INTERNATIONAL STUDENT HANDBOOK

2026 – 2027



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865.471.4777

CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

DIRECTORY OF FREQUENTLY USED CAMPUS RESOURCES

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The information in this Handbook is subject to change.

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A MESSAGE FROM THE DIRECTOR OF GLOBAL EDUCATION

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



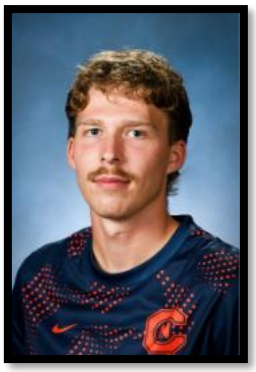
The Center for Global Education (CGE) works to strengthen the international and intercultural dimensions of Carson-Newman's campus through a range of curricular and co-curricular programs. CGE aims to broaden the international perspective of campus community members, increase campus participation and 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.
	**Bevan Brown** *Assistant Director; PDSO;* 865-471-4777 bbrown@cn.edu	Mrs. Brown advises students regarding their immigration compliance and international health insurance.
	**Alyssa Aycock** *Administrative Assistant* 865-471-4805 aaycock@cn.edu	Ms. Aycock supports the CGE Staff, manages the International Guest House, and advises the International Club.

Global Ed Student Workers

	**Ayda Parker** Office Worker		**Jonas Friedl** Student Driver
	**Caroline Canter** Office Worker		**Andrii Gorbenko** Student Driver

PERSONAL INFORMATION

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

(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 if you live on campus, or the street address and apartment number if you live off campus.

If you move, even if it is just to a different room, your location address has changed, and you **must** report your change of address to your DSO within 10 days (about 1 and a half weeks) 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 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

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) 475-9071, 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.



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 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. A fee may apply.

Automobile Registration

All vehicles must be registered with the Department of Public Safety. You may register your vehicle in person or online. A vehicle registration sticker must be displayed at all times when parked on campus.

The parking spaces are marked by colored squares. All students may park in blue or white spaces. Red parking spaces are reserved for faculty and staff only.

Information Technology

The Information Technology (IT) Services office is on the Butler Building's second floor. The help desk support can be reached on 471-3506 or ithelpdesk@cn.edu. Be prepared to leave a detailed message including name and contact information along with the support request.

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/life-at-c-n/information-technology-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.

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 to respond to the Gospel of Jesus Christ, disciple men and women in the Word of God, and send students in ministry and mission to their neighbors and the nations. Events like BCM Wednesday night service, weekly chapel services, and the Gospel Saturated Life Conference are for the purpose of gospel ministry and spiritual growth. Campus Ministries disciples' students by leading them to study God's Word and establish a biblical worldview in small groups and in faith communities with local churches. Campus Ministries also partners with local community outreach and ministry centers like Appalachian Ministries of the Smokies. For more information about Campus Ministries, email campusministries@cn.edu.

Community Life and Worship

The Community Life and Worship Program provides student-focused events which integrate faith, gospel-centered ministry, global missions, education, and community for students, faculty, and staff. These events will consist of chapel on Tuesday, and some select Thursday mornings (Community Worship) and other specified co-curricular programming (Community Life) open to the entire campus community.

Participation in the CLW program is required for graduation. All full-time undergraduate students must attend ten (10) Community Life and Worship (CLW) events per semester, at least five (5) in Chapel services and five (5) in Community Life events for 70 events. Chapel credits can only be earned by attending a Tuesday or some select Thursday Morning Chapel service at 9:30 am. The CLW requirement for graduation is a total of 70 credits. CLW credits can be viewed using Canvas.

For detailed information about the CLW requirements, exemptions, or waivers, see C-N's CLW webpage, visit the Viel Center for Missions and Ministry (2214 Branner Avenue) or email campusministries@cn.edu.

Post Office

The campus post office is in the Maddox Student Activities Center (MSAC). 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 you should check the box regularly 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 7 of this Handbook.

On some occasions, you may need to mail packages and other special materials through Jefferson City's post office. The address is 101 E Old Andrew Johnson Hwy.

Cafeteria and Meal Plan Options

The C-N cafeteria provides 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 must have an unlimited meal plan, which allows students to use their cards as many times as they wish during cafeteria hours. Upperclassmen residents may choose between two meal plans: 12 meals per week or unlimited meals a week. Commuter students may select 100 meals per semester, 40 meals per semester, or from the on-campus resident options listed above. If you do not use all your meals in a week, they do not carry over to the next week.

The most popular meal plan for on-campus students is the unlimited meal plan, which includes $100 EagleBucks. EagleBucks can be used in Chick-Fil-A, Saborijos, or at Maples Café. EagleBucks may also be used to pay for meals for a guest.

C-N ID cards are scanned at each meal to charge students for meals according to the plans the students have chosen. Students who are not on a meal plan must pay for their meal as they enter to eat. Students who lose their ID cards should report it to the Department of Public Safety and must pay for meals until another ID card is obtained.

Campus Employment

How to apply for a campus job: First obtain the On-Campus Employment Reporting Form 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 (Fresh Ideas, Premiere, etc.) Your employer will hire

you by completing this form. Return the form to your DSO to obtain additional required documents. *You will NOT apply for work-study through the Office of Financial Aid.*

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, and a letter from a DSO at C-N stating the job for which you will be employed to the Social Security Office. For additional information or to plan for someone to drive you to the Social Security Office, contact Bevan Brown 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 - For enrolled students, the Kathleen Manley Center for Wellness at the corner of Russell Avenue and Ken Sparks Way provides the following services, among others:

-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
-Diagnostic testing (strep, mono, TB)

A Nurse Practitioner is available in the clinic throughout the week by appointment. The campus doctor is available by appointment on select days. To make an appointment to see the campus doctor, please call or see the Nurse in advance. The doctor is available by appointment only on selected days. Times can be discussed by calling Health Services.

Health Services Contact Information
Phone: 865-471-3350
Email: healthservices@cn.edu

Hours - Health Service hours are posted at the beginning of each semester and may vary from time to time. Please observe posted hours.

Class Excuses - All students are responsible for notifying professors when they miss classes due to illness. Health Services do not give routine written excuses but will email your professors or give a written excuse if you have a true medical diagnosis. If you are hospitalized or miss classes for more than two days due to illnesses,

please notify the Case Manager and/or Disability Services.

Physician Referral - Any serious or questionable illness 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.

Emergencies - If there is an emergency medical situation during the day, Monday through Friday, call the Wellness Center on (865) 471-3350 or call 911. After hours, contact the Resident Assistant on duty if you live on-campus, or the Department of Public Safety on (865) 548-9067 for assistance. The LiveSafe app also has emergency alerts for the Department of Public Safety.

Health Insurance

Medical care costs in the U.S. are extremely expensive. Therefore, *international students are required to purchase health insurance through a university-approved provider.* The amount for the insurance will be added to your student account each semester. You can view coverage benefits and print your ID card by going to 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 U.S., 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 the C-N Wellness Center first. If you become ill when the Wellness Center is closed, go to an Urgent Care center.

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 receipts if payment is made and keep copies of medical bills.
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) If payment is required by the medical facility, keep proof of payment and the medical statement, and submit it to the

insurance company within 90 days (about 3 months) of treatment for reimbursement. It is important that you keep copies of **all** submitted claim forms.

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

Purchasing Prescribed Medication

If a prescription for medication is given for an illness, it may be filled at a CVS Pharmacy, Walgreen's, or the Walmart Pharmacy, Take your insurance card with you to the pharmacy. Payment for prescribed medication may be required at the pharmacy when the medication is received. If the total amount is not automatically reduced from the insurance's portion, receipts for the medication should be submitted to the insurance claim office along with the Prescription Reimbursement form within 30 days. The insurance company will reimburse you if the medication is covered under the insurance plan and the claim is filed according to the appropriate timeline. *It is 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 yourself, resolve conflicts, and solve problems in a caring and open environment. Appointments are scheduled within specific time limits and confidentiality is assured. Although this process of sorting out life's difficulties is often a struggle, it can be a 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 U.S.

Counseling is a culturally accepted practice in the U.S., and individuals of all backgrounds participate in it. It is related 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; 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 difficult 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 do not 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 shared information is kept confidential.

Why Go to Counseling?

Students seek counseling regarding issues such as relationships, identity, family, managing stress, or career path. International students have the additional pressures of language concerns, culture shock, and forming relationships with people 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 services can help work through these feelings.

Students seek counseling for various 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 have a good relationship 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 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

Counseling Services at C-N

The Counseling Services' Department supports the mission of Carson-Newman University to help all students enhance their personal growth to reach their full God given potential as educated citizens and worldwide servant leaders. Counseling Services offers C-N students individual counseling, couples and group counseling, crisis intervention, psycho-educational counseling, as well as online mental health assessments and referrals to community resources. To set up a free and confidential appointment call (865) 471-3350 or email counselingservices@cn.edu.

The offices of Counseling Services are in the Kathleen Manley Building, located directly across from the First Baptist Church on the corner of Russell Avenue and Ken Sparks Way, next to Burnett Hall. For further information please visit their webpage at: https://www.cn.edu/life-at-c-n/wellness-center/

MONEY AND BANKING

United States Currency

American coins come in many 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

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)

Checking Account

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.

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.

<u>Debit Card</u>

At the bank you can apply for a debit card. When you use your debit card, the amount "spent" with the debit card will be withdrawn from the money in your checking account.

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. 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 mostly located on the outside or in foyers of bank buildings.

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 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 large expense over 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 childcare is extremely expensive.

Information on "Budgeting and 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 hours (maximum) for graduate classes.

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

Grade Points - 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

To calculate your Grade Point Average (G.P.A.), multiply the number of semester hours of the class by the grade 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 the classes, and divide them by the number of hours taken to determine your G.P.A.

Other symbols include:
I—Incomplete
P—Passing
S—Satisfactory
WP—Withdraw Passing
WF—Withdraw Failing

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

Books and Supplies

Textbooks may be purchased online. Check the syllabus that your professor will give you on the first day of class for the required textbook(s). The Carson-Newman University store in the MSAC also has a wide variety of supplies, accessories, and C-N apparel that you may find useful as you begin classes.

Classroom Courtesy

1. Be on time for class.
2. If 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. Summey). 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. Graduate students will be advised by graduate faculty.

During each semester, there will be 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 (F) 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 computer network connection is also available in each room.

Residents are expected to abide by the policies established for everyone's safety and welfare. 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 have an immersive experience with other students, form close friendships and have the opportunity of participating in hall events. Residence halls are just steps from 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, international students who apply for break housing can stay on campus.

There are two residence halls for women (Burnett and Swann) and two residence halls for men (Alumni and Heritage). There are university apartments for students (Appalachian Commons). There is a waiting list for the apartments. West Campus Commons, the new residence hall, is projected to open sometime Fall 2024. For additional information on residence halls, see the university catalog or contact Residence Life.

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. Be sure to check it to be aware and abide.

Off-Campus Housing

All full-time undergraduate students under 22 must 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

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 and/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 period for the rental apartment. The tenant is free to end the lease if proper notice has been given to the landlord. The landlord can 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 period for use of the rental apartment. The tenant is free to terminate the lease at the end of the specified period if proper notice has been given to the landlord.

Yearly Lease

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

Occupancy Regulations

Restrictions on the maximum number of people living in the apartment during the lease.

Renter Insurance

Insurance that allows a tenant to insure his or her possessions against loss through theft or fire. Renter insurance is 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 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? Street 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 childcare facilities? Are there additional charges?
   - Where is the nearest childcare center / 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 the 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 it is 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?
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 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? May I have pets?
10) Can I park in the driveway? If not, where would you prefer me to park?
11) Is it OK for me to have a friend visit with me for several days or weeks?
12) Are there laundry facilities? If so, may I use them?

Utilities

Utilities refer to 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.

This Information is used by permission from a handout prepared by the Office of International Student Affairs at Florida Institute of Technology, Melbourne, FL.

SERVICES PROVIDED FOR INTERNATIONAL STUDENTS

The Center for Global Education provides services and plans activities, events, and co-curricular programs for international students, in addition to overseeing study abroad programs.

Services

Some of the services provided are 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 trips, and assistance integrating into the university community.

Transportation Provided

The Center for Global Education provides transportation throughout the semester for trips to:

Social Security Office

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

Driver's License Office

- To take written/knowledge test

Appointments at Local Doctor's Offices/ Health Department

- Please request transportation as soon as you have made these appointments. You must supply the date, time, and address of the doctor's office for a driver to be arranged. Transportation is not provided for athletic-related requests or injuries.

The drivers to the Social Security Office, Driver's License Office, Doctor's Offices/ Health Departments are student workers or 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 or Sevierville (shopping)

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

Knoxville Airport (McGhee Tyson)

- 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 Global Education, works to provide transportation for you

to the airport according to the following guidelines and transportation policy.

When requesting transportation:

Transportation to and from Knoxville airport is provided at the beginning and end of each semester. 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.

As soon as you have made your travel plans, please make your request for transportation to the airport **at least seven (7) days** before leaving unless it is an emergency. 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 you may need to use a taxi service. If you arrive at the airport on a return trip **without having made prior arrangements** for C-N to pick you up, you may need to use a taxi or Uber.

If your flight is delayed, contact the Center for Global Education 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.

Guidelines:

- Transportation will be provided on designated days **only**. Specific dates will be sent by email and weekly newsletter.
- There are 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 7:00 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.
- Our drivers do not work around the clock. Please be respectful of their time.

PERSONAL TRANSPORTATION

Obtaining a Driver's License

To obtain a driver's license in the state of Tennessee, you must take a written/knowledge test at a driver's license testing center. Depending on your driving experience, a driving test may also be necessary. Global Education can provide transportation for you to go to the Driver's License Testing Center to take the written/knowledge test (not the driving test).

Driver's license manuals are available online and in the Global Ed Office and may be borrowed to study for the exam. Practice tests are available online.

Arrangements for transportation are more complicated for taking a driving test. You may need to ask a friend who has a car to take you. 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. They will ask you to demonstrate the 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 common 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! Electronic bicycles are prohibited by city ordinance.

Title and License Plate (Tag)

The County Clerk's office handles titles and license tags for cars and motorcycles. The main office is at 214 West Main Street in Dandridge. Their telephone number is (865) 397-2935.

Automobile Insurance

It is illegal to own and drive an automobile without 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 damage and medical costs for the other party involved. Select an insurance policy that is best for you.

How to Buy a Used Car

Used car prices are usually negotiable. Be aggressive and first offer lower than what you are willing to pay for the car. You and the owner will 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.

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 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 damage and where was the damage?
- 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 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, seat 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 worn or are 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 warms up, drive the car at highway speed and remove your foot off 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 advisable 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.

U.S. IMMIGRATION COMPLIANCE FOR F-1 VISA HOLDERS

Carson-Newman Designated School Officials (P/DSOs)

The P/DSOs on campus do not work for the U.S. Citizenship & Immigration Services (USCIS) nor for any other part of the U.S. government. These C-N staff members are trained to assist and advise international students regarding their status in the U.S. and are authorized to issue I-20s, monitor and advise on immigration rules and policies that apply to F-1 students, and ensure institutional compliance with government regulations. While DSOs may communicate immigration information and updates directly through email, the student alone is solely responsible for maintaining their legal status in the United States.

Bevan Brown is the Principal DSO (PDSO) that is responsible for helping international students understand how they can remain in compliance of U.S. immigration law. The Principal Designated School Official represents and speaks for the school in all matters relating to F-1 students. The PDSO also serves as the school's principal liaison with the government.

A list of current university P/DSOs and their contact information can be found below:



Mrs. Bevan Brown
Assistant Director of CGE, ***PDSO***
+1 (865) 471-4777
bbrown@cn.edu
Office: Center for Global Education
1531 Russell Avenue



Mrs. Ashley Bryant Cheney
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Office: Butler 217
1645 Russell Avenue



Mrs. Melissa Summey
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Introduction: USCIS and You

This handbook cannot cover all the information relating to international students due to the overall complexity of U.S. immigration regulations. If you hear different information on how to go about getting a specific visa or benefit that is easier or different from what the DSO who is advising you has told you, discuss that option with your DSO. Regulations and campus policies change and what your friends tell you may no longer be correct. U.S. immigration law is very complex and can be confusing, but it is 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.

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. Most international students at Carson-Newman hold F-1 student visas. The F-1 visa allows students to enter the United States to complete an academic program. As long as you remain a full-time student earning passing grades in all your classes, and do not work illegally off campus, 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. Some key immigration terminology and definitions can be found on the following pages for your reference.

If you have questions or concerns regarding your status as an F-1 student at Carson-Newman, please do not hesitate to reach out to one of the campus P/DSOs. They are here to help you understand your responsibilities for maintaining your status.

Important Immigration Terminology and Abbreviations

It is important that you become familiar with the following frequently used terms:

CBP – 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.

CPT – Curricular Practical Training for an academically necessary internship or practicum that is required for all students in your program or major, regardless of their citizenship. CPT authorization is issued by the PDSO after receiving forms signed by both your academic advisor and your site supervisor/employer. CPT is discussed more in depth under the “Employment Options” section below.

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

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

D/S – Duration of Status is the period during which the nonimmigrant student is legally allowed to reside within the U.S. while pursuing a full course of study, participating in post completion OPT, and including a 60-day departure period. A new rule proposing the end of D/S for F-1 students was supposed to go into effect on September 15, 2026. However, the rule has been paused while in litigation and all students are currently still admitted under Duration of Status as of October 2026.

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, high school, and/or any institution with language-training programs in the United States.

I-20 - Students who have been admitted to a school in the United States and have demonstrated their ability to finance their education require a student visa to enter the U.S. for study. Prior to entry, you received a Certificate of Visa Eligibility (Form I-20), issued by the university P/DSO through the internet-based Student and Exchange Visitor Information System (SEVIS). This document 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. 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*. Make a copy of page 1 and page 3 to keep with your records. Your I-20 must always be current and display correct information in all sections of the document. All changes to the information on the I-20 must be reported to your P/DSO.

I-94 - A lawful record of admission into the U.S. that can be accessed and printed from the CBP website: https://i94.cbp.dhs.gov/. It is strongly recommended to keep a copy of your most recent I-94 in your files of important documents. You will be required to show your I-94 when applying for a driver's license or a social security number for *on-campus* work authorization.

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. F-1 students have Form I-20 as a visa document. In many cases the I-20 program end date (and corresponding immigration status) will be for a longer period than the issued entry visa. Visas are discussed more below.

Insurance - All students on F-1 visas are required to have medical health insurance coverage that meets U.S. federal requirements. C-N requires all international students to be covered under the LewerMark policy, which provides this medical coverage. The cost of medical insurance is included in the cost of enrollment and is automatically billed to your student account. You may log in to your insurance portal online to view benefits, access your insurance card, and view outstanding claims at https://lewermark.com/school/cn/. Dental and vision insurance is not included in this group policy but can be purchased separately if needed.

OPT - Students in F-1 immigration status are eligible to apply to USCIS to participate in Post-Completion Optional Practical Training off campus within 90 days of their program completion date. A student must engage in employment directly related to his/her stated course of study. Students who would like to participate in OPT must see their PDSO for application instructions. OPT is discussed more in depth under the "Employment Options" section below.

Passport – Official document issued by your government to certify your identity and allow for international travel. Students in F-1 immigration status must keep their passports valid *at least six months into the future*. You may obtain extensions of your passport through the nearest consulate or embassy of your country. Check www.embassy.org for contact information.

POE – Port of entry. The city where you enter the United States by air or sea.

Program of Study – The degree you are seeking at Carson-Newman. Only attend the program of study for which your I-20 is issued. If you change your major, report this to your DSO 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 U.S. for a period of time and returns "in status." To re-enter the U.S. after a temporary absence of less than 5 months, students must have possession of required documents. See your P/DSO before you travel outside the U.S. on your F-1 visa. *You are responsible for obtaining a DSO signature on page 2 of your I-20 prior to your departure from the U.S.* A recertified I-20 is required for re-entry into the United States.

Reinstatement - The process by which USCIS allows F-1 students who have become illegal to be reinstated back into legal status. *To be reinstated, students must prove that falling out of status was entirely beyond their 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 for more than five months to apply for reinstatement.*

SEVIS – The Student and Exchange Visitor Information System is a web-based government system maintaining and managing data regarding foreign students and exchange visitors during their stay in the United States. This data collection and monitoring system creates an interface between DHS, higher education institutions, the 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 enrolled students in F-1 status and their dependents. Required updates include, but are not limited to: enrollment status, changes in address, changes in level of study, employment authorizations and recommendations for CPT and OPT, and school transfers. Your I-20 document is issued through SEVIS. When you arrived at the U.S. port of entry (POE), the CBP immigration inspector updated your SEVIS record with information about your arrival.

SSN - 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 Options" section below.

Termination – An action that a P/DSO *must* make in SEVIS if an F-1 student is found to be out of status or otherwise violating their visa requirements through unauthorized employment, failure to maintain full-time enrollment, academic misconduct or low GPA, failure to follow school policies, unauthorized absences, or withdrawal from the

university. Depending on the reason for termination, students may run into issues of trying to apply for a new visa or re-enter the U.S. in a different status.

Travel Clearance Form – You will complete this electronic form each time you travel outside the U.S. This form must be completed prior to your departure date before your DSO can provide you with an updated travel signature on your I-20. During vacation periods, it is especially important to apply for a travel signature early since most other students are planning to travel also. Never leave your passport or any immigration-related documents in your luggage! Always carry these items on you when departing the U.S. and upon reentry.

USCIS – The U.S. Citizenship and Immigration Services is responsible for the administration of immigration and naturalization adjudication (approval) functions and establishing immigration services policies and priorities.

Visa - A stamp or label in your passport obtained from the American Embassy or Consulate abroad. The stamp indicates the issue date, visa type, expiration date, number of entries permitted, etc. The purpose of a visa is to apply for entry into the United States at a port of entry (POE). The entry visa itself may expire while you are in the U.S., but your immigration status/permission to stay in the U.S. remains valid based on the dates of your I-20. All international students (except for Canadian citizens[1]) 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. 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. Because U.S. visas are needed only to enter the U.S., it is not generally possible to apply for a new visa from inside the U.S. 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.

Only one exception exists to this, known as the "Automatic Revalidation of Visa." For certain nonimmigrants with expired visas, 30-day or less visits to contiguous territories or adjacent islands *may* not require a new visa application. Contiguous territories include Canada or Mexico; adjacent islands include Saint Pierre, Miquelon, the Dominican Republic, Haiti, Bermuda, the Bahamas, Barbados, Jamaica, the Windward and Leeward Islands, Trinidad, Martinique, and other British, French, and other British, French, and Netherlands territory or possessions in or bordering the Caribbean Sea.

[1] Canadian citizens do not need a visa to enter the U.S. but they must always present the following documentation to the immigration inspector to be admitted in F-1 student status: • Passport • Form I-20 • SEVIS Fee Payment Receipt • Supporting financial documentation

Citizens of countries currently designated by the U.S. Department of State as State Sponsors of Terrorism are *not eligible* for the automatic revalidation benefit and would be required to have a valid visa for re-entry from contiguous territory.

Any nonimmigrant who applies for a new visa while traveling in "contiguous territory" of the U.S. is not eligible for the 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. To re-enter the U.S. under the automatic revalidation of visa, you must:

- *Only* travel to approved locations for less than 30 days and do not travel elsewhere
- Maintain and intend to resume your status within authorized period of admission
- Carry I-94, currently valid I-20, and passport with expired visa
- *Not* apply for a new visa during this trip
- *Not* be from a country 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

Visa Categories -

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 and may be employed with permission from USCIS.

- If there are other immigration terms you come across that you do not understand, please reach out to one of the campus DSOs for clarification!

Immigration Regulations: What Does "In Status" Mean?

A student who is "in status" is following all immigration laws and regulations and is legally residing in the U.S. A student who is "out of status" is illegal. Out of status students are subject to immediate deportation. They may also accrue penalties including being banned from re-entering the U. S. for lengthy 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**. By following the guidelines listed in this handbook and consulting with your P/DSO, you should be able to maintain lawful F-1 student 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 P/DSO. Please read through the following guidelines carefully.

Guidelines for Maintaining Your Student Status

1. Keep an unexpired passport valid for at least 6 months into the future.
2. Maintain full-time enrollment and normal academic progress toward your degree.
3. Obtain *prior* authorization from your advisor and your P/DSO BEFORE dropping below a full course of study if absolutely necessary.
4. Do *not* accept employment (on or off campus) without written permission from your P/DSO and, if necessary, authorization from USCIS. Do *not* work more than 20 total hours a week during the Fall and Spring semesters.
5. Make timely transfers if you enroll at C-N after attending another school in the United States or when transferring from C-N to another university.
6. Obtain authorized extensions, if academically necessary, for your permission to stay in the U.S. beyond your Certificate of Eligibility (Form I-20) program end date.
7. 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 (called your departure or grace period).
8. Notify your P/DSO of any changes to your current address(es) *within 10 days.* Current address(es) include:
    - Permanent or Home Address -Your foreign address back home. C-N is required by law to report in SEVIS your foreign address to the U.S. Department of Homeland Security. If this address changes, you must contact your P/DSO. *You are required to have a foreign address if you are in the U.S. in non-immigrant status.*
    - Local or Physical Address - Where you live in the United States and should also be where you sleep.
    - Local Mailing Address - Where you receive mail. This address may be different from your local or physical address. It may also be a Post Office Box number.
9. Ensure that your I-20 is up to date. Contact your P/DSO if changes need to be made.

Events That Require I-20 Updates-

Regular updates must be reported to the Department of Homeland Security through SEVIS and changed on your I-20. Notify your P/DSO of the following changes and request an updated I-20 as needed. *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's responsibility) to keep your I-20s in case you need them to apply for future immigration benefits.

- **Program Completion** – *Always* inform your P/DSO if you will graduate prior to the program end date on your I-20 or if a discrepancy exists between your program date on your I-20 and when you will actually complete your study.

- **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 from your P/DSO before your current I-20 expires so as not to risk violating your status.

- **Changing Schools -** You must register full-time at Carson-Newman since C-N issued your I-20 and manages your SEVIS record. If you decide to transfer to another school, contact your P/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 degree program), your I-20 must be updated. Please see your P/DSO for further instructions.

- **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 P/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 P/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.

FAQs

- **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 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 P/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. S*tudents with a medical condition* that prevents them from attending classes must obtain a letter from a doctor clearly stating that they should not be a full-time student and submit it to their P/DSO. *Students with a valid academic reason* may enroll less than full-time with permission from their academic advisor and P/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. If you need an approved reduced course load, please see your P/DSO.

- **What if I 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"?**

- Working off campus without getting prior authorization.
- Working more than the allotted 20 hours per week during the Fall/Spring semester while taking classes.
- Failure to make satisfactory progress toward their degree (failing too many classes).
- Failure to complete full-time enrollment each term or to request a reduced course load before dropping below full-time enrollment.
- Failure to complete a transfer from one school to another with USCIS.
- Failure to inform P/DSO 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 updated Confirmation of Financial Support and bank statement
- Obtain a new form I-20
- Write a letter to the USCIS indicating the nature of their violation and how it has been corrected
- Make a check payable to the USCIS for the Reinstatement fee (check website for updated amount)
- Complete form I-539
- Attach all previous I-20s and the I-94

All materials should be submitted to the P/DSO. If the P/DSO indicates that all the documents are in order, the student should send them to USCIS. If USCIS determines that the violation of the law was beyond the control of the student and will cause extreme hardship, the student may 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. To transfer while remaining within the U.S., you must inform your P/DSO of your intention to transfer and contact the new school to learn what its transfer requirements are.

Reporting Requirements to your P/DSO and DHS

SEVIS Registration Requirement:
Please attend the required New International Student Orientation after first arriving in the U.S. There you will provide your Travel Documents (passport/visa) to be copied and stored in your file in the Global Ed office. If you miss International Student Orientation, you will need to attend a makeup orientation scheduled after classes start. You must also make an in-person appointment with your P/DSO so they can update your SEVIS record with a Carson-Newman address and change your status from "initial" to "active." It is *extremely important* that you meet with the P/DSO to get registered in SEVIS within 30 days of your program start date (or within 15 days if you are transferring in) or your SEVIS record will be automatically "terminated", and you will be "out of status". **At the beginning of each semester, you are required to meet with your P/DSO in-person so they can register you in SEVIS.**

--Information C-N reports to SEVIS--
You must inform your DSO if any of the following information changes. Schools are required to report registration information within **30 days** of the start of each semester:

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

Employment Options

On-Campus Employment Options

Work Permission – Students in F-1 status may work part-time *(20 hours or less per week)* on campus during fall and spring semesters when school is in session or full-time *(21-40 hours per week)* during summer or when school is officially not in session *with permission from P/DSO*. Students interested in working *MUST* see their P/DSO and complete an On-Campus Employment Reporting form AND apply for and receive their social security number *prior to starting to work.*

On-campus employment is any job that pays with a paycheck from Carson-Newman *or on-campus vendors that serve C-N students*. These jobs are limited to employers located on campus and provide direct services to students, such as the cafeteria or campus cleaning service. Employment may be in any field and is not restricted to your academic major. Please understand on-campus employment may often be difficult to find. ***Off-campus employment without special authorization is illegal****.*

How to apply - First obtain from your P/DSO the "On Campus Employment Reporting Form" and apply for a work-study position directly through the department or program. Your employer will hire you after completing this form. Return this form to your P/DSO to obtain additional required documents to apply for a Social Security Card.

Requirements - Student must be in legal status and must be making progress toward their degree. P/DSO approved on-campus employment does NOT require special authorization from the United States Citizenship and Immigration Services (USCIS). To become employed, you will need to obtain permission from your P/DSO, apply for a social security number, and follow HR procedures for getting set up with direct deposit (local bank required).

Off-Campus Employment Options

Off-campus employment is restricted to your academic major and/or a specific field (except in the case of Economic Hardship, discussed below). *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 (CPT), Optional Practical Training (OPT), or Economic Hardship).

Requirements – Student must 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 making progress toward the degree to apply for CPT or Economic Hardship. Off-campus employment *requires* authorization from USCIS for OPT and Economic

Hardship. Currently, CPT requires P/DSO authorization only. To become employed, you will need to first obtain permissions and work recommendation from your P/DSO. The options for off-campus employment are discussed below:

- **Practical Training** is a period USCIS allows students in F-1 status to engage in employment related to their 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 an employment option available to F-1 students where practical training employment is considered 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 ***required*** for your degree (as defined in the course catalog) and for which academic credit is awarded.

  The training *must be required* for the student's academic program as an integral part of their degree program or a requirement of a course. Permission must be granted by the academic advisor and the P/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 opportunity is a required portion of the degree, and that you will receive course credit. You must submit this application to the P/DSO. You must have an offer letter of employment giving you work that qualifies as Curricular Practical Training and provides specific details requested by your P/DSO. CPT will be authorized on the second page of your current I-20 for the employer indicated on the application. The P/DSO will update your record in SEVIS as authorized for CPT directly related to your major area of study. The P/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 the updated Form I–20 with the P/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 12 months of OPT eligibility per degree level, which can be used part-time during the academic year, full-time

during summer vacation periods (Pre-Completion OPT), and after completion of degree requirements (Post-Completion OPT).

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 P/DSO must process an OPT recommendation through SEVIS on your form I-20 as the first step of your application to (USCIS) for employment authorization. After receiving the P/DSO endorsement on their I-20, students should file the I-765 application to USCIS within 30 days. *Application for Post-Completion OPT should be made as early as possible, 90 days before your program end date as current wait times for approval are extremely long.* Approval is NOT guaranteed for OPT. Permission for OPT is granted by USCIS as an Employment Authorization Document (EAD). Employment *may not begin* until the EAD card is received. 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. OPT students may not accrue more than 90 total days of unemployment during post-completion OPT.

The application process for OPT is somewhat complex. *Students interested in this option should talk with the PDSO at their in-person SEVIS Registration at the beginning of their final semester.*

Economic Hardship Employment

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.

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 on 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 for 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 an SSN. Carson-Newman requires that F-1 students obtain a Social Security number *before* starting to work. You must have an SSN and card for both 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 P/DSO that verifies your enrollment status at C-N, and proof of employment (a letter your P/DSO can provide for your employer to complete and return).

For additional information or to make arrangements for transportation to the Social Security Office, see Bevan Brown in the Center for Global Education or email bbrown@cn.edu.

Taxes

Filing Taxes

All international students in F-1 status are required to file at least one tax form for each year present in the USA in student status —*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" for their first 5 years in F-1 status and should use tax form 1040 NR if needing to report income. 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

U.S. tax forms are due by April 15 of each year. All federal tax forms should be obtainable online at www.irs.gov.

Working and Taxes

In general, F-1 students who have been in the U.S. for five years or less are exempt from social security taxes (also known as F.I.C.A. tax) and Medicare taxes. You should 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 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*. If the amount withheld exceeds the amount owed the student can request a refund check from the U.S. government. For more information, visit the C-N Current International Student Webpage at https://www.cn.edu/admissions-and-aid/international-students/current-international-students/

Travel OUTSIDE the U.S.

Request Permission - Students should see the P/DSO two to three weeks before any anticipated travel outside the U.S. They will need to fill out the required TRAVEL CLEARANCE FORM and make an in-person appointment with the P/DSO for a travel signature on their I-20. 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 P/DSO prior to traveling. Your P/DSO needs to be able to verify your SEVIS record is accurate and up to date. 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. *If your visa has 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 P/DSO is authorized by 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 P/DSO at least fourteen 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. 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 P/DSO within the last six months, a valid U.S. visa stamp, the Employment Authorization Document (EAD) issued by USCIS, the receipt notice, proof of employment, a letter from the employer stating that the student is returning to "resume" employment.

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, it is not generally recommended to travel outside the U.S.

• 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 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 P/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

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.

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 Carson-Newman. 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. Take care to not 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 regional differences and variations in speech patterns and customs; however, there are 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.

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 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 the host encourages you to bring a friend. You must always answer a written invitation, especially if it says R.S.V.P. (*Respondez, 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 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 particularly 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 host 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. Most people will try 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 page 6 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 genuinely 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. 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 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. You must be clear about why you are 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, childbirths. 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 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 less inhibited than some 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 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. (Please 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

- Businesspeople 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.
- It is important to put aside reserve; be direct and specific.
- 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 workday. 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 host first to make sure it is okay.
- Seek out the host to say good-bye.
- Unescorted dating is accepted.

- 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; do not arrive extremely early or late.
- Begin eating when the host 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.
- Comparison shopping is wise.

Laws

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

Meals

- Breakfast—early morning. May be light to heavy. Can include cereals, bread, 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.
- It is customary to "tip" in restaurants–leave the server 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.
- The 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 do not 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 Office of International Student Affairs, Florida 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 at this stage will often demonstrate an eagerness to please, a spirit of cooperation, and an active interest in other people.

Individuals in this stage may often nod or smile to indicate understanding when they have not understood. When 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 do not 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 stage follows when the individual of another culture begins to relax in a new situation and can 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, manages the size and complexity of the new environment, understands the work, and begins to experience successes.

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

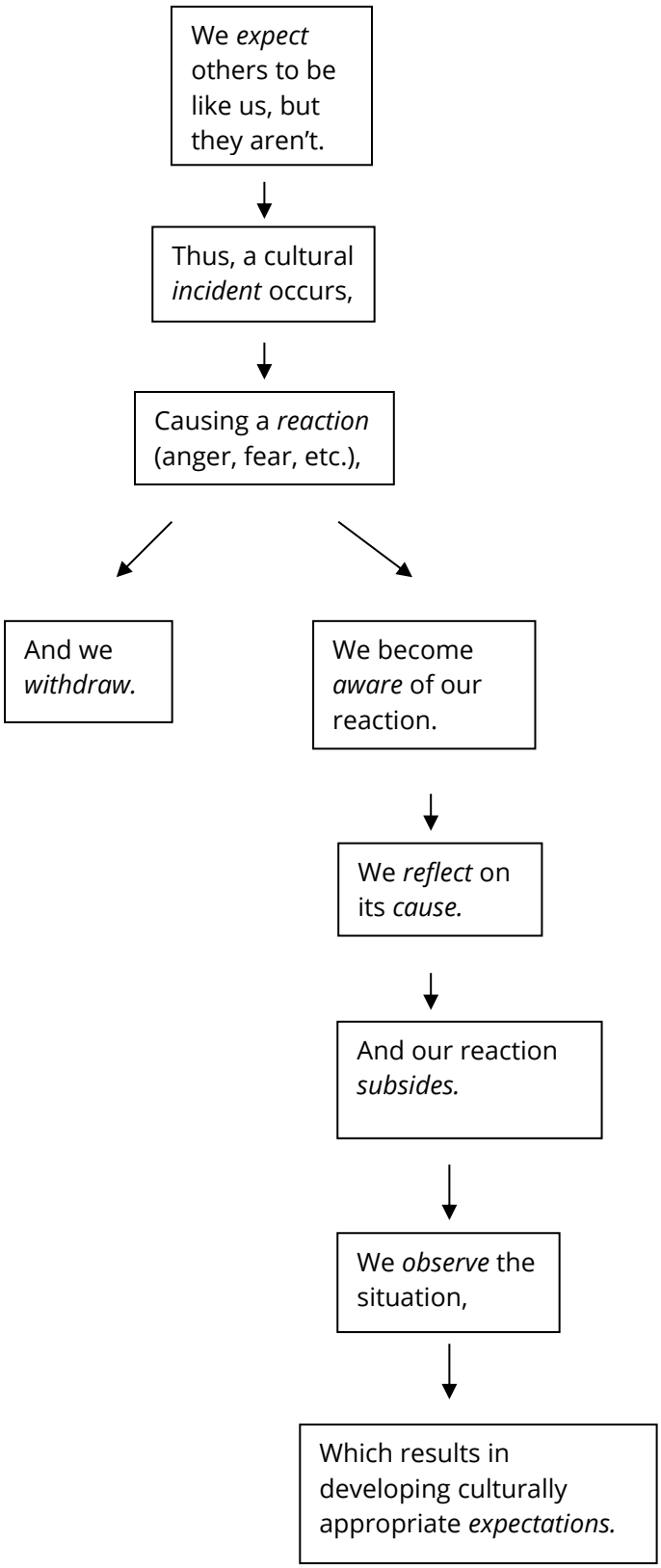
The Home Stage

The home stage occurs when individuals not only retain allegiance to their home culture, but also “feel at home” in their newly acquired one. They have successfully adjusted to the norms and standards of the new environment and are able 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 sightseeing with, go hiking with, or a church 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 16 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 your life. (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 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 the event starts. 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 times on 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 (Saturday, Sunday, and Monday) as possible during the year.

There are several 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 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, Jan. 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 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, 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 (Sunday before Easter)
The beginning of Holy Week for Christians, marking the last week of Jesus' life.
Easter, March, or April. (1st Sunday after 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 honoring 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, Sept. (1st 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 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 getting a piece of candy. Young children should be accompanied by an adult.

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

Thanksgiving, Nov. (4th 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 Nov., or Dec.
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 expensive.) Most international students choose to live close to the campus. Schools for Jefferson City are:

- *Jefferson Elementary School: Kindergarten (age 5) - 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) - grade 5. 500 East Dumplin Valley Rd. 37760, Telephone number: 397-9472.
  **Check with school to confirm zoning based on residence.*
- Jefferson Middle School: Grade 6-8. 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 - 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 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 Center for Global Education can help arrange a volunteer to help you with the process of enrolling your child in school.

Childcare

If you need after school childcare or childcare 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 Center for Global Education cannot arrange childcare 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.

Employment

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

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

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 your studies.

Before departure, be sure to get information from the Center for Global Education 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.

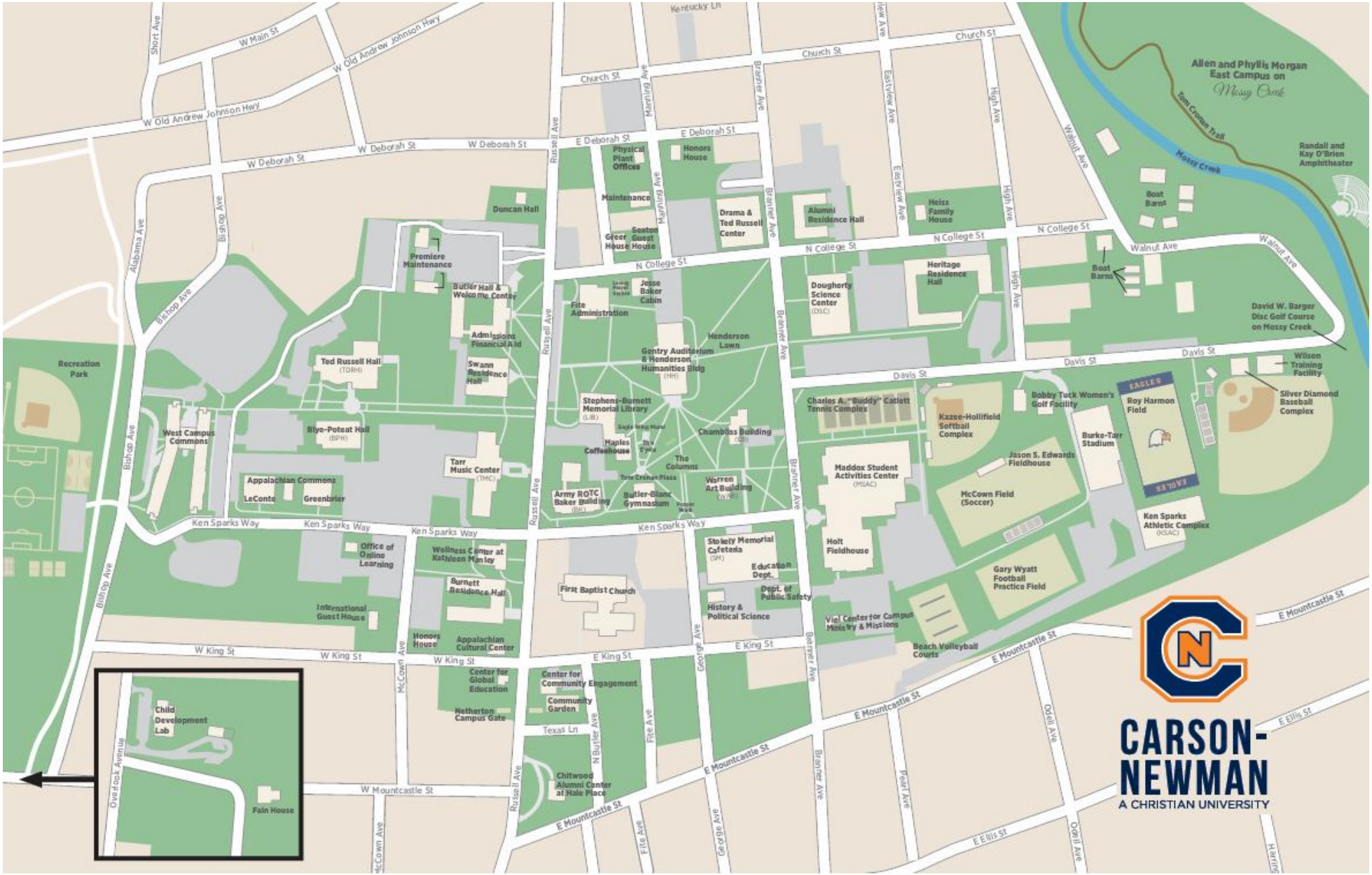
The information in this Handbook is subject to change.

ABBREVIATIONS

24/7	24 hours a day, 7 days a week
AMOS	Appalachian Ministries of the Smokies
ASAP	As Soon As Possible
BCM	Baptist Collegiate Ministries
Caf	Cafeteria
CLW	Community Life and Worship
D/S	Duration of Status
DSO	Designated School Official
EPC	Eagle Production Company
FCA	Fellowship of Christian Athletes
FAQ	Frequently Asked Questions
FYE	First Year Experience
FYI	For Your Information
GPA	Grade Point Average
ID	Identification Card
IELTS	International English Language Testing System
LMS	Learning Management Systems
MOTL	Movie on the Lawn
MSAC	Maddox Student Activity Center (also known as SAC)
P.O.	Post Office
PTE	Pearson Test of English
RA	Resident Assistant (Staff assistant in Residence Hall)
RCR	Room Condition Report
RLC	Resident Life Coordinator (in Residence Hall)
ROTC	Reserve Officers' Training Corps
RUF	Reformed University Fellowship
RSVP	Respondez Si Vous Plaise (Respond Please)
SAA	Student Ambassador’s Association
SAM House	Samaritan House
SEVIS	Student and Exchange Visitor Information System
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
YWOP	Young Women of Promise

BUILDING ABBREVIATIONS

APPCOMM	Appalachian Commons – On campus apartments
APPCTR	Appalachian Cultural 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
CCE	Center for Community Engagement
CDL	Child Development Lab
CGE	Center for Global Education
DPS	Department of Public Safety
DSC	Dougherty Science Building
DTRC	Drama and Ted Russell Center
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
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
WCC	West Campus Commons


Allen and Phyllis Morgan East Campus on Mossy Creek
Tom Crowe Trail
Mossy Creek
Randall and Kay O'Brien Amphitheater
Boat Barns
David W. Barger Disc Golf Course on Mossy Creek
Wilson Training Facility
Silver Diamond Baseball Complex
Roy Harmon Field
EAGLES
Bobby Tuck Women's Golf Facility
Charles A. "Buddy" Catlett Tennis Complex
Kazee-Hollifield Softball Complex
Burke-Tarr Stadium
Jason S. Edwards Fieldhouse
Maddox Student Activities Center (MSAC)
McCown Field (Soccer)
Ken Sparks Athletic Complex (KSAC)
Holt Fieldhouse
Gary Wyatt Football Practice Field
Beach Volleyball Courts
Vigil Center for Campus Ministry & Missions
Stokely Memorial Cafeteria (SM)
Education Dept.
Dept. of Public Safety
History & Political Science
First Baptist Church
Physical Plant Offices
Maintenance
Honors House
Drama & Ted Russell Center
Alumni Residence Hall
Heiss Family House
Greer Guest House
Seaton Guest House
Duncan Hall
Premiere Maintenance
Butler Hall & Welcome Center
Admissions Financial Aid
Fite Administration
Jesse Baker Cabin
Henderson Lawn
Gentry Auditorium & Henderson Humanities Bldg (HH)
Dougherty Science Center (DSC)
Heritage Residence Hall
Ted Russell Hall (TDRH)
Swann Residence Hall
Stephens-Burnett Memorial Library (LIB)
Maples Coffeehouse
The Eyrie
The Columns
Chambliss Building (CB)
Warren Art Building (WAB)
Butler-Blanc Gymnasium
Army ROTC Baker Building (BK)
Tarr Music Center (TMC)
Blye-Poteat Hall (BPH)
West Campus Commons
Appalachian Commons
LeConte
Greenbrier
Recreation Park
Office of Online Learning
Wellness Center at Kathleen Manley
Burnett Residence Hall
International Guest House
Honors House
Appalachian Cultural Center
Center for Global Education
Netherton Campus Gate
Center for Community Engagement
Community Garden
Texas Ln
Chitwood Alumni Center at Hale Place
Child Development Lab
Fain House
Overbrook Avenue
Kentucky Ln
Short Ave
W Main St
W Old Andrew Johnson Hwy
Church St
E Deborah St
W Deborah St
Manning Ave
Russell Ave
Bishop Ave
Alabama Ave
Braemer Ave
Eastview Ave
High Ave
Walnut Ave
N College St
Davis St
Ken Sparks Way
W King St
E King St
E Mountcastle St
W Mountcastle St
McCown Ave
George Ave
Fite Ave
N Butler Ave
Odell Ave
Point Ave
E Ellis St
CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

MEASUREMENTS

American Units of Length

1 inch (in.) = 1/36 yard = 1/12 foot
1 foot (ft) = 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) = 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.) = 1/46,656 cubic yard = 1/1,728 cubic foot
1 cubic foot (cu ft) = 1/27 cubic yard = 1,728 cubic inches
1 cubic yard (cu yd) = 27 cubic feet
1 teaspoon = 1/3 tablespoon
1 tablespoon = 1/2 fluid ounce = 3 teaspoons
1 U.S. fluid ounce (fl oz) = 1/128 U.S. gallon = 1/16 U.S. pint
1 cup = 1/4 quart = 1/2 pint 8 fluid ounces
1 pint (pt) = 1/8 gallon = 1/2 quart = 16 fluid ounces
1 quart (qt) = 1/4 gallon = 32 fluid ounces
1 U.S. gallon (gal) = 231 cubic inches
1 dry pint (dry pt) = 1/64 bushel = 1/2 dry quart
1 dry quart (dry qt) = 1/32 bushel = 1/8 peck 1 peck (pk) = 1/4 bushel
1 U.S. bushel (bu) = 2,150.4 cubic inches

American Units of Area

1 square inch (sq in.) = 1/1,296 square yard = 1/144 square foot
1 square foot (sq ft) = 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 × 28.35 = ounces to grams
grams × .035 = grams to ounces
liters × .91 = liters to quarts
quarts × 1.057 = quarts to liters
inches × 2.54 = inches to centimeters
centimeters × .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)

°F = (°C × 9/5) + 32
°C = (°F – 32) × (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