



The International Student Transition Guide 2011-2012



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REMEMBER THESE BASIC REQUIREMENTS FOR MAINTAINING F-1 STATUS:

- Report to the DSO for SEVIS registration upon arriving at the school.
- Attend the authorized school.
- Carry a full course of study and make normal academic progress towards completion of the program:
 - 15 credit hours per semester for undergraduate students. (12 hours minimum, 9 hours must be in face-to-face classes).
 - 6 credit hours per semester for graduate students (3 in face-to-face classes).
- Report any changes of address to the DSO within 10 days of the change.
- DO NOT engage in unauthorized work.
- File timely requests for extensions of stay (be aware of the end date on your I-20!), change of status, transfer, Optional Practical Training (OPT), etc.
- Keep your passport valid for six months into the future.
- Keep continuity in your program of study:
 - In general, an absence from the U.S. or any other academic break of more than 5 months will terminate your F-1 status.
- Obey all state and federal laws including laws regulating domestic disputes, child endangerment, sexual assault, driving while under the influence, etc.

August 23, 2005

Dear Park University F-1/F-2 visa students,

Since September 11, 2001, the United States has made numerous changes regarding international visitors in the United States. The Student and Exchange Visitor Information System (SEVIS) was created, which allows the Department of Homeland Security to electronically track international students in the United States. Recently, the Bureau of Citizenship and Immigration Services (BCIS) changed its name to the U.S. Citizenship and Immigration Services and continues to report to the Department of Homeland Security.

New rules governing international students on F-1 and F-2 visas became law on January 1, 2003. It is very important that you understand these rules. Here are some of the changes we think you should know:

1. When you change your address, you must inform the school within 10 days of moving. This must be done at the Registrar's Office in McKay **AND** at the Office of International Student Services.
2. Special Registration requires students in non-immigration status from the following countries to report to the local USCIS office when contacted and requested to do so: Bangladesh, Egypt, Indonesia, Jordan, Kuwait, Afghanistan, Algeria, Bahrain, Eritrea, Iran, Iraq, Lebanon, Libya, Morocco, North Korea, Oman, Qatar, Somalia, Sudan, Syria, Tunisia, United Arab Emirates, Yemen, Pakistan, Saudi Arabia. You may also be contacted if you are not from one of the countries listed. Please check with the USCIS website www.uscis.gov for instructions on reporting requirements.
3. The new SEVIS system is "real-time", meaning that if you withdraw from a class and fall below full-time, you may immediately be reported to BCIS as "out of status". Please make sure you maintain your full-time enrollment (minimum 12 credit hours undergraduate; minimum 6 credit hours graduate) at ALL TIMES every fall and spring semester (summer is still optional, unless you need classes to complete your degree on time). Please also remember that if you do not attend your classes, your teachers can withdraw you and this could adversely affect your stay in the United States. Finally, when you pre-register for classes be sure to sign up for all sessions, including fall II and spring II, even though you will be paying for those classes at a later time. This will ensure your full-time reporting.
4. The process to transfer to a new institution has changed. You must identify and determine you are transferring much earlier than in the past. Please make sure you make an appointment with the Office of International Students as early as possible when transferring.
5. Students can continue to engage in dual enrollment with any other school, but ONLY IN ADDITION to the minimum 12 hours they must take at Park University.
6. It is your responsibility to keep your I-20 current. Please note that your I-20 does have an expiration date, which is the date next to the "complete studies no later than" area. If you are not able to complete your studies by the expiration date, you must apply for an extension with the Office of International Student Services 30 days before your I-20 expires.

7. If you have not maintained your status (i.e. expired I-20, did not complete 12 credit hours, etc.) you are required to apply for reinstatement to USCIS before you will be allowed to register for the next semester. Please stop by the Office of International Student Services in order to obtain the necessary documents and information for applying for reinstatement. YOU MUST complete your application for reinstatement within 5 months of losing your status. If you have been out of status for more than 5 months, you must have a valid explanation before being allowed to apply for reinstatement. If the explanation is not valid, you will need to return to your home country.
8. Individuals in the United States on an F-2 visa can no longer attend classes at Park University. These individuals who want to pursue a degree must apply for their own F-1 student visa status and receive it before they can enroll.
9. Students in undergraduate academic classes can only take one course via the Internet to count toward the minimum 12 hour full-time course load per semester, meaning 9 hours must be in “face-to-face” classroom settings. Graduate students may take an internet course in addition to their 3 hours “face-to-face” classes. You may take additional internet courses once the face-to-face minimum requirements are met. Students in English as an International Language classes are not allowed any course via the Internet.
10. Once you have made plans to travel outside the United States, you must make sure to stop by the Office of International Student Services at least one week prior to the travel with your I-20, in order to have the travel page of your I-20 endorsed.
11. When you are in your last semester prior to graduation and wish to apply for the one year of full-time employment known as Optional Practical Training (OPT), you must apply prior to your graduation date in order to be eligible for it. You can apply no earlier than 90 days prior to the graduation date, and no later than one week before your graduation date. You may now also apply for another year of OPT after completing a higher degree (i.e. Master’s).
12. If you have an emergency medical situation that requires you to drop below full-time status, you must first contact the Office of International Student Services before dropping any classes or not enrolling full-time. You are only allowed one such situation in your degree program.

We hope you find this helpful. If you have any questions, please do not hesitate to contact Michael Hernandez at the Office of International Student Services at 816-584-6379 or Kimberly Connelly at 816-584-6834.

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ACKNOWLEDGEMENTS

As mentioned in the Introduction, this guide is a compilation of information obtained from various sources. The information that was not specific to Park University was obtained using handbooks and other materials from the following organizations. Thanks to the abundance of existing information, the effort required to put together a helpful resource for the international students at Park University was greatly reduced.

NAFSA's Association of International Educators

American-Mideast Educational & Training Services, Inc.

Platte County-KCI Area Convention and Visitors Bureau

City of Parkville, Missouri City Hall

University of Arkansas (Fayetteville) International Programs Office

Central Missouri State University

The University of Missouri-Kansas City

Clemson University, South Carolina

Missouri Department of Revenue

Missouri State License Bureau

International Student Guide to the United States of America

Thanks to the individuals at Park University who provided information and helpful editing services! Thanks to Wade Tripp in Computer Services for his help in saving my document! And, a special thanks to Michael Hernandez for allowing me to do my internship with his office.
~Jill Caberera

The International Student Transition Guide was prepared by Jill Cabrera as an internship project for the Higher Education Administration Program, at the University of Missouri-Kansas City. The Guide was updated and expanded by Katie Gibson, Park University's International Student Services Program Specialist, in August of 2005, Tatiana Woldman, International Program Advisor in August 2007 and August 2008 and Michael Aidoo, International Program Advisor & DSO in August 2009.

INTRODUCTION

HOW WILL THIS GUIDE HELP ME?

The International Student Transition Guide is a compilation of information believed to be helpful to international students in their transition from their home culture to that of the United States. This guide is a supplement to other information provided to you by Park University and is not intended to replace it.

The International Student Transition Guide contains information regarding your immigration status and responsibilities, the American culture, and other useful information such as services within walking distance of campus. It is the hope of the International Student Services Office that the information contained within will be beneficial to international students throughout their education at Park University. So take time to familiarize yourself with its contents and keep it handy!

Disclaimer: The names of various businesses and restaurants near Park University have been included in this guide as an aid to students who may benefit from services within walking distance of the campus. Park University is not endorsing or promoting these businesses.

CHAPTER 1: GETTING SETTLED

Upon arriving in Kansas City, one of your first concerns will probably be your living arrangements. If you are an unmarried student under the age of 21 and you are not living with parents, legal guardians, or children, and have less than 58 credit hours, you are required to live on campus. If you do not fit the aforementioned category, and have not prearranged your housing before your arrival, then you will need to decide if you want to live in an on-campus residence hall, or an off-campus house or apartment. The following sections contain information that you should consider when making your choice.

We highly recommend that all international students live on campus their first year. Living on campus gives you an opportunity to get to know your classmates, participate in a variety of campus activities and get involved with university clubs.

LIVING ACCOMMODATIONS:

What Do I Need?

What you will need depends on where you live. If you live on-campus in a residence hall, the following items may be checked out with a Park University student ID: cleaning and kitchen supplies, a vacuum cleaner, sports equipment, board games, a pool table, ping pong, and air hockey equipment. Trash can liners and toilet paper will be provided. **ITEMS NOT PROVIDED** (you must bring or purchase upon arrival) **ARE:** bedding (sheets, blankets, and pillow cases), hand towels, facial towels, bath towels, shampoo, body soap and all other personal items.



Telephone hookups are available in each room, but the telephones are supplied by the students themselves. Internet hookup is provided in each room but the student must have a network-ready computer. A refrigerator, stove, and microwave are available in the kitchen, and shared by all students in the residence hall.

On-Campus Housing

At Park University there are three co-ed residence halls: Chestnut Hall, Dearing Hall and newly built this year Copley Quad. Herr House is reserved Graduate students only. **If you are under 21 and a full time student, you are required to live in the dormitories**, unless: you have earned more than 58 credit hours, you are married and/or living with a dependant, you are living with a parent or guardian. Living on campus is encouraged at Park University. Living on campus will offer you many opportunities to socialize with other students and to interact with faculty, which is a good way to acclimate yourself more quickly to your new environment. It is widely accepted among college educators that students who participate in campus life and activities gain a stronger sense of community and enjoy a more fulfilling college experience. Living on campus also relieves the student of the many responsibilities that come with renting an apartment or house.



for

In addition to the residence halls, Park University has a limited number of apartments on campus. These are located in Shepherd Hall and the top floor of Dearing Hall. For detailed

information regarding availability and monthly rental fees, contact the Student Life office at 816-584-6463.

Off-Campus Housing

Apartments are the most common choice for off-campus housing among students. When choosing an apartment you should consider its cost, proximity to campus, and safety. A “lease” is a binding agreement between you and the property owner, or landlord. When you sign a lease, you are obligated to pay the landlord monthly rent for the duration of the lease. Most leases are for 9 or 12 months, and it is usually very difficult and expensive to break or alter a lease. Therefore, before you sign you should be reasonably sure that you can live with your decision for the duration of your lease. (The person who signs the lease and occupies the apartment is called a tenant.) With permission from your landlord, you may be allowed to find another tenant to take your place for the remainder of your contract (this is referred to as subleasing). If you “sublease” your apartment to other tenants you will probably continue to be the person held responsible for any damage to the apartment (even in your absence).

When you sign a lease you will likely be required to leave a **security deposit** (sometimes referred to as just “deposit”). A deposit is an amount of money the landlord requires of a tenant (usually paid the same day the lease agreement is signed) as sort of an insurance policy that the tenant will leave the apartment in good condition when the agreement expires. Security deposits vary greatly and can range from approximately \$200 to more than one month’s rent (in addition to the first month’s rent). Be prepared to pay a higher deposit and additional rent if you own a pet (pets are not always permitted). If the tenant leaves the apartment in good condition, he or she should get the deposit back.

If the apartment is not clean or something has been damaged, the landlord may choose to give some of the deposit back or may keep it all to pay for the needed cleaning or repairs. For this reason, it is a good idea to check an apartment well before you move in, and make sure that both you and the landlord identify (and write down) pre-existing damage—ideally, this should be done together. This is to minimize the possibility that you may be charged later for repairing damage that did not occur during your stay.

Never sign a lease unless you are completely satisfied with the apartment and surrounding property. Sign only when you understand all the terms of the lease.

You may incur expenses that you would not incur on campus. For example, most apartments come equipped with basic appliances such as stove and refrigerator, but you may need to purchase or rent a bed and other furniture, as well as kitchen equipment, and other items. Again, keep in mind you will probably be responsible for paying the cost of your telephone service and utilities. The utility companies require you to pay a deposit before service is activated. These deposits will be refunded to you or credited to your account when you terminate your service, provided you have paid all of your bills.

Whether you plan to live on or off campus, consider protecting your belongings with renter’s insurance. With renter’s insurance, you will be compensated by the insurance company if your

personal belongings are stolen or destroyed. Check the phone book for names of insurance companies and compare policies and rates.

A little advice for those who choose to rent: If you plan to have a roommate, it is usually in your best interest to know the other person. It can be difficult to share an apartment with a person who has very different habits (cleaning/or not!, sleeping, smoking, entertaining, etc.) from your own. Compatibility of lifestyles and an understanding of which expenses are to be shared and which are not are important factors in avoiding conflict later.

Apartments Close to Campus:

Please note – these apartments are NOT within walking distance. They are located in Parkville within short driving distance. Please contact the apartment managers for prices and availability. There are other living accommodations within walking distance, but those are a little harder to find, especially in the fall when all the students are coming back to campus.

--Walnut Ridge Apartments

6110 Northwest Bell Road, Parkville, MO 64152
(816) 741-9009

--Mark IV

9203 Northwest 60th Street, Parkville, MO 64152
Phone: 816-741-0800

--River Oaks

11107 NW Lema Dr., Parkville, MO 64152
Phone: 816-587-9800

--Windscape

9151 NW 57th St, Parkville, MO 64152
Phone: 816-746-5566

--Hunter's Glen

6201 NW 70th St, Kansas City, MO 64151
(816) 741-4050

Phone numbers for connecting services:

- Cable TV: Time Warner: 816-358-8833 (in Kansas City) <http://www.timewarnercable.com>
For Road Runner High Speed Online: 816-743-2444
For Digital Phone Service: 816-743-2419
Dish Network 1-866-722-7500 <http://dishnetwork.com/>
- Electricity: Kansas City Power & Light: 816-471-5275 or email custserv@kcpl.com
To report power outages: 1-888-544-4852 or visit www.kcpl.com
- Telephone service: AT&T: 1-800-ATT-2020 (1-800-288-2020) or visit www.att.com
For Repair Service: 1-800-246-8464
- Gas service: Missouri Gas Energy: 816-756-5252 (in Kansas City) or 1-800-582-1234 (outside of Missouri) or visit www.missourigasenergy.com
- Water service: Missouri American Water Co.: 816-741-2991 or visit www.amwater.com

HUNGRY?-

On-Campus Dining (this information is also in your student handbook)

All resident students are provided food service in the Thompson Student Center Cafeteria (Ext. 6394). The cafeteria, operated by SODEXO, serves full-course meals for breakfast, lunch and dinner.



STUDENT I.D. MUST BE PRESENTED TO THE CHECKER AT EVERY MEAL.

Residential students will have an opportunity to choose from the:

19 Meal Plan - 19 meals in Thompson Galley Cafe

14 Meal Plan - 14 meals in Thompson Galley Cafe plus \$85 meal dollars to be used in the Smart Markets or Pirate Grounds

10 Meal Plan - 10 meals in Thompson Galley Cafe plus \$125 meal dollars to be used in the Smart Markets or Pirate Grounds

100 Block Plan - 100 meals per semester to be used in Thompson Galley Cafe plus \$100 meal dollars to be used in the Smart Markets or Pirate Grounds

Cafe Hours:

Breakfast 7am -10am; Weekends: Brunch 11:30am - 1:30pm

Lunch 11:30am - 1:30pm;

Dinner: Mon. –Thur. 4:30pm - 7pm; Fri.-Sun. 4:30pm - 6pm.

Meal Prices in the Cafeteria (For students who are not on the meal plan):

Breakfast: \$4.90

Brunch: \$6.20

Lunch: \$5.90

Dinner \$6.45

Special Meals \$7.45

Smart Market

Serves fresh and delicious food to go, such as sandwiches, salads and snack items

Smart Market Hours:

Underground

10am - 2pm Mon - Fri

5pm - 7pm Mon – Thurs

Copley Quad

7pm - 10pm Mon - Thurs.

Other food plans are available for non-board students. Commuter or off-campus students can purchase “Declining Balance” Meal Dollars in \$25.00 increments by visiting Student Assistance Center. When you use your Meal Dollars, you’ll get a discount of over 7% off meals you purchase at Smart Market and Cafeteria. For questions, call the Director of Food Service, Kathleen Robey at 816-584-6395 or email Kathleen.robey@park.edu or call Donna at 816-584-6394.

Off-Campus Dining--Restaurants

The Kansas City area has numerous eating establishments at all price ranges. There is an abundance of fast food restaurants (typically the least expensive), and bar & grill-type restaurants (such as Applebee's & Chili's), which are a little more expensive, but affordable, on up to the more expensive restaurants that you can find on the Plaza and elsewhere. If you are uncertain as to the type of establishment and its prices, it would be a good idea to ask to see a menu before you are seated. If a menu does not contain prices, it is probably an expensive restaurant (\$20 a person or more). So if you have access to a car, there are many possibilities.

Parkville has several eating establishments within walking distance of the Park University campus:

Name:	Type of Food:	Location:	Phone Number:
Agave**	Mexican	Main Street	816-741-5387
American Legion	Sunday breakfast only	Main Street	816-741-5387
Café Cedar	Mediterranean	160 S. Main Street	816-505-2233
Café de Amis	French	112 ½ Main Street	816-587-6767
The Sweet Guy	Coffee Shop	10 Main St	(816) 505-2788
Franks	Italian	100 N Main St	816-746-8282
Sonic Drive-In**	Fast food American	8700 63 rd Street	816-415-9980
Subway	Hot or cold sandwiches	171 English Landing Drive	816-746-5454
Stone Canyon Pizza Company	Pizza and Italian	15 Main Street	816-746-8686
Nick and Jake's**	American	6325 Lewis Dr#119	816-569-1950
China Star **	Chinese	6264 Lewis Dr Suite 106	(816) 584-8885
River Rock Café**	Coffee Shop	6325 Lewis Street, Suite 100	816-505-3663

**The Sonic Drive-In, Nick and Jake's, River Rock and China Star are within walking distance (approximately 2 miles there and another 2 miles back) for those who are a little more ambitious!

Parkville also has plenty of eating establishments within driving distance and a few are listed here:

Zona Rosa Shopping Center

Abuelo's Mexican Food Embassy (Mexican) 8541 NW Prairie View Road (816) 584-8557
Bo Lings (Chinese) 8670 NW Prairie View Rd (816) 587-7880
Bravo! Cucina Italiana (Italian) 7301 NW 87th Street (816) 741-4114
Cold Stone Creamery (Ice Cream Shop) 7250 NW 86th Terrace (816) 587-9977
Granite City Food & Brewery (American) 8461 NW Prairie View Road (816) 587-3838
Hereford House (American, Stake) 8661 N. Stoddard Avenue (816) 584-9000
LattéLand (Coffee Shop) 7251 NW 86th Place (816) 505-9177
Mimi's Café (American) 8501 NW Prairie View Road (816) 587-5877
O'Dowd's Little Dublin Irish Pub (American) 8600 NW Prairie View Road (816) 268-6333
Quiznos Sub 8512 NW Prairie View Road (Hot and Cold Sandwiches) (816) 587-3222
Smokehouse BBQ (American, BBQ) 8451 NW Prairie View Road (816) 587-3337
Swagat Fine Indian Cuisine (Indian) 7407 NW 87th Street (816) 746-9400
Ted's Montana Grill (American, Steak) 7420 NW 87th Street (816) 746-8337
Tomfooleries Restaurant and Bar (American) 8680 NW Prairie View Road (816) 746-8668

Tremont Shopping Center: Located at I-29 and 64th Street:

- McDonalds (American fast food)
- Mr. Goodcents (subs and pastas)
- Papa Murphy's Take and Bake Pizza 816-746-4010

Tuleries Plaza on Highway 45 (Tom Watson Parkway)

Bonefish Grill (American, seafood) 6334 North Lucerne (816) 746-8179
Caribou Coffee (Coffee Shop) 6370 North Lucerne (816) 587-8648
Em Chamas Brazilian Grill (Brazilian) 6101 NW 63rd Ter. (816) 505-7100
Häagen-Dazs (Ice Cream Shop) 6209 NW 63rd Ter. (816) 505-3207
Quiznos Subs (Sandwiches) 6131 North Lucerne (816) 584-9596
Taco Bell (Mexican fast food) 6350 North Lucerne (816) 741-9299

Boardwalk Shopping Center at I-29 and Barry Road:

- Applebee's (American) 816-746-0074
- Chili's (American/Mexican) 816-741-4433
- On the Border (Mexican) 816-505-3667
- Lone Star (Steakhouse) 816-505-1771
- China Wok (Chinese food) 816-741-2888
- Chipotle's (Mexican fast food) 816-746-0050
- Planet Sub (Hot or cold sandwiches) 816-741-6631

WHERE DO I SHOP?

For food items, the nearest grocery store is Price Chopper, located at the intersection of 9 & 45 Highways at 9107 NW 45 Highway. Price Chopper is open 24 hours a day, and includes a pharmacy that will have more restricted hours; call 816-587-2211 for details. There is also Hen House located at the intersection of 45 Highway and I-29. For household supplies, a discount store is your best bet for finding all the necessities. Discount stores include Sears, Target, and Walmart, among others. These stores also have pharmacies (and many grocery stores do as well).

The Boardwalk Shopping Center, Zona Rosa Shopping Complex, and the Metro North Mall contain a variety of shops that include (but are not limited to) food, clothing, shoes, athletic wear, department stores, and card shops. Both the Boardwalk and Zona Rosa Shopping Centers are located at I-29 and Barry Road and Metro North is located east on Barry Road at the intersection of Barry Road and 169 Highway. None of these stores are very accessible without a vehicle, so it would be wise to plan ahead and go with a friend that has transportation. Even if you can manage to get there by foot, carrying your groceries or other purchases home may prove to be inconvenient.

Purchasing clothing

In the United States, it is common for stores to accept returned purchases, but there are usually some restrictions. For example, if you make a mistake in the selection of an article of clothing, you may return it, provided it has never been worn and still has the price tag attached. If you wish to return shoes, you must not have worn them outdoors. Having the receipt is always helpful (if not required) for a refund or an exchange—so keep them until you are certain! Understand the terms of the sale because some items may not be returnable (underwear, bathing suits, and items purchased on sale).



When you purchase clothing in the United States, keep in mind that different types of stores charge different prices. Wal-mart, Target, K-Mart, and other discount stores, tend to have lower prices in comparison to department stores such as Dillards, The Jones Store, or Sax Fifth Avenue. Be sure to note the prices before you make your purchase (any purchase—not just clothing!) and keep in mind that tax will be added to the total cost of the purchase.

Dressing for the Weather

Winters in this part of the United States can be bitterly cold, especially for those students accustomed to warm climates. The best time to buy winter clothing (heavy coats, sweaters, gloves, and warm shoes) is during the spring or even early summer when there are sales (up to 50% off the original price). These items are more expensive during the fall and winter.

Fahrenheit (usually indicated by “F” i.e., 40°F) is the measure used to describe the temperature here. To convert Fahrenheit to centigrade, subtract 32, multiply by 5, and divide by 9. To convert centigrade to Fahrenheit, multiply by 9, divide by 5, and add 32.

Winters in Missouri range from 0°F to 45°F (-18°C to 7°C). During spring the temperatures range from 50°F to 60°F (10°C to 16°C), and during summer 60° F to 95°F (16°C to 35°C). In the winter it occasionally snows, in the spring there are thunderstorms from time to time, and during the summer, the high humidity often makes it feel warmer than it actually is.

Helpful Hint: If you do not have an umbrella already, consider purchasing one small enough to carry in your book bag/backpack. This way you will not be unprepared during sudden spring or fall showers.

Size Charts

The American clothing manufacturers use a different sizing system than the rest of the world. Here is a conversion table to assist you in selecting the appropriate sizes.

Women's Sizes

Clothing

Japanese	5	7	9	11	13	15	17	19	21
American	6	8	10	12	14	16	18	20	22
British	28	30	32	34	36	38	40	42	44
Continental	34	36	38	40	42	44	46	48	50

Shoes

Japanese	23	23.5	24	24.5	25	25.5	26
American	6	6.5	7	7.5	8	8.5	9
British	4.5	5	5.5	6	6.5	7	7.5
Continental	36	37	38	38	38	39	40

Men's Sizes

Men's suits, overcoats & sweaters

Japanese	S		M		L		LL
American	34	36	38	40	42	44	46
British	34	36	38	40	42	44	46
Continental	44	46	48	50	52	54	56

Collar sizes, Men's shirts

Japanese	36	37	38	39	40	41	42
American	14	14.5	15	15.5	16	16.5	17
British	14	14.5	15	15.5	16	16.5	17
Continental	36	37	38	39	40	41	42

Shoes

Japanese	24.5		26		27.5	28	29
American	5.5	6.5	7.5	8.5	9.5	10.5	11.5
British	5	6	7	8	9	10	11
Continental	39	40	41	42	43	44	45

CHAPTER 2: MAKING LIFE A LITTLE EASIER

SOCIAL SECURITY CARD

The US Social Security number was created in order to keep track of US Citizen's paying their taxes to the US Government on income earned within the United States. Over time, this number has been used to identify individuals for such things as credit checks, etc. Prior to the September 11, 2001, the card was easy for international students to obtain. That is no longer the case after September 11, 2001. **In order to receive a social security card, an international student either needs to be employed "on-campus" at Park University or have USCIS permission to work "off-campus".**

You **DO NOT** need a social security number to get a driver's license, open a bank account, buy a car, rent an apartment or conduct any other business. If you have any problems conducting business without a social security number please contact the International Student Services office and will be happy to assist you.

International students are required to show their passport with the I-94, their I-20 form, a letter from the Office of International Student Services (ISS) at Park University verifying that the student has received a work-study or permission to work off-campus, a copy of their accounting receipt showing their enrollment full-time at the University, and either a birth certificate or another document that shows the date of birth (which must have been issued over one year ago), such as a foreign driver's license. If you have found on-campus employment, Please come by the International Student Services office to schedule an appointment and we will take you to the Social Security Office to obtain your Social Security number. The nearest Social Security Office is located at 6910 N. Holmes, Suite 107, Gladstone, MO 64118, the phone number is: 816-436-9595 (Office hours are Monday through Friday, 9 a.m. to 4 p.m.). See map in Chapter 11 for location. There is no fee for this service.

ID (Identification) Card/Non-Driver's License

You have the option to obtain a Missouri State ID card. You are encouraged to consider doing this, particularly if you will not be getting a driver's license. This ID will be useful when writing checks and in other situations when identification is necessary. You will of course have a student ID, but there may be times when you will be asked for two pieces of identification. The cost to obtain a 1 year non-driver ID card will be \$10.00.

The non-driver's license applicant must present: Passport, Visa, I-20, I-94, Letter from Park University International Student Services certifying your status as a full time student, Social Security Number (if you have one) or Letter from Park University International Student Services that you do not have one.

The address of the closest License Bureau is: 6523 North Cosby Avenue, KC, MO 64151 (located on 45 Highway near I-29 in the shopping center across from Hen House), phone number: 816-584-8651, hours: Monday—Friday 9 am—5 pm, Saturday 9 am--noon. At this location, you may obtain a non-driver's or driver's license, and vehicle licenses.

Missouri or Kansas Driver's License

You must have a valid driver's license to drive any motorized vehicle (car, van, truck, motorcycle). To obtain a state driver's license you will be required to demonstrate your knowledge of the traffic laws in Missouri or Kansas. There is a written (multiple-choice) exam that you must take, and you will also be required to take a driving test. There is a booklet available at License Bureaus to help you prepare for the test or you can look at a copy of the study guide online at <http://dor.mo.gov/mvdl/drivers/dlguide/dlguide.pdf>. It would be wise to study for the test (even if you think you are a great driver!). The booklet and study guide are free of charge.

The driver's license applicant must present: Passport, Visa, I-20, I-94, Letter from Park University International Student Services certifying your status as a full time student. If you have a social security number, you will need to bring your social security card with you, if you do not have a social security number, you will need to request a second letter from the International Student Services office stating that you do not have a Social Security card. The fee for a driver's license is \$20 and does not include fees for the written and road tests. **DO NOT DRIVE YOURSELF TO THE TESTING CENTER!** Have a friend drive you. Please remember that you must have a car to take the driving test. There will be no car provided at the testing center. **NOTE: It will take up to 6 weeks to receive a Missouri driver's license; a Kansas driver's license may take less time, but you must be living in the State of Kansas.**

TRANSPORTATION

The most common form of transportation in the United States is the automobile. Kansas City does have a public transportation bus system but it only extends to the Boardwalk Shopping Center (near Wal-Mart at I-29 and Barry Road) and is approximately 10 minutes by car from Park University. **There is no public transportation in Parkville.** Taxis are available, but they tend to be quite expensive.

Purchasing a Car

Buying a car is a big expense and can be an intimidating experience. A car may be purchased from a dealership (new or used), or directly from the owner. You can find lists of cars for sale in newspapers, online, and on bulletin boards (such as those around the Park University campus). However and wherever you choose to look for a vehicle, be careful and check out several different dealerships and/or individual owners. This will help you to compare prices and quality before making a purchase. You should also test drive vehicles (this is a common practice and does not obligate you in any way to buy the vehicle). You must have a driver's license to test-drive a vehicle. Find a dealer that will bargain with you.

Here is a short list of some websites that can be used for car shopping: www.cars.com; <http://kansascity.sellmycar.com>; <http://www.autoextra.com>; www.craigslist.com

There is also something called "leasing" here in the U.S. Leasing is kind of like renting a car for a long period of time (usually about 2 years). Chances are if you go to a dealership, leasing may

be mentioned as an option, instead of buying. BE CAREFUL!! Leasing is not right for everyone and there can be hidden or unexpected expenses involved at the beginning and at the end of the lease agreement. Usually a significant payment will be required initially which may be referred to as a “down payment”. Remember that at the end of the agreement you have to give the car back and will have nothing to show for the money that was put in over the period in which you used the vehicle. Plus, you may be charged extra money at the end of the agreement if you exceeded a certain number of miles, or if any damage has been done to the vehicle.

If you think leasing is a good option for you, be sure that you understand all the conditions of the agreement including who pays for routine maintenance and any repairs that may be needed over the course of the lease agreement. For example, sometimes during the spring and summer month’s bad weather brings hail. Hail is generally small chunks of ice that come down like rain. Hail can damage the body of vehicles, leaving small indentations all over (the damage can be worse depending upon the size of the hail). This damage can be very expensive to fix and with this in mind, you should make sure you know who would be responsible for paying for these kinds of repairs should they be needed. It could be a rude awakening to have this expense added on at the end of the agreement.

Missouri state law requires car owners to purchase and maintain liability insurance. Proof of coverage must be kept in the car at all times. In case of an accident, automobile insurance protects you against most of the cost of injuries and repairs. Shop around for auto insurance; there are lots of companies with different rates. Nearby insurance companies include: Dave Elling State Farm Insurance at 9021 64th St. 741-8787; Allstate Insurance 110 Main St., 587-5673; and American Family Insurance at 9 First St., 587-1414. We recommend Cowell Insurance Group, please contact Luke Wolkers Account Executive at 816-778-0761.

Registration

Missouri state law requires that you register your car before you begin to drive it. You will have up to 30 days from the day of purchase to register your car. To register your car, you will need the following: 1) The Certificate of Title, properly signed over to you 2) county tax receipt for the previous year (or Statement of non-assessment from the county collector, 858-2232), 3) proof your vehicle was inspected and passed (Parkville service garages do inspections), and 4) proof of insurance. 5) You will have to pay sales tax of 4.255 of the sales price on your vehicle, proportionate to the price of the vehicle plus a \$8.50 title fee; registration (license plate) fees based on either taxable horsepower or vehicle weight; \$2.50 title processing fee; and \$3.50 registration processing fee for a one year registration or \$7.00 registration processing fee for a two year registration. Detailed information on Vehicle registration please visit <http://dor.mo.gov/mvdl/motorv/titling.htm>.

Transportation Services

Airlines at the Kansas City International Airport:

Airline:	Phone Number:	Website:
Air Canada	1-888-247-2262	www.aircanada.com
AirTran Airways	800-247-8726	www.airtran.com
American Airlines	1-800-433-7300	www.aa.com
Continental	1-800-523-3273 Domestic flights; 1-800-231-0856 for International destinations	www.continental.com
Delta	1-800-354-9822	www.delta.com
Express Jet	888-958-9538	www.xjet.com
Frontier	800-432-1359	www.frontierairlines.com
Great Lakes	307-432-7000	www.greatlakesav.com
Lufthansa	1-800-645-3880	www.lufthansa-usa.com
Mesa	800-637-2247	www.mesa-air.com
Northwest and KLM	1-800-225-2525 Domestic flights; 1-800-447-4747 for International destinations	www.nwa.com
Philippine Airlines	1-800-435-9725	
Qantas Airways	1-800-227-4566	
Singapore Airlines	1-800-742-3333	
Southwest Airlines	1-800-435-9792	www.southwest.com
United Airlines	1-800-241-6522 or 1-800-UNITED-1	www.united.com
US Airways	1-800-428-4322	www.usair.com

You can also search for low cost Airfare within the country by using these web pages:
www.travelocity.com; www.expedia.com; www.orbitz.com; www.kayak.com;

Train and Bus:

Amtrak	1-800-USA-RAIL	www.amtrak.com
Greyhound	1-800-231-2222	www.greyhound.com
Mega Bus	1-877-GO-2-MEGA	www.megabus.com

Rental Cars:

Alamo Rent-A-Car	(816) 464-5151
Avis Rent-A-Car	(816) 243-5760
Budget Rent-A-Car	(816) 243-5757
Enterprise Rent-A-Car (Closest to campus)	(816) 746-4000
Hertz Rent-A-Car	(816) 243-5765
National Rent-A-Car	(816) 243-5771
Thrifty Car Rental	(816) 464-5670

Taxis/Cabs:

Kansas City Airport Transportation	(816) 472-9696
Arya Cab	(816) 468-8886
Checker Cab	(816) 444-4444
Checker Transportation Group	(816) 461-8400
Empire Cab	(913) 894-9093
Yellow Cab	(816) 471-5000
National Cab	(816) 803-9009
Northland Taxi	(816) 741-8300
Smiling Faces Taxi	(816)584-0377

Buses/Vans/Limos/Shuttles:

Adriene Exclusive Limousines	(816) 822-7919
Agenda: Kansas City	(913) 268-4466
Checker Transportation Group	(816) 461-8400
Corporate Coach	(913) 262-0905
K.C.A.T.A. (The Metro)	(816) 221-0660
Metropolitan Transportation Services, Inc.	(816) 471-6050
Quicksilver Airport Service	(913) 262-0905

A Word about Insurance

There are many types of insurance and many different insurance companies in the United States. The reason that people buy insurance here is to protect themselves against unforeseen expenditures. For example, medical expenses in the U.S. are very high and if a person gets injured or becomes seriously ill, the cost of treatment and/or hospitalization can be enormous. International students with F-1 visas are required by Park University to have health insurance (some other visa statuses may as well).

As you read earlier, there is rental insurance for apartment dwellers, which is required in some apartment complexes. Also mentioned was auto insurance, which is mandatory if you will be driving at all. There are other types of insurance as well that will not be mentioned in this booklet. Oftentimes, insurance companies sell multiple types of insurance through the same agency, so you will need to decide which ones are appropriate for your lifestyle. As students, some of you may only need health insurance if you are not planning to drive or live off campus.

COMMUNICATION

E-mail

E-mail is the way people are communicating on the Internet. It acts as a letter from one person to another. The e-mail is passed from one computer to another until it reaches its destination. All Park students are assigned a Pirate Mail address when you register for classes the first time. Pirate Mail is the official communication device used by faculty and staff to provide information to, or request information from students. It is the responsibility of students to check their Pirate Mail account on a regular basis and/or forward their Pirate Mail messages to their current e-mail account.

Your Pirate Mail address typically complies with the following format:

firstname.lastname@park.edu (Example: John Doe's e-mail address would be: john.doe@park.edu). Please note that e-mail addresses are not case sensitive.

To Login to PirateMail:

Step 1: Go to <http://piratenet.park.edu> (the PirateNet Login page)

Step 2: Log in to PirateNet.

*Your User name is your ID number.

*A password can be obtained at the student assistance center in Norrington Hall.

Step 3: Click the "login" button to proceed.

Step 4: Click onto the [Log In to your PirateMail](#) link at the bottom of the page.

Telephone Service

If you are living on-campus, telephone service (including voice mail), is furnished to your room. There is one telephone line per room. You are free to select the long distance carrier of your choice, (for example: Southwestern Bell, Sprint, MCI, AT&T, etc). You are responsible for making contact with the carrier you choose. Prepaid phone cards are available in the campus bookstore, at Price Chopper, local gas stations, Walmart and online. Shop around for phone cards before you choose one that has the best rate for calling your country. Consult other students from your country for advice on which phone card you should use.

Should you wish to obtain a private phone line, you will need to request it through AT&T www.att.com (1-800-288-2020). There will be a deposit charge, an installation charge, and a monthly charge for the service. In most cases there is no need for a private line.

Student cell phones can be obtained through Park University. Special student discounts are available. For information on this service please go to www.park.edu/pirateconnect or email pirateconnect@park.edu. You can also visit the Pirate connect store at the entrance to the underground. If you would like to get a pre-paid cell phone, visit Walmart or T-Mobile at Zona Rosa.

Newspaper

The Kansas City Star will have a salesperson representing that newspaper here during the first week of classes. If you choose to subscribe (there will be a fee), the paper will be delivered to your dorm (if you live on campus). If you live off-campus, it will be delivered to your home address. To subscribe online, visit www.kansascity.com and click on "subscribe today."

The Parkville Luminary is a local Parkville newspaper it is available free of charge at various locations on campus. The Newspaper highlights local Parkville events and news.

The Stylus is the Park University newspaper. It highlights campus events and projects. The Stylus is student written and published, so you may see articles by your friends in this paper. We encourage you to read the Stylus to keep updated on various events and issues on the Park University campus. The Stylus is available free of charge at various locations on campus.

Postal Services

You will find that the campus post office will be able to serve most of your needs. International mail services are available which include the necessary stamps and stickers. The campus post office cannot, however, insure U.S. mail or provide money orders. Should you need either of those services, there is a post office on Highway 9 (East Street), at 1st Street (1-800-275-8777).

BEWARE!!

SPAM and Phishing Emails

SPAM or Junk email is unsolicited advertisement that comes into your email. Please ignore this advertisement, as many of them are not true. Many email providers will also create various tools to block SPAM messages so that you will only receive messages that are intended for you.

One particularly dangerous kind of SPAM emails is **Phishing**. Phishing emails appear to come from legitimate sources in an attempt to acquire your personal information. These phony emails will often ask you to go to a website that also looks like a website of your bank or another trusted source and provide your personal account information. Some of these phony emails even caution that if you don't do this, your account may be suspended. But the website is also a fake, and this is a fraud attempt. If you ever receive an email that appears to be suspicious, do not reply to it or click on the link it provides. Your bank or any other service provider will never ask to verify your personal information in an email. If you receive such a request, it is most likely fake.

Simply delete it.

Junk Mail

In the United States, we have “junk mail.” Junk mail is mail that is sent to you without you having had to request anything. Junk mail mostly includes advertisements, credit card applications, and solicitations to get your money. **You must be very careful and read the fine print.** Occasionally you will have to officially decline a service (that you never even requested). For example, some credit card services send pre-approved (already activated) cards and if you do not wish to have this service, you must call and tell them you do not want it or else they will assume you do. Always look over your mail and never just toss it in the trash—it could cost you money later. You should **ALWAYS** tear up any pre-approved applications before putting them in the trash.

There are companies that will send you CDs (compact discs--music) or magazines for very little money with the stipulation that you continue to keep purchasing these items. There are also vacation deals (or specials) that claim for a small amount of money, you can have wonderful

spring break vacations--it may seem like a good deal, but be wary. We have a saying in the U.S., "If it sounds too good to be true, it probably is." Basically this means that you don't get something for nothing and that sooner or later there will be a price to pay. This is true for other things too—like buying a car. If you are uncertain about the validity of a product, service, company, or an organization, ask around, and check with friends to see what their experiences have been. Also, be very cautious about giving personal information such as identification and credit card numbers over the telephone. Unfortunately, there are lots of opportunists that will take advantage of naiveté.

Telephone Solicitations

Telephone solicitations (like the junk mail and the door-to-door solicitations), are unsolicited (and often unwelcome) attempts of companies and individuals to sell you something, or to obtain monetary donations. In a telephone solicitation, someone will call you at home usually trying to interest you in a promotion for a product or service. Telephone companies frequently use this method to try to get you to change long distance carriers. They may mention "special rates," or "low rates." Sometimes the offers are not as good as they sound and will end up costing you more money than your current carrier.

Magazines are commonly promoted over the telephone as well. Often salespeople will even claim that you will not be charged any money. However, remember the phrase "you do not get something for nothing," because it will serve you well in the U.S. Even if you do not pay anything up front (or in the beginning), you may receive a bill at a later date. You do not have to wait until they finish their sales pitch to inform them that you are not interested. Again, all the precautions in the junk mail section apply to telephone and door-to-door solicitations as well.

Door-to-Door Solicitations

Door-to-door solicitations are when someone comes to your home to sell you something. The types of products and services sold in this manner are numerous. Sometimes high school students will go from door to door selling magazine subscriptions for something related to their school. Some auto repair services will try to sell "special deals" in this manner. **This is the point you need to remember: It is okay to say "NO" (or "no thank you"), and it is not impolite to do so.** You are in no way obligated to buy anything from these individuals and should not feel guilty in telling them you are not interested.

MONEY MANAGEMENT

Upon arriving at Park University, you will want to open a bank account at a local bank. Most banks will want you to come in personally to set up your account. When you do so, bring your student identification, your passport, and the funds you wish to deposit. A good way to select a bank is through a referral from a friend or someone at the institution. Banks do offer many different financial services though and you may wish to compare services and costs of several banks before choosing one at which to open an account. Two local banks, Patriot Bank and Bank of America will be there at orientation for you to open accounts.

Banks in the Area:

Patriot Bank (12 First St., 741-0371) is the only banks within walking distance of campus.

Farley State Bank (8807 Highway 45, 816-587-7700)

Farmers Exchange Bank (6420 NW Crooked Rd. 816 741-9725)

Bank of America (8351 NW Prairie View Rd, Kansas City - (816) 505-0083)

Checking Accounts

A checking account will permit you to write checks to make purchases and pay bills. Most retailers and service providers will accept a personal check drawn on any U.S. bank as long as you can show appropriate identification (passport, student identification card, or driver's license).

By using checks, it is easy to keep records of your purchases and payments. At most banks you need not keep a substantial sum (or "balance") in the account. Checking accounts have the advantage of providing you with immediate access to your funds.

You should be aware that it is **illegal** to write checks on an account in which there are inadequate funds to cover the amount of the check(s). If this occurs, you will be charged a penalty by both the recipient of the check and by the bank in which you have your account. If your account is turned over to a collection agency because of failure to pay your debts, you will encounter legal problems.

Savings Accounts

Saving accounts are also available in which your money may draw interest. Savings accounts are for maintaining excess funds, in which you have no immediate need. Many banks offer so-called NOW (notice-of-withdrawal) accounts that combine the features of checking and savings accounts. With a NOW account, you may write a certain number of checks each month; such accounts can be very handy for students who maintain a relatively high balance and write relatively few checks. However, if you require access to all of your money, all of the time, this type of account is probably not for you. If you are interested in a savings account, request information from the bank.

Debit cards

A debit card, also known as a checking card, allows you to withdraw or deposit money to your bank account using an automatic teller machine (ATM) and to make purchases at stores that accept the card. Debit cards are not credit cards, however, and they can be used only to the

extent that you have funds in the account to which they are linked. When a debit card is used, the money is automatically deducted from your checking account; no bill is ever sent to you.

Credit cards

Credit cards will allow you to make purchases even when you have no money immediately available. Banks and other financial institutions, department stores, and gasoline companies all issue credit cards that can be used to buy goods. You are billed every month and are required to pay at least a portion of your balance each month. If you do not pay the entire amount due, interest (or a “finance charge”) accrues on the unpaid balance. The interest rate can be quite high, particularly if you have not yet established your “credit worthiness.” If you are interested in a credit card, you should shop around as they vary greatly in annual fees and interest rates.

Credit cards are convenient, but unless you are careful you may be shocked when you get your monthly bill. Keep all of your receipts to keep track of what you spend. Debit cards are a better solution for students who have trouble managing their debt. They are as convenient as credit cards but do not allow you to spend more than you have.

Safety deposit box

Most banks also have safety deposit boxes. A safety deposit box is a good place to store valuable possessions such as the airline ticket for your flight home, expensive jewelry, foreign currency, and the important documents you brought with you.

HEALTH CARE

Insurance

International students are required to purchase insurance through Park University's provider. A brochure is available that explains Park University's insurance plan (it also contains an enrollment form). Park University's service provider is the Bollinger, Inc. The insurance covers routine visits to the doctor for illnesses or check-ups along with up to \$300 per year for prescriptions. Make sure to fill out a blue Claim Form (available at Student Assistant Center on the first floor of Norrington or online @ http://www.bollingerschools.com/colleges-common/asp/Claim_Form.asp) and submit it to the insurance company every time you visit a doctor or pay for a prescription. For more information about the student insurance, please contact Becky Brammeier at 816-584-6558 or email Richard.liedtke@park.edu. Please note: student health insurance does not cover dental care or vision care.

Staying Healthy at Park University

Park University has a "limited" health center on campus. The clinic promotes whole person wellness providing a nurse practitioner on duty, 12:00 PM—4:00 PM on Mondays, Thursdays and Fridays at the first floor of Dearing Hall during the fall and spring semesters. The clinic services are available for students and employees and are provided by the Parkville Family Practice on the Parkville Campus. The clinic services include personalized determination of wellness status, yearly physical exams for athletes, some immunizations, reproductive health counseling, etc. Services include the diagnosis and treatment of common acute problems such as colds, rashes and simple injuries. Staff also addresses more chronic health challenges such as mild asthma, weight and blood pressure management. Please call 816-584-6513 or email studenthealth@park.edu to set up an appointment. If you require more extensive services, you will be referred to the Parkville Family Practice, 5346 NW 64th, Kansas City, Missouri or may contact them directly at 816-587-0440.

If you are feeling sick, **DO NOT** immediately go to the hospital near you. If it is a non-emergency situation, wait until business hours and contact the Park University Health Center or Parkville Family Practice. Parkville Family Practice is open on Saturdays. If you go to the hospital you will receive a bill for services that may or may not be covered by your insurance.

Another great resource is the Saint Luke's Health System **FREE NurseLine**. By calling 816-932-6220 you can speak to an experienced registered nurse available to take your call day and night, 24-hours per day, seven days per week. This may help you determine how serious the symptoms that you are experiencing are, and whether you need to go to the hospital.

If you are experiencing an emergency, do go to the Hospital. First ask a friend take you to the hospital or if this is not an option, call 911 to be taken to the hospital by ambulance. When you receive the bill for emergency services, please do not panic. Bring your bill to the International Student Services office, and we will try to assist you with getting insurance coverage and arranging a payment plan.

The Platte County Health Department is located right next to the Park University Campus. (1201 East Street, Parkville, MO 64152, Phone (816) 587-5998). The health department provides free or inexpensive immunizations, and reproductive health services including confidential STD and Pregnancy testing. Please feel free to use this great resource located right next to our campus.

Dental Care

The Student Insurance from Park University **does not** cover dental care. You may consider purchasing dental insurance if you have persistent dental problems. If you have a dental emergency, the UMKC Dental Clinic is an inexpensive clinic where you can receive dental treatment (650 E. 25th St. Kansas City, MO 64108; Phone: 816-235-2100). Parkville Dental is a dental practice located within walking distance to the university (407 North Main Street, Parkville, MO 64152; Phone: 816-505-9445)

Vision Care

The Student Insurance from Park University **does not** cover vision care. If you wear glasses or have vision problems, you will either need to purchase vision insurance or pay out of pocket. The closest vision care provider is EyeLand Vision (7436 River Park Dr. Hwy 9 Parkville, MO 64152; Phone: 816 587- 7327). Walmart Vision Center offers inexpensive vision check ups and will help you find inexpensive glasses (8301 No. Church Road, Kansas City, MO 64158; Phone: 816 792-4754).

Sexual Education Awareness

Sexually Transmitted Diseases and Infections (STDs and STIs):

AIDS (Acquired Immune Deficiency Syndrome)

This section is a reminder that students are at risk for developing AIDS in the United States. Your risk of infection depends on your own behavior. You can become infected with the virus only if it gets into your blood through contact with the blood, semen, or vaginal secretions of an infected person. This can happen if you engage in sexual activities involving the exchange of bodily fluids, or by sharing needles (for example, injecting drugs, acupuncture, tattooing, or ear piercing) with someone who is infected. If you are going to have sex, use a condom and if you must use needles, be sure they are sterilized.

You do not get AIDS from the following:

- Swimming in a pool with swimmers who are infected
- Sharing drinking or eating utensils
- Insect bites
- Everyday contact with those who have AIDS
- Eating food handled, prepared, or served by someone with HIV or AIDS
- Donating blood

Your conduct and lifestyle determines your well-being. So be careful and responsible and do not think someone else will have your best interests at heart. Additional information on this topic is available at the Occupational Health Center or at the following websites for local agencies in the Kansas City area:

- **Catholic Charities (www.catholiccharities-kcsj.org)**

For an abstinence education program, go to:
<http://www.catholiccharities-kcsj.org/services/abstinenceed.html>
 or call: 913-621-1504 or 816-472-4523

- **Planned Parenthood (www.plannedparenthood.org)**
 For a complete list of sexually transmitted diseases and infections, go to:
<http://www.plannedparenthood.org/pp2/portal/medicalinfo/sti/>

For a complete list of terms and definitions involving sexual health, go to:
<http://www.plannedparenthood.org/pp2/portal/medicalinfo/sexualhealth/glossary/>

Contraceptives:

For a complete list of available contraceptives and what they protect against, go to:
<http://www.plannedparenthood.org/pp2/portal/medicalinfo/birthcontrol/;jsessionid=D59E2C939AA0B08D8192E07417C39578>

From the “Advocates for Youth” Website
 (<http://www.advocatesforyouth.org/rrr/mythsfacts.htm>)

Myths VS Facts about contraceptives:

MYTH:	FACT:
Contraceptives fail so frequently that only abstinence (refraining from having sex) is effective in preventing pregnancy and sexually transmitted diseases.	Modern contraceptives are highly effective. The percent of women experiencing pregnancy within one year ranges from 0.03 percent using Depo-Provera to nine percent using the cervical cap (with perfect use). Even imperfect use protects women far better than does using no protection. Rates of pregnancy with imperfect use range from 0.03 percent using Depo-Provera to 21 percent using the female condom compared to 85 percent of women using no protection.
Contraceptives do not protect against HIV and other sexually transmitted infections.	Other than total sexual abstinence, only condoms currently provide significant protection against HIV and other STIs. Condoms are an important factor in protecting against sexually transmitted infections and diseases.
Condoms have a high failure rate.	The National Institutes of Health (NIH) confirms that condoms are very effective in affording protection against HIV and unwanted pregnancy. The NIH also reports that laboratory studies show that condoms can afford good protection against discharge diseases, such as gonorrhea, chlamydia, and

	trichomoniasis.
Condoms do not protect against human papillomavirus (HPV).	Condoms cannot protect against viral infections on portions of the anatomy that condoms do not cover. However, the NIH report concludes that condom use can reduce the risk of HPV-associated diseases, such as cervical cancer. HPV-associated diseases can be prevented by consistent and effective condom use and by annual Pap smears for early detection of HPV.
Condoms are not effective in preventing the transmission of HIV.	The NIH report confirms that condoms are an effective public health tool in the fight against HIV infection. Another study of HIV-serodiscordant couples in Europe (one of the couple is HIV-infected and one is not), has shown no transmission to the uninfected partner among any of the 124 couples who used a condom at every act of sexual intercourse. Among those couples that were inconsistent users of condoms, 12 percent of the uninfected partners became infected with HIV.

Pregnancy:

Unplanned or unexpected pregnancies can be scary, especially if you are a student in a foreign country trying to pay your own way through school. **If you think you are pregnant, you should see a doctor or health physician right away to discuss your options.** Platte County Health Department located right next to the Park University campus (1201 East Street, Parkville, MO 64152, Phone 816-587-5998) provides free and confidential pregnancy testing. You can also find out more information about how to tell if you are pregnant, what your options are, and get advice to help you proceed once you've made your decision by visiting some of these websites online:

- Catholic Charities (www.catholiccharities-kcsj.org/services/pregnantwomen.html)
- Children, Youth & Women's Health Service (www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=240&np=299&id=2136)
- Planned Parenthood (www.plannedparenthood.org)
- Pregnancy Options (www.pregnancyoptions.info) This site includes a free downloadable worksheet to help you explore all options and get through each stage of your decision.

Child Support Laws in Missouri (and the U.S.):

If you do become pregnant or get another person pregnant, the United States and specifically Missouri, has laws that allow the custodian of the child (whoever is raising the child) entitlement to child support payments from the other parent. For more information about these laws, visit

The Missouri Bar Website at <http://www.mobar.org/pamphlet/support.htm>. Listed below are a few of the most frequently asked questions regarding child support taken from the Missouri Bar Website:

What is child support? Child support is money which a non-custodial parent is ordered to pay on a regular basis to help pay for the costs of raising his or her child.

What is a child support order? A child support order is a document from a court or Family Support Division - Child Support Enforcement (FSD-CSE). It states 1) when, 2) how often and 3) how much a non-custodial parent is to pay for child support. A child support order is usually included in a divorce decree or paternity judgment.

Am I entitled to obtain a child support order? If you have legal custody of your child or if you are in the process of getting divorced or if you are separated from your spouse or if you have actual custody of a child for whom paternity has not been legally determined and there is no support order, then you are probably entitled to obtain an order for child support.

What amount will I receive for child support? The State of Missouri has established guidelines for child support orders. These guidelines consider the needs of the child(ren) and the income of each party, i.e. the custodial and non-custodial parent, and costs for child care and health insurance. Therefore, the amount of child support you receive will be different depending on your individual circumstances.

Who can change or terminate a child support order? Only the court can change or terminate court ordered child support orders. Under no circumstances can the parties agree between themselves to alter a court order without the court's permission. In cases where FSD-CSE has issued an administrative order, FSD-CSE has the power to modify the child support amount.

What is the Family Support Division - Child Support Enforcement? The Family Support Division - Child Support Enforcement (FSD-CSE) was set up by the Missouri legislature to assist parents in obtaining child support orders and in collecting child support. It is sometimes referred to as a IV-D agency, because it was created under Title IV-D of the Social Security Act. In this brochure it will be referred to as FSD-CSE. The services offered by the FSD-CSE are free of charge.

How can I sign up for the services of FSD-CSE? Applications for child support assistance can be obtained at your local FSD-CSE office. Check your local telephone directory for the Family Support Division - Child Support Enforcement located nearest you.

Do I have to meet any financial qualification in order to obtain the assistance of the Family Support Division - Child Support Enforcement? The child support services are available to all custodial parents, regardless of income level.

When does the child support obligation end? Usually, child support will terminate at the age of emancipation, which differs in each state. In most cases in Missouri, the obligation to pay child support will end when the child is between the ages of 18-22 years. The actual date of emancipation will depend on whether the child has graduated from high school and is attending

some form of higher education. Other factors include whether the child is married, is on active duty in the armed forces, or is self-supporting.

In some cases, the paternity of the child may be in question. Below are some frequently asked questions regarding child support in cases where the father of the child is unknown: *The father of my child and I are not married. Can I receive child support from him?* Your case can be handled either by FSD-CSE or your own attorney and would generally be called a paternity case. In a paternity case, once paternity (fatherhood) is established, you may be able to obtain child support from him for your child.

How long does it take to get an order establishing paternity? *If the father of the child is unwilling to cooperate in establishing paternity and it must be proven that he is the father, establishing paternity can be a very long and complex process. Every case is different and the time span varies widely. If, on the other hand, the father legally admits his paternity, the case can proceed fairly quickly.*

Will a blood test be done in my paternity case? Generally in cases where the man denies that he is the father of your child, a very sophisticated series of tests will be done on a specimen of blood from the mother, the child, and the man in order to get a scientific probability of paternity.

HELPFUL RESOURCES

Look in your phone book or call directory assistance for the local number on these topics. You may obtain general information at 1-800-859-7999.

Helpful Resources, continued. General information can be obtained by calling 1-800-859-7999.

For Child Support: Contact the Family Support Division - Child Support Enforcement or Visit the website at <http://www.dss.mo.gov/cse/>.

For Divorce, Visitation, Custody, Child-Support, contact:

- Attorneys
- County Bar Association
- Legal Aid

For Food Stamps and Temporary Assistance for Needy Families (TANF/Welfare) contact:

- Division of Family Services
- Family Services
- Food Stamps

Safety and Security

Crime occurs in American cities and Kansas City is no different. Some parts of Kansas City are not as safe as others. Until you become familiar with Kansas City, it would be a good idea to be a little extra cautious. Here are some tips on how to stay safe:

1. Security begins at home. Make sure you keep your doors and windows locked.
2. Know who is at your door before you open it. Do not open it if you feel unsure about the person. It is better to be cautious if you do not know the individual and are not expecting anyone.
3. Become familiar with your surroundings. Park University has a low crime rate, but you should be careful anyway.
4. At night it is not a good idea to walk alone; travel with friends or in a group. Let someone know where you are going if you will be traveling alone.
5. Do not carry large sums of money. Use ATM machines during the day, not at night.
6. Be sure to shred documents with personal information on them (social security number, credit card account numbers, bank account numbers, etc.) before you throw them away to insure that your personal information or “identity” is not stolen.
7. When driving in areas you are unfamiliar with, you may want to lock your car doors (and keep your windows rolled up). Park in a well-lighted area.
8. Never accept rides from strangers. Never pick up strangers.
9. Trust your instincts. This means if you feel uncomfortable, you should trust your feelings and take the necessary precautions.
10. In social situations where you are drinking (anything—alcoholic or not) keep your drink in sight at all times. A drug referred to as the “date rape drug” may easily be slipped into your drink if you are not looking. The date rape drug can cause you to feel temporarily paralyzed in your body and confused mentally, which can allow a predator to easily take advantage of you.
11. Be aware that security and safety is also an issue on the internet. NEVER give out your social security number, a credit card number, bank account numbers, or anything else of a personal nature unless you are positive that it is a secure website. (Amazon.com, E-Bay, and most other large internet companies will post messages saying their websites are secure, which makes it safe to give them a credit card number to make a purchase.)
12. Be cautious when giving out personal information (such as your address or phone number) to people over the internet or the phone, as you do not always know who they are for sure or what their intentions are.

While it is unlikely that you will encounter problems during your stay at Park University, taking these precautions will help ensure your safety. If you have any safety concerns on campus, please contact Public Safety (located across from the Galley in the Thompson Student Center) at 816-584-6226. For emergencies, call 911 to be connected directly to the local police department.

CHAPTER 3: WHAT YOU SHOULD KNOW ABOUT PARK UNIVERSITY

NEW STUDENT ORIENTATION

Orientation is a term used by U.S. institutions of higher learning to describe a formal program of introduction to the institution. The purpose of orientation is to help you become familiar with your institution. Here at Park University, international students will participate in two orientations: international student orientation and new student orientation (with all the students new to Park University).

REGISTRATION

The registration process involves seeing your assigned advisor, selecting your classes for the term, and fee payment. You may also receive your student identification card (student ID) at this time. Please come to the International Student Services office on arrival and we will guide you through all of the registration steps. International students will not be allowed to register for classes until they have checked in with the International Student Services office and have completed testing.

COMPASS ESL AND MATH PLACEMENT TESTS

All new Park University F-1 International Students need to take Compass ESL and Math Placement Tests and meet with the EIL Coordinator **BEFORE REGISTERING FOR CLASSES**. You must sign up in advance for these tests at the Academic Support Center located across from the Mabee Library in the underground. You can also sign up for these tests by calling Susan Michaud at 816-584-6330 or emailing her at susan.michaud@park.edu. **Testing appointments will be scheduled at the International Student Services office. You will need to begin your test between 8:00 AM—2:00 PM.**

After you have taken the placement tests, you need to sign up for an appointment with the Coordinator of EIL, Deborah Osborne. **The Coordinator will be available by appointment to help you register for classes based on your test results.** You can ONLY sign up for an appointment with Dr. Osborne through the International Student Services office AFTER you have finished taking the placement tests.

The Math Placement Test is only required for those students who have not taken college level math classes before, and consists of un-timed basic math questions taken on a computer. The Compass ESL test is not timed and consists of two sections taken on a computer that test for reading comprehension and correct grammar and usage. A short writing test is also required and a final portion of the overall ESL Placement Test will consist of an informal oral interview with the Coordinator of the EIL program.

EIL courses are designed to help students be more successful in their work at Park University. The number of courses and the levels required are determined by your performance on the Compass ESL tests. Students receive credit toward graduation for EIL courses. Students who are proficient in English (according to standards set by the Coordinator) will receive credit for completion of the Modern Languages requirement and will not be placed in EIL courses. For

more information about placement tests or registration through the EIL Coordinator, please stop by Herr House, First Floor, Rooms 2 & 3.

UNDERSTANDING THE ACADEMIC SYSTEM

Credits and Grades

Most colleges and universities (including Park University), use a credit system in which each course is allotted a specific number of “credit hours,” representing the number of hours the students in the course spend in class each week. In the United States, a normal course load for undergraduates is 12 to 15 credit hours per semester, or 4 to 5 courses. This means that you will be in the classroom between 12 and 15 hours each week, or more if you take courses requiring labs or studio work. Graduate students usually take 6 to 12 credit hours each semester.

Academic performance in each course is evaluated by the professor using number or letter grades. At the end of the semester you will receive a number of credits corresponding to the courses you have successfully completed. Your credit hours are multiplied by your grade points to determine your “grade-point average”(GPA). For example: Let’s say that you received a “B” in a 3 credit-hour class. That “B” is worth 3 grade points and the class is 3 credit hours, by multiplying, $3 \times 3 = 9$, you will get the number of grade points that will be added to both your “semester average” and your “overall average.” So, at the end of the semester when your grade point average is calculated, 9 points will be added for this one class. Likewise if you received an “A” for a 3 credit-hour class, you would have 12 grade points added. GPAs provide a general indication of your overall academic performance and are used by admissions offices and employers interested in your academic history.

The grading system used by most colleges and universities (including Park University) to evaluate student’s academic performances is based on a four-point scale:

Grade	Points	Percentage	Undergraduate
A	4.0	90-100	Excellent
B	3.0	80-89	Good
C	2.0	70-79	Average
D	1.0	60-69	Passing
F	0.0	Below 60	Failing

Undergraduates are expected to complete their studies with a C average or better. The percentages listed in the above chart may vary depending upon the instructor.

Plagiarism

Plagiarism is the use of another’s words or ideas without acknowledgment of the source. Basically, what this means is to give credit where credit is due. It is okay to use information from existing sources, in fact it is often necessary to do so when conducting research or writing papers, but the source of the information has to be acknowledged. By acknowledging your source(s), you give credit to the originator(s) of the words or ideas. Plagiarism can be confusing

when your own culture does not have such a concept, so if you have questions regarding what is and is not considered plagiarism, talk to your professors. Many of them will probably mention plagiarism at the beginning of their courses, but if you have specific questions as you begin to write papers, be sure to ask for clarification.

APA or MLA CITATION:

Most courses will either require MLA citation or APA citation. Be sure to ask your teacher which citation they would prefer, as this may vary between classes in different disciplines. MLA citations are used primarily in English, History, and other humanities classes, while APA citations are used in Education, Psychology and the Sciences.

For helpful references and guides on how to format a citation in MLA, visit <http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>
http://owl.english.purdue.edu/handouts/research/r_mla.html,

For APA citing guidelines and rules, visit http://owl.english.purdue.edu/handouts/research/r_apa.html
<http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>.

The Classroom

Everything from students' relationship with instructors to taking notes, and writing papers may be different than what you are used to. Here are some pointers about what to expect.

You will have to adapt to each instructor's way of conducting class. Some instructors are primarily lecturers and prefer that you sit back, listen, and take notes while he or she speaks. Generally, there is time allowed for questions. Most instructors do not mind (and probably prefer) that questions are asked at the relevant moment during class, while the topic is at hand. If not, then questions may have to be saved until the end of lecture or even the end of class—you will probably not encounter this style at Park University.

It is accepted (and often expected) for students to raise their hand in class to indicate they have a question or comment. When the instructor acknowledges you, you may lower your hand and ask your question. Students (almost always) remain seated when asking a question or giving a response to the instructor in class. This is most common and it is not considered rude. If an instructor wishes students to do otherwise (such as stand when addressing the instructor), he or she will say so.

Many instructors welcome interaction with students and encourage participation and discussion in class. In fact, a percentage of your grade may be based on classroom participation. This is important because if participation is factored into your grade, and you have not participated all semester, your final grade in the class could be lower than you anticipated.

In the U.S., it is generally considered a positive thing when students are inquisitive in class. Higher education institutions in the U.S. promote independent thinking and as such, you have the luxury of having a different viewpoint or opinion than the instructor, which may or may not be the case in your home country. Because of the high value placed on diversity and individualism,

the college campus offers a unique opportunity for students to express their ideas and test their intellectual limits.

Attendance in class on a regular basis is considered by Park University to be a requirement for academic success. Instructors determine their own attendance policies and inform students of these policies at the beginning of each semester, often in the class syllabus. **NOTE: Excessive absences may result in an instructor “administratively” withdrawing you from class, which will result in a letter grade of “F” and could have a serious effect on your F-1 visa status.**

Homework is class-related work that instructors give to their students to take home to do outside of class. One of the most common homework assignments is reading. For example, you may be asked to read certain chapters for the following class period. There may also be assignments where you are asked to write about something that will be shared in class. There are many possibilities for homework assignments. The main point is that to be a successful student, you need to do the work assigned. The instructor expects that you will do the work and will likely include it as a percentage of your grade.

Taking notes is a tool that you use to help refresh your memory and prepare yourself for exams. Taking notes requires that you write down important points during an instructor’s lecture (or possibly during films or other such methods of instruction). The goal is to write down the main points along with supporting information and anything the instructor emphasizes as important. It is impossible to write down every word, and you will miss out on the main points of the lecture if this is your focus. If note taking is too difficult for you, you may want to consider tape recording lectures. To do so, you must first get the approval of the instructor.

Even if you use a tape recorder, it would be wise to take some notes to accompany the recorded material, and to improve your note taking ability. Note taking is an important skill that will be required of you at all levels of higher education and so it would be wise to learn how to do it well. If you need assistance, ask for help at Academic Support Services. You could also compare notes with a friend in the same class, to see how much of the same information you have as a way to gauge your improvement and to be sure you did not miss something important. This can also be a good way to study for exams.

Test types in America include multiple choice exams, true-false exams, fill-in-the-blank tests, matching tests, identification tests, and essay exams. There may be others as well; the only real limit to an exam is the creative capacity of the instructor.

- ✓ Multiple-choice exams are just what they say. You will be given a question or a statement, and then (usually) at least 3 possible answer choices. You then have to choose the right (or best) answer.
- ✓ In true-false exams, there will likely be a series of statements and you will have to determine whether each statement is true or false.

- ✓ Fill-in-the-blank tests are less common, but they can be difficult. Usually, this type of test is composed of sentences that have missing elements that you need to provide to correct answer to.
- ✓ Matching tests are made up of two sets of information in which you have to determine what response in Set B best corresponds with an item in Set A. This could be matching events with corresponding dates, or names of individuals and their accomplishments. There are many possibilities here.
- ✓ Identification tests (or short answer tests) are generally set up for you to answer a series of questions with short answers. Usually the instructor is looking for a specific response. The short answer is usually expected to be in complete sentences and probably 1 to 3 sentences long, or long enough to give a complete answer. If in doubt about the length of an answer, ask.
- ✓ The last test type to be mentioned here is the essay (or subjective) exam. This type of exam is very popular, especially at the graduate level. Oftentimes a topic of some sort will be presented and you will have to elaborate on it in some specified way. Instructors are usually looking for a thorough understanding of the topic, knowledge of its importance, and an ability to assimilate information and think critically about it. You may be asked to take a position on a topic and then defend your reasoning. In other words, rather than just regurgitating facts, they want to know that you can interpret and evaluate information on your own. Instructors are usually clear about their expectations and if they are not, it would be wise to ask before the exam.

The structure of an essay is typically a strong, concise introduction that includes a thesis statement. The introduction (may be only a paragraph) is followed by the body of the essay, which should be well organized and documented with facts. The body is followed by a conclusion that summarizes and supports your thesis statement (from the introduction). Bottom line is that the essay depends on what your instructor is asking for. Generally essays should be written in the third person.

An interesting thing to note about Americans is that while you are in a foreign country, you may actually know more about American history than we Americans do. And although you may not speak English with the ease that Americans do, you may know more about English grammar and proper usage. You may find this to be the case because while the U.S. has an excellent system of higher education, our elementary and secondary education levels are often at a lower standard than in other countries. This is unfortunate, but many times true. So while you may be lacking initially in certain areas and find your classes difficult at first, do not give up or get discouraged. You will get used to the way classes are conducted and will soon learn what is expected of you as your understanding of the system improves. Many of your classes will prove to be structured similarly, and instructors often continue to use the same formatting throughout the course. What this means is that many instructors have a preference for certain types of exams and after you have taken the first exam, chances are you will have a better understanding of how to study for the next one.

ACADEMIC SUPPORT CENTER

The Academic Support Center is located in Mabee 406, in the Underground, near the library. It offers many services to help students with their academic progress. All services are free of charge to Park University students

The Academic Support service offers the following services:

- Subject Area Tutoring - in a variety of areas including general study skills
- Writing Help – editing, organization, citation and documentation,
- Testing Center

The academic support center also has a variety of resources on writing and proper citation format.

If you are having any academic problems, please come to the academic support center first. They have the resources to help!

ROLE OF ACADEMIC ADVISOR

Academic advisors assist students in selecting the appropriate courses for their chosen majors (“major” refers to the selected academic field), in the appropriate sequence. Most of the academic advisors at Park University are full-time faculty members. Usually students are advised by faculty members who teach and share an interest in the student’s major. At Park University students have the opportunity and are encouraged to develop comfortable working relationships with faculty members. These relationships are an important aspect of the college experience. Your initial advisor will be Deborah Osborne (Deborah.osborne@park.edu) or Joe Cunningham (dcunningham@park.edu), and they will continue to be your advisors until you have tested successfully out of the English as an International Language Program (EIL).

CHAPTER 4: IMMIGRATION CONCERNS

ROLE OF THE OFFICE OF INTERNATIONAL STUDENT SERVICES (ISS)

The Office of International Student Services is here to assist you in immigration issues because we understand that immigration laws and paperwork can be complicated. However, as you will see in the following section, international students are responsible for their own immigration status. Therefore, when in doubt as to what you need to do, ask questions ahead of time. Generally speaking, the USCIS (U.S. Citizenship and Immigration Services) is not quick to respond to requests, and you should take this into consideration so as not to let any of your necessary documents become invalid. The International Student Services Offices are located in Herr House on the First Floor, Rooms 2, 3 & 5. For questions regarding admissions or status, Michael Hernandez can be reached at 816-584-6379 or by email at Michael.hernandez@park.edu, or Kimberly Connelly can be contacted at 816-584-6834 or by email at Kimberly.connelly@park.edu. For questions regarding International student programming, please contact Michael Aidoo at 816-584-6508 or email maidoo@park.edu.

STUDENT RESPONSIBILITIES

If you do not have an F-1 visa, much of this section will not apply to you, so you should contact ISS for further information. As an international student with an F-1 visa, you are responsible for keeping the ISS up-to-date on your current living and mailing addresses, telephone numbers, and e-mail address. This includes submitting copies of your passport, I-20, and I-94 (as well as those of your dependents) to the ISS when there are any changes or renewals to these documents or after traveling outside the U.S. If you do not understand your status or anything related to it, you should see a staff member for assistance. It is **your responsibility** to maintain your immigration status, but the ISS is here to assist with questions and concerns.

IMMIGRATION STATUS

You currently have four basic documents that were required for your entrance into the U.S.: passport, visa, I-94, and I-20. These are important documents and probably should not be carried around with you. It would be wise to obtain an ID (identification) card to use as identification (for check writing purposes, etc.), rather than one of the aforementioned documents that could get lost or stolen. You may want to consider a safety deposit box; this is mentioned in more detail in Chapter 2.

The visa stamped in your passport by the American consulate in your country allows you to enter the U.S. It contains the following: an expiration date, which is the last time you can apply to enter the U.S. If you plan to reenter the U.S. after the expiration date, you will need to obtain another visa. Your visa also states the number of times you may enter the U.S. and this number may not be exceeded. The visa also indicates the type of visa you have, most likely an F-1. If traveling in Canada and Mexico, check with the ISS.

The I-94 indicates that you have entered the U.S. legally (it was stapled to your passport at your port of entry). The eleven-digit admission/departure number on your I-94 is used to keep track of your arrival and departure. This form also has an expiration date. Often it is written "D/S" which stands for duration of status. This phrase means you can stay as long as you follow F-1

regulations. If you have an actual date on your form, you need to make sure you leave by that date or, if staying beyond that date, you must have it extended.

F-1 students must possess an I-20 ID from Park University while in attendance here. The I-20 is the form F-1 students use to enter the United States and to notify the INS of a transfer to a new institution or program. Students must complete their course of study by the end date shown on the Form I-20 or request a “program extension” with assistance from the ISS 30 days prior to the expiration. **The I-20 form needs to be signed by a designated school official in the ISS, each time you leave and wish to reenter the U.S.**

To maintain F-1 student status you must:

- Have a valid passport
- Attend the institution authorized (listed) on your current I-20
- Follow USCIS (U.S. Citizenship and Immigration Services) transfer procedures to attend a new school (separate from college procedures).
- Apply in advance for a program extension if you must remain in the U.S. past your I-20 completion date (an application does not necessarily mean you will receive the extension). Program extensions must be completed within the 30 days immediately prior to the completion date listed on your I-20
- Follow certain USCIS procedures to continue from one degree to another degree at the same college/university. This type of transfer must be completed within the first 15 days of beginning classes in the new degree program
- Maintain a full-time course of study each fall and spring semester. Undergraduate students must have a minimum of 12 credit hours. Even if you register and pay for a full-time course load, you may not withdraw from any of your classes if the remaining number of credit hours will be below the minimum hours stated above. Dropping below 12 credit hours will cause you to violate your immigration status. You do not need to be enrolled during summer vacation unless you started your program during the summer session
- Limit employment to 20 hours per week except during summer and winter vacations, and spring break. No special permission is required to work on-campus. (Refrain from off-campus work without authorization from the USCIS or ISS.)
- Notify USCIS (via the ISS) of any change in residence within 10 days of the change
- Have a permanent address abroad

A violation of your status could lead to the following consequences:

- Losing your eligibility to work on-campus
- Losing your eligibility to apply for curricular or optional practical training
- Not being allowed to re-enter the U.S. in any status for 3 years or for 10 years
- Having your current visa canceled
- Having to return to your home country to apply for all future visas of any type

EMPLOYMENT OPTIONS FOR F-1 STUDENTS

Who is eligible? Students who are maintaining their F-1 non-immigrant status are eligible. F-1 students may work **on-campus** without any special permission from USCIS.

Off-campus employment. Sometimes off-campus employment can be arranged under special circumstances such as financial hardship. Students are only eligible for this after having completed at least 2 semesters of study at Park University. Check with the ISS, if you believe this applies to you.

What are the limitations? You may not work more than a total of 20 hours per week during the fall and spring semesters. There is one **exception** to this: you may work full-time (up to 40 hours per week) during the university's vacation periods as long as you will be returning to class the following term. These include: summer vacation, the Christmas holiday break and spring break.

Workstudy is a form of financial assistance offered to students who wish to work while they are studying on campus. There is a federal program and a Park University program.

There are also certain types of academic scholarships that may be awarded to international students with F-1 visas. International students from Micronesia or those who have Refugee, Asylee, or Resident Alien visa status, are eligible for certain grants and loans.

In order for any international student to be considered for financial aid, the Park University "Request for Aid (RFA)" form must be completed at <https://www.park.edu/rfa/>. When completing this forms, please be accurate and thorough with the information you provide. Mistakes or misinformation can delay the process.

In order to continue work study from year to year, you must RE-APPLY for work study at the end of each school year. This includes filling out the RFA form again. For questions regarding work study, contact Linda Goodwin at 816-584-6388 or email Linda.Goodwin@park.edu or Samuel Taibi at 816-584-6290 or email samuel.taibi@park.edu.

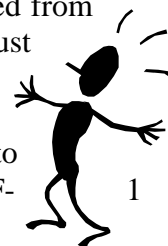
MOST STUDENTS HAVE TO WAIT AT LEAST ONE SEMESTER BEFORE THEY WILL GET THEIR WORK STUDY ASSIGNMENT.

If you are already on campus and would like to see if there is any type of financial assistance available to you, stop by Student Financial Services (appointments are appreciated). Even if you are too late to apply for the current semester, you may be eligible for the following term.

- Information is available on line at:
https://piratenet.park.edu/ics/Student_Services/Financial_Services/

TAXES

Do you need to pay taxes? Yes! Federal, state, and local taxes should be deducted from your paychecks. **International students are not exempt from these taxes.** You must file an income tax return before April 15 of each year to determine if those taxes, which were withheld, can be refunded or if additional taxes must be paid. The ISS, through outside assistance provides a 30-day window in which you will be able to receive assistance with this process (dates will be made available later). In general, F-students who have been in the U.S. for five years or less are exempt from Social Security tax (F.I.C.A).



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All F-1 students, even those with no U.S. income, are expected to file a tax return every year. Sources of U.S. income may include on-campus employment, scholarships, fellowships, graduate assistantships, practical or academic training, and any compensation received for labor. Foreign students do not have to pay taxes on interest paid to them by U.S. banks.

Important Tax Dates

April 15: The last day on which residents and nonresidents who have earned wages from U.S. sources may file their U.S. federal income-tax returns.

June 15: The last day on which nonresident students and their dependents who have no wage income from U.S. sources may file their 1040NR-EZ or 1040NR returns.

Tax Documents & Forms

519: “U.S. Tax Guide for Aliens,” an IRS publication, is helpful when preparing a nonresident tax return (1040NR or 1040NR-EZ).

901: “U.S. Tax Treaties,” another IRS publication, is essential for individuals from nations having tax treaties with the United States.

8843: “Statement for Exempt Individuals and Individuals with a Medical Condition.” This one-page document must be completed and returned with the 1040NR and 1040NR-EZ. It verifies nonresident alien tax status.

1040NR: “U.S. Nonresident Alien Income Tax Return,” is the longer version of the return completed by many nonresidents. This form is distinct from the 1040, 1040A, or 1040EZ filed by residents for tax purposes. It is not interchangeable with those forms. The IRS publishes an instruction booklet to accompany the form.

1040NR-EZ: “U.S. Income Tax Return for Certain Nonresident Aliens with No Dependents,” is a simplified version of the 1040NR. Most F-1, J-1, and M-1 students who are nonresidents may file the 1040NR-EZ. The IRS publishes an instruction booklet for this form.

W-2: “Wage and Tax Statement” is a form issued annually by employers (normally during the month of January). Copies of the W-2 must be filed with federal, state, and local tax returns.

W-4: “Employee’s Withholding Allowance Certificate” is a form completed by employees at the time of hire to indicate how much tax is to be withheld from the paycheck.

Remember, at Park University assistance will be available. We will let you know about a free tax workshop sometime in March. You can also use a paid tax service for more complicated situations (H & R Block).

WHEN IN DOUBT, ASK QUESTIONS AHEAD OF TIME!!

CHAPTER 5: WHAT IS CULTURE SHOCK?



Culture Bumps

When encountering individuals from a culture other than our own, we are inevitably faced with situations that are confusing, upsetting, embarrassing or even offensive. These situations are called “Culture Bumps” because two cultures have “bumped” into each other and the exchange has not been smooth or comfortable.

How should you handle situations like this?

- Understand that body language and all non-verbal communication are not universal. Body language and non-verbal communication is culturally dependent. We may not understand a situation because the signals and signs from the other individual have completely different, even opposite meanings, from our culture.
- DO NOT REACT WITH ANGER. Even though your initial reaction may be anger, control your emotions.
- Try to give the person “the benefit of the doubt” and suspend judgment. Tell yourself that the person didn’t mean to offend, embarrass, or upset you.
- Ask for clarification. Ask the person what he or she means. Tell him that you are confused or offended—give the person a chance to explain or apologize.
- Observe without judgment. Watch people in similar situations—see what they do, what they say, etc.
- Remember intention is everything. Realize that something may ALWAYS offend you, but that doesn’t mean that the people in the other cultures are INTENDING to offend you. Don’t hold it against the culture—intention is what is most important in communication and relationships.
- Avoid categorizing people. Try not to think or say statements like “All Americans are rude.” This just fosters anger and resentment in you towards another culture and inhibits your ability to openly communicate in future interactions. These types of judgments and attitudes will only harm and limit your experiences with people from other cultures.

The following information was taken from the website <http://edweb.sdsu.edu/people/CGuanipa/cultshok.htm> written by Dr. Carmen Guanipa in 1998 on behalf of the Department of Counseling and School Psychology at San Diego State University.

Culture Shock

The term, culture shock, was introduced for the first time in 1958 to describe the anxiety produced when a person moves to a completely new environment. This term expresses the lack of direction, the feeling of not knowing what to do or how to do things in a new environment, and not knowing what is appropriate or inappropriate. The feeling of culture shock generally sets in after the first few weeks of coming to a new place.

We can describe culture shock as the physical and emotional discomfort one suffers when coming to live in another country or a place different from the place of origin. Often, the way that we lived before is not accepted as or considered as normal in the new place. Everything is different, for example, not speaking the language, not knowing how to use banking machines, not knowing how to use the telephone and so forth.

The symptoms of cultural shock can appear at different times. Although, one can experience real pain from culture shock; it is also an opportunity for redefining one's life objectives. It is a great opportunity for leaning and acquiring new perspectives. Culture shock can make one develop a better understanding of oneself and stimulate personal creativity.

Symptoms:

- Sadness, loneliness, melancholy
- Preoccupation with health
- Aches, pains, and allergies
- Insomnia, desire to sleep too much or too little
- Changes in temperament, depression, feeling vulnerable, feeling powerless
- Anger, irritability, resentment, unwillingness to interact with others
- Identifying with the old culture or idealizing the old country
- Loss of identity
- Trying too hard to absorb everything in the new culture or country
- Unable to solve simple problems
- Lack of confidence
- Feelings of inadequacy or insecurity
- Developing stereotypes about the new culture
- Developing obsessions such as over-cleanliness
- Longing for family
- Feelings of being lost, overlooked, exploited or abused

Stages of Culture Shock

Culture shock has many stages. Each stage can be ongoing or appear only at certain times.

The first stage is the incubation stage. In this first stage, the new arrival may feel euphoric and be pleased by all of the new things encountered. This time is called the "honeymoon" stage, as everything encountered is new and exciting.

Afterwards, the second stage presents itself. A person may encounter some difficult times and crises in daily life. For example, communication difficulties may occur such as not being understood. In this stage, there may be feelings of discontent, impatience, anger, sadness, and feeling incompetence. This happens when a person is trying to adapt to a new culture that is very different from the culture of origin. Transition between the old methods and those of the new country is a difficult process and takes time to complete. During the transition, there can be strong feelings of dissatisfaction.

The third stage is characterized by gaining some understanding of the new culture. A new feeling of pleasure and sense of humor may be experienced. One may start to feel a certain psychological balance. The new arrival may not feel as lost and starts to have a feeling of direction. The individual is more familiar with the environment and wants to belong. This initiates an evaluation of the old ways versus those of the new.

In the fourth stage, the person realizes that the new culture has good and bad things to offer. This stage can be one of double integration or triple integration depending on the number of cultures that the person has to process. This integration is accompanied by a more solid feeling of belonging. The person starts to define him/herself and establish goals for living.

The fifth stage is the stage that is called the "re-entry shock." This occurs when a return to the country of origin is made. One may find that things are no longer the same. For example, some of the newly acquired customs are not in use in the old culture.

These stages are present at different times and each person has their own way of reacting in the stages of culture shock. As a consequence, some stages will be longer and more difficult than others. Many factors contribute to the duration and effects of culture shock. For example, the individual's state of mental health, type of personality, previous experiences, socio-economic conditions, familiarity with the language, family and/or social support systems, and level of education.

How to Fight Culture Shock

The majority of individuals and families that emigrate from other countries have the ability to positively confront the obstacles of a new environment. Some ways to combat stress produced by culture shock are:

- Develop a hobby.
- Don't forget the good things you already have!
- Remember, there are always resources that you can use.
- Be patient, the act of immigrating is a process of adaptation to new situations. It is going to take time.
- Learn to be constructive. If you encounter an unfavorable environment, don't put yourself in that position again. Be easy on yourself.
- Don't try too hard.

- Learn to include a regular form of physical activity in your routine. This will help combat the sadness and loneliness in a constructive manner. Exercise, swim, take an aerobics class, etc.
- Relaxation and meditation are proven to be very positive for people who are passing through periods of stress.
- Maintain contact with your ethnic group. This will give you a feeling of belonging and you will reduce your feelings of loneliness and alienation.
- Maintain contact with the new culture. Learn the language. Volunteer in community activities that allow you to practice the language that you are learning. This will help you feel less stress about language and useful at the same time.
- Allow yourself to feel sad about the things that you have left behind: your family, your friends, etc.
- Recognize the sorrow of leaving your old country. Accept the new country. Focus your power on getting through the transition.
- Pay attention to relationships with your family and at work. They will serve as support for you in difficult times.
- Establish simple goals and evaluate your progress.
- Find ways to live with the things that don't satisfy you 100%.
- Maintain confidence in yourself. Follow your ambitions and continue your plans for the future.
- If you feel stressed, look for help. There is always someone or some service available to help you.

To ease the transition to school and the new culture, if possible, try not to take your heaviest or most difficult load of classes your first semester. Take good care of yourself by eating well, getting plenty of rest, keeping in touch with home, exercising, and enjoying time with friends. You may also want to consider speaking with a counselor, staff person, or faculty member. The campus counselor at Park University is Linda Waxse, and she can be reached by calling 816-584-6237 or by emailing Linda.waxse@park.edu.

CHAPTER 6: INTERACTING WITH AMERICANS

GREETINGS

In the United States, it is customary for both men and women to shake hands as a greeting in business situations. Men sometimes use the handshake in social situations as well; whereas women are less likely to do so.

Often a smile and a friendly phrase such as “Hi,” or “Hello,” or “How are you?” is exchanged, and are appropriate for either gender. It is not a custom in the United States to embrace in public or to stand close to someone while speaking to them. It is also not an American custom to be intimate or to touch someone you do not know in public. If you do not understand what certain gestures mean, you should ask before using them, so as not to offend anyone.

NAMES

The use of first names is very common in the U.S. It is correct to use the first name of someone approximately your same status and age or younger. When addressing individuals older or of a different status than yourself (such as an instructor), you should address them as Dr., Mr., Mrs., Ms., or Miss, until he or she tells you otherwise. The title Ms. is used by American women instead of Miss or Mrs., and is useful when you do not know the marital status of the woman. These titles are used with last names only (i.e., Mr. Smith). If people are unsure what to call you, tell them what your preference is. Likewise, it is appropriate for you to ask a professor (or other individual) how he or she prefers to be addressed.

EQUALITY

As a whole, Americans believe that all people are equal. An example of this is the practice here known as “waiting in line.” You may have to wait in line to receive a service if other people arrived before you. For instance, if you go to the bank to cash a check, you may have to stand behind a number of individuals also waiting for service. This is very common here and at times, requires some patience!

You should expect to be treated like others here, no better and no worse. Why is this important? This is important because not all cultures strive for equality and this concept may not be well understood by everyone. It is important to understand so that you will not be offended, and you will not offend others by expecting special treatment.

FRIENDSHIPS

As it is probably true in your own culture, it takes time for friendship—a close relationship—to develop between Americans. Nevertheless, most Americans are very “friendly” and appear to be very open when you meet them. You may hear Americans refer to acquaintances, such as persons who happen to sit together in class, as “friends.” There are, however, degrees of friendship.

In the United States, people often say, “Hi, How are you?” or “How are you doing?” and then do not wait for a response. This is a polite phrase, not really a question. You can respond by saying, “Fine, thanks.” Or you may hear an American say, “Drop by anytime” or “Let’s get

together soon.” These are friendly expressions, but they may not be meant literally. It is polite to call someone on the telephone before you visit. Even without an invitation, it is acceptable to call a new acquaintance to see if he or she would like to go to a campus activity with you.

Here at Park University there are lots of opportunities to meet people through participating in campus life and by living on campus.

TELEPHONE ETIQUETTE

Generally, it is acceptable to call people at home between the hours of 10 a.m. and 9 p.m. At what times you call people may vary according to your relationship with that person. For example, you may find some of your friends will appreciate a phone call just about any time, day or night; while others may not want to be called too early or too late. This should be decided between friends. You may have instructors that do not wish to be called at home. Generally, if your instructor does not mind receiving calls from students at home, he or she will include their home phone number on the course syllabus. Your instructors will probably address how and when they prefer to be contacted at the beginning of the courses.



It is usually okay to make local phone calls from other people’s homes because most people pay a set fee for unlimited local calling. It is courteous to ask first though. You should not make long distance calls from other people’s homes unless you ask first. Unless you have an emergency, it might be perceived as rude for you to do so.

To call someone “collect” means you are asking the person you are calling to pay for the call. Usually, you would only ask this of individuals close to you (like your parents, for example). However, in an emergency other people you know might be willing to accept the charges. It is not likely that businesses of any kind will accept collect calls. Businesses and institutions often have “toll-free” numbers. Toll free numbers are free of charge and usually have “800” or “888” in place of the area code.

DATING

You may find dating in the U.S. a bit confusing. Well, don’t worry, so do we! You may also be surprised by the informality of relations between men and women in the United States. Couples go out alone in the evening to attend a movie, concert, lecture, or party; students may get together for a “study date.” In the past, the man usually asked the woman, and the man paid the expenses of the movie, concert, or meal. Today, a woman may ask a man to go out with her. Whether the man or woman offers the invitations, students often share the expenses.



Relationships between American men and women of college age range from simple, casual friendships to strong emotional and physical commitments. As your friendships develop past the acquaintance stage, you may not always understand what your partners expect of you. Whatever the relationship, the best policy is honesty and frankness. Although sometimes embarrassing, it is best to express your feelings and intentions so you can avoid misunderstandings and even greater discomfort. If your date appears interested in a sexual relationship and you are not, it is very important that you say no clearly. And if someone seems to be saying no to you, listen.

Unwanted sexual attention is a very serious matter in the United States. Do not interpret the acceptance of a date as anything more than an agreement to meet at a certain time and place and to spend some time together.

HYGIENE

Most Americans bathe and change clothes daily, as well as use colognes and deodorants. Natural body odors are generally considered unpleasant.

TIME ORIENTATION

Punctuality is very important in the United States in both business and social situations. When a specific time has been set, people are supposed to arrive at that time. To do otherwise is considered rude. If you must be late or cancel an appointment (or date), it is polite to make a phone call to inform the other party of your change of plans.

ALCOHOL AND SMOKING

Because alcohol and smoking often accompany social activities, it should be noted that Park University is a dry campus. A “dry campus” is one in which alcohol is not permitted on campus or at functions related to the institution in any way. In the United States, it is illegal to purchase alcoholic drinks, including beer and wine, until you reach the age of 21.



At Park University smoking is permitted only in designated areas. In many parts of the United States, all public buildings are designated “smoke free,” meaning that you cannot smoke in any part of the building. All federal buildings are smoke free. Restaurants may have smoking and nonsmoking sections. If you are a guest in someone’s home, room, apartment, or car, **always** ask permission before you smoke. Even if you are in your own room, it is polite to ask your guests if anyone objects to your smoking before you reach for a cigarette. Be prepared to see “No Smoking” signs in most offices, classrooms, and stores.

RELIGION

There is no government supported religion or established church of state in the U.S. Most Americans believe in God, and Christianity is an example of a belief held by Americans. Religion tends to be a private matter with Americans and it is not usually discussed in social settings. It is common here to keep one’s religious views private and to avoid conversations that may offend someone. You should be aware that there are many different views on religion in the U.S. Freedom of religion and respect for all religious beliefs are major American tenets. Kansas City does have non-Christian services available and they can be found in the phone book.

Here is a brief list of some churches, mosques and synagogues near campus:

Parkville Presbyterian
819 Main, Parkville
741-1641

Platte Woods Methodist Church
7310 N W Prarie View Rd.
741-2972

St. Therese North (Catholic Church)
7207 HWY 9 N
741-2800

Neema Community Fellowship (Kenyan/African Church)
9900 Mission Rd.,
Overland Park, KS 66206
Rev. David Nzioka
913-671-2319

New Reform Temple (Synagogue)
7100 Main Street
Kansas City
Missouri 64114
(816)523-7809

Masjid Taqwa (Mosque)
1340 Admiral Blvd
KCMO 64106

Hindu Temple & Cultural Center of Kansas City
6330 Lackman Road,
Shawnee, KS 66217
(913) 631-7519

CHAPTER 7: HOLIDAYS!!

The U.S. has moved many holidays to the Monday nearest the date of the original holiday. This was done to create as many three-day weekends (Saturday, Sunday, and Monday) as possible.

WHAT IS AN OFFICIAL HOLIDAY?

An official holiday is one in which government offices, schools, and many businesses are closed.

THINK AHEAD!!

Be sure to note holidays in which you will not have class and in which the dorms may be closed (such as the Christmas season in between semesters). This way you will not show up to class when no one else does, and you will be prepared with living accommodations when the dorms are closed. Your Park University Student Calendar/Handbook contains a calendar and will identify which days you will not have class. These dates are also listed in the calendar on the first page of the semester's schedule of classes.

NAMES, DATES, AND SIGNIFICANCE OF HOLIDAYS

New Year's Day: January 1

The celebration of this holiday starts the night before, on "New Year's Eve (December 31)." Traditionally, parties are held that night, and there is much "merry making." This is an official holiday.

Martin Luther King Day: Third Monday in January

Martin Luther King, Jr. organized and led the civil rights movement in America during the 1960s. This day commemorates his birthday. It is an official holiday.

Groundhog Day: February 2

This is not an official holiday. The groundhog is a small burrowing animal that hibernates during the winter months. Legend has it that he emerges on February 2. If he sees his shadow (which indicates a sunny day), he will be frightened and return to his burrow, and this is supposed to indicate six more weeks of wintry weather. If not, then spring is at hand.

Saint Valentine's Day: February 14

A day for friends and lovers to exchange gifts and cards (often candy and/or flowers). This is not an official holiday.



Lincoln's Birthday: February 16

Abraham Lincoln was president during the Civil War (1861-1865), a period that has had a profound effect on the history of the nation. He said, "A house divided against itself cannot stand," and acted to free the slaves and bring the seceded states back into the Union. This is an

official holiday in many states, often celebrated as “President’s Day” in conjunction with Washington’s Birthday.

President’s Day: Third Monday in February

Commemorates the birthday of George Washington, commander-in-chief of the Revolutionary Army that freed America from the colonial rule of England. Washington was also the first president of the United States. This is an official holiday.

Ash Wednesday: (date varies)

Marks the beginning of the 40-day period of Lent in the Christian calendar.

Saint Patrick’s Day: March 17

Brought to the U.S. by Irish immigrants, this holiday commemorates the patron saint of Ireland. Many people wear green and there are many parties. This is not an official holiday.



April Fool’s Day: April 1

This day is marked by the custom of playing practical jokes on one’s friends and colleagues. Not an official holiday.

Easter: One Sunday in the Spring

A religious holiday for Christians who believe that on this day Christ rose from the dead. Many folk traditions are now connected with Easter, including the decoration of brightly colored eggs and giving gifts to children. This is not an official holiday.

Mother’s Day: Second Sunday in May

Americans honor their mothers on this day. Oftentimes, mothers are taken out to eat on this day (so they don’t have to cook), and given cards and small gifts. Not an official holiday.

Memorial Day: Last Monday in May

Memorial Day is the day on which Americans remember those who died in military service to their country. Many families visit graves and decorate them with flowers, and the day is also marked with patriotic parades. This day is considered the beginning of the summer season and is an official holiday.

Father’s Day: Third Sunday in June

Gifts and cards are given to honor fathers. Not an official holiday.

Flag Day: June 14

Flags are flown to mark the adoption of the American flag. Not an official holiday.

Independence Day: July 4

Independence Day is the U.S. “national holiday.” It commemorates the day the Declaration of Independence was signed in Philadelphia in 1776. This official holiday is celebrated all over the country with picnics, political speeches, and community get-togethers that culminate in fireworks displays.

Labor Day: First Monday in September

This official holiday was established in recognition of the labor movement's contribution to the productivity of the country. It is the last holiday of the summer season and is celebrated with picnics and other outings.

Rosh Hashana and Yom Kippur: Late September/Early October

Rosh Hashana, commemorating the creation of the world, is the first of the Ten Days of Penitence, which end with Yom Kippur, the most solemn of Jewish holidays. For Rosh Hashana, families gather for a feast in which an apple is dipped in honey to express hope for a sweet year ahead. In Judaism, Yom Kippur is a day of judgment; on the eve of Yom Kippur, Jews ask forgiveness from those they may have wronged. The keynotes of the holiday are fasting and a collective confession, repeated several times throughout the day.

Columbus Day: Monday nearest October 12

Commemorates the landing of Christopher Columbus on American shores. It is a legal holiday, but not a business one.

Halloween: October 31

Not an official holiday. This was originally a religious holiday, but its religious character has been lost in the United States, and it is now celebrated mostly as a children's holiday. Traditions include carving out pumpkins with funny faces as well as dressing up in costumes and going around the neighborhood to receive treats of candy, fruit, and cookies. When people come to the door, children say, "trick or treat," meaning, "if you don't give me a treat, I will trick you."

**Veteran's Day: Second Monday in November**

Commemorates the end of World War I, and honors all U.S. military veterans.

Thanksgiving: Fourth Thursday of November

Official holiday. The Pilgrims celebrated the first Thanksgiving Day at Plymouth Colony in Massachusetts in 1621 to give thanks for the bountiful harvest and their triumph of survival over the wilderness. Now it is a time when Americans give thanks for the good life they enjoy. They celebrate by getting together with family to eat traditional foods such as turkey, cranberry sauce, sweet potatoes, and pumpkin pie.

Hanukkah: (date varies)

Eight-day Jewish holiday commemorating the dedication of the Second Temple of Jerusalem.

Christmas: December 25

Official holiday. Many people regard this as the most important holiday of the year, with the holiday season extending from a few days before Christmas to New Year's Day. Although its origins are religious in nature, it is a holiday celebrated by almost everyone in the country. Family members travel great distances to be together for this day on which gifts are exchanged and a traditional dinner is shared. Even families who do not have strong religious convictions decorate a Christmas tree and join in the festivities of the season.

CHAPTER 8: SERVICES WITHIN WALKING DISTANCE

Some services have been provided throughout the guide, but here are a few others that may come in handy.

Where do I get my hair cut?

Business Name:	Address:	Phone Number:
Dorothy's Beauty Shop	207 East Street	816-741-3597
Everybody's Hair Salon	10913 NW Highway 45	816-746-1213
Great Clips	6325 Lewis St. Suite 105	816-584-8244
Linda's Original Hairworks Salon	1360 9 Hwy NW	816-741-8686
Personla Images	7416 River Park Dr.	816-741-0444
Rio Salon & Spa	170 English Landing Drive	816-587-5299
Shear Palace	6264 Lewis Street	816-741-8272
Steel Magnolias	106 Mill Street	816-741-2089
St. Martin Salon & Day Spa	104 Main Street	816-587-1587

Where can I get my car fixed?

Business Name:	Address:	Phone Number:
Built Right Engines	6320 Kelly Drive	816-587-8521
Car Quest Auto Parts of Parkville		816-587-6100
Chuck's Parkville Garage	6300 Bell Road	816-587-6094
CRT Automotive	6310 Kelly Dr.	816-587-6747
Dave's Foreign Car Repair	6208 Bell Road	816-741-1498
G.T. Muffler & Brake	6206 Bell Road	816-505-3210
Glen's Service Center, Inc.	303 East Street	816-741-7054
K&R's Muffler and Break	6206 Bell Rd.	816-505-9990
Northland Auto Service	8803 Highway 45	816-741-5240
Paul's Rod & Bearing	6212 NW Bell Road	816-587-4747
Watson's Shell Lube	8805 Highway 45	816-741-6422

For a complete list of local Parkville businesses within walking distance from the campus, visit www.parkvillemo.net online.

CHAPTER 9: NOW WHAT?



F-1 Students

Through an arrangement known as “optional practical training,” students who have completed their course of study—or everything except the thesis or dissertation—may be employed full time for one year in their field of study. The year of full-time optional practical training may be reduced if the student has previously been authorized for optional practical training or has spent more than one year in full-time curricular practical training. Optional practical training is also known as a paid internship for credit.

Optional practical training and curricular practical training require consultation with the foreign-student advisor and work authorization from the USCIS. **Be sure to complete the application process at least three months before you intend to begin working.** You may not be employed until you receive the authorization.

Students who have received a degree in one of the following disciplines:

- Actuarial Science.
- Computer Science Applications.
- Engineering.
- Engineering Technologies.
- Life Sciences.
- Mathematics.
- Military Technologies.
- Physical Sciences.

And are employed in their field of study, will be eligible to apply for a one-time extension for 17 additional months in their OPT a maximum of 29 months. Please consult with your foreign student advisor to learn more about the procedures for getting an OPT extension.

Students on OPT are required to find a job within 90 days from the start date on their employment authorization card. If the student has not secured a job in this period their OPT will be nullified.

You must keep us updated on your employer's information and any changes in address while on OPT.

Other Employment Options

Some students wish to continue working in the United States after the optional practical training or academic training period has ended. To do so requires changing from F-1 status to another type of nonimmigrant or immigrant classification. The most common are H (Temporary Worker) status, a nonimmigrant classification, and Lawful Permanent Resident status, an immigrant category. The H classification (usually H-1B, Specialty Occupations) and employment-based permanent resident petition almost always require a job offer from the U.S. employer and an USCIS application signed by that employer. It is important to discuss these possibilities with your employer well before your employment authorization expires because the petitioning process can be very lengthy. Job conditions, your current work eligibility, and your feelings about becoming a permanent resident of the U.S. will determine which type of classification is most appropriate for you. If you are in J-1 status and are subject to the "two-year home country physical presence requirement," you must return to your home country for two years or obtain a waiver of the requirement before you may apply to change to H or permanent resident status. For more information visit the ISS.

CHAPTER 10: OTHER HELPFUL THINGS TO KNOW

Weights and Measurements

1 ounce (oz.) = 28.35 kilograms
 1 pound (lb.) = 16 oz. = .454 kilograms
 1 ton = 2,000 lbs.

Kilograms	Pounds	Kilograms	Pounds
½	1.0	5	11.0
1	2.2	6	13.2
2	4.4	8	17.64
3	6.6	10	22.05
4	8.8		

Handy information for cooking

1 teaspoon (tsp.) = 5 ml
 3 teaspoons = 1 tablespoon (Tbs. or tbsp.)
 16 tablespoons = 1 U.S. cup = 8 ounces
 1 U.S. gallon = 4 quarts = 3.875 liters
 1 pint = 2 cups = .473 liters
 1 quart = 4 cups = 2 pints = .946 liters
 1.057 quarts = 1 liter

Most frequently used Oven temperatures

300°F (150°C) = slow
 325°F (165°C) = moderately slow
 350°F (180°C) = moderate
 375°F (190°C) = moderately hot
 400°F (205°C) = hot
 450 – 500°F (230-260°C) = very hot

Distance Measurements

1 inch (1 in. or 1") = 2.54 centimeters
 1 foot (1 ft. or 1') = 12 inches = 30.48 centimeters
 1 yard (1 yd.) = 3 feet = 36 inches = 91.44 centimeters
 39.4 inches = 1 meter
 1 mile = 5,280 feet = 1.609 kilometers (km)



To convert miles to kilometers multiply by 1.6

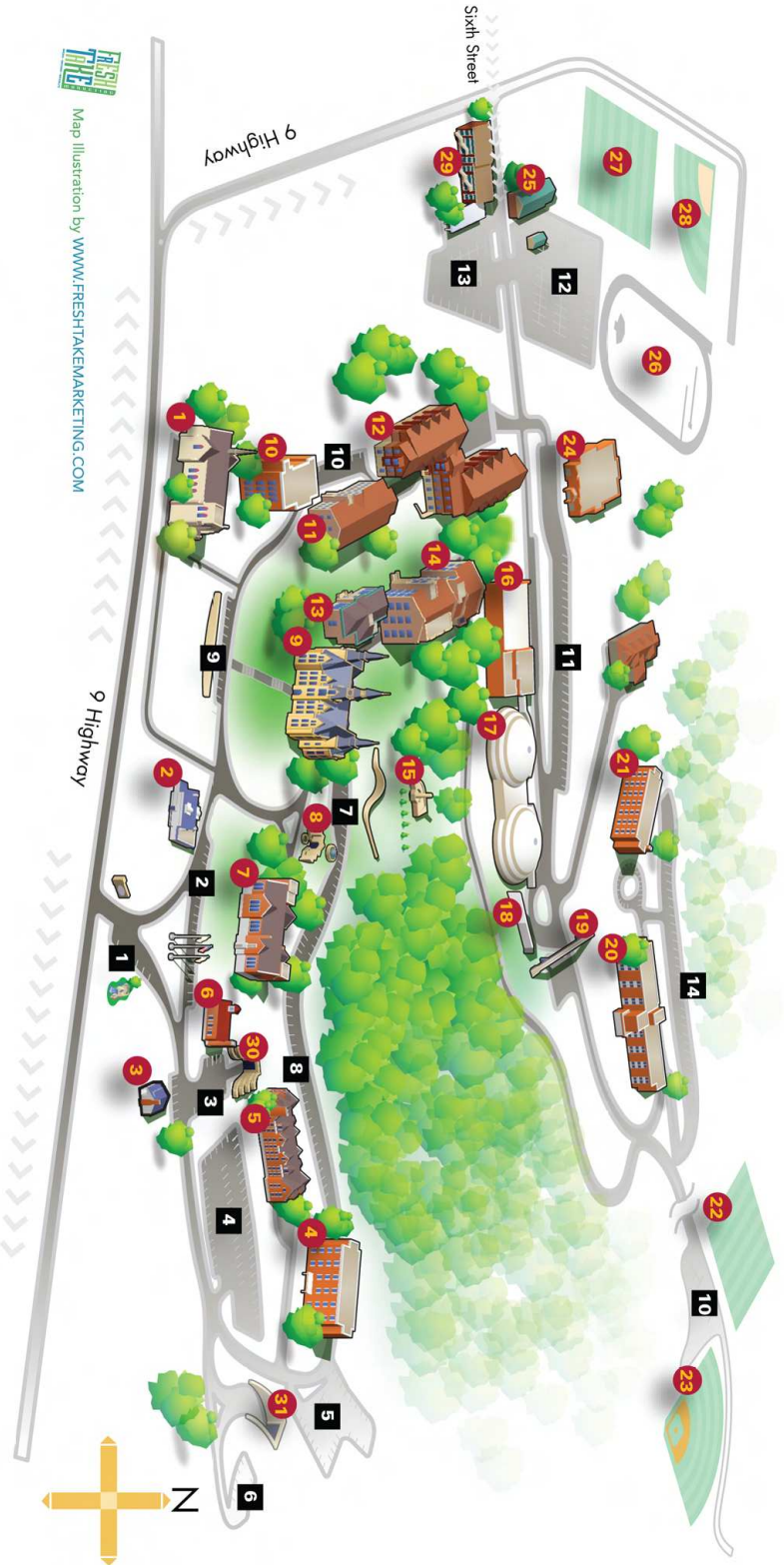
Kilometers	Miles	Meters	Feet
1	0.6	1	3.3
2	1.2	2	6.6
3	1.9	3	9.8
4	2.5	4	13.1
5	3.1	5	16.4
6	3.7	6	19.7
8	5.0	8	26.0
10	6.2	10	32.8

1 acre = 43,560 square feet or .405 hectares
 1 square mile = 259 hectares

Appliances

Appliances running on 220-240 volts will not work in the U.S. Most appliance stores and hardware stores carry current-conversion kits that will work on appliances. Some discount stores such as K-Mart also carry the kits.

Campus Map



PARKVILLE
UNIVERSITY

PARKVILLE CAMPUS MAP
8700 N.W. River Park Drive • Parkville, MO 64152 • (816) 741-2000 • www.park.edu

campus directory

1. Graham Tyler Memorial Chapel
2. University White House
3. Park House
4. Hawley Hall
5. Herr House
6. McCoy Meatin' House
7. Thompson Commons Student Center
8. McAfee Library Entrance
9. Mackay Hall
10. Alumni Hall
11. Copley-Thaw Hall

12. Copley Student Residence
13. Norrington Center
14. Findlay-Wakefield Science Hall
15. Charles Smith Scott Observatory
16. Intranural & Recreational Fieldhouse
17. Breckon Sports Center
18. Mabae Learning Center Entrance
19. Pedestrian Bridge
20. Chestnut Hall
21. Dearing Hall
22. Hemingway Field

23. Comfort Field
 24. Synergy Services
 25. Concessions & Restrooms
 26. Track
 27. Julian Field
 28. Softball Field
 29. Shepherd Apartments
 30. President Condit Underground Entrance
 31. President Mackenzie Underground Entrance
- Parking** - certain parking areas are restricted during normal business hours.