellness.caltech.edu

Student-Faculty Programs

(626) 395-2885
sfp.caltech.edu

Undergraduate Deans' Office

(626) 395-6351
deans.caltech.edu







Caltech

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