

2013 - 2014

*INTERNATIONAL
STUDENT
HANDBOOK*



 John Carroll
UNIVERSITY

Welcome to John Carroll University

On behalf of John Carroll University and the Center for Global Education we would like to take this opportunity to welcome you. It is difficult to travel to a new place and attempt to study and work in an unfamiliar environment. You have made the choice to challenge yourself by doing this. This decision will, undoubtedly, change the way you look at your native country and the world. We applaud your decision and your courage and wish you all the success in the upcoming academic year.

The Center for Global Education has prepared this book to offer you relevant and useful information to make your stay at John Carroll University more pleasant. Naturally, we could not address every possible issue. Nevertheless, we believe this book will serve as a valuable aid and reference guide for your stay at John Carroll University.

If along the way you encounter difficulties or challenges, please do not hesitate to stop by the Global Education office; we will do our best to offer any assistance or help.

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Mission Statement

John Carroll University

John Carroll is a Catholic and Jesuit University
dedicated to developing women and men
with the knowledge and character
to lead and to serve.

John Carroll University, founded in 1886, is a privately controlled, coeducational, Catholic and Jesuit university. It provides programs in the liberal arts, sciences, and business at the undergraduate level, and in selected areas at the master's level. In addition, an Office of Continuing Education offers courses and programs as part of life-long learning. The University also offers its facilities and personnel to the Greater Cleveland community and provides a wide variety of special services.

As a university, John Carroll is committed to the transmission and extension of the treasury of human knowledge with the autonomy and freedom appropriate to a university. As a Catholic university, it is further committed to seek and synthesize all knowledge, including the wisdom of Christian revelation. In the search for this integration of knowledge, the university community is enriched by scholarship representing the pluralistic society in which we live. All can participate freely in the intellectual, moral and spiritual dialog necessary to the search. Within this dialog, in which theological and philosophical questions play a crucial role, students have the opportunity to develop, synthesize, and live a value system based on respect for and critical evaluation of fact; on intellectual, moral and spiritual principles which enable them to cope with new problems; and, on the sensitivity and judgment that prepare them to engage in responsible social action.

In a Jesuit university, the presence of Jesuits and others who are inspired by the vision of Saint Ignatius Loyola, founder of the Society of Jesus in 1540, is of paramount importance. This vision, which reflects the value system of the Gospels, is expressed in the Spiritual Exercises, the source of Jesuit life and activity. To education the Jesuit spirit brings a rationality appropriately balanced by human affection, esteem for the individual as a unique person, training in discerning choice, openness to change, and a quest for God's greater glory in the use of this world's goods. Commitment to the values that inspired the Spiritual Exercises promotes justice by affirming the equal dignity of all persons and seeks balance between reliance on divine assistance and natural capacities. The effort to combine faith and culture takes on different forms at different times in Jesuit colleges and universities. Innovation, experiment, and training for social leadership are essential to the Jesuit tradition.

John Carroll University welcomes students and faculty from different religious backgrounds and value systems in the belief that the educational environment which the University provides is one which these students and faculty may find congenial, rewarding, and enriched by their presence. Within this environment there is concern for the human and spiritual developmental needs of the students and a deep respect for the freedom and dignity of the human person. A faculty not only professionally qualified, but also student oriented, considers excellence in interpersonal relationships as well as academic achievement among its primary goals.

The University places primary emphasis on instructional excellence. It recognizes the importance of research in teaching as well as in the development of the teacher. In keeping with its mission, the

University especially encourages research that assists the various disciplines in offering solutions to the problems of faith in the modern world, social inequities, and human needs.

The commitment to excellence at John Carroll University does not imply limiting admissions to the extremely talented student only. Admission is open to all students who desire and have the potential to profit from an education suited to the student's needs as a person and talents as a member of society.

The educational experience at John Carroll University provides opportunities for the students to develop as total human persons. They should be well grounded in liberalizing, humanizing arts and sciences; proficient in the skills that lead to clear, persuasive expression; trained in the intellectual discipline necessary to pursue a subject in depth; aware of the interrelationship of all knowledge and the need for integration and synthesis; able to make a commitment to a tested scale of values and to demonstrate the self-discipline necessary to live by those values; alert to learning as a life-long process; open to change as they mature; respectful of their own culture and that of others; aware of the interdependence of all humanity; and sensitive to the need for social justice in response to current social pressures and problems.

History of John Carroll University

John Carroll University, one of 28 colleges and universities operating in the United States by the Society of Jesus, was founded as St. Ignatius College in 1886. It has been in continuous operation as a degree-granting institution since that time.

In 1923, the College was renamed John Carroll University, after the first archbishop of the Catholic Church in the United States. In 1935, it was moved from its original location on the West Side of Cleveland to its present site in University Heights, a suburb 10 miles east of downtown Cleveland.

In September 1968, the University made the transition from full-time male enrollment to a fully coeducational institution as women were admitted to the College of Arts and Sciences for the first time.

Life at John Carroll University

Living on Campus

The residence halls at John Carroll University are also referred to as dorms. Living on campus allows the student to participate fully in campus life. Residence Life staff are committed to providing safe and healthy community living by emphasizing self-responsibility and respect for others. They create opportunities for personal development, involvement in activities, and offer advice and information to residents. The dorms have computer rooms and laundry facilities.

Many students believe that there is no better place to make friends than in a college residence hall. You and your roommate may or may not become close friends, but you should always treat your roommate with respect and tolerance. The Resident Assistant (R.A.) on your floor can offer advice and guidance to you as you adjust to hall life. For more information about the residence halls, contact the Office of Residence Life at 397-4408.

Roommate Bill of Rights

The following Roommate Bill of Rights is a reminder to each resident of his or her responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other.

Basic Rights of a Roommate

In summary, here is a list of basic rights all roommates have:

1. Freedom from undue interference. Unreasonable noise and other distractions inhibit this right. You have the right to expect that your roommate will inform you of behavior he or she finds distracting. Open communication is essential to getting along as roommates.
2. The right to sleep and study without undue disturbance from noise or guests.
3. The expectation that your personal belongings will be respected.
4. The right to a pleasant environment. Standards for cleanliness should be agreed on and fulfilled by you and your roommate.
5. The right to have reasonable amounts of privacy as agreed upon by you and your roommate.
6. The right to have guests. Guests are to respect the rights of your roommate and other hall residents as well as abide by residence life policies. Remember that you and your roommate are equally responsible for seeing that policies and guidelines are upheld in your room.
7. The right to ask residence hall staff for assistance in settling conflicts when you and your roommate cannot resolve them yourselves.
8. The right to be free from fear of physical and/or emotional harm.
9. Cooperation in the use of shared appliances (such as telephone, refrigerator, and stereo) and a commitment to honor agreed upon payment procedures.

If you are having difficulties with your roommate, it is essential you contact your RA and discuss with him/her the difficulties you are having. If you feel you can no longer live with your roommate, **you will have to follow John Carroll University procedures.**

Room changes are permitted according to established guidelines. There is a room freeze for all first year students during the first six weeks of the fall term. There is a room freeze for all upper-class students during the first two weeks of the fall term. There is a room freeze for all students during the first two weeks of the spring term. There is also a room freeze for all residents during the last three weeks of each semester.

If you wish to change your situation, you should see your RA. The RA will talk to you about why you want to change rooms and have you talk with your roommate. The goal is to have you work things out with your roommate through listening and compromise.

If the RA assesses that you and your roommate have honestly tried to resolve matters and you want to move out, the RA will contact your Area Coordinator (AC). The RA will then work to get you to meet any prospective roommates.

At that meeting, the RA will introduce you and get the conversation started. You should talk about issues that are important to you in living together (i.e., sleeping and studying patterns, musical tastes, visitors, sharing of food and property).

If you decide it is not a good match and the RA concludes that you talked honestly and the prospective student was not just trying to be difficult or push you away, then the RA should contact the AC to let him/her know. Then you can proceed onto the next possibility.

If you seem compatible, then the RA should help you move into the process of paperwork. This requires that you obtain the signatures of your current roommate, current RA, and new RA on the green card the RA provides to you. Then you should take the green card to the Office of Residence Life. This will indicate that all processes have been followed and you can fill out the necessary paperwork to complete the move.

In the event that the mediation is unsuccessful and each of you refuses to move, the following options are available:

1. You may stay together.
2. You may try mediation again with another person.
3. You may go to arbitration. Arbitration means that you will go before a board of peers who will decide who needs to move. If you choose arbitration, you are bound by the decision.

Remember that this process takes time and requires patience. If you see problems developing, please take the time to talk with your roommate. Don't let small problems turn into urgent matters.

FOR YOUR ASSISTANCE, duty offices are located by the main entrance of each hall except Bernet (which is on the 2nd floor). Resident Assistants are on duty to help you in any way possible.

Area coordinators are also available to help you. They also have work study students who assist them and they work out of the duty offices of these halls. You can reach them by calling the hall office number.

Contact the Office of Residence Life with any questions about housing at 216- 397-4408, via e-mail at jcureslife@jcu.edu, or stop by the office located on the ground floor of the Lombardo Student Center. For more information go to: www.jcu.edu/reslife.

Classrooms

Your first impressions of academic life at John Carroll University may be confusing. International students often comment that although U.S. students are competitive, they do not seem to study very hard; and that, beyond the informality of the classroom, professors are very demanding. Some of these seeming contradictions can be explained by the values that underpin them. In general, creativity, tolerance, and flexibility are more highly valued than tradition and respect for authority in the U.S. Even where tradition does dictate patterns of professional or student behavior, these patterns may not be obvious to a student from a different culture. Americans value individualism, and the cultivation and growth of the self demands that students ask questions and challenges what the professor is telling them.

Nevertheless, teaching styles and classroom attitudes vary widely and are influenced by many different factors. Many international students find U.S. classrooms to be informal compared to classrooms at home. While an attitude of respect is expected, the atmosphere is more casual than in many other countries. For example, you may see students eat or drink in class, or even put their feet up on the chair in front of them. However, class attendance is usually mandatory, students are expected to arrive in class on time, and students are expected to complete all assigned work.

The 1999 Americans with Disabilities Act (ADA) protects the rights of all students. If you have a disability or think you may have a disability, please contact the John Carroll University's Services for Students with Disabilities, at 216-397-4967. They will help make sure that you are able to make the most of your John Carroll experience.

The Professor

American classroom culture may seem to be more informal, however, it is expected that students address the professor by her/his appropriate title. The professor will review course expectations and syllabus the first day of class.

It is a good idea to introduce yourself to your professors. It is also important to make an appointment to visit them during their scheduled office hours. Moreover, if you are having difficulties in a particular course it is highly advisable to speak to your professor in order to receive the appropriate assistance. If for any reason you feel the professor has not responded to or addressed your concerns, please do not hesitate to contact the Center for Global Education.

Registration

Before a student may register, he/she must consult with an academic advisor. Degree seeking students will be assigned an advisor at freshmen orientation.

Students register for courses via an on-line electronic system, using Banner Web. Banner Web registration will be available 24 hours a day, 7 days a week. In person registration or changes in registration (e.g., adding/dropping a course, withdrawing from a course) are processed in Rodman Hall room 205 or 206 during regular business hours, Monday through Friday 8:30 am to 5:00 pm.

Early registration for the following semester begins approximately six weeks prior to the close of the fall and spring semesters. Students may not register late (i.e., once the term has started) without permission from the appropriate dean, and then only for serious reasons and upon payment of a late registration fee.

Students will not be given permission to register or enter classes one calendar week from the formal beginning of the semester.

Please remember to always see your academic advisor before you register to discuss your class selection. Undergraduate students must carry a full course load of 12+ credits and graduate students must carry 15 hours over the course of an academic year to maintain visa status. Please check with the Center for Global Education before making any schedule changes.

Grades

The chart below outlines the grading system of John Carroll University

| Grade | Points | Undergraduate | Graduate |
|--------------|---------------|----------------------------|-----------------|
| A | 4.0 | Excellent | Excellent |
| B | 3.0 | Good | Good/Average |
| C | 2.0 | Average | Passing |
| D | 1.0 | Passing (below average) | Failing |
| F | 0.0 | Failing | Failing |

Academic Honesty

Academic honesty is expected of every student and is essential to the process of education and to upholding high ethical standards. Cheating or any other kind of unethical behavior may subject the student to severe academic penalties, including expulsion.

All work submitted for evaluation in a course, including tests, term papers, and computer programs, must represent only the work of the student unless indicated otherwise.

Material taken from the work of others must be acknowledged properly. Materials submitted to fulfill requirements in one course may not be submitted in another course without prior approval of all of the instructors involved.

Concerns about the propriety of obtaining outside assistance or acknowledging sources should be referred to the instructor of the course before the work commences.

Penalties, appropriate to the severity of the infraction, may include a grade of zero for the assignment, possible failure in the course, suspension, or even expulsion from the university. Abuse of computer privileges may result in their restriction and possibly in more severe penalties. Instructors may indicate specific penalties for academic dishonesty in their course syllabi.

Any appeal by a student is to be made first to the instructor. If disputes of interpretation arise, the faculty member and chairperson will attempt to resolve the difficulty with the student. If this does not lead to resolution, the academic dean normally will rule in the matter.

If a penalty is imposed for academic misconduct, a written report of the incident may be sent to the academic dean. The dean will review the case and determine if, in light of other information and records, further disciplinary action is warranted. If you have any further questions, please ask your professor or contact the Center for Global Education.

Writing Center

The JCU Writing Center offers free, one-on-one consulting services to all members of the John Carroll community: students, faculty, staff, and alumni.

The trained Writing Consultants can assist writers of all skill levels; they can provide help on any aspect of writing, at every step in the writing process, and on most kinds of texts.

The Writing Center is located in O'Malley 207. They are open from 9:00 am to 7:00 pm Monday through Thursday. 9:00 am to 2:00 pm on Friday. Consultants are also available in Seminar A of Grasselli every Sunday and Wednesday from 7:00 to 9:00 pm.

The Writing Center's services are available on a first-come-first-served drop-in basis, or by appointment. To schedule an appointment, contact them by phone at 216-397-4529 or by e-mail writingcenter@jcu.edu.

How to get the most out of your visit to the Writing Center

- Visit the Center at least a few days before your paper is due.
- Come with a list of some specific things you'd like to work on while you're at the Center. Though Consultants can help you to identify aspects of your writing that you could focus on, being prepared to articulate to the Consultant the criteria for the assignment and your own assessment of where you're at will make your session more effective.
- Bring all relevant materials with you: previous drafts of the paper you're working on, the course texts or research materials with which you're working, the guidelines for the assignment, your course syllabus, etc.

Participating in Campus Life

A rewarding social life is just as important as a productive academic life. Living in another country presents a great opportunity to learn about another culture and to share your own culture with others. It can be difficult to find the balance between adapting to a new culture and maintaining your own beliefs and values. You will learn through experience, but do not be hesitate to ask questions. This can often be a good way to discover things about the new culture and or to clarify misunderstandings

Benefits of Involvement

- It's a great way to make friends!
- Being involved helps students find others with similar interests. You are likely to find people with similar values, goals, and ideals. They help reinforce your interests and ideas, which leads to greater self-satisfaction and feelings of purpose.
- Involved students are more likely to graduate. Involvement helps students make connections to the campus and develop friendships, all of which will help carry them through the college experience.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages your development, on all levels. As a result of involvement you will gain knowledge, skills, and experience in leadership, problem-solving, communication, group development and dynamics, budgeting, meeting control, presentations, responsibility, and much more.

Ways to Get Involved at JCU

- Visit the Office of Student Activities in the Lombardo Student Center, room 207, upstairs from the bookstore.
- E-mail us at studentactivities@jcu.edu.
- Come to the Student Involvement Fair in early September.
- Go to a Student Union (government) meeting.
- Go to a Student Union Programming Board (SUPB) meeting. Meetings are held every Tuesday at 9:00 pm at the Underground.
- Volunteer.
- Play a sport.
- Meet the people on your floor, and find out what they do!

This list shows student organizations designed to provide you with the opportunity to fully participate in campus life.

| | |
|--|---|
| African American Alliance | Finance Association |
| Allies | Gamma Phi Beta |
| Alpha Epsilon Delta | Gospel Choir |
| Alpha Kappa Psi | Graduate Student Association |
| Alpha Omega: Roman Catholic Society | Habitat |
| Alpha Psi Omega | Hillel |
| Alpha Sigma Nu | Honors Student Association |
| American Chemical Society Student Affiliates | Ice Hockey |
| American Marketing Association | Interfraternity Council (IFC) |
| Anime Club | John Carroll Christian Fellowship |
| Arrupe Scholars | Italian Club |
| Autism Speaks U John Carroll University | JCU Chess Club |
| Basketball (Women's) | JCU History Union |
| Beta Theta Pi | JCU Skiers & Boarders |
| Biology Club | JCU TOM's Club |
| Black Greek Council | John Carroll Conservatives |
| Carroll Cinema Society | John Carroll English Club |
| Carroll Crazy's | John Carroll Humans vs. Zombies |
| Carroll Quidditch Club | John Carroll Television Organization (JCTV) |
| Chi Omega | John Carroll University Water Polo Team |
| Christian Life Community | John Carroll Veterans Club |
| College Democrats | Kappa Alpha Theta |
| Commuter Student Association | Kappa Delta |
| Crossfit Blue Streak | Kappa Kappa Gamma |
| Culinary Arts Learners Association | Knights of Columbus |
| Dance Ensemble | Labre Project |
| Dance Team | Lacrosse (Men's) |
| Delta Tau Delta | Lacrosse (Women's) |
| Economics Association | Lambda Chi Alpha |
| Emergency Medical Services Association | Latin American Student Association (LASA) |
| Environmental Issues Group | Le Cercle Francais |
| Every Two Minutes | Middle Eastern Student Association (MESA) |
| F.A.C.E.S. | Muslim Student Society |
| Field Hockey | Okama Game Sphere Club |

Order of Omega
Panhellenic Association
Pershing Rifles
Phi Sigma Alpha
Pre-Law Society
Pre-Dental Society
Pre-Pharmacy Club
Psi Chi
Realizing Your Love for Cultures of the East
Residence Hall Association
Respect for Life
Rhapsody Blue
Rowing
Rugby (Men's)
Sailing Team
Seeds of Hope
Sigma Phi Epsilon
Society for Human Resource Management

Society for Physics Students
Society for Professional Journalists
Sports Medicine and Exercise Science Club
Student Alumni Association
Student Union
Student Union Programming Board
Students Today Leaders Forever
Students United in Care & Healing
Take Back the Night
The Sweet Carrollines
Ultimate Frisbee
UNICEF
V.O.I.C.E.
Volleyball (Men's)
Volleyball (Women's)

If you are interested any of these clubs or organizations, please contact the Student Activities Office at 216-397-4288 or visit the Student Activities website: www.jcu.edu/studentactivities.

Fitness Center

All John Carroll University students have access to the fitness center. The fitness center offers a wide range of recreational activities and state-of-the-art fitness and weight training equipment. JCU offers students the use of the indoor swimming pool, three racquetball courts and the RecPlex Intramural Gymnasium. Students may also rent the following equipment upon presentation of a student ID:

- Basketballs
- Volleyballs
- Footballs
- Soccer Balls
- Racquetball Equipment
- Frisbees
- Tennis Equipment
- Softball Equipment
- Fitness Equipment
- Lawn Volleyball Equipment
- Bocce
- Corn hole Boards

Go to the following link for information and hours of operation: www.jcu.edu/recreation/.

Practicing Your Religion

John Carroll University is inspired by the vision of Saint Ignatius Loyola, founder of the Society of Jesus in 1540. This vision, which reflects the value system of the Gospels, is expressed in the Spiritual Exercises, the source of Jesuit life and activity. JCU welcomes students from different religious backgrounds and value systems. In the belief that the educational environment that the University provides is one that these students may find congenial, rewarding, and enriching. Within this environment there is concern for the human and spiritual development needs of students and a deep respect for the freedom and dignity of the human person.

John Carroll University's Campus Ministry offers many faith enriching activities. In addition, organized religious groups of many denominations can be found here at John Carroll, in University Heights—Cleveland Heights, and in the Greater Cleveland area. The Center for Global Education can help you locate churches, synagogues, temples, and other religious organizations. For further information about religious activities on campus or to get involved, please contact Campus Ministry at 216-397-4717 or visit the website: www.jcu.edu/campusministry/.

University Counseling Services

As an international student you may go through periods of sadness and slight depression. If you are having difficulties and you feel you need somebody to talk to, John Carroll has a professional Counseling Center.

The Counseling Center offers counseling and prevention programs in a number of areas:

- Suicide Prevention
- Alcohol - and other drug related issues
- Time Management
- Adjustment
- Psychiatric Referrals
- Bereavement
- Eating Disorders
- Sadness
- Family Difficulties
- Relationships
- Stress
- Loneliness
- Group Counseling
- Individual Counseling

The Counseling Center provides referrals for psychiatric services in the Cleveland area. Students will need to use their medical insurance to pay for psychiatry appointments. We also provide psychiatry referrals for students who do not have medical insurance.

A Counseling Center staff member is available 24 hours a day, seven days a week during the school year. In the event of an emergency after regular working hours, an on-call person from the Counseling Center can be reached through Campus Safety Services at 216- 397-4600.

Counseling services are completely confidential and is free to all students. Call 216-397-4283 to set up an appointment or go to www.jcu.edu/counselingcenter/ for more information and hours.

University Policy and Ohio Law

Date Rape and Sexual Harassment

If the person you are 'dating' appears interested in a sexual relationship and you are not, it is important to say "NO" very clearly. And if someone seems to be saying "NO" to you, you must listen and respect that person's decision. Otherwise, you may be committing 'date rape,' which is a crime under Ohio Law. Unwanted sexual attention is a very serious matter in the United States. If someone accepts an invitation to go out, do not interpret it as anything other than an agreement to meet at a certain time and place and spend some time together. Please be aware that alcohol and dating can be a disastrous mix, particularly in a cross-cultural setting.

Alcohol

In Ohio, persons under the age of 21 are not permitted to consume alcoholic beverages, including beer and wine. It is also illegal in many places to have an open container of an alcoholic beverage in public. Persons who are cited for violations of federal, state, or local law may also face John Carroll University disciplinary proceedings and/or deportation at the discretion of the ICE (Immigration & Customs Enforcement).

John Carroll University does allow alcoholic beverage consumption under the following circumstances: (1) residence hall students and their guests who are 21 years old or older in the privacy of their room; and (2) students and their guests who are 21 years old or older at University sponsored social events that are catered through dining services. Public displays of drunkenness, i.e., slurred speech, erratic behavior, difficulty with motor coordination, are causes for punishments and grounds for expulsion.

Drugs

The University prohibits the illegal possession, use, or distribution of illegal drugs or controlled substances or association with gatherings involving such possession, use or distribution. Violation of this prohibition is grounds for your expulsion from the University. Depending upon the seriousness of the crime, you may be imprisoned, deported, and even banned from ever returning to the United States.

Better Safe than Sorry

International students and their families sometimes perceive campus life in the United States, especially in urban areas as dangerous. This perception is heightened by international media coverage of violent incidents, which unfortunately occur. Universities and colleges in the United States want to provide you with a safe and secure environment in which to pursue your studies.

No matter how safe your campus and community appear to be, you should acquaint yourself with your new environment by reading the safety information that John Carroll University provides. Upon arrival, begin orienting yourself:

- Familiarize yourself with the John Carroll campus and surrounding neighborhoods by walking around in the daylight.
- Know how to shout for help.
- Know how to call for help: “**911**” (local emergency) and “**216-397-4600**” (campus emergency).
- Ask fellow students or staff members about areas you should avoid.
- Do not walk alone at night.
- Note the address and phone number of your country’s nearest embassy or consulate (the Center for Global Education can provide you with this information).
- Learn how to recognize the fire alarm boxes on campus and learn how to report a fire.
- If you live off campus, locate the fire station, police station, and hospital emergency room nearest to your home.
- If you live on campus, know where to find Campus Security and the Health Services Center.

Campus Security

The primary duty of the police is to serve and protect you, and you should not hesitate to seek their help at any time. Please note it is illegal in the United States to bribe or attempt to bribe a police officer, or any government official.

The most common crime on U.S. campuses, including John Carroll University, is theft of property left unattended or in unlocked rooms, cars, and apartments. Most serious crimes, including violent crimes such as assault and rape, although they are rare, can also occur. Protect yourself by exercising good common sense and caution:

- Keep your residence hall room, apartment, or car locked whenever you are away.
- Do not leave your books, backpack, or purse unattended anywhere.
- Use caution with strangers who appear overly friendly, who offer you gifts or promises of gifts, or who ask you to go with them to an unknown place.

Some behaviors, such as sexual harassment, date rape, spouse abuse, and domestic violence are crimes in the United States. In the U.S., once a person uses violence, domestic matters are not private matters. In Ohio, if police arrive at the scene and find evidence of assault, they are required to arrest the attacker and put him or her in jail.

If you feel that you are being sexually harassed or assaulted it is important for you tell someone. You can tell anybody that you feel can help you. John Carroll University considers sexual harassment or discrimination by fellow students, faculty, staff, or administrators a serious offense. If you feel you are a victim, please contact Campus Safety Services.

Note: If you are accused of committing a crime, remember that you have certain rights. In particular, you have the right to remain silent. You also have the right to a lawyer. Notify your country's embassy or consulate, and notify David Kleinberg, Assistant Director of Global Education at 216- 397-4357. You should note that some offenses are cause for deportation, so please avoid trouble.

Emergency Numbers

- 216-397-4600: Campus Safety Services, located at the Belvoir Parking Lot, 24 hours a day 7 days a week.
- 216-397-4444: Campus Safety Services located at the D.J. Lombardo Student Center, basement floor open during university business hours.
- 911: If you are off campus and need help call this number for assistance.
- If you or someone you know has been a victim of violence, contact the Violence Protection and Action Center at 216-397-CALL (2255). Visit www.jcu.edu/vpac/ for more information.
- David Kleinberg, Assistant Director, Center for Global Education at 216-397-4358.

Practical Matters

Weather

There are four distinct seasons in the Cleveland area: spring, summer, fall and winter.

Circumstances may dictate that John Carroll University will have to close due to winter weather. It is important to check the John Carroll University emergency information link: <http://sites.jcu.edu/emergency> to find the most up-to-date information.

Winter arrives in Ohio around late October and often lasts through March. The snow can be beautiful, but the cold and ice can be dangerous unless you take certain precautions. Temperatures can reach below freezing (32 degrees Fahrenheit and 0 degrees Celsius) and cold winds create a ‘wind chill factor’ often below zero.

A warm coat, hat, gloves, and boots should be worn to prevent frostbite or illness. Several layers of loose-fitting, lightweight warm clothing are much better than one bulky, heavy piece of clothing. Layers make it easier to adjust your clothing as you warm up inside so you don’t get overheated. Sidewalks and roads can be icy and extreme care should be taken when walking and driving.

Money

It is not advisable to carry large amounts of money with you, or to keep it in your room. You should deposit money into a checking or savings account. In order to close your account at the end of your stay at John Carroll University, you must notify the bank, usually in writing, authorizing them to close your account. You will be held responsible for any outstanding debts you may incur. For more information on banking matters, please contact the Center for Global Education at 216-397-4320.

Cost of Living

The cost of living in the United States is among the highest in the world and higher education is not state supported. International students in the U.S. often discover that it is difficult for family and friends at home to understand how much money is necessary for food, miscellaneous supplies, and vacation periods. With a limited budget, it is important to manage your money carefully. It is always wise to ‘bargain shop’ because the same item may be purchased at different prices in different stores for less money.

Health Insurance

All International Students are **required** to have health insurance, if it is not already required by your visa status. You must submit verification in English of your insurance coverage before you arrive or during orientation. During registration, you will also be required to present verification of immunizations (MMR) to the Student Health Center. If you have medical insurance from a provider outside the United States, that insurance provider must have a contact number in the U.S. If you need health insurance, John Carroll University recommends HTH Worldwide. Their web address is: www.hthstudents.com. Another reputable company is ISO, www.isoa.org.

Student Health Services

The John Carroll University's Student Health Center offers a range of health care services to students. Except in cases of emergency, it is advisable to visit the Student Health Center before seeking other medical care as you may be able to obtain the care that you need on campus, thus avoiding unnecessary expenses.

If you are feeling sick, do not hesitate to get help.

- In an emergency on campus, dial 216-397-4600, off campus dial **911**.
- In a non-emergency situation, call the Student Health Center at 216-397-4349. If the staff at the Student Health Center cannot treat your condition, they will recommend you to a doctor or clinic for treatment.
- If you get sick on a weekend or at night, you can call or see your Resident Advisor in your hall.

Most clinics in the United States are staffed by: physicians, nurse practitioners (registered nurses qualified to evaluate, diagnose, and treat many common conditions), midwives (registered nurses qualified in pre-natal and childbirth practices), registered nurses, and a variety of other health care workers. You may not see a physician when you first seek medical care.

Depending on the severity of your symptoms, you may receive care immediately, later the same day or asked to schedule an appointment for the next day. You may be offered a choice of doctors or other health care provider. Consider whether you would prefer to see a male or female doctor, an older practitioner, or a younger one, etc. Even if you are not asked, you should make your preferences known. For the best medical care, it is important to choose one clinic and use it throughout your stay. In this way, all those you see will know you, your medical history, and will be able to treat you most appropriately.

The time you spend with health-care providers may seem brief, with little opportunity for conversation. The doctor or nurse will ask you many questions. Some may appear unnecessary or intrusive, but you should try to answer them as completely as possible. You may think the approach is abrupt and impersonal; however, the workers are only trying to be efficient and thorough, characteristics central to American culture. It is expected that patients will ask questions about their health, diagnosis, treatment and costs. American physicians expect their patients to participate in making decisions about medical treatments and choices. If you ever have difficulty understanding anything about your medical status or treatment, ask for clarification. You can ask workers to talk more slowly, to repeat or to write something down. If you think you need a translator, ask when you make your appointment if someone can assist you, or bring a friend.

For clinic hours and more information visit the Student Health Center website: www.jcu.edu/healthcenter/.

Staying in Touch

It is a great adventure coming to a new place to study, but to be fair to yourself and your family; stay in touch with home. Phone home or send a letter, link up with friends and family via e-mail or Skype, set down your daily thoughts in a journal and in a letter to those who helped you get here, plan for a special post graduation vacation for you and you family. There are all sorts of reasons to stay in touch with home, and all sorts of ways to do so.

The United States has a well-developed network of communications ranging from traditional postal services to advanced telecommunications. John Carroll University offers access to many communication services. If you live off campus, you will need to obtain your own phone service and perhaps Internet services. Most communication services in the United States are privately owned and operated. They compete for customers and offer many different choices for a wide range of processes for competitive prices. In the local Telephone Yellow Pages, you can find phone numbers and addresses of communications companies.

Email

You will also be issued a John Carroll email account. All you need is your John Carroll ID number and PIN number. Information Services can help you set up your email account. If you need to contact the Center for Global Education, you can email us at global@jcu.edu.

Mail Services

John Carroll University offers students a full service post office. Students may mail letters and packages and buy stamps. The campus Mail Services Center is open Monday through Friday 8:30 am to 5:00 pm.

If you have questions about postal services, please call the John Carroll University Mail Room, located in the lower level of the Administration Building, at 216-397-4680 or for more information go to www.jcu.edu/fas/pas/mail.htm.

Mail Delivery

If you live on campus, mail will be delivered to your mailbox in the Atrium of the Lombardo Student Center next to the Bookstore, Monday through Friday. Letters from home should be addressed:

Student Name
Box Number
John Carroll University
1 John Carroll Boulevard
University Heights, Ohio 44118

Telephone Services

Most students will have a mobile phone while studying at John Carroll. However, if you wish to use the phone in your dormitory room, you will have to purchase a phone from a local store. Local and on campus service is provided. When using a campus phone to call off-campus, dial “9” before the number you wish to dial. For example: ‘9-555-5555.’ Local calls, those in the 216/440 areas are free. You can call Information Services at 216-397-4261 for more information. To call an on campus number, you only need to dial the last 4 digits.

If you live off-campus, you must arrange your own local and long distance service. As a new customer you will be required to pay a one-time installation fee. Regular monthly bills are issued and are due when the bill that comes to your residences indicates. Do not forget to have your telephone service disconnected or transferred when you move.

Transportation and Travel

The U.S. transportation system is quite different from that in most other countries. The most common form of transportation is the car and our rail and bus systems are not as extensive as those of many other countries. Cleveland's public transportation system is the Regional Transit Authority or RTA. For the most complete and up-to-date information on schedules and fares, try the RTA website at www.riderta.com.

Taxicabs are also available, are more expensive in the U.S. than in many other countries, and Cleveland has fewer taxis than do some larger American cities.

Cleveland has good rail and air connections to other cities. You can check the local telephone Yellow Pages for reservation information, or consult a travel agent. If you plan to take a trip during the campus holiday, it is useful to make reservations well in advance.

Please inform the Center for Global Education of any extended trips you plan to make. **Remember that you are required to report all trips out of the country because you will need proper forms and signatures to assist in your re-entry process.**

Automobiles

You must have a valid U.S. driver's license to drive a car after your first 30 days in the U.S. and in Ohio. Each state in the United States issues its own driver's license. Not every state will recognize your country's driver's license or the international driver's license. Ohio recognizes the international driver license but encourages drivers to acquire an Ohio license as soon as possible to avoid any unnecessary problems.

Owning and operating a motor vehicle in the United States can be very expensive. **YOU MUST HAVE AUTO INSURANCE** if you own a car. It is against the law if you don't. In addition to the purchase price of the car and auto insurance, you are responsible for the sales tax, operating expenses (gas, oil, and repairs), annual state and property taxes.

When you register your car at the County Clerks office you will need to bring your title, proof of auto insurance, and sales tax receipt. The Cuyahoga County Auto and Title Department has several offices throughout the county. Go to <http://bmv.ohio.gov/> for more information.

If you have a car, you must purchase a parking permit to park on John Carroll's campus. Go to the Campus Safety Services website for information and fees: <http://sites.jcu.edu/parking/pages/purchase-your-permit/>.

Bicycles

Bicycles are a good alternative to cars. Several stores in the Cleveland area have new and used bikes for sale. Check the Yellow Pages for locations. Bike parking racks are located in various places around campus. Be sure to always lock your bike.

Student Visa Concerns

Visa Regulations and Employment

This section presents a brief introduction to immigration issues, primarily as they apply to students in F-1 and J-1 visa status. Some of the issues covered in this chapter are:

- Student Status
- Academic Changes and transfers
- Travel and re-entry
- Employment during studies
- Employment after completion of status

Since the tragic events of September 11, 2001, the Department of Homeland Security (DHS) has implemented a new system to track international students and scholars. This new system is referred to as SEVIS, the Student and Exchange Visitor Information System.

The regulations of the USCIS, a branch of the U.S. Department of Homeland Security, govern students classified in F-1 visa status. Students in J-1 visa status are governed directly by regulations of the Department of State (DOS).

As you work toward your degree, you will be asked to comply with various U.S. government regulations related to immigration. **THE CENTER FOR GLOBAL EDUCATION is your MAIN RESOURCE FOR IMMIGRATION INFORMATION.** Many individuals, students, and professors, and members of the community will offer you information. *However, before making a decision to change your course of study, transfer to another institution, travel outside the U.S., or accept employment, you should seek advice from the Assistant Director of Global Education..* Ultimately, it is your responsibility to know and abide by the regulations. So do yourself a favor; get good advice.

F VISAS

Students studying at John Carroll University on an F visa should be mindful of the following terms and regulations. If in doubt, please see the Center for Global Education for clarification.

Visa

A visa to enter the U.S. as a nonimmigrant is stamped or affixed entry on a page of the passport. It enables the passport owner to request the immigration officer at the port of entry to grant admission to the U.S. under conditions specified for the type of visa the bearer holds. Application for a nonimmigrant visa usually requires a personal appearance before a consular officer at a U.S. Consulate or embassy in the student's home country. A visa stamp in the passport does not guarantee entry into the U.S. It must be accompanied by appropriate documentation, such as a valid Form I-20 for F-1 students.

I-20

The Certificate of Eligibility for Nonimmigrant (F-1) Student Status is issued by the university to the student upon acceptance of the student to the university. The I-20 allows the student to apply for a visa to enter the U.S. In addition, all of the F-1 student's transactions with the USCIS are noted on this form.

I-94

The I-94 is an arrival and departure record. Every person entering the U.S. temporarily is issued a Form I-94. Previously, this was a cardboard card that often staples into your passport. Now all of these records are stored electronically. You can access your I-94 record online at <https://i94.cbp.dhs.gov/I94/request.html>

Admission Number

The Admission Number is an 11-digit number that is issued to persons entering the U.S. It is used as an identification number and is the basis for the USCIS arrival/departure database known as the Nonimmigrant Information System (NIIS). The Admission Number is found on Form I-94.

Full Course of Study

A full course of study is one of the requirements that must be met for a student in F-1 status to maintain legal status in the U.S. For undergraduates a full course of study is being enrolled in 12 credit hours per semester during the academic year. For graduate students it is 15 credits over the academic year. Students do not have to be enrolled during the summer break if they intend to register for classes the following fall semester.

Extension of Stay

F-1 students are admitted to the U.S. for "duration of status" which means the amount of time it takes to complete an education program. If a student must remain in an educational program beyond the date originally estimated for completion of the program, he or she must apply for a program extension. The application must be made at least 30 days before the completion date on Form I-20. Consult with the staff at the Center for Global Education if you need to apply for an extension.

Change of Status

Change of status refers to changing from a certain type of nonimmigrant status to an F-1 student status or changing from F-1 status to a different type of nonimmigrant status. For example, after completing your educational program as an F-1 student you may wish to remain in the U.S. as a nonimmigrant worker to gain work experience in the U.S. Consult with the staff in the Center for Global Education if you need to change your status from F-1 or to F-1. In order to change status, you must be maintaining the status in which you were admitted to the U.S.

Employment Authorization

An F-1 student may accept part-time **on campus only up to 20 hours per week during the school year**. John Carroll University students may apply at the Bookstore or dining services. An F-1 student

must apply for off-campus employment authorization and will receive authorization for off-campus employment **only under conditions of severe economic hardship** or as a participant in authorized practical training. Consult with the staff at the Center for Global Education before you accept any off-campus employment.

F-2 Status

Spouses and dependents of students in F-1 status may be admitted to the U.S. in F-2 status. An F-2 may not be authorized for employment under any circumstances. The F-1 student must document financial capability before a spouse or child will be issued an F-2 visa.

Maintaining Legal Status in the US as an F-1 Student

It is highly important that you maintain legal status during your stay in the U.S. Please read and remember the following conditions:

- Make sure your passport is valid at all times during your stay in the U.S.;
- You must be enrolled full-time during the academic year (12 credits for undergraduates; 15 credits for graduate students);
- Make sure your I-20 is endorsed for transfer to John Carroll University within the first 15 days after registration, if you are transferring from another U.S. university;
- You have to apply for extensions of stay before the date on your I-20 expires
- You have to receive official permission before accepting off-campus employment;
- You have to obtain proper re-entry documents before traveling outside the U.S.;
- Make photocopies of your travel documents and keep them and the originals in a safe place. Your travel documents must include:
 - Your passport;
 - Your I-20 ID;
 - Financial documentation (funding source, bank statement, etc.).

If your passport is expiring during your stay in the U.S., consult your country's consulate or embassy in the U.S. to renew your passport. The Center for Global Education can provide you with embassy and consulate addresses and phone numbers.

If you plan to travel outside of the U.S., consult with the staff at the Center for Global Education prior to departure.

Extension of Program for F-1 Students

As an F-1 student, you must extend your stay **at least 30 days** prior to the expiration date of your I-20 (see item 5 on the I-20). Otherwise, you have to depart from the U.S. no later than 60 days after the completion of your educational program or after your I-20 expires, whichever comes first. Consult with the Center for Global Education if you need to extend your stay. **It is extremely important that you observe the 30 day deadline!** If you overstay by even one day, your U.S. entry visa can be canceled and you may be required to return to your home country.

Change of Educational Program for F-1 Students

If you advance from one degree program to another and stay at John Carroll University you have to notify USCIS of the change. To do so, you must obtain an I-20 for the new program or degree from the Center for Global Education at least 30 days before beginning the new program.

Eligibility for change of program:

- You must have been a full-time student maintaining status.
- You must enroll in the program in the next available term after completing or leaving the previous program or in the first term following an authorized vacation.

If you plan a trip outside of the U.S. before you begin a new educational program, consult with the Center for Global Education before you leave.

Transferring to another School as an F-1 Student

If you plan to transfer to another school from John Carroll University, you have to notify the Center for Global Education of the transfer. After you have been accepted to a new school, inform the Center for Global Education and they will transfer your record to the new institution. The new institution will issue you a new I-20 form for their program.

EMPLOYMENT REGULATIONS FOR F-1 STUDENTS

Employment is defined as the rendering of services either a part-time or full-time basis for compensation, financial or otherwise, including self-employment. The regulations divide employment of F-1 students into several categories:

On-Campus Employment

An F-1 student may accept employment at the institution he or she is authorized to attend without prior approval from USCIS, provided the student is enrolled in a full course of study. On-campus work is limited to 20 hours per week while school is in session. During vacation periods, such employment may be full-time for students who are eligible and intend to register for the subsequent academic term. All F-1 students must complete I-9 and tax liability documentation before beginning employment.

Off-Campus Employment

An F-1 student may be authorized to work off-campus only after receiving an approved application from USCIS based on severe economic hardship. It is very important for the F-1 student to contact the Center for Global Education to discuss the application process. **F-1 students may not work off-campus without prior USCIS authorization.** Any employment without authorization makes a student subject to removal from the U.S. by USCIS.

Curricular Practical Training

Students enrolled in an institution whose training program is “an integral part of an established curriculum” may apply for curricular practical training authorization. Curricular practical training must involve a required internship or an internship for credit. Curricular practical training should be 20 hours a week during the academic school year. If a student is engaged in curricular practical training for 12 months or more, the student is not eligible for optional practical training (OPT) after graduation.

Optional Practical Training

A student may participate in optional practical training: (1) while school is not in session and the student intends to register for the next term; (2) while school is in session, provided that employment does not exceed 20 hours per week; (3) full-time after completion of all course requirements for the degree he/she is pursuing; and (4) full-time after completion of the course of study. **Optional practical training after completion of studies must be full-time.**

Students should apply at least 120 days prior to graduation through the Center for Global Education since USCIS often takes 3-4 months or more to approve the optional practical training request. A student may not be employed before receiving authorization from USCIS. Any unauthorized practical training makes a student subject to removal from the U.S. by USCIS.

Social Security Number

Any student who wishes to work in the United States will need to obtain a Social Security number and card. The Center for Global Education can provide you with the necessary paperwork to take to the Social Security Administration office.

DEPARTURE FROM U.S. AND RE-ENTRY OF F-1 STUDENTS

As an F-1 student, whenever the student wishes to leave the U.S. temporarily and return to John Carroll University to continue studying, he/she must secure the necessary documents to permit entry to another country and re-entry to the U.S.

To re-enter the U.S. after a temporary absence of less than 5 months, an F-1 student must have the following documents:

- A valid passport
- A valid visa
- A properly endorsed Form I-20 (take your I-20 to the Center for Global Education for endorsement after your arrival and then once every 12 months.)
- Financial documentation (bank statement, sponsor’s guarantees, etc.)

If a student stays outside of the U.S. for **five months or longer**, he/she will have to apply for reinstatement with USCIS.

Please contact the Center for Global Education prior to departure from the U.S. to make sure that your documents are in order for re-entry.

If you are ever in doubt or have any questions regarding your visa or status, please see the Center for Global Education for assistance.

J VISAS

Visa

A visa to enter the U.S. as a nonimmigrant is a stamped or affixed entry on a page of the passport. It enables the passport bearer to request the immigration officer at the port of entry to grant admission to the U.S. under conditions specified for the type of visa the bearer holds. Application for a nonimmigrant visa usually requires a personal appearance before a consular officer at a U.S. consulate or embassy in the student's home country. A visa stamp in the passport does not guarantee entry into the U.S. It must be accompanied by appropriate documentation, e.g. a valid Form DS-2019.

DS- 2019

The DS- 20 19 is the Certificate of Eligibility for exchange visitor status. This form is issued by the sponsor of the exchange visitor program in which a J-1 student is participating. The DS-2019 allows the student to apply for a J-1 visa to enter the U.S.

I-94

The I-94 is an arrival and departure record. This record can be accessed online at <https://i94.cbp.dhs.gov/I94/request.html>

Full Course of Study

A full course of study is one of the requirements that is to be met for J-1 status to maintain legal status in the U.S. For undergraduates a full course of study is 12 credit hours per semester during the academic year. For graduate students it is 9 credit hours per semester, or 15 credit hours during the academic year. Some exceptions to this requirement exist for student on non-degree exchange programs. Students do not have to be enrolled during the summer break if they intend to register for classes the following semester.

Maintenance of Status

Once a person is admitted to the U.S. status, he or she must meet certain obligations in order to maintain status. These obligations are outlined in the "Maintain Legal Status in the U.S. as a J-1 Student" item of the J-1 section below.

Extension of Stay

J-1 students are admitted to the U.S. for "duration of status" which means the amount of time it takes to complete an education program plus 30 days in which to depart the U.S. If a student must remain in an educational program beyond the date originally estimated for completion of the program (indicated on the DS 2019), he or she must apply for an extension of stay. The application must be made at least 30

days before the completion date on the Form DS 2019. Consult with the Center for Global Education if you have any questions or need to apply for an extension.

Change of Status

Change of status refers to changing from a certain type of nonimmigrant status (such as B-2 visitor) to a J-1 student status, or changing from a J-1 status to a different type of nonimmigrant status. For example, after completion of your visitor exchange program as a J-1 student you may wish to remain in the U.S. to complete a degree program as an F-1 student. Consult with the Center for Global Education if you would like to change your status. In order to change status, you must maintain the status in which you were admitted in the U.S.

Employment Authorization

J-1 exchange students may not accept or participate in on-campus or off-campus employment during their time at John Carroll University. If a student is discovered working off campus, the student will be “out of status” and maybe be removed from their exchange program and have to leave the U.S.

2-Year Home Country Physical Requirement

J-1 students may not be eligible for permanent residency or a change in nonimmigrant status in the U.S. until they have resided and been physically present in their country of nationality for a total of at least 2 years following completion of their exchange program. The requirement can be waived under special circumstances. Your visa sticker will indicate if you are subject to the two-year rule.

J-2 Status

Spouses and dependents of students in J-1 status may be admitted to the U.S. in J-2 status. J-2 dependents may apply to the USCIS for employment authorization.

Maintaining Legal Status In The U.S. As A J-1 Student

It is extremely important that you maintain legal status during your stay at John Carroll University and the U.S. Please read the following conditions:

- Make sure your passport is valid at all times during your stay in the U.S.;
- You must be enrolled full time during the academic year, e.g. 12 credits for undergraduates and 9 credits for graduates;
- You have to apply for extensions of stay before the date on your DS 2019 expires
- You may not work on- or off- campus;
- You have to obtain proper reentry documents before traveling outside of the U.S.;
- Make photocopies of your travel documents and keep them and the originals in a safe place. Your travel documents include:
 - Your passport;
 - Your DS 2019;
 - Financial Documentation, e.g. funding source.

If your passport is expiring during your stay in the U.S., consult your country's consulate of embassy in the U.S. to renew your passport. The Center for Global Education can provide you with consulate and embassy address and phone numbers.

If you plan to travel outside of the U.S., consult with the Center for Global Education prior to departure to make sure your paperwork is properly endorsed.

Academic Training (AT)

Exchange visitors who wish to carry out a paid professional internship which is related to their field of study should contact the Center for Global Education for more information. The Center for Career Services can help you to find an internship.

Insurance

J-1 students are required to have medical insurance in effect for themselves and any accompanying spouse and dependents. At a minimum, your insurance should cover medical benefits of at least \$50,000 per person per accident or illness, repatriation of remains in the amount of \$7,500, and expenses associated with medical evacuation in the amount of \$10,000. The deductible may not exceed \$500.00 per accident or illness. You must maintain the required insurance during the duration of your program. If you have any questions about obtaining insurance, please see the Center for Global Education.

2-Year Home Country Physical Presence Requirement

As a J-1 student you may not be eligible for permanent residency or a change in nonimmigrant status until you have resided and been physically present in your country of nationality or last legal permanent residence for a total of at least 2 years following departure from the U.S. These restrictions apply to J-1 students:

- Who were sponsored by an agency of the U.S. government or by the government of the country of the students' nationality;
- Who, at the time of admission were a national of a country which the director of the United States Information Agency designated as requiring the services of persons engaged in the field of specialized knowledge or skill in which the students are engaged (USIA Skills List publication);
- Who came into the U.S. in order to receive graduate medical education or training.

Your DS 20 19 indicates whether you are subject to the 2-year home country physical presence requirement. These restrictions may be waived under special circumstances. Contact the Center for Global Education if you have questions concerning this requirement.

Change of Status

As a J-1 student you may qualify to change to a different nonimmigrant status only if you maintained legal status as an exchange visitor and if you are not subject to the 2-year home country physical presence requirement. Contact the Center for Global Education for any questions you have.

Departure from the U.S. and Reentry of J-1 Students

As a J-1 student, whenever you wish to leave the U.S. temporarily and return to John Carroll University, you have to secure the necessary documents to permit entry to another country and reentry to the U.S. Consult the Center for Global Education for further information.

Commonly, to reenter the U.S. after a temporary absence a J-1 student must have the following documents:

- A valid passport;
- A valid visa;
- Form DS 2019 with a valid signature from a Responsible Officer at John Carroll University.
- Financial documentation (bank statement, sponsor's guarantees, etc.).

Contact the Center for Global Education prior to your temporary departure from the U.S. and make sure your documents are in order for reentry to the United States.

Socially Speaking: Living in the U.S.A.

Getting Along in the USA - Some Customs & Culture Tips

Because of its history, the United States is a society with many different classes, groups, races, and lifestyles. Within each of these groups, individual members are also quite different from one another. No one behaves exactly like anyone else. There are, however, several characteristics, which most people have in common. Remember, these are general characteristics; many people you meet will not fit these patterns.

Some Characteristics of U.S. Americans

Individualism

Most people in the US believe that the ideal person is independent and self-reliant, and most people think of themselves this way. People in the US do not think of themselves as representatives of their families, communities, or social class. Some international students see this attitude as "selfish". You can see examples of individualism in the classroom as well. Teachers expect students to be independent and individualistic, to work alone, and to produce original work.

Equality

The Declaration of Independence states that "all men are created equal". In many ways people believe this; you can see equality in such common practices as "waiting in line". When you go to the bank, to the post office, or to immigration, you will be asked to take a number and wait. Regardless of how important or trivial your need is, you will be treated like everyone else; first come, first served. You can also see equality in the classroom. All students are the same in the eyes of professors, and many professors view students (particularly graduate students) as their equals. Professors may ask students to call them by their first names.

Informality

Although equality is ignored in some parts of life, it is followed closely in others. For example, people treat one another very informally, even in the presence of great differences in age or social status. This is not a "lack of respect," this is the custom in the United States.

Punctuality

Most people in the US are very punctual and organize their activities around schedules. Being late is rude. If you cannot be on time, tell the people who are waiting for you. For business appointments, you should arrive a few minutes early. For social appointments, you should arrive 10-15 minutes after the appointed time. It is not a good idea to arrive early for social invitations.

Materialism

Success in the United States is often measured in dollars. Many people think about money and material possessions as much as time. As a result, you may think that people ignore more important things in life, like love and friendship. This is not true; like people in every country, most people in the US value friendship more than wealth.

Making Conversation

"Small talk" includes topics, such as sports, weather, jobs, or past experiences. Most people do not talk about religion, politics, or personal feelings with strangers. Sex and bodily functions are not discussed. People do not usually talk about the personal lives of their conversation partners. This emotional distance does not mean people dislike you, but personal lives are discussed only with close friends and family.

There are few "ritualistic" exchanges in English, but you should know that "How are you?" and "How's it going?" are greetings, not questions about your life. "See you later," or "See you soon," are ways of saying good-bye, not appointments.

People in the US are curious. They will ask you a lot of questions. Some of their questions may appear ridiculous, uninformed and elementary, but try to be patient in answering them. You may be the first person from your country whom they have met, and they will have very little understanding of your life. Most people are sincerely interested in learning about you.

Many people believe in the "scientific method" of understanding the world, so they look for facts and evidence when you tell them something new. This may seem odd to students whose cultures emphasize feelings or emotions, but people are not rude if they say, "Show me" or "Prove it".

Loud conversations usually mean people are angry. Most conversations are moderate in volume with few gestures. Do not speak too loudly or too quietly, and keep your hands under control.

Nonverbal Communication

When you have communication difficulties, you may think it is because of spoken or written language. However, many misunderstandings happen because of non-verbal communication, or body language.

Eye Contact

During a conversation, the speaker looks briefly into the listener's eyes, briefly away, and then back at the listener's eyes. The listener should look at the speaker's eyes constantly. If you do not look into the eyes of your conversation partner, he will think you are not listening, or that you are not trustworthy.

Touching

Touching people often makes them uncomfortable. Men are especially nervous when touched by another man. Women who are good friends may walk arm-in-arm, but only rarely.

Space

You do not have to touch people to make them nervous. People expect others to be at least an arm's length away from them. If you get closer than this, people will move away from you; they do not dislike you; you are "in their space." In addition, you will hear people say, "Excuse me," although they have not actually touched anyone. No matter where you are, give people plenty of space.

Misjudgments and Differences

Common Misjudgments

- Internationals often think that people in the United States are incapable of deep conversation or thought. Many people are able to think and talk deeply; they are just reluctant to do so with strangers.
- People in the US often think that internationals who speak rarely or quietly are too shy, too formal, or just dumb.
- Arguing may alarm some people. They expect violence or long-lasting anger to follow such encounters.
- Many people are easily embarrassed by sex, religion, and politics, and may assume that those who mention such topics are rude.

Some Differences Customs

- People in the United States have no taboo associated with the left hand; they touch you or hand you objects with either the left or the right hand.
- People in the US have no negative association with the soles of the feet or the bottom of the shoes.
- A common way to greet children is to pat them on their heads.
- People point with their index finger.
- Respect for someone is shown by looking at her or him in the face.
- Relaxed postures, whether sitting or standing, are very common; do not think your listener is inattentive because they are relaxed.
- People are uncomfortable with silence.
- The doors of rooms are usually open unless there is a specific reason to close them.

Socializing

Shaking Hands

First impressions are important so you should learn to shake hands correctly. Right hands are clasped at waist level and arm's length. A firm squeeze occurs while the hands are raised slightly, then lowered and released. Do not squeeze too lightly or too strongly, and do not prolong the handshake by refusing to let go. Men usually shake right hands when they first meet. Men do not usually shake hands with a woman unless she offers her hand first.

Names and Titles

Most people in the United States have three names: a given name, a middle name, and a last (family or surname) name. In conversation and in writing, the given name usually comes first. For example, "Hello, my name is Tom Cruise." Most official forms ask you to write your family name first, followed by a comma, then your first name: "Cruise, Tom." Read carefully before filling out any form so you fill it out correctly. A comma shows that the last name is written first.

People often use first names. Do not assume from the use of given names that there is no respect for status or age. There are many non-verbal habits that show respect. Young people generally talk less in the presence of their elders and are less assertive. Young people and people of lower status are less likely to use slang or profanity around their "superiors".

Use of Names

- It is all right to use the first name of someone your same age and status, or someone younger. If you are unsure, you should ask if the person prefers to be called by his or her first name.
- A woman or man older than yourself is often addressed as Ms., Miss, Mrs., or Mr. until the individual requests that you use his or her first name or until you get to know the individual better.
- Men and women will be confused if you use Ms., Miss, Mrs., or Mr. with a first name, as is the custom in some countries. Ordinarily Ms., Miss, Mrs., or Mr. is used only with the family name.
- Some women in the US prefer Ms. (pronounced "Miz"). Ms. is used for both single and married women. It also replaces Miss and Mrs. You can use Ms. if you do not know if a woman is single or married.

Social Gatherings

Social gatherings are quite informal in the US. Most people do not use parties to show wealth or taste. Parties are opportunities for people to gather, converse, and relax. As a result, the host-guest relationship, which is quite formal in many cultures, is very informal. Your host wants you to "feel at home." You may be greeted at the door with "Make yourself at home." This means you may have to serve yourself.

Invitations are usually informal and often oral, but tell the time and place: "Will you come over Tuesday evening at 8:00?" A statement such as "come and see me sometime" or "drop in" is not an invitation. It means that you must telephone before you drop in. If you accept an invitation, it is important that you go and be punctual. The host expects you to call as soon as possible if you must cancel. It is considered rude to simply not show up. If you are not interested in the invitation, it is better to refuse politely the date or appointment in the beginning. Refusing a date is not considered rude in the United States.

A formal, written invitation requires a response and often a written response.

- If the invitation says "RSVP," you must call the host and tell him whether you will be there. If you cannot attend or do not plan to attend, say so. Do not say "yes" just to be polite. The "RSVP" is to help the host plan how much food and drink to prepare; an accurate count is necessary.
- If your invitation says, "Regrets only," you only need to tell your host if you do not plan to attend. If you are unsure how to dress, call the host, and ask, "What should I wear?"

- Student gatherings are much less formal. What time you arrive makes little difference, because people are coming and going all the time. Many student parties are "BYOB" (bring your own beverage). You will make enemies rapidly if you go to parties and drink other people's beverages. If a party is BYOB, then you should BYOB!

Gifts for Hosts

It is not necessary to bring flowers, candy, or a gift to a dinner host. However, it is a nice thing to do. You should always say "thank you" when you leave. It is also polite to write a note or telephone the next day and repeat your thank you. Overnight houseguests usually bring a small, inexpensive gift to the host, such as a souvenir from your home country or other small remembrance.

Table Etiquette

If you have dietary restrictions, it is a good idea to tell your host when you are invited. When you are at the dinner table and are asked if you would like something, do not refuse out of politeness. The host or hostess probably won't ask you a second time. After you have had enough, it is all right to politely decline additional servings.

Romantic, Relationships, and Dating

Romantic relationships can be difficult between members of different cultures. Men and women often view romance quite differently. These problems increase in cross-cultural romance. Men may perceive international women as "prudish", not interested in the opposite sex, nor in having fun. Women may perceive international men as being "wolves", interested only in the physical rewards of a relationship. International women often view men in the US in a similar way. That they are interested only in sex. Foreign males may think all women in the US are willing sex partners. Again, it is important to be aware of these stereotypes, and that they are usually wrong.

In the United States, relationships between members of the opposite sex are generally less structured than in other countries. "Platonic" relationships (non-romantic friendships between members of the opposite sex) are very common and virtually everyone has platonic friends of the opposite sex.

Like most rules governing relationships in the United States, those that govern romance are informal and vague. Generally, however, when a couple makes a "date" they will do something: go to a movie, have dinner, go dancing, etc. They will not simply sit and talk. A man or a woman can ask for a date. The person who asks will probably pay for the date.

Asking someone on a date, or accepting a date, does not obligate you to become romantically involved. If, for some reason, you do not wish to date the person a second time, simply do not ask them out again, or if they ask you out a second time, you may refuse politely. Many first dates turn out to be last dates, which is perfectly acceptable in the United States.

When you meet someone who interests you, it is wise to get to know the person before pursuing a romantic relationship. You need to let the person know that you are interested in them, but you should not just blurt out, "Wow, I am interested in you. Would you like to go out with me?" The process of communicating interest without being blunt is called "flirting."

Keep in mind that flirting is a two-way street. The person with whom you are flirting is also getting to know you, figuring out if he/she would like to see you again. If the person becomes inattentive or seems to be avoiding you, generally that means he/she is not interested. Do not pursue the relationship. If, however, the person is attentive and seems in no hurry to end conversations with you, that usually means he/she is interested in you as well. When this happens, ask this person if he/she would like to have dinner, or go to a movie or a play or theater, and set a specific time and place to meet. Traditionally, the male paid for everything on a date. Nowadays, people on dates often pay their own way. If your partner pays for everything, offer to return the favor on a later date.

Sexual Involvement

The most awkward part of dating in the United States, as in many societies, revolves around sexual involvement. Like everything else in the United States, there are very few guidelines; attitudes vary tremendously from person to person and from relationship to relationship. There are, however, two rules that most people accept:

1. Sex is not expected during the early stages of a romantic relationship, and agreeing to a date or going to the home of your partner does not obligate you to have sex. Regardless of what you have seen in US movies or on television, that is not how dating works in the US.
2. Sex is usually the result of a strong emotional attachment. Those involved in the relationship feel love toward one another, and "making love" is a logical part of their relationship. This does not mean, however, that sex guarantees emotional commitment. There are people in the United States and internationals who view sex as a goal in itself and who attach no emotional significance to it.

Date rape and sexual harassment are growing concerns in the United States especially on college campuses. It is sometimes very difficult to know what to do. On a date, sex should only happen by mutual consent. If either partner says "no" or is not willing, do not force it. That is rape. Sexual harassment is difficult to define, but it means that no one in a position of power or authority can take advantage of that position for sexual favors. If you feel sexually uncomfortable with an employer or professor who has authority over you, talk to someone and get advice. You can always talk confidentially to someone at the Student Health Center or Counseling Center.

You have heard of Acquired Immune Deficiency Syndrome (AIDS). Though the odds seem slim that you will be exposed to an infected person, this is not something you leave to chance. If you are sexually active, practice "safe sex." "Safe sex" means you and your partner do not exchange bodily fluids. Condoms are available at the Student Health Center and at any drug or convenience store. Use them.

Hygiene

Television commercials for soap, perfume, cologne, deodorant, antiperspirant, toothpaste, mouthwash, breath mints, etc., show people's obsession with smelling good. People consider bad breath and natural body odor offensive in the United States, and the topic of these odors is so offensive that most people will not tell another person he or she has bad breath or body odor. You do not have to cover yourself with perfumes and chew gum constantly; a shower each day, clean clothes, and good dental care is enough.

Crossroads and Culture Shock

The Intercultural Hypothesis:

The process of learning to live in a new culture is called “cultural adaptation”. Generations of students have found that they go through a predictable series of stages as they adjust to living and studying abroad. As we begin to discuss cultural adaptation and your experience at JCU, we will make use of Robert L. Kohls’ “Intercultural Hypothesis,¹” according to which:

- Human beings are creatures of culture.
- Culture evolved, and continues to evolve, in creative response to basic human problems, needs, and aspirations:
 - Food
 - Clothing
 - Shelter
 - Family organization
 - Social organization
 - Governance
 - Self-defense
 - Artistic expression
 - Technology
 - Religion
- It is inevitable that culture evolves differently among different peoples.
- There are no “right” cultures in an absolute sense, only “right” or “wrong” responses in a given culture. Cultures are not “better” or “worse” than one another—they are only different from another.
- In general, children raised into a particular culture are educated into that culture’s “right” ways. This educational process is called enculturation.
- Different peoples tend to think that their own cultures are superior to others’ cultures. This way of thinking is called ethnocentricity.
- When a person stays in his/her own culture, issues or problems of a cross-cultural nature are not likely to arise.
- Cross-cultural issues arise when a person who has been enculturated into one culture finds him or herself in a different culture, or when a person of one culture tries to communicate with a person of another culture.

Just as you will bring clothes and other personal items with you to the United States, you will also carry invisible “cultural baggage” when you travel. That baggage is not as obvious as the items in your suitcase, but it will play a major role in your cultural adaptation in the U.S. Cultural baggage includes the values that are important to you and the patterns of behavior that are customary in your culture. The more you know about your own personal values and how they are related to your culture, the better

¹Source: Intercultural Education, Training and Research, Washington DC 1981: Developing Intercultural Awareness Kohls, Robert L., Society for International Training

prepared you will be to see and understand the cultural differences you will encounter in the United States, and at John Carroll University.

What to Expect

Encounters with cultural differences can cause cultural surprise, sometimes referred to as “culture shock.” Culture shock is not quite as shocking or as sudden as many people think. It is part of the process of learning to live in a new culture. You may experience some discomfort before you are able to live comfortably in your new environment. This discomfort is the “culture shock” stage of the adaptation process. Culture shock does not happen all at once. It is a feeling that grows little by little as you adapt to your new situation and interact with other students, faculty, and people in the community. The main thing to remember is that this is a normal process that nearly everyone goes through. Please remember that the Center for Global Education is here to help you sort out these kinds of issues.

Most students find their first days abroad to be exhilarating, a time of new experiences, sights, sounds, and activities. Your new situation may be confusing, but with so much to learn and absorb in a new culture, the initial period of settling in often seems like an adventure. During this time, you may tend to look for and identify similarities between your home culture and the United States. The procedures may be different, but there are recognizable patterns, basics that you can easily learn, and precedents that you can follow. For example, you may find that people walk and talk more quickly, traffic patterns may be confusing, and buildings may look different than you expected. But these kinds of differences are easy to see, easy to interpret, and quickly learned. Aspects of American culture that seem confusing or even unattractive may strike you as “quaint” or “interesting”.

Gradually—or perhaps quite suddenly—as you become more involved in activities and get to know the people around you, the differences between American college culture and your own culture will become more apparent to you. The housing arrangement on campus, the method of registration, the manner in which classes are taught, and other aspects of campus culture may seem strange or confusing. And those differences will no longer seem quaint or interesting, but irritating, troubling, or even maddening.

Culture Shock

“**Culture Shock**” is the term used to describe the more pronounced reactions to the psychological disorientation most people experience when they move for an extended period of time into a culture markedly different from their own. In a sense, culture shock is the occupational hazard of overseas living through which one has to be willing to go through in order to have the pleasures of experiencing life in other countries and cultures.

For some people the bout with culture shock is brief and hardly noticeable. These are usually people whose personalities provide them with a kind of natural immunity. For most of us, however, culture shock is something we will have to deal with over a period of at least several months, possibly a year or more.

Culture shock has two distinctive features:

1. *It does not result from a specific event or series of events.* It comes instead from the experience of encountering ways of doing, organizing, perceiving or valuing things which are different from yours and which threaten your basic, unconscious belief that your culture’s customs, assumptions, values and behaviors are “right.”

2. *It does not strike suddenly or have a single principal cause.* It builds up slowly, from a series of small events, which are difficult to identify.

The Symptoms of Culture Shock Not everyone will experience a severe case of culture shock, nor see all the symptoms. Some that may occur in more severe cases include:

- Homesickness
- Psychosomatic illnesses
- Unexplainable fits of weeping
- Loss of the ability to work effectively
- Need for excessive amounts of sleep
- Hostility towards host nationals
- Stereotyping of host nationals
- Withdrawal
- Boredom
- Compulsive eating
- Compulsive drinking
- Irritability
- Chauvinistic excess
- Exaggerated cleanliness

The Stages of Culture Shock

1. Cultural Euphoria

At the start of your study abroad, there is an initial excitement about being in a new culture. This is often called the “honeymoon stage.” Everything is new and wonderful, and you are eager to explore it all. This phase seems pleasant enough, but there are some drawbacks involved. You tend to see the culture through rose-colored glasses, and your interpretations are not necessarily realistic. You also focus more on all the visible aspects of the culture (e.g. food, scenery, and clothing) and are ignoring the more complex and less obvious cultural aspects. In addition, you tend to focus on the similarities rather than differences in the early stage of the visit. Most tourists travel for a short period and remain in this stage for their entire stay.

2. Cultural Confrontation

In the next stage (typically one third to one-half the way through an experience), the initial excitement you felt when you arrived diminishes and the process of cultural adjustment begins. This stage is typically characterized by confusion and frustration and, as such, is the most difficult stage. Your feelings can shift from very positive to extremely negative. You may view both the home and host cultures in unrealistic terms; one is superior while the other is lacking. This is because everything that you used to do with relative ease in your home country appears much more difficult due to the culture and/or the language. Homesickness may also contribute to your feelings of discomfort. You feel discouraged and begin to doubt whether you can learn the language or adjust to the culture. Despite these feelings, you are making critical progress in expanding your cross-cultural awareness and, whether or not you are aware of it, you are developing your own strategies for coping with cultural differences.

3. Cultural Adjustment

This stage represents the transition out of culture shock into significant cultural adjustment. You feel increasingly comfortable and competent in the culture, and these feelings prevail over the times you have felt frustrated or out of place. Homesickness may still be an issue for you, but you are interacting more effectively with host nationals, leading to an increase in self-confidence. You start to look forward to future interactions in the United States as well as what you can learn throughout the remainder of your experience.

4. Cultural Adaptation

In this stage, you have reached a point at which you have a great deal of confidence in your ability to communicate and interact effectively. You have a deeper understanding of the influence culture has in peoples' lives. You have acquired considerable cultural knowledge, but you also recognize that there is much you still do not know or understand. You have integrated many of the values, customs, and behaviors from the new culture into your daily life. You now possess the ability to examine and comprehend a wide range of cultural norms, and beliefs.

Some Helpful Coping Strategies

What to do when you are hit with the culture shock blues? Here is some advice from former study abroad returnees:

- **Find ways to relieve stress:** understand your language and culture limits- if things get overwhelming, take a break.
- **Do what you do at home or something close to it:** what worked for you at home when you were feeling down? Reading? Listening to music? Watching a funny movie? Give it a try in the host country as well.
- **Express yourself:** find someone who understands to talk things over- it may be another U.S. American or international student. Singing, playing an instrument, or dancing can also be wonderful means of expression you can do by yourself or with others.
- **Connect with family and friends back home:** write letters home, send e-mails to friends. Writing can be a valuable means of reconnecting when things aren't going so well. But set a limit. Too much time sending e-mail can make you feel you never emotionally left home. And that's not what you want either.
- **Keep a journal:** writing down your experiences can be a great way to vent and also to process and create a space to gain insights into your experience and cultures surrounding you.
- **Stay active:** take walks, bike, swim, or engage in other kinds of physical activity. A good workout can be calming and therapeutic.

The above are some examples to get you thinking about what you can do to alleviate the symptoms of culture shock. By now you should be able to come up with a few coping strategies of your own. Think about what normally helps you feel relaxed, valued, and comfortable when you are home. Then adapt these strategies to your new environment in your host country.

Journaling

One of the things many travelers regret most upon their return is that they neglected to keep a journal while they were abroad. One of the most valuable and relatively painless activities you can do to enhance your experience is to keep a journal. No matter how amazing and unforgettable your experience abroad may seem, it doesn't take long for your memories begin to fade. Keeping a journal can not only help you remember the details of your experience, but it can also help you process and learn the most from it.

What are the functions of a journal?

The journal could have many functions: serve as a record of experiences, provide a reference for culture and language learning and development, or help you cope with feelings and emotions felt while going

through cultural adjustment. Keep in mind that making periodic entries into your journal will take some time and energy. Whether you make daily entries or write only when the urge hits you will be up to you. Most people find that once they start making regular entries and getting into the journaling habit, it's something they actually look forward to doing.

Appendix 1: National and University Holidays

National Holidays affect all U.S. Federal Government offices and usually state offices as well. Many private sector services will also observe the holidays.

| | |
|--------------------------------------|--|
| 1 st January | New Year's Day |
| 3 rd Monday in January | Martin Luther King Day |
| 3 rd Monday in February | President's Day/ Washington's Birthday |
| Last Monday in May | Memorial Day |
| 4 th of July | Independence Day |
| 1 st Monday in September | Labor Day |
| 2 nd Monday in October | Columbus Day |
| 11 th November | Veterans' Day |
| 4 th Thursday in November | Thanksgiving |
| 25 th December | Christmas Day |

Appendix 2: List of Campus Contact Numbers

If you are calling from on-campus, you only need to dial the last four digits of the phone number for another on-campus office or residence hall room. If you are calling a number off-campus, you need to dial 9 and then the number. Likewise, if you are off-campus trying to call an office on-campus you need to dial the seven digit number.

| | |
|---|--------------|
| Bookstore _____ | 216-397-4411 |
| Bursar/Director of Student Accounts _____ | 216-397-4272 |
| Campus Ministry _____ | 216-397-4717 |
| Campus Safety Services _____ | 216-397-4600 |
| Center for Global Education _____ | 216-397-4230 |
| Computer Help Line _____ | 216-397-3005 |
| Financial Aid _____ | 216-397-4248 |
| Health Services _____ | 216-397-4349 |
| Judicial Affairs _____ | 216-397-4594 |
| Library _____ | 216-397-4233 |
| Mail Center _____ | 216-397-4680 |
| Registrar's Office _____ | 216-397-4291 |
| Residence Life _____ | 216-397-4408 |
| University Counseling Center _____ | 216-397-1756 |
| WJCU (Radio Station) _____ | 216-397-4437 |