

Guideline for Student Pickup v.2007

Hello, Volunteers,

Thank you for volunteering to pick up new students. We really appreciate your help. To make your trip to the airport more easily, here we present a step by step guideline:

1. Detailed information of the new student including a recent photo will be sent to you. At the mean while, if your photos happen to appear in some public webpage, please email us a link. That will also help him/her to recognize you at the airport.
2. Check arrival terminal through http://www.iflylax.com/lax_map0.html and flight status through <http://www.flightstats.com> before heading to the airport. International airlines could be delayed by up to three hours. Some flights may even arrive earlier for one hour. A quick check will save plenty of time.
3. Students taking some of the one-stop flights (eg. UA888) would pass the VISA check and the customs in San Francisco or San Diego. Consequently, they will show up at the terminal about 30 min after the landing. Leave earlier to avoid incontinence. For other students, they will get out much later. The delay time varies from 1.5 hours to 4 hours. So prepare for a long wait.
4. Park your car in the airport parking structure near the arriving terminal. ISP will fully cover the parking expense. ISP will also give a fixed reimbursement by mileage.
5. Wait at the airport with a name tag if there is no link to your photo online. CaltechC will provide a name tag word file for you.
6. If the student doesn't show up for a long time, please wait patiently. They might have got stuck in luggage claim, VISA or custom. They must be quite anxious and eager to see you.
7. The traffic sign out of the parking structure is a little bit confusing. Follow the sign carefully to get on 105 freeway.
8. Take the students to the Housing Office on the first floor of the Center of Student Service (San Pasqual and Wilson). Help the new student to get the key. They are most likely to live in Catalina.
<http://maps.google.com/maps?q=490+S+Holliston+Ave,+Pasadena,+California+91106>
9. Send them to their apartment. Call the contact person of CaltechC. We will take care of the new student after that. Thank you for spending so much time. It's done.
10. Mail the parking ticket to Yao Sha, MC127-72. Remember to leave the contact information so that ISP can send you the reimbursement for parking and gas.

Thank you again for your help.

Cheers,
CaltechC Executive Committee