

International Student Handbook



Carson-Newman University

Published by
the Office of International Student Services
Center for Global Education
Carson-Newman University
1531 Russell Avenue
Jefferson City, TN 37760
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The information in this Handbook is subject to change.

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Dear students,

Welcome to Carson-Newman University and Jefferson City, Tennessee. Each of us at the Center for Global Education is delighted you have joined our community of learners! For many years C-N has offered a home to students from around the world, and we are glad you have chosen to join our Eagle family.

This International Student Handbook is meant to serve as a resource for you during your time as a student. It includes valuable information that can help you as you learn this place, encounter cultural differences and experience higher education in the U.S.A.

We have hopes and expectations for you. It is our hope that your time at Carson-Newman be filled with opportunities to learn and teach, to be challenged and grow, to share your story and listen to the stories of others. We also expect you will have times of hard work, life-changing relationships, awareness of both differences and shared experiences. Each of these moments will provide opportunities that shape you, and it is our prayer that you will embrace these opportunities for growth and find Carson-Newman to be a nurturing and supportive community.

We are happy to help you navigate along the way. Please stop by or reach out anytime.



Melissa Summey
Director of Global Education

Global Education

Center for Global Education (CGE)



The Center for Global Education (CGE) works to strengthen the international and intercultural dimensions of Carson-Newman's campus through a diverse range of curricular and co-curricular programs. CGE aims to broaden the international perspective of campus community members, increase campus participation and awareness of global learning and service, and develop graduates who have a strong sense of social responsibility and respect for a multicultural and global perspective.

The CGE building is located at 1531 Russell Avenue, the white house with black shutters at the corner of Russell Avenue and King Street across from First Baptist Church.

Global Ed Staff Members



Melissa Summey

*Director of Global Education;
DSO*

865-471- 4153

msummey@cn.edu

Mrs. Summey works to promote study abroad and support the programs and services provided by the Center for Global Education.



Phyllis Hoover

*Coordinator for
International Student Services*

865-471- 4805

phoover@cn.edu

Mrs. Hoover coordinates various services for C-N international students. She is assisted in her efforts by student workers.



Bevan Brown

*Administrative Assistant;
International Club Advisor*

865-471-4777

bbrown@cn.edu

Ms. Brown assists students with insurance inquiries and helps plan various Global Ed and International Club events throughout the semester.

English Language Institute (ELI)

The English Language Institute (ELI) offers an intensive English as a Second Language (ESL) program for international students who wish to improve their English language skills to the level needed to enter colleges and universities in the United States. The program provides 20 hours per week of formal instruction in the four skill areas -- reading, writing, speaking, and listening, -- as well as grammar and computer instruction.

The ELI building is located at 721 Ken Sparks Way across from the Appalachian Commons (apartments) behind the music building parking lot.



Mr. Barry Clark
Director and Instructor
865-471-3543
bclark@cn.edu

Mr. Clark's office is located in the ELI building.



Personal Information

While attending Carson-Newman University, your **mailing address** will be:

(Your Name)
2130 Branner Avenue
Box (campus box number)
Jefferson City, TN 37760 U.S.A.

Please look for mail in your campus mailbox at least once a week.

Your location address is the name of your residence hall and your room number or the street address and apartment number if you live off campus.

If you move, changing your location address (even if it is just to a different room), you **must** report your change of address to your DSO within 10 days to remain in status with immigration services.

You will automatically have an email address once your account is created. Your email address will be username@cn.edu. Your username will be used to log on to campus computers and the wireless network. Your first password will be your student I.D. number; you must change your password to something different upon first log in. **Even if you use another email address, it is necessary to check your C-N email regularly for C-N announcements and to communicate with your professors.**

Carson-Newman Security

In the event you need to contact Security:

- 1) If you have a cell phone that will allow you to download the **LiveSafe app** you can use functions within the app to notify Security if you need them. You can contact Security to find out more about the **LiveSafe app**.
- 2) Call 865-548-9067. **(This is the cell phone number for Security.)**
- 3) If no answer dial **3349 from a campus telephone**.
- 4) Or, if no answer at 3349 or the cell phone number, dial **471-3482 (Jefferson City Police) and ask for Carson-Newman University Campus Security**.



Campus Regulations

Alcohol and Illegal Drug Policy

The use or possession of alcohol is prohibited on Carson-Newman's campus. For detailed information concerning the law and C-N's policy concerning alcohol and illegal drugs, see the *Eagle Student Handbook*.

The law in the State of Tennessee is that no one under the age of 21 is allowed to purchase, transport, or possess alcohol. Giving alcohol to or allowing someone under the age of 21 to drink alcohol violates the law of the State of Tennessee. Violations of this state law can result in disciplinary action on campus. (Disciplinary action taken by the university against a student as result of the student being convicted of a crime must be reported to immigration services.)

Smoking and Tobacco

Smoking and the use of smokeless tobacco or personal vaporizer devices, including electronic cigarettes, are not allowed on campus. This prohibition includes all buildings, facilities, parking lots, athletic fields and stadiums, the main campus grounds, and parking lots.

Identification Card

Each student will be issued a C-N ID card. This card is for your official university identification and should be carried at all times. It is required when entering the residence halls. You must have it to check books out of the library. If you are on a meal plan, you must have it to eat in the cafeteria. I.D. cards/numbers must not be loaned to other students.

Lost or stolen cards must be replaced. To replace your card go to the Department of Public Safety located at 2209 Branner Avenue, behind Stokely. You may use another photo ID in the cafeteria business office in the back of the cafeteria building from 8:00 to 4:30 for one or two meals while you are waiting for your new card.

Automobile Registration

All vehicles must be registered with the Department of Public Safety within three days of bringing the vehicle to campus. A vehicle registration sticker must be displayed at all times when parked on campus.

The parking spaces are marked by colored squares. Students living on campus may park in blue or blue/white, blue/red dual spaces. White spaces are for students living off campus. Red parking spaces are reserved for faculty and staff only.

Department of Public Safety

The C-N Department of Public Safety has officers on duty at all times. To contact the Department of Public Safety, use the LiveSafe app or call the Department of Public Safety cell phone number, (865) 548-9067. You may also dial 3349 from a campus telephone.

If you cannot reach a security officer in an emergency, you can call the Jefferson City Police, (865) 471-3482, and ask them to contact C-N security for you. For life-threatening situations, dial 911.

Security officers are on duty in and around each residence hall throughout the night. Security officers are identified by their uniforms and name tags.

Information Technology

The Information Technology (IT) Services office is located on the second floor of the Butler Building. The help desk support can be reached at 471- 3506 or ithelpdesk@cn.edu. Be prepared to leave a detailed message including name and contact information along with the support request. The After Hours office is located in the library. Hours vary by semester.

Services C-N Computer Center Provides:

- Ensure that the data jacks in the residence hall rooms are working properly
- Provide instructions and any other necessary information for setting up the software on the student's computer to properly connect to the network
- Provide a troubleshooting guide at <https://www.cn.edu/academics/academic-resources/it-services>
- Provide a help desk for network-related problems

Services **NOT** Provided:

- Installation of network cards
- Perform any work beyond basic troubleshooting on students' computers
- Perform any work on students' peripherals (e.g. printers)
- Support any non-English version of software

These policies are subject to change without notice. Current versions can be found at <https://www.cn.edu/academics/academic-resources/it-services>

Note: Upon graduation, C-N e-mail accounts remain open only for a brief time.

Campus Connections

Campus Ministries

The purpose of the Campus Ministries program is to provide students, faculty and staff with opportunities for spiritual growth, fellowship, and Christian service. The Baptist Collegiate Ministries (BCM) organization is led by a student council that represents growth and outreach ministries. Many students volunteer to work through Appalachian Outreach, a poverty home repair ministry, and Samaritan House, a local homeless shelter. For more information about Campus Ministries, contact the Campus Ministries Leadership Team at campusministries@cn.edu.

Additionally, Campus Ministries sponsors crisis ministry to the university community. It also sponsors the C-N Christian Council and the Community Life and Worship (CLW) program.

The Campus Ministries House, located at 2214 Branner Avenue (adjacent to the Maddox Student Activities Center), provides a place for students to gather socially (watch television, play board games, study, eat lunch, use the kitchen to cook a meal, have Bible studies, or other meetings).

Community Life and Worship

The Community Life and Worship (CLW) program provides a structured program supporting the mission, purpose, and Christian heritage of C-N. There are a variety of programs provided, and they expand the educational experiences of C-N students.

All students are welcome to attend CLW programs; however, all full-time undergraduate students are *required* to attend at least 10 CLW events per semester for a total of 7 semesters.

A student may save CLW credits by attending more than 10 events in a semester.

Participation is required for graduation. Attendance can be checked on C-N Connect. Please see the CLW Fall/Spring schedule for a complete list of events from which to choose. Graduate students are welcome to attend CLW programs, but they are not required to do so. For detailed information about the CLW requirements, possible exemptions, or waivers, see the

Post Office

The campus post office is located in the Maddox Student Activities Center. A student box number is one of the first necessities for an international student. Your C-N Box number becomes your local address and is necessary for opening a bank account. Even if you live off campus, you still have a campus box number, and it is advisable for you to check the box for communication from campus organizations, faculty, and staff. Please open your C-N box *at least once a week* so you do not miss important communication. Your campus box number will stay the same even if you move to a different room or a different apartment.

For details about your mailing address while attending Carson-Newman, see the section Personal Information on page 9 of this Handbook.

On some occasions, you may need to mail packages and other special materials through Jefferson City's post office. It is located 3 blocks north of campus, past Fite Administration Building, at the corner of Russell Avenue and Old Andrew Johnson Highway. The address is 101 E Old Andrew Johnson Hwy.

Telephones

Each residence hall room is equipped with a telephone connection that will provide campus and local telephone service. However, students who are interested in this service must email Information Technology (IT) with their room number to ask for the landline service to be turned on. The IT email is ithelpdesk@cn.edu. Students are responsible for purchasing a telephone for their rooms if they desire one.

For long distance services a prepaid telephone card is required. Telephone cards can be purchased at Wal-Mart and other local stores.

Cafeteria

The C-N cafeteria provides a food court layout and a wide variety of menu items and options. Food is served all day, but hot meals are available at specific times only. Special events may cause serving hours to be changed. The changes will be noted on signs in the cafeteria and by campus announcement through email.

All students (except graduate students) in university residence halls eat their meals in the cafeteria. Freshmen on-campus residents are required to have the unlimited meal plan. Upperclassmen resident students may choose between two meal plans: 12 meals per week or unlimited meals a week. Commuter students may select from the two Commuter choices, (1) 100 meals per semester or (2) 40 meals per semester, or from the on-campus resident options listed above. If you do not use all of your meals in a week, they do not carry over to the next week. Students with the unlimited meal plan can use their cards as many times as they wish during cafeteria operating hours.

The most popular meal plan for on-campus students is the unlimited meal plan, which includes \$100 in EagleBucks. A student may eat in the cafeteria as many times as he/she chooses, and he/she may use the declining balance in the P.O.D. Express and Chick-Fil-

A located in the MSAC or at Maples Café in the library. The Eagle Bucks feature may also be used to pay for meals for a guest.

The ID card is scanned by a card reader at each meal to charge the student for meals according to the plan the student has chosen. Anyone who is not on a meal plan must pay cash for his/her meal as he/she enters to eat. Any student who loses his/her C-N ID card should report it to the Department of Public Safety immediately and must pay cash for meals until a temporary ID card is obtained.

Campus Employment

Please note that English Language Institute (ELI) students are not eligible for any type of employment.

How to apply for a campus job: First obtain a letter from your Designated School Official (DSO) at C-N, and then apply for a work-study position directly through the department or program where you wish to work. Your employer will hire you by completing this letter. Return the letter to your DSO to obtain additional required documents. *You will NOT apply for work-study through the Office of Financial Assistance.*

To have a campus job, you must have a Social Security number. Students with F-1 status can apply for a Social Security number. You must take your passport, I-20, I-94 (if you received one), and a letter from a DSO at C-N and a letter from Carson-Newman University stating the job for which you will be employed to the Social Security Office. If your official documents are less than one year old, you must have one additional document more than one year old with your name and birth date on it. Acceptable additional documents are: birth certificate, religious record, marriage certificate, high school transcript, military record, voter's registration, driver's license, or INS record. For additional information or to

make arrangements for someone to drive you to the Social Security Office, see Phyllis Hoover in the International Student Services Office at the CGE.

The Social Security card (with your number) will be mailed to you after the Social Security Office has accepted and processed your application. (Be sure you know your C-N mailbox number to write on the application for the Social Security card.)

Student Health Services

Purpose

The Carson-Newman Health Services are designed to assist students with health care throughout their enrollment at the university.

Services

Services are available to enrolled students of Carson-Newman University at the **Kathleen Manley Center for Wellness** at the corner of Russell Avenue and Ken Sparks Way.

The following services are available:

Treatment of minor illnesses/injuries
 Limited urine screening
 Stitch removal
 Referral to local doctor
 Blood Sugar Testing
 TB Skin Test
 Over-the-Counter Medications
 Loan of crutches
 Testing for strep throat and mononucleosis
 A Nurse Practitioner is available by appointment.

Any respiratory illnesses or COVID-19 related symptoms will be referred to off-campus care.

To make an appointment to see Dr. Raul Swanson, University Doctor, MD, please call or see the Nurse in advance. Dr. Swanson is available most Fridays 11:00am - 12:00pm.

Health Services Contact Information

865-471-3350

healthservices@cn.edu

Health Service hours are posted at the beginning of each semester and may vary from time to time. Please observe posted hours. Students are asked to call or email for nursing triage prior to making an appointment.

Class Excuses

All students are responsible for notifying professors when classes are missed due to illness. Health Services does not give written excuses, but will email your professors if you have a true medical diagnosis. If you are hospitalized or miss classes for more than two days due to illnesses, please notify Disability Services.

Physician Referral

Any illness that is serious or questionable will be referred to a local physician, area specialist, or local hospital. A list of physician referrals can be obtained from Health Services upon request.

Health Insurance

Medical costs in the United States are very expensive; therefore, **all international students are required to purchase health insurance through a university-approved provider.** After the request is made to the insurance company for coverage, an identification card is available for you to print. You can print your card by looking up Carson-Newman at <https://www.lewermark.com>.

Doctor/Hospital Visit

A list of doctors and dentists in the Jefferson City area is available at the Wellness Center. Insurance-approved healthcare providers can be found at <https://www.lewermark.com>.

In the event of an injury or sickness which requires seeing a physician, visiting an emergency room, or being admitted to a hospital, the student should do the following:

- 1) **IMPORTANT:** Always take your insurance identification card and give the information on that card to the office personnel at the medical facility.
- 2) Make a copy of all sales slips if payment is made and keep copies of medical bill.
- 3) A \$100.00 deductible is required per year for covered expenses. Benefits will be paid up to the maximum benefit for covered expenses as outlined in the benefits section. Please note any exclusions and limitations. Find a copy of your insurance plan at <https://www.lewermark.com>.
- 4) In the event that payment is required by the medical facility, keep proof of payment and the medical statement and submit to the insurance company within 90 days of treatment. It is very important that you keep copies of all submitted claim forms.

If you have any questions regarding your insurance, you may contact Bevan Brown at the Center for Global Education. (bbrown@cn.edu).

In the USA, Emergency Room care at a hospital is extremely expensive and is usually for a life-threatening illness or injury. If you are ill, see the nurse at C-N Wellness Center first. If you become ill when the Wellness Center is closed, see your RA.

Purchasing Prescribed Medication

If a prescription for medication is given for an illness, it may be filled at CVS Pharmacy, Walmart Pharmacy, Murphy's Sav-Mor, Walgreen's, or one of the other pharmacies in Jefferson City. Take your Caremark Prescription Discount Card with you to the pharmacy. Payment for prescribed medication may be required at the pharmacy when the medication is received. Receipts for the medication should be submitted to the insurance claim office along with the completed form within 30 days. The insurance company will reimburse you if the claim is filed according to the appropriate timeline. *It is very*

important that you keep copies of all claim forms and receipts submitted.

Counseling Services

Counseling is a process of discovery in which a trained, experienced professional will help guide you through important, difficult, or fearful experiences. It is a time to share concerns, learn about self, resolve conflicts, and solve problems in a caring and open environment. Appointments are scheduled within specific time frames and confidentiality is assured. Although this process of sorting out life's difficulties is often a struggle, it can be a very beneficial time as you begin to experience the relief that comes from understanding, making healthy decisions, and from simply knowing that you are not alone.

Role of Counseling in the US

Counseling is a culturally accepted practice in the U.S, and individuals of all backgrounds participate in it. It is related, in part, to U.S. cultural core values – ideas about independence, change, personal control, and self-help.

Independence signifies that one's identity is more self than group-oriented, so the belief is that counseling (getting help) does not bring shame to the family or the community. Change holds the possibility that there is always a better way to do things or think about things and not only can situations be improved, but so can people. Personal control means that one's life is not controlled by destiny or fate, but that a person can take steps to improve his or her life. Finally, self-help emphasizes that a person can achieve great things, overcoming obstacles and complications in his/her background.

If you realize you have a problem or concern and try to do something to make it better, your actions bring respect. Your actions are a sign of strength. Trying to resolve an issue before it becomes serious and overwhelming is seen as a healthy way to take care of yourself.

Students don't just see counselors for serious problems. Sometimes, one or two meetings with a counselor can help you clear up a question, begin to change a bad habit, provide some tips for how to reduce stress, or improve concentration for study.

All information is considered confidential.

Why Go To Counseling?

Students seek counseling regarding issues such as relationships, identity, family, or career. International students have the additional pressures of language concerns, culture shock, and forming relationships with persons who are culturally different. All students at some point in their college career experience a wide range of emotional reactions to changes, such as anxiety, fear, or depression. These are normal feelings. Sometimes these feelings can continue, and they interfere with learning and personal growth. Counseling can help work through these feelings.

Students seek counseling for a variety of reasons. Some examples are:

- Culture shock – stress, anxiety, changes in sleeping and eating patterns
- Academic problems from adjusting to a new system – not being able to understand the professor, not doing as well as expected, being unable to keep up with class assignments
- Americans – how to meet them, how to understand them, how to get along with them
- Financial or time management issues
- Roommate concerns – how to express your rights, make rules, set boundaries
- Dating issues or concerns regarding sexuality or sex
- Feeling misunderstood if English is a second language
- Unexplained health problems
- Worries about what is happening with friends and family back home

- Concerns about life after C-N
- Managing conflicts in personal, family, or school life
- Working through anger
- Coping with anxiety and stress
- Dealing with depression
- Building self-esteem
- Making difficult life choices
- Improving troubled relationships
- Grieving personal losses
- Recovering from substance abuse (tobacco, food, drugs, alcohol)
- Improving lifestyle
- Exploring spiritual concerns
- Healing wounds of emotional, physical, or sexual abuse
- Confronting difficult people
- Overcoming fears or phobias

Available Counseling

Counselors are available Monday through Friday from 8:00 a.m. to 4:30 p.m. This service is free. For an individual appointment, call (865) 471-3350 or (865) 471-3535. You may also drop by the Wellness Center Monday through Friday between 8:00 a.m. and 4:30 p.m. to set an appointment time. All appointments are confidential.

Emergencies

If there is an emergency situation during the day, Monday through Friday, call the Wellness Center at (865) 471-3350 or call 911. After hours, contact the Resident Assistant on duty or the Department of Public Safety at (865) 548-9067 for assistance. The [LiveSafe app](#) also has several features for alerting the Department of Public Safety in an emergency.

Money and Banking

United States Currency

American coins come in various sizes and metals.

- Penny (one cent) — a copper-colored coin
- Nickel (5 cents) — a silver-colored coin larger and thicker than the penny
- Dime (10 cents) — a thin silver-colored coin; it is the smallest U.S. coin
- Quarter (25 cents) — a silver-colored coin; it is larger than the nickel
- Dollar (100 cents) — a gold colored coin; it is about the size of a quarter

Paper money is available in the following amounts:

- \$1.00 (one dollar)
- \$5.00 (five dollars)
- \$10.00 (ten dollars)
- \$20.00 (twenty dollars)
- \$50.00 (fifty dollars)
- \$100.00 (one-hundred dollars)

Student Checking Accounts

The most common type of bank account for students is a Student Checking Account. Most students will not purchase checks to use with this account, but will instead access the money in their account with a Debit Card.

Debit Card

At the bank you can apply for a debit card, which can be used in stores in the place of a written check. When you use your debit card, the amount “spent” with the debit card will be withdrawn from the money in your checking account. The benefit of the

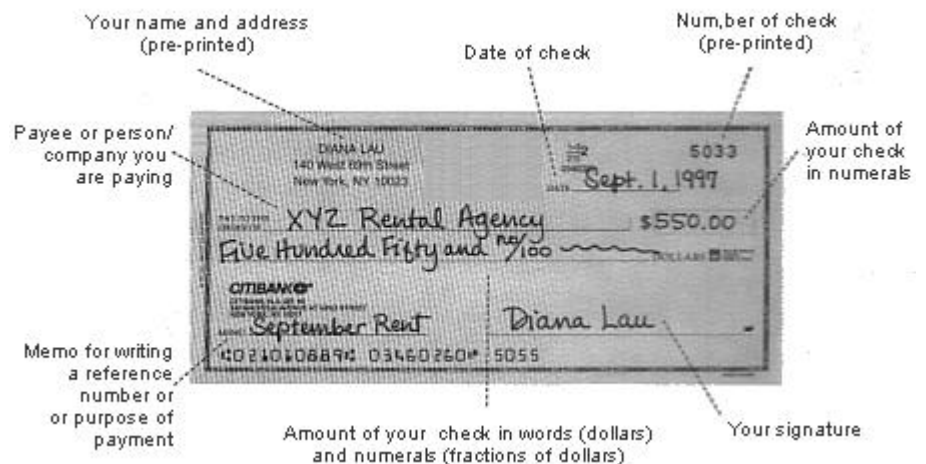
debit card is that it requires no authorization and speeds up the process when checking out at most stores. It will also save you the cost of buying checks.

Some banks do not put a hold on your account if you “spend” below your balance using a debit card. However, a large fee is charged each time the debit card is used and the account balance drops below zero.

Bank Statements

Each month you will receive a monthly statement from your bank indicating the previous month’s beginning balance, deposits made, debits, other charges or additions, and the ending balance. It will be important for you to check carefully to see if your records and those of the bank agree. Any differences between the bank statement and your records should be discussed with the bank immediately.

How to Write a Check:



Savings Account

Another type of bank account is the savings account. This account allows you to earn interest on money that you keep in your account. A “passbook” is your record of money deposited or withdrawn. You visit your bank, complete a deposit or withdrawal slip, and the transaction should be recorded in your passbook either by you or the bank teller. Frequent withdrawals are discouraged in savings accounts.

To open a savings account, you will need to provide at least two forms of identification, complete a bank form, and deposit money.

Automated Teller Machines (ATMs)

Automated Teller Machines (ATMs) are self-service electronic banking machines which let you make routine transactions such as withdrawals and deposits 24 hours a day, seven days a week. ATMs are most commonly located on the outside or in foyers of bank buildings. An ATM is located on campus in the MSAC student lounge. **Be sure to guard the personal identification number (PIN) used to access the ATM from use by anyone else. Also, you must be careful when using ATMs at night as robberies have occurred.**

Miscellaneous Services

Wire Transfer of funds **from** a bank in your home country or **to** a bank in your home country may be arranged. Check with the bank you are using in Jefferson City to obtain information necessary to have money transferred from a bank in your home country to your account here. There is a fee for this service.

Budgeting and Other Financial Assistance

Estimates of living expenses provided to students are moderate. To help you make sure

that the funds available to you are sufficient to cover your expenses, we offer the following suggestions:

- Before buying new furniture or household items, check the thrift stores, yard sales, and bulletin boards on campus for inexpensive, used items. If you are not familiar with these resources, ask someone at the Center for Global Education for more information.
- If you live in an apartment, make a monthly food budget, shop carefully (use a list to avoid impulse buying), and eat at home most of the time. Students who live on campus should use their on-campus meal plan. Eating out or ordering pizza frequently can be expensive.
- Be conscious of small but frequent expenditures that can add up to a very large expense over a period of time. (For example, a \$2.00 coffee drink every weekday = \$10.00 per week, \$40.00 per month and \$480.00 per year.)
- Set aside the money you will need for necessities each month such as rent, food, transportation, laundry, telephone, and utilities before making nonessential purchases.
- Be careful of credit card debt. Pay off your credit card balance at the end of each month.
- Maintain a fund for emergencies and unexpected expenses.
- Keep a record of your monthly expenses.
- Plan carefully before inviting family members to join you in the United States. Spouses with F-2 status cannot work in the USA; family health insurance, medical care, and child care are very expensive in this country.

Information on “Budgeting and other Financial Assistance” is adapted from the *International Student and Scholar Handbook* of University of California (Davis 19).

Academic Information

Grading

Academic credit refers to the measure of progress towards graduation. It is measured in semester hours.

Course load refers to the number of classes you take. A typical load is 16 hours for undergraduate classes; 9 (minimum) to 15 (maximum) for graduate classes.

Grades are the indication of a professor's judgment of the quality of work completed by a student.

Grade points are the numerical value assigned to each letter grade. Grade point values and letter definitions are shown below:

- A (4.0) – indicates Exceptional Work
- B (3.0) – indicates Superior Work
- C (2.0) – indicates Average Work
- D (1.0) – indicates Inferior Work
- F (0.0) – indicates Failure

In order to calculate your **Grade Point Average** (G.P.A.), multiply the number of semester hours of the class by the grade that was received. (For example, if you received an A in one three hour class, you multiply 4.0 by 3.) Then add the results of all classes, and divide by the number of hours taken to determine your G.P.A.

Example:

New Testament (3 hrs)	B	$3.0 \times 3 \text{ hrs} = 9.0$
Composition (3 hrs)	A	$4.0 \times 3 \text{ hrs} = 12.0$
Biology (4 hrs)	C	$2.0 \times 4 \text{ hrs} = 8.0$
Tennis (1 hr)	B	$3.0 \times 1 \text{ hr} = \underline{3.0}$
Grade Points		32.0
G.P.A. = $32.0 / 11 \text{ hrs.} = 2.9$		

Other symbols include:

- I—Incomplete
- P—Passing
- S—Satisfactory
- WP—Withdraw Passing
- WF—Withdraw Failing

To view your current GPA and transcripts use the C-N Connect option on the Carson Newman website.

Books and Supplies

Textbooks may be purchased at the Carson-Newman Bookstore. The textbooks are listed under the course number, so if you take your schedule with you, they will be able to provide you with the appropriate texts. Used books are also sold at the bookstore for a reduced price. At the end of the semester, you may be able to sell some of your books back to the bookstore for a fraction of their original cost. The Carson-Newman University Bookstore also has a wide variety of supplies that you may find useful as you begin classes.

Classroom Courtesy

1. Be on time to class and appointments.
2. In the event that you are late to class, do not knock on the door or ask if you may come in. Simply enter the room quietly.
3. Do your assignments on time.
4. Follow the course syllabus.
5. Ask questions during or after class if you do not understand the instructor. Asking questions lets the professor know you are engaging with the course material.
6. Let the professor know in advance if you know you are going to be late or absent from class.
7. If you miss a class, copy any missed notes from your classmates.
8. If you miss any assignments, meet with the professor to decide when you may turn in

your work. Work is usually expected to be turned in on time if you are absent.

9. Professors have office hours when you may schedule appointments with them. Office hours are posted on office doors and in the course syllabus.
10. On the first day of class, professors will usually state what you may call them. Unless they give you permission, do not use their first names. Use their professional title and last name when you speak to them or write them an email. (Dr. Jones, Mr. Clark, Ms. Brown, or Mrs. Hoover). If you are unsure of their title, you can use "Professor."
11. When you call or email a professor, identify yourself and your class. For example, "Hello, Dr. Ford, I am Hiroshi Takahashi and I am a student in your Monday, 9:00 a.m. Cross-Cultural Communication class."
12. When asking a question in class, raise your hand and wait to be called on. You may also wait to ask your questions after class if you could not do so during class or if you were not satisfied with the answer.
13. American classrooms are informal, but professors may give guidelines for their preference regarding classroom behavior.
14. You do not need to ask permission if you need to leave the room during a lecture; you would be interrupting the lecture if you did so. However, most students do not leave during class. Longer classes have periods for breaks.
15. The use of cell phones, text messaging, Facebook, etc. during class sessions is unacceptable behavior.

Academic Advising

Academic Advising is necessary for all students before registration of classes. At the conclusion of International Student Orientation, students who will be studying in the English Language Institute should make an appointment with the ELI Director. Undergraduate students will proceed to New Student Orientation (with

American students). Assignments of academic advisers will be made in that orientation. Graduate students will be advised by graduate faculty. More information will be available at International Student Orientation.

During each semester, there will be a time for advising and pre-registration for the next semester.

Academic Dishonesty

There are two types of academic dishonesty: cheating and plagiarism. If you cheat or plagiarize on an assignment, there will be serious consequences. You may receive a failing grade on that assignment. You may fail the entire class and receive no credit. You may also be expelled from the university. *If expelled, you will lose your visa status and will be forced to leave the United States immediately.*

Cheating happens when students give or receive aid on tests or quizzes. Stealing exams or exam questions is also cheating.

Plagiarism is copying the words of another person and treating them as your own. In the United States, this is not permitted.

Examples of plagiarism:

- If you copy a section of writing from the internet and turn it in as your work.
- If you copy sentences, phrases or paragraphs from any books or articles without giving credit.
- If you copy the work of another student and use it as your own.
- Students *must* write their own work. Use your words for every sentence. If you do not, this is plagiarism, even if you provide a citation.

To protect yourself against plagiarism, always quote any material that you copy word for word and provide a citation. If you do not, you will be cheating. If you have questions about plagiarism, please ask your professor.

Housing

Residence Halls

Residence halls (also called “dorms”) provide an excellent opportunity to learn beyond the classroom. Every effort is made to provide an atmosphere that is helpful and supportive for studying and promoting the learning of life skills and cooperative living.

Rooms are equipped with a cable television outlet. The cost of cable TV is included in the room charge. A telephone outlet provides free local telephone service. (Students must contact IT to activate the telephone outlet and must purchase the telephone.) For calls outside the local calling area, students must purchase a prepaid telephone card or cell phone. A computer network connection is also available in each room.

Residence hall students are expected to abide by the policies established for the safety and welfare of all. These policies are outlined in two publications: the [Eagle Student Handbook](#) and the [Guide to Residence Life](#). All residents are responsible for reading and knowing the contents of these publications. Those who fail to abide by the residence hall policies may lose the privilege of living on campus and may forfeit the right of continued enrollment in the university.

Residence hall living is reserved for unmarried full-time undergraduate students.

Life in the Residence Halls

Advantages to living in the residence halls include the opportunity to live in an immersive experience with other students, form close friendships and have the opportunity of participating in hall events. Residence halls are located just steps to other campus facilities such as classrooms and the cafeteria.

Disadvantages to dorm life include sharing a bedroom and bathroom with several other people and the possibility of having to move to temporary housing for academic breaks. The residence halls close for extended university holidays; however, one male and one female residence hall remain open for international students during holidays and breaks.

There are three residence halls for women (Burnett, Alumni and Swann) and two residence halls for men (Butler and Heritage). There are university apartments for students (Appalachian Commons). There is generally a waiting list for the apartments, as there are more students who apply for these apartments than can be accommodated. For additional information on residence halls, see the university catalog.

Visitation Policies: All residence halls have certain hours in which students of the opposite sex may visit. The hours will be posted throughout the building.

Off-Campus Housing

All full-time undergraduate students under the age of 22 are required to live on campus unless they meet specific requirements. Refer to the [Guide to Residence Life](#) for these guidelines. All students who live off campus must complete an application and receive approval from the Residence Life Office. The following information will help you if you are approved to live off campus.

Looking for Apartments

Efficiency Apartment / Studio Apartment

A large, one-room apartment with a small kitchen area and a bathroom

Furnished Apartment

An apartment that has been provided with furniture—usually costs more than an unfurnished apartment

Unfurnished Apartment

An apartment that has not been provided with furniture—less expensive than a furnished apartment

Landlord

The leasing agent, person, or company who owns and/or manages property that is leased or rented to others

Tenant

The person who is renting and living in the apartment

Manager

A person who manages the property for the landlord and collects rent payments

Lease

A legally binding contract between a landlord and tenant that specifies the terms or conditions for renting and living in the apartment

Month-to-Month Lease

This type of lease commits the landlord and tenant to a 30-day time period for use of the rental apartment. The tenant is free to terminate the lease as long as proper notice has been given to the landlord. The landlord is free to change the terms of the lease each month, like raising the rent or asking the tenant to leave.

Six-Month Lease

This type of lease commits the landlord and tenant to a six-month time period for use of the rental apartment. The tenant is free to terminate the lease at the end of the specified time period as long as proper notice has been given to the landlord.

Yearly Lease

This type of lease commits the landlord and the tenant to a 12-month time period for use of the rental apartment. The tenant can only terminate this lease at the end of the specified time period and must give at least a 30-day notice stating the tenant's plans to move out of the apartment.

Occupancy Regulations

Rules and restrictions that allow the maximum of a certain number of people to live in the rental apartment during the specified time period of the lease

Renter Insurance

Insurance that allows a tenant to insure his or her possessions against loss through theft or fire. Renter insurance is usually available at inexpensive rates through major insurance companies.

Repairs

A lease should specify whether the tenant or landlord is responsible for repairs on the rental apartment. Without a provision for repairs in the lease, it may be very difficult to persuade a landlord to make needed repairs.

Security Deposit

The advance payment of a sum of money (usually one month's rent) to a landlord or manager before renting the apartment. The deposit may or may not be refunded or returned at the end of the specified lease period, depending on the policy of the landlord or manager, local laws, and how well you maintain the rental apartment during your stay.

Subletting

A tenant leases property (that he, himself, is renting) to another tenant

A lease should outline whether this is allowed, and if so, what the rules are. Subletting usually requires written permission from the landlord or manager. Subletting without permission may involve significant legal penalties.

Questions to Ask Before Renting an Apartment

- 1) How much is the rent?
- 2) When is the rent due?
- 3) How often is the rent due?
- 4) What is included in the rent payment?
Utilities? Electricity? Telephone? Cable television?
- 5) Do you require a Security Deposit?
- 6) Lease Questions:
 - Will you return my security deposit when I leave?
 - How long is the lease? How will I be penalized if I break the lease? Does the lease renew automatically or do I need to request a renewed lease?
 - How much notice needs to be given before I can terminate the lease agreement?
 - Is subletting allowed? (Most landlords do not allow subletting.)
- 7) If you have a car or motorcycle:
 - Is parking available and what kind is it? Garage? Parking lot? On-the-street parking? Are there charges for parking?
- 8) If you have a pet:
 - Are pets allowed? Maximum size, weight, height, type?
 - Is there an extra charge for pets? How much and is it partially or fully refundable?
- 9) If you have children:
 - Do you allow children? What ages are allowed? Do you have child care facilities? Are there additional charges?
 - Where is the nearest child care, kindergarten, elementary, middle, or high school?
- 10) Are storage facilities available? Are there additional charges?
- 11) Are there laundry facilities near the apartment?

- 12) Are both furnished and unfurnished apartments available?
- 13) Do you permit pictures to be hung on the walls or allow any type of improvements to be made?
- 14) Ask questions regarding security of the building.
- 15) Ask questions regarding surrounding neighborhood burglaries and other crimes (e.g., vandalism to cars).
- 16) Do you have a pest control service? When do they come to the apartment?
- 17) Will the apartment be freshly painted before rented?
- 18) Will the carpet be cleaned or replaced before rented?

Questions to Ask Before Renting A Room in a Private Home

- 1) May I use the kitchen? During what hours?
- 2) Are there private bathrooms? Do they have showers or bathtubs?
- 3) Is there a private entrance? Separate locks?
- 4) Is the room furnished or unfurnished?
- 5) Will I have to share the room? How many roommates? What are their ages?
- 6) Do both men and women live in the house? How many?
- 7) Are there any rules that I would need to be aware of and what would I be responsible for?
- 8) What are the separate and shared expenses?
- 9) Are there any pets? If so, what kind?
- 10) May I have pets?
- 11) Can I park in the driveway? If not, where would you prefer me to park?
- 12) Is it OK for me to have a friend visit with me for several days or weeks?
- 13) Are there laundry facilities? If so, may I use them?
- 14) Is there a pool? If so, may I use it?

The Information on "Looking for Apartments," "Questions to Ask Before Renting an Apartment," and "Questions to Ask Before Renting a Room in Private Home" is used by permission from a handout prepared by the Office of International Student Affairs at Florida Institute of Technology, Melbourne, FL.

Utilities

Utility is the name given to services such as electricity, gas, and water. Some rental prices include the cost of utilities, some do not. If utility costs are not included in the rent, the tenant is expected to arrange and pay for utility services directly with the utility companies.

If rent does *not* include the cost of utilities, you will be responsible for arranging your utility services. Ask your landlord or leasing agency for a list of utility companies for the area where you are renting. If you need further assistance, contact the International Student Services Office at C-N.

Services Provided for International Students

The Office of International Student Services provides services and plans activities and co-curricular programs for international students.

Services

Some of the services provided by this office are: part-time staff coordinator, airport service at the beginning and end of each semester, assistance with checking into campus housing, international student orientation, assistance with opening bank accounts, periodic shopping and sightseeing trips, and assistance integrating into the university community. When available, information will be given to you about opportunities for home-stays during school holidays.

Transportation Provided

The International Student Services Office provides transportation throughout the semester for trips such as:

Social Security Office

- To apply for a card for work purposes
- To reapply if card is lost or stolen

Driver's License Office

- To take written/knowledge test

Appointments at Doctor's Offices/ Health Department

- Please request transportation as soon as you have made these appointments. You must supply date, time, and address of the doctor's office for a driver to be arranged.

The drivers to the Social Security Office, Driver's License Office, Doctor's Offices/ Health Departments are student workers or part-time staff. Unless there is a medical emergency, please understand that drivers cannot be arranged without several days' notice.

Walmart (local shopping)

- A C-N van is scheduled weekly for local shopping. No sign up is necessary to reserve a seat in the van. See weekly newsletter for schedule.

Knoxville (shopping with more options and various activities)

- A C-N van is scheduled for these trips – usually once or twice per semester. Sign up is required to reserve a seat in the van for these activities.

Airport/Bus Station

- Public transportation such as buses and trains are common only in large cities in the USA. Jefferson City does not have any of these services. C-N, through the office of International Student Services (471-4805; 865-387-6089), works to provide transportation for you to the airport or bus station according to the information below.

The following regulations apply when requesting transportation:

Transportation to and from the airport/bus station is provided at the beginning of fall semester, at the end of fall semester (which is also the beginning of Christmas/Winter Break), at the beginning of spring semester (which is also the end of Christmas/Winter Break), at the end of spring semester, and at the end of summer sessions. There may be some transportation at the beginning and end of spring break; you will receive information concerning spring break at the beginning of the spring semester through the weekly Global Ed Newsletter.

Usually, the earlier your flight arrangements are made the less expensive the tickets. As soon as you have made your travel plans, make your request for transportation to the airport/bus station. Make this request to Phyllis Hoover

(phoover@cn.edu) at least seven (7) days before leaving.

Failure to submit a request seven days in advance may result in you having to find a friend to take you to the airport or bus station. Or, you may need to use a taxi cab service. There are three taxi companies in Morristown. They need at least 24 hours' notice. The taxi charge to the airport is approximately \$90. The taxi charge to the Greyhound Bus Station in Knoxville is approximately \$60. Information on taxi companies is available in the International Student Services Office.

If you arrive at the airport/bus station on a return trip without having made prior arrangements for C-N to pick you up, you will need to use a taxi. A taxi from the airport to C-N is approximately \$90. (There are usually taxis from several companies; ask several drivers what they charge before you employ one.)

If your flight is delayed, contact the Center for Global Education cell phone at (865) 387-6089 as soon as possible so your driver can be notified. Carson-Newman wants to provide this service to you, but we ask for your assistance and cooperation in making the scheduling possible. We cannot provide the service 24 hours a day.

Before departing, check your specific airline for regulations on the number of luggage items

and weight of each piece of checked luggage allowed for international and domestic flights. To make your request for transportation see Phyllis Hoover in the International Student Services Office (located in the Center for Global Education) or email the information to phoover@cn.edu. Please make your request as soon as you have reserved your flight (or at least 7 days before you will travel unless it is an emergency situation).

Guidelines:

- Transportation will be provided on designated days **only**. Specific dates will be sent by email and weekly newsletter.
- There are usually NO drivers available on holidays (when C-N is closed).
- There are NO drivers on Sunday mornings.
- For departures, we ask that you arrange your flights at 9:00 a.m. or later.
- The van does not leave campus before 6:00 a.m.
- For arrivals, we ask that you arrive no later than 10:00 p.m.
- We cannot assure you of drivers for late night flights.
- Our drivers do not work around the clock. Please be respectful of their time.

Personal Transportation

Obtaining a Driver's License

In order to obtain a driver's license in the state of Tennessee, a written/knowledge test must be taken at a driver's license testing center. Depending on your driving experience, a driving test may also be necessary. The International Student Services Office will provide transportation for you to go to the Driver's License Testing Center to take the written/knowledge test.

[Driver's license manuals](https://stateofennessee.formstack.com/forms/driver_services_online_practice_test_questions) are available online and in the International Student Services Office and may be borrowed to study for the exam. Practice tests are available at https://stateofennessee.formstack.com/forms/driver_services_online_practice_test_questions.

Arrangements for transportation are more complicated for taking a driving test. A person desiring to take the test must have use of a car.

The vehicle you use to take your driver's license test must meet certain standards. At the beginning of your driver's test, the administrator will check the seat belts, brakes, headlights, tail and brake lights, windshield wipers, windshield defroster and fan control, rear view mirrors, and horn. You will be asked to demonstrate usage of these as well. For more detailed information, please look in the Tennessee Driver Handbook.

If you purchase a car before having a driver's license, you cannot legally drive to the testing center to take the test. Global Education staff (including student workers) cannot loan their cars for this purpose because of insurance regulations. (It is not a common practice in this culture to loan your car to someone. If you ask to borrow someone's car and he/she says "No," do not be offended).

Campus Registration and Parking

If you decide to **purchase** an automobile or motorcycle, be sure to review the guidelines for [campus registration and parking](#) as provided by the Department of Public Safety.

If you purchase a bicycle, a helmet is strongly suggested for your safety. Bicycles do not need to be registered. They may not be brought inside buildings or left in areas which would block pedestrian traffic. Lock your bicycle to an immovable object or chain or use U-shaped locks. Sadly, there have been instances of unlocked bikes being stolen when left for only a few minutes. Use a lock to secure your bike!

Title and License Plate (Tag)

The County Clerk's office handles titles and license tags for cars and motorcycles. The main office is located at 214 West Main Street in Dandridge. The telephone number is (865) 397-2935. A satellite location is available in Jefferson City at the Wal-mart Supercenter at 630 E. Broadway Blvd.

Automobile Insurance

It is illegal to own and drive an automobile without also purchasing car insurance. [If you own an automobile in the state of Tennessee, you are required by law to have automobile insurance in case you are at fault in an accident.](#) The insurance covers car damages and medical costs for the other party involved. Select an insurance policy that is best for you.

How to Buy a Used Car

Before you consider buying a used car, be sure to read the *Blue Book* NADA (National Automobile Dealers Association) Official Used Car Guide. This book, which is available

free of charge at most banks, automobile insurance offices and libraries describes the price range for any year, make, model, and type of car. You should expect to pay a sum of money that is close to the price listed in the *Blue Book*. (The *Blue Book* is available at some but not all banks in this area.)

All car prices are negotiable. Be aggressive and first offer lower than what you are willing to pay for the car. You and the owner will probably exchange a few prices back and forth before agreeing on a sale.

The three types of used (previously owned) cars that are available for purchase are listed below:

New Car Dealer

Some New Car Dealers also sell used cars. These cars can be slightly used “demos” or trade-ins. Dealers usually keep the best cars for trade-ins and sell cars that are older and/or needing repairs to auctions, wholesale buyers, and used car dealers.

The new car dealers usually sell their used cars with a limited warranty and have the facilities to repair the cars they sell. They also generally sell these cars for more than the *Blue Book* price.

Used Car Dealer

Used Car Dealers get their cars from the New Car Dealers. These cars are older models that the New Car Dealer got as a trade-in and would not be able to sell. This type of dealer usually does not sell cars with any type of warranty and does not offer any type of repair services.

Private Cars

You can also buy a car from someone you know. This might be safer than buying the car from a stranger, because your friends would probably tell you if the car had any problems and would need repairs.

Questions to Ask Before Buying a Used Car

- What is the car’s condition?
- What is the mileage? Be aware that there is an illegal practice of setting the mileage “back” on the odometer.
- Has it ever been in an accident? What kind of damages and where were the damages?
- Why are you selling the car? The reason the car is being sold may indicate that it needs some repairs.

Problems to Look for When Buying a Used Car

Leaks: Look at the pavement under the car for dark stains or puddles. This may indicate that the oil or brake fluid is leaking, which can be expensive to repair.

Body: Look for any type of rust or “bubbling” under the car’s paint. Also check the wheel wells, door edges, and trunk floor and lid. Bring a small magnet and try attaching it to different exterior areas of the car’s body. If it will not stick, this might indicate that the car was hastily repaired with a temporary plastic, possibly due to an accident. Ask the seller what happened.

Tires: Worn tires or different brands of tires on a car whose odometer only says 10,000 miles can mean that the odometer has been “rolled-back,” or disconnected. Also check for uneven tire wear, which can indicate an accident or alignment problems. Remember to examine the trunk and spare tire equipment. Make sure all the necessary parts of the jack are there and that there are not any water leaks in the trunk.

Suspension: Push and pull the top of each front tire. If it moves or makes a noise, the bearings or suspension joints could be badly worn. Push down with your body weight on each fender and make the car bounce up and down a few times. Then give the car one more

downward push and release it. The car should bounce back up and stop moving, if it does not level off, and continues to bounce, it may need repairs or new shock absorbers.

Interior: Be sure to check window controls, safety belts, seat adjusters, warning lights, wipers, washers, radio, heater, and air conditioner. Check the seats for comfort, broken springs, and torn seat covers. Have a friend stand in front of and behind the car while you turn on the headlights, turn signals, parking lights, and brake lights. Everything should be in good working condition. Look at the rubber pedal pads, if they are greatly worn or new and the car has low mileage, ask questions. Also check along the window seams for water leaks.

Steering: Before turning on the ignition, unlock the steering wheel and turn it. There should not be a lot of motion or “play.” When driving, there should not be any vibration in the steering.

Engine and Transmission: The car should start easily and accelerate smoothly. If there is any bucking, skipping, hesitation, noise, and/or chugging, the car will probably need expensive repairs. Check the different gears; they should all shift smoothly and quietly.

Alignment: Drive straight, through a puddle if possible, with a friend standing outside the rear of the car. The front and rear wheels should follow each other in a straight line. If it moves, even slightly, to one side, then it probably was in an accident and has a bent frame. This is very expensive to repair. Do not buy the car.

Brakes: Drive the car at 45mph on a quiet road and apply the brakes firmly without locking

them. Do this three times, the car should come to a quick stop without swerving, and the brakes should not vibrate or grab. When you stop the car completely, push the brake pedal down. It should stop well above the floor. If not, and it goes down close to the floor or feels spongy, there may be a leak in the brake fluid or problems with the master cylinder. These repairs can be very expensive.

Oil Use: After the engine has warmed up, drive the car at highway speed and take your foot off of the gas pedal for a few seconds. Then press the gas pedal down hard for two seconds, have a friend look for the exhaust smoke. Blue smoke means that the car is burning oil. Repairs for this can be very expensive. Black smoke means that the fuel system may need a minor adjustment.

Before buying any car, new or used, it is a good idea to test-drive the car first. While you are test driving the car pay attention to how the car handles while it is moving. Also listen for any unusual noises. It is also a good idea to take the car to an auto mechanic that you know and/or trust for a complete inspection. If he finds anything that needs repair, ask him to give you a written estimate. Take this estimate to the seller, if you do not mind paying for the repairs, and ask the seller to lower the selling price of the car.

The information on “How to Buy a Used Car” is used by permission from a handout prepared by the Office of International Students Affairs at Florida Institute of Technology, Melbourne, Florida.

OFFICE OF INTERNATIONAL ADMISSIONS, CGE, USCIS, AND YOU

Office of International Admissions

The Office of International Admissions does not work for the U.S. Citizenship & Immigration Services (USCIS, formerly known as the INS) nor for any other part of the U.S. government. The Office of International Admissions staff members are trained to assist international students with matters concerning international enrollment. However, the student is solely responsible for maintaining legal status. Answers to many common questions can be found in this handbook, in handouts given at the Office of International Admissions, and/or from your Designated School Official (DSO). Immigration information and updates are also announced through email. Therefore, it is very important that students provide International Admissions and CGE (The Center for Global Education) with their C-N email address and a second personal email address.

The Office of International Admissions is located in Butler Building which is across the street from the Fite Administration Building.



Mrs. Nilma Stewart

Director of International Admissions and PDSO

865-471-3230

nstewart@cn.edu



Mrs. Stewart is the admissions representative and PDSO for all international students. Her office is located on the first floor of the Butler Building, #129.

Introduction

This handbook cannot cover all the information relating to international students due to the overall complexity of U.S. immigration regulations. You may read this handbook, a handout, talk to a friend or other institutions, and hear different information on how to go about getting a specific visa or benefit. If you hear of a way to get something or do something that is easier or different from what the DSO who is advising you has suggested or told you, we would advise you to discuss that option with your DSO. Regulations change and what your friends tell you may no longer be correct.

U.S. immigration law is very complex and can sometimes be confusing, but it is very important for you to understand the regulations that affect you and to follow them carefully. Failure to do so can result in serious consequences. The importance of following F-1 regulations has become even more important due to many recent reforms within the United States government.

Most international students at Carson-Newman University hold F-1 student visas. The F-1 visa allows the F-1 students to enter the United States in order to complete an academic program. Visas are obtained at U.S. embassies or consulates in other countries and are necessary to enter the U. S. legally.

Immigration Basics

International students need to be familiar with the basic rules that U. S. Citizenship and Immigration Services (USCIS) has created for F-1 visa holders. As long as you remain a full time student and do not allow your documents to expire, there will usually be no trouble with USCIS. However, it is extremely important for international students to understand some technical immigration language and reporting requirements.

Immigration Definitions for Students

It is important that you become familiar with the following terms, as they are used frequently. It is essential that you understand these definitions.

Current Address – Is defined by the following terms: **Permanent or Home Address:** This is your foreign address. C-N is required by law to report your foreign address to the U.S. Department of Homeland Security through SEVIS. If this address changes, you must contact your DSO. *You are required to have a foreign address if you are in the U.S. in non-immigrant status.* **Local/Physical Address:** This is where you live in the United States and should be where you sleep. **Local Mailing Address:** This is where you receive mail. This address may be different from your local or physical address. It may also be a Post Office Box number. **Work Address:** If you are a graduate student and have a departmental mailbox or office, use this to report your office address.

DSO - At each institution only certain designated staff are authorized to issue the relevant immigration documents and monitor, as well as to offer counseling on the immigration rules that apply to maintenance of the individuals' status and institutional compliance. These officers are the **DSO** or **Designated School Officials**, who are responsible for university and participant compliance with the "F" visa category regulations. **Nilma Stewart is the Principal DSO that is responsible for helping international students remain in compliance of U.S. immigration law.** In emergency cases, when Nilma Stewart is unavailable, Ms. Melissa Summey and Dr. Mark Brock are also DSOs and can answer immigration questions.

Dependents - An F-1 student may request that his or her dependents be permitted to join him/her in the U.S.A. To make such a request, the student must provide adequate financial documentation for each dependent along with complete names, (Family Name, Given Name), date of birth, country of birth and citizenship and relationship to the F-1 student, marriage certificate if applicable for a spouse (husband or wife) or birth certificate for children. These dependents will hold F-2 status and are not permitted to work and must agree to depart the United States upon the termination of the foreign student's F-1. The F-1 student must include their dependent(s) on the health insurance policy.

DHS – The Department of Homeland Security houses the USCIS (U.S. Citizenship and Immigration Services) and the USCBP (U.S. Customs and Border Protection), has authority over all non-U.S. citizens, and enforces USCIS regulations.

Duration of Status – An F-1 student is admitted to the U.S. for “duration of status,” noted as D/S on both Form I-94 (arrival record) and Form I-20. Duration of status means the period during which the student is pursuing a full course of study, followed by the period of practical training after graduation (if applicable), plus 60 days to prepare for departure from the U.S. If the student is still pursuing a full course of study, but will not be able to graduate by the date indicated for completion of studies (indicated on the I-20), he or she must see his/her DSO to extend the date of graduation before that date, or risk violating his/her status.

Electronic I-94 - Previously, upon entering the United States, the immigration officer issued the student the departure portion of the Form I-94 which the student was required to keep in his/her passport.

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

U.S. Customs and Border Protection have automated Form I-94 at air and sea ports of entry. The paper form will no longer be provided to a traveler upon arrival, except in limited circumstances. If a traveler needs a copy of their I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from: www.cbp.gov/I94. Upon entering the U.S., travelers will receive a paper with instructions on how to access the website.

Emergency contact - This is the person the University contacts if you are seriously ill or injured.

Entry Visa - A visa is a multicolored stamp or label affixed to your passport that you obtained from the American Embassy or Consulate abroad. The stamp indicates the issue date, visa type, expiration date, number of entries permitted, etc. The only purpose of an entry visa is to apply for admission to the United States at the port of entry. The entry visa itself may expire while you are in the U.S., but your permission to stay in the U.S. remains valid based on the dates of your I-20. All international students - with the exception of Canadian nationals - requesting F-1 immigration status are required to have a valid F-1 entry visa stamp in their passport at the time of entry into the U.S.

Validity of Visa - A visa does not determine how long you may remain in the United States; it only determines when you may **enter or re-enter** the U.S. To enter or re-enter the U.S. in F-1 status, you must have a valid visa (unless you are a citizen of Canada). For information on the one exception to this requirement, see “**Automatic Visa Revalidation**” below. Because U.S. visas are needed only to enter the U.S., it is not possible to apply for a new visa from inside the U.S. You may remain in the U.S. until your I-94 card expires and as long as you are complying with regulations that apply to your specific non-immigrant status. However, if you leave the U.S. for a short trip abroad and your visa has already expired or will expire while you are outside the U.S., you will need to apply for a new visa at a U.S. Embassy or Consulate abroad in order to be able to return to the U.S. in your previous non-immigrant status.

Automatic Revalidation of Visa

For non-immigrants with expired visas, trips to Canada or Mexico may not require a new visa application. This benefit is called “automatic revalidation of visa.” Currently, the automatic revalidation of visa benefit allows certain non-immigrants with expired visas to reenter the U.S. after a 30-day or less visit to “contiguous territory”.

Contiguous territory is considered Canada, Mexico, or adjacent islands including Saint Pierre, Miquelon, the Dominican Republic, Haiti, Bermuda, the Bahamas, Barbados, Jamaica, the Windward and Leeward Islands, Trinidad, Martinique, and other British, French, and Netherlands territory or possessions in or bordering on the Caribbean Sea.

Citizens of countries currently designated by the *U.S. Department of State as State Sponsors of Terrorism* (for more information go to this website:

<http://www.state.gov/j/ct/list/c14151.htm>) are not eligible for the automatic revalidation benefit and would be required to have a valid visa for re-entry from contiguous territory.

Any non-immigrant who applies for a new U.S. visa while traveling in “contiguous territory” is not eligible for automatic revalidation benefit. Thus if you apply for a visa in Canada and are denied, you are **not allowed** to re-enter the U.S. under automatic revalidation benefit.

To re-enter the U.S. under the benefit of automatic revalidation of visa, you must:

- Only travel to Canada/Mexico/adjacent islands for less than 30 days and not travel elsewhere
- Maintain and intend to resume your nonimmigrant status within the authorized period of admission
- Carry your paper or print-out of electronic Form I-94 (please click on the link for instructions), your currently valid I-20 or DS-2019, and valid passport with expired visa
- **Not** apply for a new visa during this trip
- **Not** be from a country that is currently designated by U.S. as a State Sponsor of Terrorism
- For more information, refer to the website of the U.S. Department of State: <http://travel.state.gov/content/visas/english/general/automatic-revalidation.html>

We recommend that if you choose to travel under the “automatic revalidation of visa” rule, that you print and carry with you the [U.S. Customs and Border Protection \(CBP\) Automatic Revalidation Fact Sheet](#) in case the border officer is not familiar with the details of the rule.

Canadian & Mexican Citizens - Do not need an entry visa to enter the U.S. but to enter the U.S. in student status they must always present the following documentation to the immigration inspector: • Passport • Form I-20 • Supporting financial documentation.

F-1 Student – Carson-Newman is only allowed to issue documents for students applying for F-1 visas. The F-1 visa is for students qualified to attend full time college, university, academic high school and any institution with language-training programs in the United States.

Form I-20 A-B (Certificate of Visa Eligibility for Nonimmigrant F-1 Student Status)

Students who have been admitted to a school in the United States, require a student visa to enter the U.S. for study, and have documented their ability to finance their education, will receive a Certificate of Visa Eligibility (Form I-20 for F-1 status) issued by the school through the internet-based Student and Exchange Visitor Information System (SEVIS). This document, also known as a Visa Certificate, certifies eligibility to apply for an entry visa at a U.S. consulate abroad, and must be shown to a Department of Homeland Security (DHS) official at the time of entry into the U.S. in order to enter in student status.

The I-20 and its corresponding electronic updates in SEVIS are a permanent record of one's activities as a student in the U.S. It is your responsibility to keep all I-20's issued to you throughout your student status, no matter how long you stay in the U.S. or how many times you travel abroad. The initial I-20 used when you enter the country and stamped by the DHS is a very important immigration document. Make a copy of page 1 and page 3 to keep with your records.

Your I-20 must always maintain current and correct information in all sections of the document. Any and all changes to the

information contained on the I-20 must be reported to your DSO.

Immigration Status - Immigration status, not to be confused as “visa”, is your legal permission to remain in the U.S. under specific conditions as defined by a visa document. For example an F-1 student would have a Form I-20 as a visa document. In most cases the visa document will be (or will be extended to be) for a longer period than the visa stamp discussed above. For most international travel both the visa document and the visa stamp must be valid.

Medical Insurance - All students on F-1 visas are required to have medical coverage that meets U.S. federal requirements. C-N provides this medical coverage and require it for all international students while being a student at C-N. The cost of medical insurance is included in the cost of enrollment and is automatically billed to your student account.

Optional Practical Training (OPT) - Students in F-1 immigration status are eligible to participate in optional practical training off campus once they have been in continuous, legal, F-1 status for a full academic year. A student is required to engage in employment that is directly related to his/her stated course of study. Students who would like to participate in OPT must see their DSO for application instructions.

Passport - Students in F-1 immigration status must keep their passports valid at least six months into the future at all times. You may obtain extensions of your passport through the nearest consulate or embassy of your country. Check www.embassy.org for contact information.

PDSO – The Primary Designated School Official represents and speaks for the school in all matters relating to F-1 students. The Principal Designated School Official (PDSO) also serves as the school's principal liaison with

the government. The Director of International Admissions, Nilma Stewart, is the primary contact. Mrs. Stewart's office is in the Butler Hall Building.

Program Completion – Students should be aware that although your I-20 dates may indicate a completion and expiration date that this date is not necessarily your completion date and that also your graduation may not be your completion date. You must always inform your DSO of the following circumstances: when you file a degree plan, if you will graduate prior to completion date in section 5 of your I-20, if you will be taking classes after your program end date, if you will be changing your education level (from ELI to Undergraduate or Graduate program), or if a discrepancy exists between your program dates on your I-20 and when you will actually complete your study.

Program of Study or Prescribed Activity – Only attend the program of study for which your I-20 is issued. If you change the degree program and/or college, you must report these changes to your DSO office so that you can receive a new I-20 reflecting your new program.

Re-Entry – Refers to the process in which an “in status” student leaves the USA for a period of time and returns “in status”. In order to re-enter the U.S. after a temporary absence of 5 months or less, a student must have possession of required documents. See your DSO before you travel. You are responsible for obtaining a DSO signature on page 3 of your I-20 prior to your departure from the U.S. A recertified I-20 is required for Re-Entry into the USA.

SEVIS (Student and Exchange Visitor Information System) - SEVIS is a government, computerized system that maintains and manages data about foreign students and exchange visitors during their stay in the United States. Its data collection and monitoring system creates an interface between institutions of higher education, the

Department of Homeland Security (DHS), consulates and embassies abroad, ports of entry and student visa holders. DSOs are required to make regular electronic updates in SEVIS throughout each semester on the records of their enrolled students in F-1 status and their dependents. These updates include, but are not limited to enrollment status, changes in address, changes in level of study, employment recommendations, and school transfers. I-20 documents are issued through SEVIS. When you arrived at the U.S. port of entry (POE), the immigration inspector updated your SEVIS record with information about your arrival and C-N received an electronic notification of your arrival.

Social Security Numbers - If you plan to work in the U.S., you will need a valid Social Security number. Please refer to the section “Social Security” under the employment section and the following website for more information: www.ssa.gov/ssnumber

Visa Renewal - F-1 entry visas cannot be obtained within the U.S. Application for a new stamp generally must be made in person at a U.S. consulate or embassy outside the U.S. The validity period of your visa does not determine the length of time you may remain in the U.S. after you enter. Your length of stay is determined by the expected completion date of your program as indicated on your I-20. You are admitted to the U.S. for "duration of status" in F.

Work Permission – ELI students are not eligible for employment. All other students in F-1 status may work part time (for a **total** of 20 hours per week) on campus with permission from their DSO. Students interested in working **MUST** see their DSO and complete an On Campus Employment Reporting form.

Reinstatement is the process that the USCIS has designed to allow F-1 students who have become illegal to be reinstated back to legal status. In order to be reinstated, a student must

prove that falling out of status was entirely beyond the student's control. The student must also prove that failure to receive reinstatement would cause extreme hardship. The circumstances leading to the falling out of status may include serious injury or illness, closure of an institution, a natural disaster, or oversight or neglect on the part of the school official. *A student must not have been out of status more than five months to apply for reinstatement.*

Summer Semester - No student can take a vacation semester unless it is during the official C-N summer vacation. You can take the summer off if you were a full time student during spring semester and will be a full time student during the fall semester. If summer semester is your first semester, you must be enrolled as a fulltime student.

Travel Clearance Form – You will complete this form each time you travel outside the USA. This form must be given to your DSO 7-14 days prior to your departure date so your DSO has adequate time to provide you with an updated travel signature on your I-20.

Travel Request - During vacation periods, it is especially important to apply for travel documents very early, since most other students are planning to travel also. You should allow enough time to renew your visa in the American Embassy or Consulate in your home country. Never leave your passport, I-20 or DS2019 form, or I-94 (or any immigration related documents) in your luggage! Always carry these items on your person when departing the U.S.A. and upon reentry.

USCBP – The U. S. Customs and Border Protection operates at U. S. airports, harbors, and other Ports of Entry. It regulates the entry of international visitors into the U.S. and determines how long they can stay.

USCIS – The U. S. Citizenship and Immigration Services is responsible for the administration of immigration and naturalization adjudication functions and

establishing immigration services policies and priorities.

USDS – The U.S. Department of State (Bureau of Consular Affairs and Visa Services) operates outside the U.S. It grants the F-1 Student Visa stamp. Through SEVIS, it has access overseas to the same data submitted by the DSO at the school to which the international student has been accepted.

Visa Categories for Non-Immigrants

F-1: Full time student enrolled in an academic program.

F-2: Dependent of an F-1. The F-2 spouse of an F-1 may not be a full-time student, and the F-2 child may only be a full-time student if the study is in an elementary or secondary (middle or high) school. The F-2 spouse and child may take classes that are vocational or recreational in nature. An F-2 dependent may not be employed.

J-1: Participant in an international exchange program.

J-2: Dependent of a J-1. Both spouses and children may attend classes (but the regulations are not clear at this time and may change abruptly. It is recommended that J-2 dependents follow the practice of F-2 dependents). Both spouses and children may be employed with permission of USCIS.

Immigration Regulations: What Does “In Status” Mean?

A student who is “**in status**” is following all immigration laws and regulations. A student who is “in status” is legal. A student who is “**out of status**” is illegal. “In status” students have all rights and privileges accorded their status. “Out of status” students have no rights and privileges and are subject to immediate deportation. They may also accrue penalties including being banned from re-entering the U. S. for long periods of time if their illegality is discovered.

Under United States immigration law, it is **your personal responsibility to maintain lawful F-1 student status or to be “in status”**. By following the guidelines listed in this handbook and consulting with your DSO, you should be able to maintain lawful F-1 student status, staying “in status” with little difficulty. *On-campus employment, optional practical training, and the ability to re-enter the United States when you travel* are benefits of maintaining your status. If you have any questions, please ask your DSO.

Guidelines for Maintaining Student Status

1. **Keep an unexpired passport valid for at least 6 months into the future.**
2. **Notify your DSO of your address any time you change addresses, within 10 days.**
3. **Maintain full-time enrollment and normal, full-time progress toward your degree or certificate.**
4. **Obtain PRIOR authorization from your advisor and your DSO BEFORE dropping below a full course of study.**
5. **Do not accept employment, (on- or off-campus) without written permission from your DSO and, if necessary, authorization from the Department of Homeland Security (DHS).**
6. **Make timely transfers if you enroll at C-N after attending another school in the United States.**
7. **Obtain extensions, as needed, for your permission to stay in the U.S. before your Certificate of Eligibility (Form I-20) expires.**
8. **Once you have completed your studies and any practical training that is authorized, you must leave the U.S. or change to another immigration status within the appropriate time allowed.**

9. If applicable, comply with Special Registration Procedures for Certain Foreign Nationals.

Events That Require You to Update Your I-20

- Many kinds of updates must be reported to the Department of Homeland Security through SEVIS and must be changed on your I-20. Notify your DSO of the following changes and request an updated I-20. Keep every I-20 for your permanent record, even after you graduate. Do not discard the old ones, even from previous schools. It is your responsibility, not your DSO's or university, to keep your I-20s in case you need them to apply for future immigration benefits.

Program Extension - If you are unable to complete your course of study before the completion date noted on your I-20, you must request an extended I-20 before your current I-20 expires.

Changing Schools - You must register full-time at Carson-Newman University (C-N), since C-N issued your I-20 and oversees your SEVIS record. If you decide to transfer to another school, contact your DSO prior to completing your final semester at C-N.

Change of Level - If you will complete your current program of study and plan to continue at C-N in another program (for example, change from a Bachelor's degree program to a Master's program, or ELI to Undergraduate), your I-20 must be updated. Please see your DSO for further instruction.

Change of Major - If you are accepted into a major and you want to change your major (for example, Business to Biology), you must request a new I-20. For more information, please see your DSO.

Name Change - The name on your I-20 should match the name on your passport. If you change any part of your legal name—first/given name, middle name, or last/family

name—on your passport, this change should be reflected on your I-20. Conversely, if you want a different name on your I-20, your DSO will wait for you to change your passport first, before updating the I-20. Note that SEVIS is a separate database from the C-N database.

Questions and Answers

Do my grades impact my full-time enrollment status?

Classes taken for a grade (A-F) or as a pass/fail count towards the full-time requirement. Audited classes do not count toward the full time credit hour requirement. Classes that are dropped during the semester and not completed do not count toward the requirement. Any undergraduate student who drops below 12 credit hours (9 for graduate students) will become “out of status”.

I heard some students are not enrolled full time but are still legal. How is that possible? EXCEPTIONS do exist, but prior permission from your DSO is required. Students in the final term of a degree program, who need fewer than 12 (or 9) credit hours to graduate, may take only the number of credit hours necessary to graduate. A student with a medical condition that prevents him from attending classes must obtain a letter from a doctor clearly stating that he should not be a full-time student and submit it to their DSO. Students with a valid academic reason may enroll less than full-time with permission from their academic advisor and DSO. Valid academic reasons include difficulty with English or cultural adjustment during the first or second semester and inappropriate course placement. Permission for academic reasons may only be given for one semester.

What if I don't maintain my “status” and fall “out of status”?

Falling out of status will result in serious consequences. It will also greatly affect any hopes of applying for benefits or for changing status later. It is very important to stay “in

status”. If you fall “out of status” you must apply for reinstatement within 5 months.

What are common reasons a student falls “out of status”?

- Obtaining off-campus employment without authorization
- Failure to complete full-time enrollment each term or request a reduced course load
- Failure to complete a transfer from one school to another with USCIS
- Failure to inform USCIS of the need to extend the academic program
- Failure to report a new address within 10 days of moving

I have fallen out of “status”, how do I apply for Reinstatement?

To apply for reinstatement, the student should:

- Supply an updated Confirmation of Financial Support and bank statement
- Obtain a new form I-20
- Write a letter to the USCIS indicating the nature of his violation and how it has been corrected
- Make a check payable to the USCIS in the amount of \$370
- Complete form I-539
- Attach all previous I-20s and the I-94

All of those materials should be submitted to the International Student Adviser (DSO). If the DSO indicates that all the documents are in order, the student should send them to the USCIS Texas Service Center. If USCIS determines that the violation of the law was beyond the control of the student and will cause extreme hardship, the student will most likely be reinstated to legal status. If reinstatement is denied, no appeals are allowed.

I want to transfer to another College or University, how does that process work?

There are two ways to transfer to another school. 1) Exit the U.S. and reenter on the new

school's I-20. 2) Follow the transfer procedure for the new school while remaining in the U.S. In order to transfer while remaining within the U.S., you must inform your DSO of your intention to transfer and contact the new school to learn what its transfer requirements are.

Reporting Requirements to your DSO and DHS

SEVIS Registration Requirement - One of the first things that you should do after you arrive on campus is to attend International Student Orientation. There you will provide your Travel Documents. Presentation of these documents are required so that your DSO may update your SEVIS record with a Carson-Newman address and change your status from “initial” to “active”. When you come to the Orientation, please bring the following documents with you so that photocopies can be made for your student file: • Passport • I-20 Form • Proof of current medical insurance • Current mailing address • Current physical address

If you miss International Student Orientation it is extremely important that you present the above documentation to your DSO within 30 days of your program start date, or your SEVIS record will be automatically “terminated” and you will be “out of status”.

Continued Reporting Requirements – The following pages provide government regulations, institutional requirements, and details on benefits of F-1 Student Visa Status. Being an F-1 Student is a privilege that requires compliance and maintenance on your part. Please read completely the following information to learn who you should ask for help and how to stay “in status”!

Please note: in the near future, SEVIS II will permit F-1 students to create user accounts and directly access their own information in the system. This feature of SEVIS II will permit

non-immigrants to view information about their status, immigration benefits, and payment of SEVP fees. F-1 students will also be able to view their own information in the system in real time and request that SEVP make a change if it is inaccurate.

Information Carson-Newman reports to SEVIS

You must inform your DSO if any of the following information changes. Schools are required to report the following registration information within **30** days of the start of a semester:

- Whether the student has enrolled at the school, dropped below a full course of study without prior authorization by the DSO, or failed to enroll
- The **current address** of each student (changes must be reported to the DSO within 10 days of the move)
- The start date of the student's next semester

You must inform your DSO if any of the following information changes. Schools are required to report within **21** days of the occurrence the following events:

- Any student who has failed to maintain his status or complete his program
- A change of the student or dependent's legal name or U.S. address
- Any student who has graduated early or prior to a program end date listed on SEVIS form I-20
- Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime
- Any other notification request made by SEVIS to the DSO with regard to the current status of the student

Employment

Please note that English Language Institute (ELI) students are not eligible for any type of employment.

On-Campus Employment Options for Students in F-1 Status

Where: Normally on-campus employment is any job that pays with a paycheck from Carson-Newman University *or on campus vendors that serve C-N students*. These jobs are limited to employers who are located on-campus and provide direct services to students. Employment may be in any field and is not restricted to your academic major. Please understand on-campus employment may be difficult to find. ***Off-campus employment without special authorization is illegal.***

How to apply: First obtain from your DSO, a “Letter to the Social Security Administration from F-1 Student’s Employer Regarding On-Campus Work” and apply for a work-study position directly through the department or program you wish to be hired. Your employer will hire you by completing this letter. Return this letter to your DSO to obtain additional required documents. *You will NOT apply for work-study through the Office of Financial Assistance.*

How Often: Students may engage in on-campus employment if they are enrolled full-time and work part-time (less than 20 hours per week) during the fall and spring semesters when school is in session or full-time (20-40 hours per week) during the summer or when school is officially not in session.

Requirements: Student must be in legal status, and must be continuing to make progress toward their degree. This does NOT require special authorization from the United States Citizenship and Immigration Services (USCIS). In order to become employed you will need to obtain permission from your DSO, apply for a “**social security number**” and go through the “**I-9**” employee verification process.

Off-Campus Options for Students in F-1 Status

Where: Normally off-campus is any job that does not pay with a paycheck from Carson-Newman University. Employment is likely restricted to your academic major and/or a

specific field (except in the case of “**Economic Hardship**”). *Remember, off-campus employment without special authorization is illegal.*

How to apply: Follow the application process for the off-campus employment type you are requesting: ***Curriculum Practical Training or CPT, Optional Practical Training or OPT, or Economic Hardship.***

How Often: Students may engage in off-campus employment if they are enrolled full-time and work part-time (less than 20 hours per week) during the fall, winter and spring semesters when school is in session or full-time (20-40 hours per week) during the summer or when school is officially not in session.

Requirements: You have been in the United States in valid student status for at least one academic year (9 months or 2 complete semesters) and must be continuing to make progress toward your degree. Off-campus employment does require special authorization from (USCIS) for OPT and/or Economic Hardship. In order to become employed you will need to obtain permissions from your DSO. CPT requires DSO authorization only.

Options for Off-Campus employment: Practical Training or Economic Hardship.

Practical Training is a period of time USCIS allows students in F-1 status to engage in employment related to their current major field of study. There are two types of practical training, Curricular Practical Training (CPT) and Optional Practical Training (OPT)

Curricular Practical Training (CPT)

CPT is defined as an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. This employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree (as defined in the course catalog) or for which academic credit is awarded.

The training must be required for the student's academic program as an integral part of your degree program or a requirement of a course. Permission must be granted by the academic advisor and the DSO for a specific employer for a specific length of time. You must have a job offer related to your major or field of study. You must complete an application for CPT in which your academic advisor or department head verifies that the employment is a required portion of the degree or you are able to obtain course credit. You must submit this application to the DSO. You must have an offer of employment offering work that qualifies as curricular practical training and provides specific details requested by your DSO.

CPT will be authorized on the second page of your current I-20 for the employer indicated on the application. The DSO will update your record in SEVIS as being authorized for CPT that is directly related to your major area of study. The DSO will indicate whether the training is full-time or part-time, the employer, location, and the employment start and end date. It is not necessary to obtain an Employment Authorization Document (EAD) from USCIS. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Optional Practical Training (OPT)

OPT is defined as "employment related to one's field of study." It offers you valuable opportunities to supplement your education through work experience in your field of study. Students in F-1 status have a total of 12 months of OPT eligibility per degree level, which can be used part-time during the academic year, full-time during summer vacation periods, and following completion of all degree requirements. *You may participate in two types of OPT (Pre-Completion or Post-Completion).*

With careful planning, it is also possible to complete some OPT prior to completion of

the academic program. This may be done during summer breaks, as long as the student is pre-registered for the fall semester, or part-time during a regular term as long as the student is enrolled full-time. **Please Note:** Any OPT "used" while still completing the program of study will be subtracted from the 12-month post-completion allowance.

To be eligible for OPT, students must be in F-1 status and have been enrolled for at least nine months (2 semesters). *A job offer is not required to request OPT.*

Your DSO office must process an OPT recommendation through SEVIS on your form I-20 as the first step of the student's application to (USCIS) for employment authorization. Application for OPT should be made at least two months prior to the anticipated employment date. Permission for OPT is granted by the USCIS in the form of an Employment Authorization Document (EAD). Employment may not begin until the EAD is received. The application process for OPT is somewhat complex. *Students interested in this option should talk with a DSO approximately 3 months prior to the anticipated employment date.* OPT usually follows completion of the academic program and may last up to 12 months. Post-Completion OPT is OPT authorized to be worked after the student's program end date.

A student has completed or is about to complete a course of study/degree program and intends to work in a job directly related to his or her course of study. *A job offer is not required to request OPT;* however, F-1 status is dependent upon employment. OPT students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization.

A student who is "in status" and completed a course of study may apply for permission to pursue full-time employment. Your DSO office must process an OPT recommendation

through SEVIS on your Form I-20 as the first step of the student's application to (USCIS) for employment authorization. A student will be able to file his or her I-765 application for a Post-Completion OPT up to 90 days prior to his or her program end date, and up to 60 days after program end date. Permission for OPT is granted by the USCIS in the form of an Employment Authorization Document (EAD). Employment may not begin until the EAD is received or the employment start date has been reached or whichever is later. The application process for OPT is somewhat complex. *Students interested in this option should talk with a DSO approximately 3 months prior to the anticipated employment date.*

Approval is NOT guaranteed for OPT. You may not begin employment unless you have received written approval from the USCIS, an Employment Authorization Document (EAD) card. If your EAD card does not arrive within 90 days of the date listed on the receipt notice, you are eligible to apply for an interim EAD card that will be valid for an initial period of 6 months.

Employment Due to Economic Hardship

Permission to work anywhere may be granted if a student is determined to have experienced severe economic hardship. It is difficult to obtain permission from USCIS to work under this provision except in the most extreme cases. If, after one academic year in student status, a student experiences extreme financial difficulties which were unforeseen when beginning the academic program, he or she may be able to apply for off-campus work permission from the United States Citizenship and Immigration Service (USCIS). This F-1 employment benefit is intended to address situations where a financial need beyond the student's control arises which was unforeseen at the time the student applied to C-N and after all other potential employment opportunities have proven to be insufficient, i.e. on-campus employment.

In order to justify economic hardship, the student should be able to demonstrate that an unusual unforeseen circumstance has affected the student's ability to pay tuition and fees. The student must provide justification why this employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status. Employment does not need to be related to the student's major, it can be any type of job. Students do not need a job offer to apply for this type of work permission. Economic Hardship is a case-by-case exception made for "in status" students.

Normally after the USCIS receives an application, an applicant may wait up to 4 months for approval. In your application, you must establish and document the fact that "unforeseen changes that severely affect your current financial resources" occurred since you initially qualified for F-1 status by demonstrating funding available for at least the first year. *Employment may not begin until the student has received the EAD and the dates are valid.*

Social Security Number

A nonimmigrant student in F-1 status is not eligible to obtain a Social Security number (SSN) in the U.S. unless they can prove that they are employed. If you are not employed and do not have a job offer in the U.S., you do not qualify to receive a SSN. Carson-Newman requires that F-1 students obtain a Social Security number before starting to work. You must have a SSN and card for on and off campus employment.

In order to obtain a SSN, you must take the following items to the local Social Security Administration office: Form I-20, Passport, Form I-94, a Letter from your DSO that verifies your enrollment status at C-N, and Proof of employment (a letter your DSO can provide for your employer to complete and return). If the documents are less than one year

old, an additional document more than one year old with the student's name and birth date on it must also be taken. Acceptable documents are: birth certificate, religious record, marriage certificate, high school transcript, military record, voter's registration, and driver's license.

For additional information or to make arrangements for transportation the Social Security Office, see Phyllis Hoover in the International Student Services Office at the Center for Global Education or email phoover@cn.edu.

Taxes

Filing Taxes

All international students in F-1 status are required to file at least one tax form if present in the U.S. at any time in the previous calendar year—even if they had no U.S. income. All international students who were in the U.S. for any part of the previous calendar year are required to file U.S. tax form 8843. Normally, international students are classified as “non-residents for tax purposes” and should use tax form 1040 NR. *Keep all receipts for educational expenses such as books, as you might need to refer to them in the spring when filing tax forms.*

When to File Taxes

In addition, all international students must file a U.S. Income Tax form before April 15 of each year.

Where to learn more:

All federal tax forms should be obtainable at the local post office, and are also found online at www.irs.gov.

Working and Taxes

In general, F-1 students who have been in the U.S. for less than five years are exempt from social security taxes (also known as F.I.C.A. tax) and Medicare taxes. You should be sure to notify your employer because many employers are not familiar with this provision of the tax

laws. The information is in Tax Publication 519. However, all wages are subject to the federal income tax, which is a different tax. During the month of January of each year, the employer will issue a W-2 form showing the amount the employee has earned during the preceding year and the amount of federal income tax that has been withheld. Do not lose your W-2. You will need it to file your taxes. Often, the amount withheld exceeds the amount owed. In this case, the student will receive a refund check from the U.S. government.

Practical Training and Taxes

F-1 students authorized for practical training employment are subject to all taxes that may apply: federal, state and local. However, you can treat the entire period of practical training as an extended business trip and reduce your federal taxes by deducting "travel expenses" (amounts for food, housing and transportation) from your income. You should consult an accountant or tax attorney for more information.

Travel OUTSIDE the U.S.

Travel to Canada, Mexico, and the Caribbean (except Cuba) constitutes a special case that will be discussed under “Other Travel Matters”, below.

Request Permission: Students should see the DSO two to three weeks before any anticipated travel outside the U.S. They should take their passport, I-94, I-20, TRAVEL CLEARANCE FORM, and verification of fulltime enrollment. The DSO will examine them and help determine just what is needed for leaving and returning to the U.S. Please note all international students traveling outside the U.S. to a country other than their home country, are responsible for determining in advance if a visa is required for entry.

Re-entry to the United States

You must see your DSO prior to traveling; your DSO needs to be able to verify your SEVIS record is accurate and up-to-date. In order to re-enter the U.S. after a temporary absence of 5 months or less, a student must have the following documents:

1. **A passport that will be valid for at least 6 months into the future on the day you return from your trip abroad** (except Canadians returning from Canada).
2. **Unexpired F-1 entry visa in your passport, valid for further entries.** Check your visa expiration date, and the number of entries allowed on your visa. An “M” under entries means “multiple”, i.e. there is no limit to the number of entries during the period of its validity. If your visa is expired or the entries allowed have already been used, you will need to apply for a new entry visa abroad—it cannot be renewed in the U.S. An exception to the requirement for an unexpired visa exists for travel to Canada, Mexico or the Caribbean as described below under “**Special Considerations**”. *If your visa is expired or the number of allowable entries has already been used, refer to “Obtaining a New Entry Visa” below.*
3. **A valid, unexpired, and recertified I-20** A recertification signature for travel signifies to an immigration inspector that you are maintaining your status. Only your DSO is authorized by the DHS to sign these documents. The signature is valid for a year. We strongly recommend you have your I-20 recertified (signed) every 6 months or each time you travel. You must request recertification of your I-20 from your DSO at least 14 business days before you plan to leave.
4. **Travel with current financial documentation.** An immigration inspector may want to verify your ability to fund your stay.

Obtaining a New Entry Visa

You must have a valid F-1 entry visa in your passport to enter the U.S. after a trip abroad. (Possible exceptions apply under “**Special Considerations**”, below). If your entry visa is no longer valid, you must take your passport, I-20, and current financial documentation to a U.S. consulate to apply for a new visa. You should apply for a visa in your home country. Plan for processing delays if you apply at a third country. If you have ever overstayed your immigration status in the U.S., you may not be allowed to apply for an entry visa in any country except your country of citizenship or residence. If you have overstayed since issuance of your last entry visa, your entry visa is no longer valid and you are required to obtain a new one in your country of citizenship or residence. You should travel back to the U.S. with all your documentation, including financial documents, as an immigration inspector may want to review them at the port of entry. Issuance of a visa may take longer than previously experienced, so try to find out about the processing time and make an appointment in advance of your departure from the U.S.

Travel Outside the U.S. while on OPT

F-1 students who have been authorized for OPT, may travel outside the U.S. if they have the necessary documents: A form I-20 endorsed by DSO within the last six months, A valid U.S. visa stamp, The Employment Authorization Document (EAD) issued by USCIS or the receipt notice, and Proof of employment, a letter from the employer stating that the student is returning to “resume” employment

CAUTION when traveling! If you do not have these documents, you may not be allowed to reenter the U.S.

- A student with an approved period of OPT who leaves the country prior to finding a job will **not** be eligible for reentry after a temporary

absence. *You cannot reenter without a written job offer.*

- If your OPT application is pending, you may reenter to look for employment.
- If you exit and then reenter the U.S. in another nonimmigrant visa category, *your remaining period of OPT will be cancelled immediately upon receipt of the new visa classification.*
- If you remain outside the U.S. for a period of time that exceeds 5 months, you will lose current F-1 status along with any period of OPT that was approved prior to your departure.
- If your F-1 visa stamp has expired, you will need a new one to reenter the U.S. As this may be difficult to do in some instances, you are urged to consult with your DSO before making your travel plans. For more detailed information about traveling outside the U.S., please refer to the ICE Student and Visitor Exchange website.

Travel When Transferring Schools

If you are changing schools or degree levels or extending the program of study, a new I-20 is required for re-entry, along with new financial documentation. The new I-20 and documentation must be used upon re-entry.

Other Travel Matters

Canadian Visas

Students from many countries are required to obtain a Canadian entry visa when entering Canada from the U.S. See the Canadian Visa Bureau website for additional information. <http://www.visabureau.com/canada/canadian-visa.aspx> Consult the Canadian Consulate General for visa regulations concerning your country before making travel arrangements.

Mexican Visas

Tourist cards or visas may be required for travel to Mexico. The following website has information on visa requirements and Mexican Consulates.

<http://www.mexonline.com/mexcustoms.htm>

Special Considerations: Automatic Revalidation and Extension

Travel to Canada, Mexico or the Caribbean (except Cuba and Bermuda)

If you are traveling only to Canada, Mexico or the Caribbean (except Cuba and Bermuda) for fewer than thirty days, you may return to the U.S. with an expired entry visa in your passport. To qualify for this privilege, you must:

1. Be in lawful F-1 status "in-status".
2. Have a printout of your I-94. You can obtain a printout at this website: <https://i94.cbp.dhs.gov/I94/#/home>
3. Have a current I-20 in your possession.
4. Have a passport valid at least six months into the future on the day you return to the U.S.
5. Travel only to one of the destinations named above and for fewer than thirty days. *For example, you cannot use automatic revalidation to enter Canada, depart to another country, return to Canada, and then return to the U.S. within 30 days.*
6. Not apply for a U.S. visa while in Canada, Mexico, or the Caribbean. If you apply for a U.S. entry during your visit to one of these destinations, you must wait for it to be issued before you return. If your visa application is denied by the American consulate, you are not allowed to use "automatic revalidation" to return to the U.S. and must travel to your country of citizenship to apply for a new visa.
7. Have an F-1 (expired or valid) in your Passport.
8. Be a citizen of a country other than Syria, Iran, Iraq, Sudan, North Korea, Cuba, or Libya (these countries have been designated by the U.S. government as state sponsors of terrorism. If you are a citizen or national of one of these countries, you do not qualify for the privilege of automatic revalidation. You are required to present all documents described under General Information, above, including a valid, unexpired visa for your current immigration status).

Travel INSIDE the U.S.

In general, special permission is not needed to travel within the continental U.S. **Please Note: It is a legal requirement to always carry your passport, I-94, and I-20 when traveling.** Additionally, we recommend that you carry verification of full time enrollment when traveling away from C-N. Also, you should carry a photocopy of official documents with you at all times, separate from your original documents. Be sure to have another photocopy in a location accessible by someone at C-N. Care should be taken not to lose these documents. They are very difficult to replace.

Cultural Information

You may already be familiar with the ways and habits of Americans. There are a lot of regional differences and variations in speech patterns and customs; however, there are some fundamental values that are common to all Americans. Individualism, equality, privacy, a future-oriented outlook, informality, the goodness of humanity, and the importance of time are some of the important values that characterize Americans.

All of you may experience what is commonly called “culture shock,” a normal condition that usually occurs after the initial excitement of arrival has worn off. We hope that the following information will give you a better understanding of some common American customs and behaviors, and will better prepare you to encounter life’s situations while you are in the U.S.

Social Invitations

While you are here, we hope that you will have opportunity to meet and spend time with Americans and their families. These suggestions may help you to feel comfortable when you receive social invitations.

Acceptance

Your prospective hosts will call you, send a written note, or invite you in person. The invitation is usually for you only, unless your other friends and family are specifically invited. You must always answer a written invitation, especially if it says R.S.V.P. (*Repondez, s’il vous plait*, French for “please respond”). If you must decline an invitation, it is enough to simply say, “Thank you for the invitation, but I am not able to attend.” Offering an explanation is not necessary.

Food

When accepting an invitation to a meal, be sure to explain to your host if there is anything you

cannot eat. Never hesitate to ask for any food on the table (“Would you please pass the rolls?”) since asking for more food is considered a compliment to the host. You may be invited to a “potluck” dinner. This means that each guest is expected to provide a dish of food for the meal. It is always polite to ask what sort of food the host would like you to bring.

Promptness

Being on time is very important in American society. Classes, plays, concerts, public meetings, weddings, funerals, formal dinners and worship services begin as scheduled. (Actually, when attending weddings, you must arrive fifteen to twenty minutes before it is scheduled to begin.)

Thanks

It is not necessary to bring a gift for any member of the family or even for the host, unless it is a special occasion (such as a birthday or an important holiday like Christmas). While Americans do not expect gifts from their guests, it is a courtesy to give the hostess a small gift. A brief thank you note sent after the event is also a polite gesture.

Social Equality

The American ideal is equality for all, that one should “do unto others as you would have them do unto you.” Most people will make an effort to respect others regardless of their occupation, gender, disability, race and ethnicity, or religious beliefs; they will expect you to extend the same sort of respect toward them. Consideration and courtesy are good standards to follow in your social interactions. If you feel you are experiencing discrimination, please contact someone at The Center for Global Education; see pages 2 and 3 of this Handbook for contact information.

Cleanliness

A great deal of emphasis is placed on personal cleanliness. Most Americans are very sensitive to the smells and odors of the human body. The use of deodorants or antiperspirants is part of the grooming process. Most Americans are also very concerned about having clean hair and fresh breath.

Use of Names and Titles

First (or given) names are used in the U.S. more frequently than elsewhere. People may call each other by their first names immediately after they have met if they are about the same age and status. There are, however, subtle differences in vocabulary and mannerisms, depending on the relationship between the people involved. For example, an American is less likely to use “slang” when speaking with a person who is older, whose social standing is higher, or whom one does not know very well.

If you meet a person who has a title like “Doctor,” “Dean,” or “President,” it is correct to use that title and the person’s last (family) name when addressing him or her. Any faculty member can be addressed as “Professor,” regardless of their official university rank. If people invite you to address them by their first names, you may do so.

The use of “nicknames” is fairly common in the United States. A nickname is not the person’s given birth name, but a shortened version of one’s given name, or a name that refers to some physical characteristic, or a personality trait.

Unspoken Language

Gestures and unspoken signals are a common cause of misunderstanding between people of different cultures. When interacting with people from other cultures, it is a good idea to observe whether they seem comfortable while talking with you. If they do not, you may want

to evaluate what unspoken communication you are making, and how to modify your behavior so as to put the other person at ease.

When speaking with someone, how close you stand to the other person is determined by the degree of familiarity in your relationship. An arm’s length is a polite distance when speaking with someone you do not know well; you can move closer when speaking with a friend. Observing the other person’s level of comfort is a good way to determine whether you are standing too close. Steady eye contact, without staring, is preferable in most situations.

Gifts

Since different cultures have different customs concerning gifts, here are some suggestions about how Americans give gifts.

Gifts are given mainly to relatives and close friends. Offering gifts to teachers or people in official positions is usually not appropriate. Sometimes those gifts can be misinterpreted as your effort to gain favorable treatment from that person; so one must be clear about why one is giving a gift to a professor or other person in authority.

Christmas is the only traditional gift-giving day in the U.S. Otherwise, gifts are given on occasions which are special to the recipient – birthdays, graduations, weddings, child-births. If a gift is opened in the presence of the giver, a verbal expression of thanks is appropriate. If opened in the giver’s absence, a brief thank you note is appropriate.

Friendship and Dating

While most Americans are fairly open and warm people who are quick to make new acquaintances, their sense of individualism means that their relationships are often casual and informal. Comparatively, women in the U.S. are generally less inhibited than women from other countries. Their relaxed and more independent attitude may be misunderstood by

people whose native culture is more restrictive of women's activities.

There are no universally accepted rules about dating Americans. Traditionally, men have taken the initiative in asking women for dates, but this is changing as women are asserting their equal status in society. Common dating events include dinners, concerts, movies, plays, and dances. If you want to get to know someone better, you might ask the person to join you for coffee or a lunch; such meetings can provide the beginning of an enduring friendship without the pressure of being a "date." It used to be the case that the one who invites the other person on a date would pay for any expenses incurred (such as the dinner check or the ticket price), but it is becoming more common for people on a date to "go Dutch" which means that each person pays for his or her own expenses.

(You are advised to read the information in the [Eagle Student Handbook](#) on Sexual Misconduct and Sexual Harassment.)

American Ways

Following are some observations made by newcomers about American culture and attitudes:

Business Situations

- Business people often address each other by first names.
- American women are prominent in the work force and have the same rights as men.
- Americans are impersonal about business; family and friendships tend not to influence business decisions.
- The business environment is openly competitive. Be aggressive.
- It is important to put aside reserve; be direct and specific.
- The corporation operating within the USA must adjust to local ways.

- American employees expect contact with management and plenty of information exchange.
- Bosses are often women; secretaries may be male.
- Americans do not shake hands at the start of each work day. Generally, Americans shake hands only at first introductions.

Social Situations

- Americans expect a "hello" on arrival and a "good-bye" on leaving.
- Americans prefer to be called before you visit them.
- If bringing an uninvited friend to dinner you need to ask the hostess first to make sure it is okay.
- Seek out the hostess to say good-bye.
- Unescorted dating is accepted.
- "Dutch treat"—split the bill; usually agreed on beforehand.
- It is acceptable for a woman to ask a man out.
- It is considered impolite to point at a person.
- When invited to an American's home for dinner, you may not be offered food until the main meal is served.
- A "Thank You" note or a telephone call is expected after a dinner invitation.
- Interrupting is considered rude.
- American women seldom like to reveal their age and weight. Do not ask them.
- Questions that refer to money (such as salary) make Americans uncomfortable.
- Punctuality is important; don't arrive extremely early or late.
- Begin eating when the hostess starts.
- Americans do not consider these questions offensive: What is your job? How many children do you have? What church do you attend?

Shopping

- Most stores are open seven days a week with shorter hours on Sunday.
- It is proper to return merchandise you find unacceptable, but you must bring your receipt. Some stores have a policy and a time limit to return items. Check with customer service to learn about these policies.
- To save time, call stores on the telephone to check on prices and availability of merchandise.
- Comparison shopping is wise.

Laws

- Drive on the right-hand side of the road.
- Speed limits are posted on signs along the highways.
- Legal age for drinking alcohol is 21.
- You are required to wear seat belts when driving or riding in a car.

Meals

- Breakfast—early morning. May be light to heavy. Can include cereals, breads, eggs, bacon, ham, fruit juice, coffee.
- Lunch—mid day. Usually a light meal. Often a sandwich.
- Dinner (sometimes referred to as supper)—evening. The heaviest meal of the day – including meats, potatoes or rice, vegetables, and often a sweet dessert.
- When eating at a restaurant you may need to make a reservation—call the restaurant to find out.
- It is customary to “tip” – leave the waitress 15%-20% of the total bill in cash on the table.
- If using a credit or debit card to pay for a meal, be sure to total the amount to be charged to you. The “tip” should be added to the cost of meal and a total written. Failure to total the amount

could allow a dishonest person to add a tip of any amount unknown to you.

General

- Americans are very conscious of hygiene. They bathe daily.
- Dress is generally casual.
- Americans are free to practice any religion.
- Americans are free to express opinions.
- Americans “look you in the eyes.”
- Americans volunteer without pay.
- Men help with housework.
- In the USA you are on your own. People expect you to take care of yourself.
- Good policy: admit when you don’t understand or are having difficulty. Ask for help.
- Hard work is valued.
- Initiative, action, and ambition are respected traits.

American Ways has been used by permission from
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Institute of Technology.

The Stages of Cultural Adjustment

When moving from one culture to another, individuals pass through definite ‘stages of cultural adjustment’. This adjustment is an ongoing process as demanded by each new situation. The following discussion is based on a four-stage model as identified by Gregory Trifonovitch.

The Honeymoon Stage

The honeymoon stage is characterized by exhilaration, anticipation, and excitement. The person in the new culture is fascinated with everything that is new. An individual in this stage will often demonstrate an eagerness to please, a spirit of cooperation, and an active interest in other people.

An individual in this stage may frequently nod or smile to indicate understanding when in fact they have not understood. When their misunderstandings mount up, they are likely to experience the second stage of cultural adjustment.

The Hostility Stage

The hostility stage is characterized by frustration, anger, anxiety, and sometimes depression. Following the initial excitement is frustration with the bureaucracy. For those for whom English is a second language there is the weariness of speaking and listening in English every day. They may feel upset because, although they have studied English, they don't seem to understand many of the colloquialisms of the English language. Sleep patterns may be disrupted and the individual may suffer from indigestion and be unable to eat.

Sometimes these individuals react to this frustration by rejecting the new or predominant environment in which they feel discomfort. The internal reasoning might be, "If I feel bad it's because of them," thus blaming the external environment for the bad feelings. Some of these hostilities are translated into fits of anger over minor frustrations, excessive fear and worse, complete withdrawal. For students in the classroom, many academic problems begin during this stage.

The Hostility Stage is the most difficult stage. Individuals in this stage need to have patience with themselves, and they need tolerance and patience from others so they can move on to the third stage of cultural adjustment.

The Humor Stage

This follows when the individual of another culture begins to relax in a new situation and begins to laugh at minor mistakes and misunderstandings, which previously would have caused major headaches in the hostility stage. This more relaxed stage occurs after the individual who has made some friends is able to manage the size and complexity of the new

environment, understands the work, and begins to experience successes.

Individuals in the humor stage are generally relaxed, receptive, and open to direction.

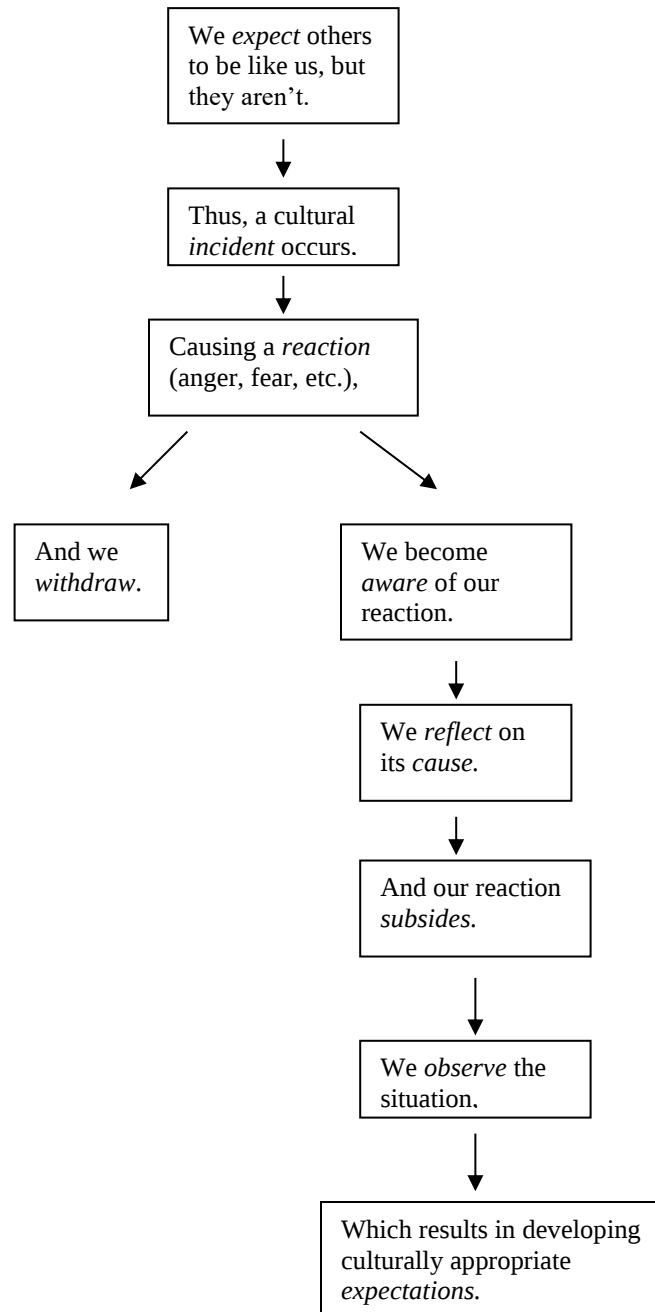
The Home Stage

The home stage occurs when an individual not only retains allegiance to his home culture, but also "feels at home" in his newly acquired one. This individual has successfully adjusted to the norms and standards of the new environment and is to be commended for the ability to live successfully in two cultures.

Aids to Adjustment

- 1) Develop friendships.
- 2) Develop language proficiency.
- 3) Get to know the host country.
- 4) Become comfortable with the immediate surroundings.
- 5) Keep a journal.
- 6) Be physically active.
- 7) Find a club or social group to belong to, a group to go sight-seeing with, to go hiking with, or a church group that offers various activities of interest.
- 8) Stay busy. Develop a hobby. Putting creative energy to work helps to maintain self-confidence and self-esteem.
- 9) Travel. There is a high correlation between those who function best overseas and those with the keenest interest in exploring the new country.
- 10) Take advantage of services that the university and community offer. If you are having problems, tell someone. The Wellness Center offers free counseling services. See Available Counseling section on page 17 for details on hours and scheduling an appointment.
- 11) Display important pieces from home, such as pictures, music, food, spices and books.
- 12) Establish a regular program of calls, letters, e-mail, and packages from home.
- 13) Apply Craig Storti's model, "The Process of Adjustment," to life. (See next page)

The Process of Adjustment



Attending Music Concerts, Recitals, and Theatre Performances

Concert Lecture series, recitals, and special performances are advertised on Carson-Newman email, social media and with flyers posted on campus. These are excellent opportunities at little or no cost to students.

Preparing

You may be able to find out what musical work will be performed. The music library (MB 103) has a large collection of musical works frequently performed. It might also be helpful to speak with a faculty member in the music department.

What to wear

For evening recitals, dress clothes (not formal) are appropriate. Baseball caps and athletic clothes are out of place in any recital.

Arriving

Plan to arrive at least fifteen minutes before beginning time. You will usually have a program with program notes, which help to explain the performance. For vocal music, there is usually a translation of songs sung in a foreign language, and English texts are often listed as well. Reading these ahead of time gives a good insight into the performance. You will also have time to locate your seat if it is reserved.

Distractions

Distractions should be kept to a minimum. Try to limit talking and excessive moving around. There are usually rules against photography (even with no flash) and rules against recording devices due to copyright laws. Cell phones should be turned off during recitals/music concerts.

Applauding

Generally the audience applauds after a set or a group of pieces. Songs are usually sung three or four to a set.

Intermission

At longer and more formal concerts, there is often an intermission. During this time it is appropriate to leave your seat. There is usually a signal that ends the intermission, such as flashing of the lights.

Holidays in the United States

The U.S. has adopted legislation which moves the celebration of several holidays to the Monday nearest the date of the event the holiday commemorates. The purpose of this legislation is to create as many three-day weekends (i.e., Saturday, Sunday, and Monday) as possible during the year.

There are various types of holidays in the United States. Some are designated as official National holidays; all government offices and most businesses are closed. **National holidays are marked with an asterisk (*)**. Other holidays are designated as state holidays and affect state government offices and some schools. Some holidays are primarily religious, while others relate to famous events and people in U.S. history. The following is a list of some of the more recognized holidays:

New Year's Day, January 1*. Celebration usually occurs the night before on New Year's Eve, when it is common for people to sing "Auld Lang Syne," and to embrace and kiss one another as a way of wishing them well in the new year. A Southern tradition is to eat black eyed peas on New Year's Day to bring luck and wealth.

Martin Luther King, Jr. Day, January 15*. Anniversary of the birthday of the civil rights leader and Nobel Peace Prize winner (1929-1968). The holiday is officially observed on the Monday closest to this date.

Valentine's Day, February 14. A day for lovers and friends to exchange gifts, cards, candy, and other signs of affection. Named for St. Valentine, an early Christian martyr.

President's Day, February 22*. Recognizing the anniversary of the birthdays of George Washington (1732-1799) and Abraham Lincoln (1809-1865), two famous American presidents. The holiday is officially observed on the Monday closest to this date.

St. Patrick's Day, March 17. A day dedicated to the patron saint of Ireland. Some people wear an article of green clothing on this day and play a game that if you are caught not wearing green, you may be pinched.

Passover (Pesach), April. (On or near April 14) A Jewish holiday commemorating God's deliverance of the people of Israel from their bondage in Egypt.

Palm Sunday (the Sunday preceding Easter) is the beginning of Holy Week for Christians, marking the last week of Jesus' life.

Easter, March or April. (First Sunday after the first full moon after March 20.) The Sunday which celebrates Jesus' resurrection from the dead. Often children celebrate by hunting for Easter eggs; the eggs symbolize new life. The preceding Friday is called **Good Friday**, observing the day of the sacrifice of Jesus.

April Fool's Day, April 1. A day when people can play practical jokes on one another, ideally as a way of having some harmless fun.

Mother's Day, May (Second Sunday). A day to honor mothers and grandmothers.

Memorial Day, May 30*. A day to pay tribute to U.S. citizens who died in military service. The holiday is officially observed on the Monday closest to this date.

Father's Day, June (Third Sunday). A day to honor fathers and grandfathers.

Independence Day, July 4*. Parades, fireworks, and cookouts to celebrate the signing of the Declaration of Independence from Great Britain in 1776. Commonly called "The Fourth of July."

Labor Day, September (First Monday)*. A day to mark the importance of the work force.

Columbus Day, October 12*. Marks explorer Christopher Columbus' landing on the shores of the North American continent.

Halloween, October 31. A children's holiday associated with jack-o-lanterns and the making of witches, cats, and ghosts for decorations. Children often go to parties in costumes or go "trick or treating." This means going from door to door in costume, saying "trick or treat" and being given a piece of candy or fruit. Young children should be accompanied by an adult.

Veterans' Day, November 11*. A holiday honoring veterans of the U.S. armed forces.

Thanksgiving Day, November (Fourth Thursday). A harvest celebration dating back to the original English colonists' festivities in the American colonies. A time for family and friends to gather and eat a large meal, usually including roast turkey.

Hanukkah, Late November or December. An eight-day Jewish festival commemorating the restoration of the Temple in Jerusalem, under the leadership of Judas Maccabaeus. It is known as the "Festival of Lights," and many Jewish homes display a menorah, a candle holder with eight candles.

Christmas Day, December 25*. The major holiday in the U.S., it began as a celebration of the birth of Jesus Christ, but is now a widely celebrated day of feasting and gift-giving.

Santa Claus, a mythical figure based on St. Nicholas, is said to visit children's homes on the evening before Christmas to deliver gifts for them while they sleep.

Kwanzaa, December 26 - January 1. An African American celebration inspired by African traditions, this seven-day festival celebrates the virtues of unity, determination, responsibility, cooperation, purpose, creativity, and faith.

Children and Family

If you have brought school-age children with you, the following information may be helpful.

Registration for School

You may enroll your child in public school free of charge. There is no monthly tuition cost. There are one time fees at the beginning of the school year. There are occasional fees for field trips and activities. The school your child will attend is determined by where you live unless you choose a private school. (Private schools do not receive financial support from the government; therefore, they can be very expensive.) Most international students choose to live close to the campus. The schools for Jefferson City are:

- *Jefferson Elementary School: Kindergarten (age 5) through grade 5. 321 W Broadway Blvd. 37760, Telephone number: 475-4712
**check with school to confirm zoning based on residence*
- *Mt. Horeb Elementary School: Kindergarten (age 5) through grade 5. 500 East Dumplin Valley Rd. 37760, Telephone number: 397-9472
**check with school to confirm zoning based on residence*
- Jefferson Middle School: Grades 6 through 8. 361 W Broadway Blvd. 37760, Telephone number: 475-6133

- Patriot Academy: Grade 9. 419 W. Dumplin Valley Road, 37760, Telephone number: 865-397-2460 or 865-397-2459
- Jefferson County High School: Grades 10 through 12. 115 W Dumplin Valley Rd. 37725, Telephone number: 397-3182

The following are needed to enroll a child in public school:

- Birth Certificate
- Immunization Record.
- (Sometimes more immunizations are required.)
- Documents from a medical doctor for a recent physical examination indicating the health of your child
- Prior school records if available in English (Prior school records are required to enter High School.)
 - An English translation of all documents will simplify the registration process.

If your child was born in the USA and has a Social Security Number, you must include the number on registration forms when enrolling for school.

The International Student Services Office can arrange a volunteer to help you with the process of enrolling your child in school.

Child Care

If you need after school child care or child care for non-school age children, you may contact college students, find an individual who provides care in their home, or you can choose a child-care center. You would be expected to pay for all options listed above. The

International Student Services Office cannot arrange child care for you, but could make suggestions of how to begin the process.

Sick Children

If your child is sick, he/she must stay home from school. Do not send a child to school with a fever and do not take a sick child to class with you. Contact your professor and tell him/her if you have a sick child and must miss class.

School Closing

If your child's school is closed for a holiday or if the school closes earlier than usual for any reason, have a plan. Children should not be left alone at home without supervision.

Domestic Violence

The responsibilities of family and academics in unfamiliar surroundings when far from home can cause stress within families. Sometimes this stress can lead to spouse/child abuse. This abuse is called domestic violence. Domestic violence can range from mildly abusive behavior to violent, life-threatening actions. In the U. S. such occurrences are not private matters. Someone suspected of committing acts of spouse/child abuse is subject to criminal prosecution and, if found guilty, imprisonment. Shelters are available in this community for short-term housing for victims of domestic violence.

The information about domestic violence has been adapted from *NAFSA's International Student Handbook*, 1996, p. 106 and 107.

Employment

Dependents, (**spouses and children**) may not be employed in the United States, but they may attend school.

Completing Studies at Carson-Newman

When you have completed your studies at Carson-Newman and plan to leave, it is very important to give the Center for Global Education your mailing address, e-mail address, and the telephone number where you may be reached.

If you live in a residence hall or campus apartment, be sure to check out with your RA before you depart.

If you have a local bank account, you need to close the account if you will not be returning to the USA to continue college.

Before departure, be sure to get information from the International Student Services Office about reverse culture shock. This information is automatically given to students who are graduating, but non-graduating, non-returning students need it also.

Before leaving, please be sure to leave a forwarding address with the C-N Post Office and the Jefferson City Post Office. It is important that you notify the Jefferson City Post Office of your departure so that first class mail can be forwarded to you by the United States Postal Service.

The information in this Handbook is subject to change.

The Lord your God is with you, He is mighty to save. He will take great delight in you, He will quiet you with His love, He will rejoice over you with singing. Zephaniah 3:17

Common Abbreviations

24/7	24 hours a day, 7 days a week
A.O.	Appalachian Outreach
ASAP	As Soon As Possible
B.A.S.I.C.	Brothers and Sisters in Christ
BCM	Baptist Collegiate Ministries
Café	Cafeteria
CGE	Center for Global Education
CLW	Community Life and Worship (also called chapel)
DSO	Designated School Official
ELI	English Language Institute
EPC	Eagle Production Company
FBC	First Baptist Church
FCA	Fellowship of Christian Athletes
FAQ	Frequently Asked Questions
FYE	First Year Experience
FY-FRI	First Year Friday
FYI	For Your Information
GPA	Grade Point Average
ID	Identification Card
IELTS	International English Language Testing System
MCF	Mossy Creek Fellowship
MOTL	Movie on the Lawn
MSAC	Maddox Student Activity Center (also known as SAC)
O & B	Orange and Blue Newspaper
P.O.	Post Office
POD	Provisions on Demand
PTE	Pearson Test of English
RA	Resident Assistant (Staff assistant in Residence Hall)
RLC	Resident Life Coordinator (in Residence Hall)
ROTC	Reserve Officers' Training Corps
RSVP	Respondz Si Vous Plaise (<u>Respond Please</u>)
SAA	Student Ambassador's Association
SAC	Student Activity Center (also known as MSAC)
SAM House	Samaritan House
SGA	Student Government Association
TBA	To Be Announced
TBD	To Be Determined
TEFL	Teaching English as a Foreign Language
TESL	Teaching English as a Second Language
TESOL	Teaching English to Speakers of Other Languages
TN	Tennessee
TOEFL	Test of English as a Foreign Language

Building Abbreviations

APPCOMM	Appalachian Commons – On campus apartments
APPCTR	Appalachian Center
ASC	Academic Support Center
BPH	Blye-Poteat Hall -- Family and Consumer Science (FCS) building
BBG	Butler Blanc Gymnasium
BK	Baker Building
CB	Chambliss Building
CDL	Child Development Lab
CGE	Center for Global Education
CMH	Campus Ministries House
DSC	Dougherty Science Building
ELI	English Language Institute
HFH	Holt Field House
HH	Henderson Humanities
HON HSE	Honors House
HPS	History/Political Science Building
HRTG	Heritage Hall
KSAC	Ken Sparks Athletic Complex
LIB	Stephens-Burnett Memorial Library
MB	Music Building
PNB	Pederson Nursing Building
MSAC	Maddox Student Activities Center
ROTC	ROTC Building
SM	Stokely Memorial Building
TDRH	Ted Russell Hall - Business Building
TMC	Mabel Lewallen Tarr Music Center
TRH	Thomas Recital Hall (located in TMC)
WAB	Warren Art Building



Measurements

American Units of Length

1 inch (in.) = $\frac{1}{36}$ yard = $\frac{1}{12}$ foot
 1 foot (ft) = $\frac{1}{3}$ yard
 1 yard (yd) = 3 feet
 1 mile (mi) = 1,760 yards = 5,280 feet
 1 fathom (fath) = 6 feet
 1 nautical mile = 6,076.1 feet

American Units of Weight

1 ounce (oz) = $\frac{1}{16}$ pound
 1 pound (lb) = 16 ounces
 1 short ton = 2,000 pounds

American Units of Volume and Capacity

1 cubic inch (cu in.) = $\frac{1}{46,656}$ cubic yard = $\frac{1}{1,728}$ cubic foot
 1 cubic foot (cu ft) = $\frac{1}{27}$ cubic yard = 1,728 cubic inches
 1 cubic yard (cu yd) = 27 cubic feet
 1 teaspoon = $\frac{1}{3}$ tablespoon
 1 tablespoon = $\frac{1}{2}$ fluid ounce = 3 teaspoons
 1 U.S. fluid ounce (fl oz) = $\frac{1}{128}$ U.S. gallon = $\frac{1}{16}$ U.S. pint
 1 cup = $\frac{1}{4}$ quart = $\frac{1}{2}$ pint 8 fluid ounces
 1 pint (pt) = $\frac{1}{8}$ gallon = $\frac{1}{2}$ quart = 16 fluid ounces
 1 quart (qt) = $\frac{1}{4}$ gallon = 32 fluid ounces
 1 U.S. gallon (gal) = 231 cubic inches
 1 dry pint (dry pt) = $\frac{1}{64}$ bushel = $\frac{1}{2}$ dry quart
 1 dry quart (dry qt) = $\frac{1}{32}$ bushel = $\frac{1}{8}$ peck 1 peck (pk) = $\frac{1}{4}$ bushel
 1 U.S. bushel (bu) = 2,150.4 cubic inches

American Units of Area

1 square inch (sq in.) = $\frac{1}{1,296}$ square yard = $\frac{1}{144}$ square foot
 1 square foot (sq ft) = $\frac{1}{9}$ square yard = 144 square inches
 1 square yard = 9 square feet
 1 acre = 4,840 square yards = 160 square mi.
 1 square mile (sq mi) = 3,097,600 square yd. = 640 acres

Conversions

ounces $\times$ 28.35 = ounces to grams
 grams $\times$.035 = grams to ounces
 liters $\times$.91 = liters to quarts
 quarts $\times$ 1.057 = quarts to liters
 inches $\times$ 2.54 = inches to centimeters
 centimeters $\times$.39 = centimeters to inches

Conversion Factors for Units of Length

1 inch = 2.54 centimeters
 1 foot = 0.305 meter
 1 yard = 0.914 meter
 1 mile = 1.609 kilometers
 1 nautical mile = 1.852 kilometers
 1 centimeter = 0.39 inch
 1 meter = 39.37 inches = 3.28 feet = 1.094 yards
 1 kilometer = 0.62 mil

Conversion Factors for Units of Area

1 square inch = 6.45 square centimeters
 1 square foot = 0.093 square meter
 1 square yard = 0.84 square meter
 1 acre = 0.405 hectare
 1 square mile = 2.59 square kilometers
 1 square centimeter = 0.155 square inch
 1 square meter = 1.2 square yards = 10.8 square feet
 1 hectare = 2.47 acres
 1 square kilometer = 0.386 square mile

Conversion Factors for Units of Volume and Capacity

1 cubic inch = 16.4 cubic centimeters
 1 cubic foot = 0.0283 cubic meter
 1 cubic yard = 0.765 cubic meter
 1 fluid ounce = 29.6 milliliters
 1 U.S. pint = 0.473 liter
 1 U.S. quart = 0.946 liter
 1 U.S. gallon = 0.84 imperial gallon = 3.8 liters
 1 dry pint = 0.55 liters
 1 dry quart = 1.1 liters
 1 U.S. bushel = 35.24 liters
 1 cubic centimeter = 0.06 cubic inch
 1 cubic centimeter = 0.06 cubic inch
 1 cubic meter = 1.3 cubic yards
 1 milliliter = 0.034 fluid ounce
 1 liter = 1.06 U.S. quarts = 0.9 dry quart
 1 dekaliter = 0.28 U.S. bushel

Conversion Factors for Units of Mass

1 ounce = 28.35 grams
 1 pound = 0.45 kilogram
 1 short ton = 0.9 metric ton
 1 gram = 0.035 ounce
 1 kilogram = 2.205 pounds
 1 metric ton = 1.1 short ton

Conversion Factors for Centigrade (°C) and Fahrenheit (°F)

$$^{\circ}\text{F} = (^{\circ}\text{C} \times 9/5) + 32$$

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times (5/9)$$

Oven Cooking Temperatures

107°C = 200°F.....very slow
 149°C = 225°F.....slow
 177°C = 350°F.....medium
 218°C = 425°F.....hot
 260°C = 500°F.....very hot

Stove Cooking Temperatures

100°C = 212°F.....water boils
 51°C = 150°F.....milk scald