

NOTICE OF NON DISCRIMINATION POLICY

Denison University does not discriminate on the basis of age, sex, race, creed, national origin, disability, handicap, sexual orientation, or political affiliation in the admission of students, or their participation in College educational programs, activities, financial aid, or employment.

INTERNATIONAL STUDENT SERVICES

Slayter Hall, Rm. 403

Tel: 740-587-5739

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www.denison.edu/offices/international/index.html

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International Student Services Handbook

Last updated: February 2012

International Student Handbook



International Student Services
4th Floor Slayter, Room 403
Denison University



This Handbook has been written through the collaboration of students, staff and faculty. A special thanks to Karen Edwards of Grinnell College.

The handbook for international students is a supplementary resource and is not intended as a replacement for the Denison University Student Handbook. The Denison University Student Handbook can be accessed online: <http://www.denison.edu/offices/studentaffairs/handbook/studenthandbook.pdf>

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There are serious consequences for breaking University policies concerning alcohol and other drugs. It is important for students to keep in mind that they are responsible for any and all activities that occur in their assigned rooms.

For a complete overview of the policies, please visit http://www.denison.edu/offices/standards/denison%20code%20of%20student%20conduct_2011-2012.pdf



ACADEMIC LIFE:

Alcohol, Other Drugs and Tobacco

State law prohibits the sale, consumption or possession of alcohol under the legal age of 21. Individuals must show legal proof of age by either an Ohio state ID or U.S. issued driver’s license to purchase alcohol. A passport is often not accepted as proof of age.

The University Alcohol Policy and can be found www.denison.edu/offices/drugeducation/university_alcohol_policies.html. The policy in part states the following:

Denison enforces all state and local laws pertaining to the use of alcohol. Drinkers must be 21 years of age, open containers are not permitted in any public place, and all forms of identification must be accurate and valid. Drinking and driving is, of course, strictly prohibited. Specific policies regarding to the use of alcohol on campus are listed below.

Use, possession, sale or distribution of alcoholic beverages except as expressly permitted by the law and University regulations.

Use, possession, sale or distribution of drugs, drug paraphernalia, narcotic or other controlled substances except as expressly permitted by law.

Smoking in any interior area of the University, including classrooms, labs, private offices, restrooms, hallways, dining rooms and residence halls is strictly prohibited. Smoking outside of the doorways of buildings is also prohibited.

What Is “Liberal Arts”?

Denison University, like many undergraduate programs in the U.S., follows a “liberal arts” philosophy. Students take courses from a range of different subject areas to form a broad educational foundation. The liberal arts curriculum at Denison gives students an understanding of a variety of basic subjects while still allowing them to concentrate primarily on their major field. Please refer to the Denison University Catalog for a more detailed description of “liberal arts.”

Course Registration

Read your Denison University Catalog to learn about Denison’s graduation requirements, and refer to the current Course Schedule on the Registrar’s Web site <http://www.denison.edu/offices/registrar/index.html> for classes offered in the coming semester. Your academic advisor will explain Denison’s curriculum and will finalize your plans for course selection. Your advisor must sign your registration card before you may register for classes to confirm that the two of you have discussed your plans.

Registration for Spring classes takes place in November, registration for Fall classes takes place in April. Course catalogs are on line and students register in order of seniority by credit hour. Many instructors limit the number of students who may enroll in a given course and your registration time may come after a class has already been filled. It is wise to select alternate classes and talk with your advisor about the procedure to “wait list” for a course that you really want. The typical course load is sixteen credits per semester. The F-1 visa mandates that students be enrolled in a minimum of twelve credits in order to maintain full time status. Your advisor will have other advisees like yourself so be sure to make an appointment before you meet them. They will usually have a

Course Guidelines

Faculty use a variety of criteria to evaluate course work. The course syllabus is a very helpful resource for understanding specific expectations of the professor. Some courses may require two examinations: a “midterm” and a “final” at the end of the semester. Others may use exams and/or short quizzes throughout the semester. Test formats include multiple choice, short answer questions and essays. Many instructors will require written papers which can vary in length and citation requirements. Your professor or a member of the Writing Center staff will be happy to discuss the different types of writing assignments with you. Some faculty members may grade your work based on journals, attendance, lab reports, or participation in class discussions. It is very appropriate for you to ask your instructors about their grading system. Class attendance policies are up to the instructor’s discretion, but never assume a lack of policy means it is acceptable to skip class. Consistent class attendance and participation are key factors in succeeding on the college level.

Denison uses a 4 point grading system: A=4, B=3, C=2, D=1, and F=0. Plus (+) and minus (-) notations may also be used. If you obtain a Grade Point Average (GPA) of 3.7 or above during one semester, you will be placed on the Dean’s List. Students who achieve a high GPA during their college career may be awarded various types of honors and recognition at the end of each year. For more information, see your Denison University Catalog.



Licking Valley Driving School

224 Granville Street

Newark, OH 43055

Phone: 740-349-7946

www.lickingvalleydrivingschool.com

Permission to Drive University Vehicles

The University vehicles are not for personal use. Denison allows the students to drive the University vehicles if you volunteer for the Denison Community Association or work for various offices or student organizations. In order to drive the University vehicles, you must pass the University Defensive Driving Course. First, go to http://www.denison.edu/offices/security/defensive_driving_course.html to view the Power Point Presentation of the Defensive Driving Course. At the end of the presentation, instructions will be available for taking the online written test and scheduling the road test. When you finish both tests, a Defensive Driving Card will be issued allowing you to drive the University vehicles.

Those who hold international driver licenses are not eligible to take the Defensive Driving test. For more questions, contact the Campus Security and Safety Office. Driving University vehicles requires a high level of responsibility. Drivers are responsible for the vehicle as well as the safety of the passengers. It is imperative that all passengers use seatbelts (Ohio law) properly at all times.

Drivers are responsible for recording mileage at the beginning and end of each trip and for removing any trash from the vehicle. The driver must report any damage or mechanical problems incurred while using the vehicle. Speeding and/or damaging a vehicle may result in the loss of driving privileges for up to one year.

Newark Driver Examination Station

873 East Main Street
Newark, OH 43055
Phone: 740-345-0066

Hours: Tue-Fri 8-4:15; Sat. 8-1:30. Driving test by appointment only.

The fee for the Driver's Permit is \$22.00

The BMV is open Tuesday-Saturday—the written exam may be taken from 8-11 or 1-4. Once you pass the written test, you will receive a permit to practice your driving skills with a licensed driver (age 21 or older). Once you are confident that you are a good driver, call to schedule a skills (driving) test. The documents listed on page 61 will be required at the time of the written and driving test even if you already have a state ID. You may also schedule the driving test online at www.ohiodrivingtest.com

If you hold a visa & I-20, your driver's license will expire upon the completion of your program, ie: the program end date on the I-20. If you apply for OPT, you may apply to extend your license once you receive your EAD (Employment Authorization Document). The EAD must be presented in addition to the I-20 which will have the third page annotated with the dates of the Optional Practical Training period.

Driving Instruction:

Land Of Legend Driving School

156 Everett Avenue
Newark, OH 43055
Phone: 740-349-0955 Heath location: 740-522-1011

www.landoflegenddriving.com— For a fee, students may arrange to be picked up and taken out to practice driving. It may also be possible to arrange to use one of their cars for a driving test. Please contact them for hours of operation and fees.

Midway through each semester instructors complete a mid-term report for all first year and sophomores. Juniors and seniors receive mid-term reports only if there is concern, generally a C- or below. Final grade reports are processed through the Registrar's Office at the end of the semester. If the cumulative GPA is below 2.0 a student will be placed on probation for the next semester. The Academic Support and Enrichment Office will contact you and set up a **mandatory** appointment. Students must overcome the grade point deficit by the end of the probationary semester. If a 2.0 cumulative GPA is not achieved, the student is suspended for one semester. If a student earns below a 1.0 for a given semester, suspension is automatic, even if the cumulative GPA is above a 2.0



Office of the Registrar

(<http://www.denison.edu/offices/registrar/index.html>)

The College Registrar maintains all academically related records. Minimum graduation requirements are outlined on the web and include a cumulative grade point average of at least 2.0, both overall and in the major and minor fields. For more information on requirements, visit the website: (http://www.denison.edu/offices/registrar/new%20ge_check_sheet.pdf)

Transfer Credit Policy

Whenever a student wishes to apply credits earned at institutions elsewhere or from programs both domestic and foreign, he/she needs to discuss the situation with appropriate officials at Denison University. Final transfer approval is determined by the Registrar; departmental chairpersons and faculty. Students are urged to obtain the Registrar's approval before committing to coursework to be taken elsewhere.

http://www.denison.edu/offices/registrar/transfer_credit.html

Academic Integrity

All cultures know that cheating is wrong, but not all cultures define cheating in the same way, and not all academic systems enforce consequences to the same degree. Most students know that it is cheating when you copy off a neighbor's test, slip notes with answers to a friend, steal a test, or write answers under your sleeve. Not all cultures consider it cheating to use someone else's writings or ideas—but this is a very serious form of cheating in the U.S. *Plagiarism is the practice of copying from a publication, a lecture, or web site without proper acknowledgment of the source of that information.*

It is vital that students understand Denison University's expectations regarding academic honesty. Talk with your instructors about what constitutes plagiarism. Request advice on the preferred method(s) of citation. If you are still unclear on what constitutes plagiarism, visit the Writing Center located in Barney Davis
<http://www.denison.edu/academics/writingcenter/>

Violation of the Code of Academic Integrity, even if inadvertent, is not tolerated at Denison University. If a student is found responsible, consequences may include the failure of an assignment or exam or a grade of "F" in the course. A second offense may result in suspension from the institution.

All academic misconduct concerns are handled by the Associate Provost Office
<http://www.denison.edu/offices/provost/>

State of Ohio Identity Card

A State of Ohio card confirms the fact that you live in Ohio. It is considered a valid photo ID, but cannot be used for driving privileges. The ID cards are valid for 4 years, expiring on the applicant's birthday.

To obtain a state of Ohio ID, visit the Bureau of Motor Vehicles at 873 East Main Street, Newark, OH 43055 (740-345-0066). Bring your valid passport, Social Security Card (**if one has been issued**), I-20 and I-94. The fee is \$8.50.

Ohio Drivers License

To drive legally in the United States, you must have a valid driver license. If you hold an international driver's license, you may drive in the United States up to one year. For information on obtaining a drivers license, visit the website:

Bureau of Motor Vehicles (BMV) Website:
<http://www.bmv.ohio.gov/>

It is not legal to drive any motor vehicle without insurance. For more information visit The Insurance Information Institute
www.iii.org

Documents required Valid passport with U.S. Visa, Social Security Card (if one has been issued), I-20, I-94.

The Deputy Registrar will check your documents and then complete your application, collect a fee and issue a temporary permit application packet and a temporary instruction ID card. This packet and the ID are not driving permits. A knowledge test and vision test must be completed before a driver's permit is issued.

Taxes In The U.S.

There are several types of taxes in the US. You will pay a sales tax on each purchase you make except for food. As a student, if you are employed you will pay a tax on the money you make from your campus job. This is known as an income tax. Your income will be taxed by the Federal, State and local government.

Denison University has purchase rights to **Glacier Prep** for our nonresident students, staff and faculty. **Glacier Prep** access is also available for Denison alums. This is a web based tax return preparation program designed to aid in preparing U.S. federal income tax forms: 1040NR-EZ or 1040NR and Form 8843. Once the tax form is completed online, the forms must be printed and mailed to the IRS.

It is important to keep a copy of your return. To expedite your refund, utilize the direct deposit option. This requires a your bank routing number (found at the bottom of your check) and account number (last number on the bottom of the check).

The Glacier Prep program is only for completing Federal Income Tax Returns. A separate form is filed for the state of Ohio. Complete the Federal form first. The information on the federal form will be helpful in completing the state of Ohio tax form.

All tax forms may be found on the internet: www.irs.gov



Resources

Academic Advisor: The First Year Office will assign an academic advisor to you based on your interests. Your advisor will assist you with course selection, registration and guidance on academic issues. Feel free to drop in and meet your advisor as frequently as you wish. They would really appreciate it if you email/call them beforehand and set up an appointment. (Your relationship with your advisor is going to be almost completely up to you.) Most advisors are receptive to questions you have regarding future plans, choosing a career, and concerns about your academic progress.

The faculty want you to have the best possible experience and will not mind if you decide to switch to someone else. When you declare/change a major, you may want to request an advisor who teaches in your area of study. It is your responsibility to find a professor who will agree to be your advisor. If your professor is on sabbatical or takes a leave of absence, another professor in the department will temporarily take over their advising responsibilities.

Academic Support & Enrichment Center: Located on the first floor of Doane, this office offers a variety of services including free tutoring for students who need help in a particular course. You may ask to be assisted in small groups or on a one on one basis. Ext. 6666

Course Syllabus: Most professors distribute this “class outline” on the first day. The syllabus typically includes course requirements, assignments and due dates, attendance policies and will indicate the basis for grading in that particular course.

Doane Library: Learn how to use the library. Most classes will require that you do library research. If you have any questions regarding the resources available to you, a reference librarian can be found at the Reference Desk or the Circulation Desk.

Doane Library (con't) Located in the Learning Commons area on the main level of the library are many services to support access to information and use of these technologies. The Learning Commons desk is staffed by reference librarians, student reference aides, MTS and Learning Commons student assistants, technology help desk staff and others who can provide assistance with academic projects. For more information visit www.denison.edu/library/

Peer Advisors: Peer advisors are hired especially to meet the needs of international students. Apart from organizing various events and activities for the international community, PISA's (Peer International Student Advisors) act as a support group for students to assist and guide them with questions and concerns. The peer advisors can share what they have learned about the many transitions that international students experience.

Professors: Professors tend to be more approachable in the U.S. as compared to other places around the world. Feel free to make an appointment to discuss academic problems or questions. Most faculty hold office hours during which they are available to discuss course topics or assignments. Invite your professor to join you for lunch in the dining hall or for coffee in the Student Union (Slayter.) Seek your professors' advice BEFORE your difficulties become too large to address.

Writing Center: Many international students find that writing styles and expectation are very different from what they were at home. The Writing Center, located on the 4th Floor of Barney Davis Hall, provides an opportunity for one-on-one assistance to help students improve their skills. For more information visit <http://www.denison.edu/academics/writingcenter/>. Writing Center can also be found in the Learning Commons in the library.

Susan Kanter, the Assistant Director of the Writing Center, is available to assist students for whom English is a second language. Office: Room 300, Barney Davis Hall, ext. 5771

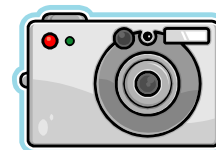
Photos for Optional Practical Training Application

- 2x2 inches in size
- Identical
- Taken within the past 6 months
- Color with plain background
- Full face, front view with a plain white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
- Uniforms should not be worn in photographs
- Do **not** wear a hat or headgear
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for the photo.
- Dark glasses or nonprescription glasses with tinted lenses should not be worn

* Please print your name (in pencil) on the back side of each photograph and place them in an envelope

NOTE: *Vending machine photos are not acceptable*

Crosswalk Cards & Gifts located at 127 E. Broadway in Granville and CVS offer passport photo service. Digital photos may also be printed in the Copying Room in the basement of Doane.



- Complete **Form I-765** (some areas have already been filled in for you) – your student admission number is the same as your I-94 number, place of last entry into U.S. refers to official Port of Entry (P.O.E., i.e. where you came through immigration)
- Provide **(2) photographs** of yourself (see specifications on handout**)
- Provide **passport, visa and I-94** for copying
- Write a **check or money order for \$340.00** made payable to “D.H.S.” **Make sure you have the funds to cover the check - if not, consider a cashier’s check or money order**
- Once you have completed your application, contact Marilyn Andrew preferably 90-120 days before graduation to make an appointment to complete the application process
- The EAD (**E**mployment **A**uthorization **D**ocument – an ID card which includes your picture and dates of authorization) card will be mailed to the address indicated on Form I-765 – EAD cards cannot be forwarded so our office address has been entered.
- **Important:** All students must report employer and address information to be entered into SEVIS (**S**tudent & **E**xchange **V**isitor **I**nformation **S**ystem). Send updates to Marilyn Andrew: andrew@denison.edu
 - ▶ Employment should not commence prior to issuance of the EAD card.

OPT Extensions:

STEM Extensions for Science, Technology, Engineering Majors ~ New regulations permit students who hold degrees in certain areas of study to apply for a 17 month extension of their OPT. Form more information, please contact Marilyn Andrew

QUESTIONS? Please call Marilyn Andrew (740-587-5739) or email andrew@denison.edu

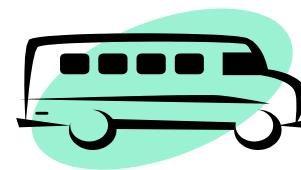
Campus Services – Getting Off Campus on the Weekends on the Big Red Express!

The weekend has arrived and you want to get off campus to relax. The Campus Services Office offers free shuttles throughout the week to various locations including the neighboring towns of Newark and Heath as well as to Columbus.

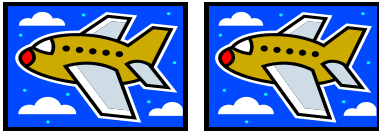
Students may go shopping at the mall, go to the movies or buy supplies or groceries. The shuttles leave Denison University at designated times depending on the location. Information on the shuttle schedule is posted in the Campus Services Office on the 2nd floor of Slayter.

Sign up at the Campus Services Office for all shuttles. Schedules may vary from year to year so please check the current schedule on the website:

<http://www.denison.edu/campuslife/shuttles/>



All shuttles depart from the Security Office on the P1 level of the parking garage—exit to hallway near the back rear door of the Slayter Snack Bar level (to your right as you enter from the quad side of Slayter). Walk down one flight of stairs to the P1 level and continue straight across to the Security Office.



Traveling Tips

If you are making international travel plans remember to book flight tickets months ahead. The earlier you purchase the ticket, the less expensive it will be.

Before making reservations be mindful that you do not miss any important end of the year classes or exams. It is up to the discretion of the professors as to whether they will change a specific exam. Below is a list of websites where you can purchase tickets online.

The Port Columbus International Airport (CMH) website <http://www.port-columbus.com/> contains airline and flight information, toll-free numbers for reservations and baggage services, passenger services information, airport maps, and parking and transportation information. The airport is approximately 40 minutes from Denison University.

Airline Websites

American Airlines - www.aa.com

Air Tran - www.airtran.com

Airtreks - www.airtreks.com

American Airlines - www.aa.com

ATA - www.ata.com

Bestfares - <http://bestfares.com>

Cheap Tickets - www.cheaptickets.com

Continental Airlines - www.continental.com

Optional Practical Training Guidelines

Optional Practical Training (OPT) provides an opportunity for F-1 visa holders to gain up to one year of experience in their **field of study**: during your annual summer vacation, while school is in session (if training does not exceed 20 hours per week), and/or after graduation. Most students choose to save OPT until after graduation.

You are **NOT REQUIRED TO HAVE A JOB OFFER** from an employer to apply for OPT. It is recommended however that you be fairly certain of securing a job before applying for OPT. This will prevent you from unnecessarily losing any of the authorized twelve month period of OPT, i.e.; **any time period applied for is considered used.**

Part time OPT (20 hours per week or less) will be deducted from the available twelve months of OPT at one half the rate; i.e. six months of part time OPT will equal three months deducted from the total twelve month period. **Part-time use will not extend the 14 month limit for completion after graduation.**

To apply for Optional Practical Training: It is recommended that you apply 3-4 months before graduation as processing takes 90-120 days. Forms are available in the center office in Fellows . The I-765 form may be filled out online, but please remember to use my name and address for #3 (c/o Marilyn Andrew, Denison University, Box M; the return address and # 16 should be filled in with (c) (3) (i).

- Update SEVIS information page with current major, home address abroad, etc. and decide on your start date. **Your OPT must be completed no later than 14 months after graduation, i.e., your start date may begin as late as up to 60 days after your program end date .**

You are **REQUIRED TO HAVE A SPECIFIC JOB OFFER** before applying for CPT. In order to apply for CPT you must submit the following:

- A detailed letter from your prospective employer on company letterhead indicating the job title, dates of employment, number of hours of work per week, place of employment and brief description of the work.

The *Curricular Practical Training Recommendation* form completed by your academic advisor or the Denison Internship Coordinator indicating that the employment falls under one of the following criteria:

- **required** of all students in the major (you may submit a copy of the page in the university catalog indicating the requirement)
- the employment will be **credit bearing**
- the employment (internship) is through an institutionally sponsored extended education program – DIP internships and employment for credit must be directly tied to a directed study **or** senior/ honors research in your field of study

The U.S. Citizenship and Immigration Services (USCIS) **does not** issue an Employment Authorization Document (EAD) for Curricular Practical Training and there is no application fee. Once your I-20 has been endorsed you are considered eligible to begin working.

Students who have completed all coursework required for graduation are **not eligible** for Curricular Practical Training.



Delta Airlines - www.delta.com

E-bay - www.ebay.com

Expedia - www.expedia.com

Fly.com - www.fly.com

Hotwire - www.hotwire.com

IACE Travel - www.iace-usa.com (Travel to Japan, Asia)

Jet Blue - www.jetblue.com

Kayak - www.kayak.com

Last Minute - www.lastminute.com

Mobissimo - www.mobissimo.com

Orbitz - www.orbitz.com

Priceline – www.priceline.com

Southwest Airlines - www.southwest.com

STA Travel - www.statravel.com

Student Universe - www.studentuniverse.com

Travelocity - www.travelocity.com

Travelzoo - www.travelzoo.com

United Airlines - www.united.com

US Airways - www.usairways.com

Virgin America - www.virginamerica.com

Virgin Vacations - www.virgin-vacations.com



Transportation to/from the Airport

The International Student Service Office does not pick up returning international students. The Student Activities Office does arrange airport shuttles for the Thanksgiving break, semester break and spring break. The airport shuttle schedule is available in the Student Activities Office. Students must sign up for trips TO the airport. Students do not need to sign up for the return shuttles.

If the airport shuttle does not suit your flight plan cabs are available. This can be expensive if you are traveling alone so it would be wise if you emailed other students to see if they are departing/arriving around the same time so you can share a cab. The average cost for a cab to or from the airport is approximately \$75. Yellow Cab operates out of Newark and is reliable; 345-1111

If a friend is picking you up do offer to help pay for the gas. It is not your host parents' responsibility to provide airport transportation. If you have a good relationship with your host parents they be able to pick you up or drop you off at the airport in which case be considerate and ask them far in advance.

Applying for a Transit or Visitor's Visa

If traveling outside of the U.S., it is very important to check website of the destination country or any country you may be traveling through to determine if you will need a visitor and/or transit visa. Be sure to follow the application requirements closely any mistake may hold up the process.



F-1 Employment:

F-1 students are permitted to work on campus for up to twenty hours per week during the academic year and up to forty hours per week during the academic breaks.

Curricular Practical Training Guidelines

Curricular Practical Training (CPT) is employment, which is an “integral part of the established curriculum”. Such training is defined as, “alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. The student must have been lawfully enrolled on a full-time basis for at least nine consecutive months before applying for CPT. The employment must be directly related to your field of study.

Students who use less than 12 months of CPT will retain their full eligibility for Optional Practical Training (OPT). When employed under CPT, you are not typically required to pay Social Security taxes or Medicare.

Criteria for eligibility:

- The employment is **required** to complete your degree program such as an internship or off-campus experience; example: International Studies Major
- The employment is **credit bearing** and directly tied to specific coursework such as Organizational Studies, Senior Research, Honors Thesis, Directed Study, etc.
- The employment is through an institutionally sponsored extended education internship or work-study program, i.e. Denison Internship Program (DIP)

Important Acronyms:

- DHS** Department of Homeland Security
USCIS U.S. Citizenship and Immigration Services
ICE Immigration and Customs Enforcement
CBP Customs and Border Patrol
SEVIS Student and Exchange Visitor Information System
Database for F and J student visa holders
SEVP Student and Exchange Visitor Program

NSEERS National Security Entry-Exist Registration System - Special Registration of individuals from approximately 25 countries - NSEERS is designated to fold into the U.S. Visit system (see next entry)

U.S. VISIT - U.S. Visitor and Immigration Status Indication Technology: New entry/exit system which uses biometrically authenticated documents in order to prevent entering the U.S. illegally.

Leaving the Country Checklist

1. If you are planning on traveling outside the U.S., you will need to have your I-20 signed by Marilyn Andrew or Beth White or Sarah Leavell (Admissions office) if the current signature will be over twelve months old by the time you return to the U.S. You may begin to drop off your I-20 two weeks prior to your departure.

2. If you need to apply for a new F-1 visa, you will need to obtain a copy of your transcript and your current class schedule to verify your enrollment. You may travel to contiguous territories (Canada & Mexico) on an expired visa for visits of less than 30 days. If you decide to take advantage of this option, please request a letter from ISSO. Remember, your valid visa allows you to enter the U.S. – your enrollment as a full-time student is what determines your legal status while you remain in the U.S.



Buses

Greyhound buses may be boarded in Columbus at the following address.

111 E Town Street
Columbus, Ohio 43215
Phone: (614) 228-2266

Car Rental

Renting a car is a fairly inexpensive way to travel particularly if there is a number of students to share the cost. In order to rent a car, you must have a valid driver's license. Many rental companies have a minimum age requirement. Some companies have a minimum age of 25 and some offer rentals at 21 with an added premium attached.

Automobile insurance is required and is an added cost if you do not have insurance. Avis, Budget, Dollar and Enterprise are a few of the rental companies in our area. You may look up more rental companies online.

<http://www.CarRentals.com>

<http://www.enterprise.com>

Auto Insurance

It is illegal in Ohio to drive any motor vehicle without insurance or any sort of financial responsibility coverage. You can lose your license for at least 90 days on your first offense. It is illegal for the owner of the vehicle to allow anyone without insurance to drive their vehicle.

Transfer to Another Institution

Students must notify ISS prior to transferring from Denison University to another institution. Students will not be able to receive an I-20 from the new school unless the following steps are completed:

- notify ISS of your intent to transfer and provide the name of the new school to which you intend to transfer.
- ISS will update your record in SEVIS as a “transfer out” and indicate the name of the school to which you intend to transfer, along with a release date. The release date is usually the last day of a semester or the date of expected transfer.
- you may request that ISS cancel the “transfer out” at any time prior to the release date.
- as of the release date, the new school will have full access to your SEVIS record and assumes responsibility for you, at which time the new school will issue you a SEVIS Form I-20.
- student must contact the international office at the new school within **15 days** of the start date listed on the SEVIS I-20 to avoid violating their status.
- the new school will verify enrollment with SEVIS, thereby acknowledging that the student has completed the transfer process; and the new school must note in the remarks section of the student's SEVIS Form I-20 that the transfer has been completed, indicating the date, and returning the I-20 to the student.

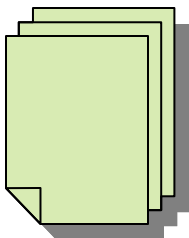
F-1 visas cannot be renewed from within the U.S. An F-1 student may travel to Canada, Mexico and adjacent islands for less than 30 days with an expired visa. Please contact ISS for additional information.

I-94 Arrival/Departure Card

The I-94 card is a small white card stapled to your passport upon entry to the U. S. Your I-94 card shows that you have been lawfully admitted to the U.S. and confirms the status by which you entered the country. You do not want to lose this card ! You will receive a new I-94 number each time you enter the United States. If you entered the country on an F-1 visa, your I-94 card should have the notation "D/S" which stands for Duration of Status. D/S means that you are allowed to remain in the U.S. as long as your I-20 dates are valid and you are enrolled full-time at the issuing institution.

Grace Period

F-1 students have a 60-day grace period following completion of study or completion of optional practical training to 1) depart the U.S., 2) transfer to another institution, or 3) change status. Students who terminate their studies before completion of their academic program do NOT receive a 60-day grace period. These students MUST notify ISS BEFORE terminating studies in order to receive a 15-day grace period in which to depart the U.S. F-1 students who do not notify ISS before termination of studies receive no grace period and must leave the U.S. immediately.



Student Organizations

There are over 150 organizations at Denison University. The categories that these organizations fall into are academic, governance, honorary, religious, special-interest, entertainment, Greek organizations, recreation and sports, service and student media. Getting involved in a student organization is a great way to meet more people and develop leadership skills. Visit the Denison Student Activities website for details and a listing of all campus organizations and clubs. If you wish to start an organization of your own, a set of guidelines and the application form can be found on student organizations website. If you would like more information about student organizations drop by the Student Activities Office, second floor Slayter.

Phone Extension: 6394

www.denison.edu/campuslife





Telephones and Communication

Dial 0 for Denison Operator

All campus calls : dial last 4 digits of the number

Local calls: dial 3 + number

800 calls: dial 3 + 1 + 800 + number

Domestic Long distance calls: dial 3 + 1 + Area Code +
Number

International Calls: Dial 3 + 011 + Country Code + Code
+ Number

Websites for Purchasing Phone Cards

9278 – <http://www.9278.com>

WQN – <http://www.wqn.com>

Reliablecom – <http://www.reliablecom.com>

Phonecards – <http://www.phonecards.com>

RelianceGlobalCall - <http://www.relianceglobalcall.com>,
cards to South Asian countries & U.K.

CallDhaka – <http://www.calldhaka.com> – offers cards to
Bangladesh, Canada, India, Pakistan, Sri Lanka and the
US

Part III: Legal Issues

Terms You Should Know:

Passport

Your passport identifies your country of nationality. Your passport should be valid for a minimum of six months into the future. A passport may be renewed from within the U.S.—contact your country’s embassy regarding the process.

SEVIS Form I-20

This form outlines your reason for being in the U.S. - to be a full time student enrolled at Denison University. It lists your major, your agreed on financial plan, and the length of your academic program. You are required to notify the OISA if information on this document changes.

The I-20 is an essential travel document in addition to your Passport, Visa and I-94 card and it must have a valid signature in order to allow your reentry of the U.S. The only people who are allowed to sign it are called *Designated School Officials*. DSOs are allowed to sign and process F-1 paperwork and SEVIS data entry on behalf of a given institution. Marilyn Andrew and Sarah Leavell from the Admission Office are allowed to sign your I-20.

F-1 Visa

The visa allows you to enter the country, and it indicates your non-immigrant status at the time of entry. Most Denison University students enter the U.S. on an F-1 visa.

Links to Area Information

Licking County Information:

www.lcounty.com

www.lickingcountyevents.com

Village of Granville:

www.granville.oh.us

Columbus Area:

www.experiencecolumbus.com

www.cityofcolumbus.org

Area Newspapers:

Granville Sentinel:

<http://www.newarkadvocate.com/apps/pbcs.dll/section?Category=COMMUNITIES02>

Newark: www.newarkadvocate.com

Columbus: www.dispatch.com

Technology

Computing Services and Web services provide a wide range of technological assistance for Denison University. The office of Computing Services is located on the first floor of Fellows and Web services is on the ground floor of Fellows. There is a 24 hour computer lab available to students on a “first come” basis. Students with their own computers can access the campus network through connections in their rooms. Computing Services Help Desk (x.6395) also maintains an active web site with frequently asked questions and user guide sheets. <http://www.denison.edu/offices/computing/>

Internet Use

There is a lot of media and entertainment available on the internet such as movies, music, games and software. However, according to U.S. laws, downloading of copyrighted material is illegal, and you will get into trouble if you use the University’s internet connection for illegal activity. Downloading material that you do not own is a crime. In short, please do not download movies, music or any kind of software from the internet unless you have paid for it.

Details about using the campus internet connection correctly are available at

http://www.denison.edu/offices/computing/peer_to_peer_policy.html

E-mail

Every student is automatically assigned a Denison email account and password. It is assumed that you will check this email address while you are a student here. Your address will be published in the Campus Directory, and will be used by faculty, administrators, and fellow students. This email



Denison Website

Open an internet application on any campus computer and go to www.denison.edu. Denison posts listings of campus events, directories and other information on the home page. The ISS page <http://www.denison.edu/offices/international/> contains information pertinent to international students, including helpful links to resources on and off campus.

Social Security Card

A Social Security card is very important document in the United States. This number is used for many purposes including filing tax returns on earned income. In order to apply for a card, international students must do the following:

1. Secure a job on campus and have the employer fill out the employment verification letter (available from ISS)
2. Complete the Social Security card application (available from ISS)
3. Make an appointment with ISS to go to the SS Office in Newark, a neighboring town 15 minutes from campus
4. The day of the appointment, bring the employment verification letter, the SS application, passport with I-94, original copy of the I-20 and copies of documents provided by ISS
5. Upon applying, the applicant will receive a **receipt** which must be taken immediately to the Human Resources Office on the third floor of Doane Administrative Building.
6. The SS card will arrive within two weeks or so. Students must take the card to Human Resources for verification and to Donna Davis in the Campus & Residential Life Office

Keep your Social Security number confidential and do not give out the number. If the card is lost, a new application for a replacement card must be submitted to the SS Office along with the documents listed above.

Website: <http://www.ssa.gov/>

Transportation within Licking County

Countywide public transportation is provided by Licking County Transit System, Inc. under contract with the Licking County Transit Board. Callers can make transportation arrangements up to 10 days in advance but must do so at least one (1) weekday in advance. If time permits, trips can be scheduled on demand, but the cost of the trip will be higher.

Transportation services are offered Monday through Friday, 6:00 AM -6:00PM to any County destination. Transportation is not available on major holidays - New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

Advanced Reservation Fares

If transportation services are scheduled at least one (1) weekday in advance, the one-way passenger fare is \$5.00

On Demand Fares

Passenger fares are \$6.00 for a one-way trip.

To Schedule Transportation

To schedule transportation, simply Call *740-670-5185*, press #1 or *1-800-350-7071*. (Licking County Transit System) Let the dispatcher know you are calling to schedule a trip. They will ask for information from you to assist them in providing you a safe, on-time trip. You will also be asked to schedule your return trip at the same time to assure that you are not stranded at your destination. For more information, visit this website: <http://www.lcounty.com/lctb/>

For more information regarding various transportation services in this area, visit this website:

http://denison.edu/offices/international/licking_county_transit_system.html

River Road Coffee House	935 River Rd. SE <i>Baked goods, sandwiches, soups</i>
Granville Inn	314 E. Broadway <i>Historic setting, well prepared food and selection</i>
Greek Eats	130 N. Prospect St. <i>Greek carry out &</i>
Bella	128 E. Broadway <i>Fine Italian dining</i>
Snapshots Lounge	925 River Road <i>Sandwiches, Salads, Pub atmosphere</i>
Subway	113 E. Elm St. <i>Subs and salads</i>
The Soup Loft	138 E. Broadway <i>Homemade soups and salads</i>
Village Coffee House	132 E. Broadway <i>Coffee, pastries, limited lunch menu</i>
Whitt's	132 E. Broadway <i>Frozen Custard</i>

There are several restaurants in the vicinity of Indian Mound Mall in Heath and on North 21st Street in Newark.

Campus Employment

How to Secure a Job and Keep It!

Begin your search for a job before school begins:
<http://www.denison.edu/financialaid/jobs.html>

Federal regulations stipulate that you are allowed to work **20 hours per week** during the academic sessions (no more than 10 hours is recommended for first year students) and **40 hours during academic breaks periods.**

Approach employers in person. Simply emailing or calling them is not enough. Even if you are rejected the first time, don't be afraid to reapply.

Apply everywhere possible- your first job may not be your first choice, but it is better to take it and keep looking for something better. Make sure you give proper notice if changing to another position.

Always show good **COMMUNICATION SKILLS** when interviewing and be sure to make eye contact. It is proper etiquette to remove your hat when entering an office, classroom, etc.

Be **POLITE!** **THANK** your co-workers or supervisor upon receiving help. Don't be afraid to ask questions if you don't understand a procedure or policy.

Always be **ON TIME** to work and inform your employer early if you are going to be late for work or are unable to show up for work.

Remember . . . when you are on the job, your job is your top priority. If down time is available, ask your supervisor if it is ok to study.

Your ACADEMIC WORK is more important than your campus job. If you need to miss work before an important exam, don't be afraid to ask, but do so as early as possible. ALWAYS CALL if you cannot make it for whatever reason. Offer to cover another shift if someone else needs time off.

Under no circumstances should you go to work intoxicated or with a hangover. Not only will you likely be fired, you may also face a judicial hearing.

Do not take your job for granted. Your work experience on campus is important in developing discipline and skills which will help you in your future quest for employment after graduation.

Dressing up for work may not be necessary. However, it is important to be well groomed and dressed in appropriate attire.

Grounds for disciplinary action include, but are not limited to:

- * Tardiness
- * Absenteeism
- * Failure to meet job requirements
- * Excessive use of the telephone for personal calls
- * Excessive visiting with friends during work hours
- * Lack of professional conduct

Grounds for immediate dismissal include, but are not limited to:

- * Falsification of time sheet
- * Theft
- * Reporting to work under the influence of alcohol and/or illegal substances

Taking Faculty or Staff to Lunch

When a faculty/staff member is asked to join a student or students for a meal in the dining hall, the cost of the faculty or staff member's meal is covered. At the dining hall (Curtis or Huffman only), the faculty/staff member's sign-in with the cashier as a guest of the student. This is meant to continue discussions and build relationships beyond the classroom.

Granville Restaurants

The following restaurants are in Granville and within walking distance from Denison:

Aladdin	122 E. Broadway <i>Breakfast specials, home cooking, diner-like food</i>
Brews	116 E. Broadway <i>Pub atmosphere, good hamburgers, salads and sandwiches</i>
Broadway Pub	126 E. Broadway <i>Bar atmosphere in evening, serves deli subs and salads</i>
Buxton Inn	313 E. Broadway <i>Quaint atmosphere, nice selection, varied menu</i>
Creno's	1256 Columbus Rd. <i>Pizza parlor</i>
Day y Noche	134 E Broadway <i>Mexican Food</i>
Elm's Pizza & Subs	113 E. Elm St. <i>Pizza parlor</i>

Dining on Campus

Curtis Dining Hall

Monday - Friday

Breakfast	7:45am-10:30am
Lunch	10:45am-2:45pm
Dinner	4:30pm-7:00pm
Thurs late night	10:00pm-11pm

Saturday-Sunday

Continental	9:00am-11:00am
Brunch	11:00am-2:30pm
Dinner	4:30pm-6:30pm

Huffman Dining Hall

Monday-Friday

Breakfast	7:45am-10:30am
Lite Lunch	11:30-1:00pm
Dinner	5:30-8:00pm
Tues late night	10:00pm-11:00pm

Saturday-Sunday

Continental	9:00am-11:00am
Brunch	11:00am-2:30pm
Dinner	5:30pm-7:30pm

There are many different meal plans available to fit each students' particular needs.

Visit <http://www.denison.edu/offices/dining/>

to find the right one for you.

Peer International Student Advisor (PISA)

Each spring International Student Services selects three international students to serve as PISAs for the following academic year. The selected students are granted a \$1500 room stipend for the position as well as payment for scheduled hours. The PISA's correspond with new students over the summer to provide general information and guidance. PISAs also assist with the Pre-Orientation for International Students in August. During the academic year, PISAs assist the Director of ISS, initiate programming in connection with the ISS Office and serve as a liaison with student organizations. The notification for PISA applications is sent out at the beginning of spring semester.

Resident Assistants

Most residence halls have a Resident Assistant (RA) living on each floor. RAs are responsible for community programming in their halls and also serve as a resource and advisor for their residents. For additional information see the student handbook or the residential life website.

www.denison.edu/offices/residentiallife/general.html

Head Residents

HRs administer the residence hall, develop and participate in hall activities and supervise the RA staff in that building. They work directly with the Assistant Directors on administrative, managerial and community development.



Summer Opportunities at Denison

Employment:

Students generally are required to work full-time in order to live on campus during the summer months. Campus housing is free if employed full time. Board is not offered during the summer months.

- Academic Departments/Administrative Offices
- Admissions
- Alumni Affairs
- Biological Reserve (Bioreserve)
- Bookstore
- Campus and Residential Life
- Computing Services (limited Davis positions offered)
- Conference Services (limited Davis positions offered)
- Library
- Mitchell Recreation Center
- Physical Plant (limited Davis positions offered)
- Slayter Union
- Student Activities Office
- Web Services (limited Davis positions offered)

Summer School: Students do not need to transfer to another school to take classes over the summer

International & Off-Campus Study:

<http://www.denison.edu/academics/offcampus/>

Contact Andrew Law (lawa@denison.edu), Director or Sandy Spence (spences@denison.edu). The International & Off-Campus Study Office is located on 4th Floor of Fellows

Be cautious about stereotyping all Americans. We come in all shapes and sizes; have all kinds of families and all kinds of cultural practices. While it may be tempting to lump us all together, particularly when you are overwhelmed with your new environment, try and remember that no one likes to be stereotyped.

Religious Life at Denison

The Office of Religious Life at Denison is committed to better religious understanding and spiritual enhancement. They support and provide for all religious traditions campus and a variety of student programs for those who want to enhance their knowledge of the world's religious traditions.

Denison Religious Understanding (DRU) is an organization that is committed to better understanding of the world's religions. They often have guest speakers and weekly dinner meetings to discuss a variety of topics and share knowledge about various religions. Drop by the office of Religious Life, 4th floor Slayter, to get a list of the opportunities and programs available. If you do not see an area of interest for you, you may contact Mark R. Orten, the Director of Religious Life and Chaplin, and talk to him about starting your own program.

Mark R. Orten, *Director of Religious Life and Chaplin:*
Ortenm@denison.edu

(740) 587-8504

Kim West, Program Coordinator/Assistant to the Director
westk@denison.edu

(740) 587-5727

There are a few things to keep in mind about the Host Family Program:

The families involved really do want to get to know you, so it is important to try to make some time to get together. There are no prescriptions for how often students and their host families should get together or under what circumstances - this is between you and your host family. But remember, they really do want to see you!

Be very clear about arrangements you make with your family. Make sure that both of you have a clear understanding of meeting times, meeting places and the length of the activity. There is nothing more disappointing to a host family, especially when children are involved, than expecting a student for dinner, the weekend, or a school break, and the student changes plans at the last minute or doesn't show up at all.

Many host families go to a great deal of effort hosting students. Please be conscious of this when interacting with them and **let them know that you appreciate their efforts . . .** an email, a note or a phone call to say **THANK YOU!**

Cross-cultural communication is a two way street. The host families hopefully have made the effort to learn about your country and your culture. But please don't expect them to know everything! Be patient and try to explain customs, practices or dietary restrictions that are a part of your daily lives. Your host family may not be able to accommodate everything and you may have to compromise occasionally. Remember, communication is key and assumptions can lead to misunderstandings and bad feelings all around.

Denison Internship Program: In December, Career Services publishes a catalogue of internships, sample resumes and cover letters, providing you with the opportunity of applying your knowledge to career fields of interest. Students may also design or arrange their own internships. Contact Ashley Strausser, (straussera@denison.edu x 6420) and/or visit the website for more information: www.denison.edu/offices/career/internship.html

*Stipend applications are due in March. Check the website for details and deadlines.

Summer Research:

www.denison.edu/academics/catalog/summerresearch.html

Young Scholar Awards (humanities): The Young Scholars awards are open to students doing either independent research, research under the supervision of a faculty member or collaborative research with faculty. These awards are open to first-years, sophomores and juniors in all disciplines. For general information, guidelines, proposal tips and deadlines, visit the website: <http://www.denison.edu/academics/research/>

Anderson & Bowen Research Assistantships

(science): The Anderson & Bowen Scholarships are grants provided to students (sophomores and juniors) to support their research conducted under the supervision of a faculty member. This is open to students majoring in biology, chemistry, physics, math/computer science, geology and psychology. The following web link provides general information: www.denison.edu/academics/departments/psychology/anderson_scholars.html

Student Research: During the year, professors in your department will generally offer seminars on possible research opportunities over the summer. Keep an eye out for these seminars and contact your advisor or professor for information. The service is web-based and can be accessed by you at any time you have access to the World Wide Web.

Organizational Studies: Denison's Organization Studies Program helps student appreciate the many applications of their liberal arts education to their post-Denison careers. Students participate in a series of core course related to organization behavior, a career-focused internship, and an intensive month-long series of seminars and workshops during the summer following their sophomore or junior year. www.denison.edu/academics/departments/organizational/about_orgs.html

Davis Program: This is an opportunity available during the summer in which students will be paid an hourly rate above the student rate and are allowed to work 40 hours a week for 14 weeks depending on available assignments. After applicable taxes and housing are deducted, 50 % of the earnings will be paid directly to the student while 50 % will be applied towards the student's bill in the Cashier's office. The following departments participate in the Davis program: Physical Plant, Summer Conference Services, the Bio-reserve and Computing & Web Services. There are a limited number of Davis positions available. Applications can be found online and at the Financial Aid and Student Employment Office found on the third floor of Beth Eden. Applications are available in February. <http://denison.edu/offices/financialaid/davis.html>

The Host Family Program

Denison is fortunate to be able to offer international students a chance to get to know a family from the local community. The program is voluntary for both host families and international students, therefore it is expected that those who get involved have a genuine interest in getting to know one another.

There is a great deal of evidence to support the claim that students with host families make the adjustment to their new culture more easily than those students who try to go it alone. Local families offer their hospitality for the duration of your stay at Denison, not merely upon arrival. Host families welcome the chance to share in your activities and are proud to be a part of your life here. In some instances students will form strong bonds with their families that continue long after graduation day.

If you are interested in acquiring a host family from our local community, please click here and fill out this online form.

http://www.denison.edu/offices/international/host_family_program.html



Part II: Culture

Cultural Adjustment

Tips to ease the adjustment to the US college experience:

Bring items from home that remind you of your family and friends like photos, mementos, artwork and music.

Get involved with student organizations, sports or any group that you want to learn more about or that interests you in some way.

If you are invited for lunch or to a group activity go! Or, take the first step and ask someone out to lunch.

Recognize the signs of depression - lack of sleep, sleeping too much, appetite changes, and general disinterest and talk with a trusted friend, health professional or the counseling center.

In time you will adjust to your new environment and, the new culture.

It is very important to bring your background and culture to your new home and to be willing to share your knowledge about your home country and cultural traditions.

June and August Orientation

Student staff is hired for both the June Orientation program which takes place from the end of May through the middle of June. The August Orientation takes place the week prior to the beginning of the fall semester. Students gain very valuable experience as a staff member and are compensated for their efforts. For more information on these positions please contact Julie Chrislip (chrislip@denison.edu) in the First Year Programs Office

Summer School

Students who are interested in attending summer school are encouraged to make an appointment with the Registrar to ensure that credits earned will transfer to Denison University.

Storage

During the summer months, there is limited space for storage of personal belongings at Curtis and Huffman Service Centers. Only 3 identified and locked trunks, suitcases, or containers with lids will be accepted. This service is available on a first come first served basis. Contact the service centers in your quad for more information about reservations.

It is not your host family's responsibility to store your belongings during the summer. In the case where you have strong interaction and connection with your host family, they may be able to store your things with them. Please show your appreciation to them. It is inappropriate to contact your host family only when you need a storage place.



Break Housing

There is no fee for staying on campus over Thanksgiving, Winter and Spring breaks. A limited number of residence halls remain open during breaks. Typically Smith, Curtis East & West, Crawford and Sunset B remain open during the break periods. Due to staffing and security measures, the remaining halls are closed and secured during the breaks.

Students remaining on campus are required to fill out an online *Break Housing Form* even if staying in your own room. The form is sent to Marilyn Andrew. Find link to Break Housing Information here: <http://denison.edu/offices/residentallife/breakinfo.html>

Students are responsible for finding a room in one of the residence halls that remain open. Ask friends or classmates well in advance and offer to bring your own bed linens. If students cannot find a room, lounge areas are available where a bed will be set up for you. Students may also ask ISS to advertise for available rooms via the email list.

The dining halls are closed over break so students are responsible for their own meals. Trips to the grocery store and various outings are organized for the breaks. It is also a good idea to stock up on food the week before break by taking the regularly scheduled Campus Services shuttle.

Key cards are disabled. Students will pick up a temporary key card from the service center on the quad where you will be staying. The key card offers access to *your residence hall only*. It is very important to remember to ask the resident of the room for the room key. Do not expect to be able to access your room. The Security staff does not have time to open buildings and wait while students pick up items from their rooms.

Safety and Security

The Safewalk/Safewatch Escort Program supervised by Campus Security and utilizes students provides a walking escort service for student residents from the academic quad to residence halls. Safewalk also provides motorized transportation for students parking in remote parking locations to their residence hall. Safewalk/Safewalk is in operation seven nights a week from 8pm to 2AM (6pm to 2am from January through March) **Call 6623** for this service.

There are emergency telephones found all over campus and are identifiable by a large blue/white lighted sign on top. Automatic dialing will direct you to the operator. Each one of these emergency phones has an identifier on a separate switchboard that tells the operator of your exact location. Below are important emergency numbers.

Campus Security Phone: **6482**

On-Campus Emergency: **6777**

Licking County Emergency: **911**

Granville Police Department: **587-1234**

<http://www.denison.edu/offices/security/>

Climate

You will experience all four seasons in central Ohio – spring, summer, winter and fall. The average temperature for March-May is 41-61 Fahrenheit, 5-16 Centigrade. The summer months, June-August average, 63-83 Fahrenheit, 17-29 Centigrade. September-November, the fall months, average 45-64 Fahrenheit, 7-10 Centigrade. In winter December-February the average temperatures range from 10-38 Fahrenheit, -12-3 Centigrade.

Winter can be harsh with gusty winds and intermittent snow. The cold weather can be quite an adjustment for our international students who come from tropical climates. Students will have the opportunity to shop for warm clothes and will need to purchase gloves, a scarf, a hat, or hooded coat and cold weather footwear. It is a good idea to purchase a jacket or coat that is waterproof and has a hood.

Daylight Savings Time

In the U.S., the time changes twice a year. In the fall, the clocks are set back an hour so you gain an hour and in spring clocks are set one hour ahead so you lose an hour. These changes are effective as of 2:00 a.m. so it is best to make these changes before you go to bed on Saturday.

Fall: The first Sunday in November, set your clock back one hour; “Fall” Back.

Spring: The second Sunday of March, move your clock forward one hour; “Spring” ahead.

Denison’s policies on student behavior remain in effect over the breaks. There will be Resident Assistants on duty and they will be making rounds over the breaks.



Mail Collection over the Summer

Before the end of the school year a form will be available at Slayter to handle your mail. If you decide to have all your mail forwarded, make sure you provide a U.S. address. If you keep your box open, the mail will come to ISS if your box becomes too full. Make sure you continue to pay all of your bills online. Students will need collect the mail upon returning to campus.

Upon graduation, it is very important to leave a forwarding address within the U.S. Make sure you send your new address to all businesses, etc. once you have moved. Mail cannot be forwarded outside of the U.S.

Break Opportunities

Employment

During the Thanksgiving, winter and spring breaks, the offices remain open (with the exception of office holidays) and some limited on-campus jobs are available. Let your respective supervisors know that you are available to work during the breaks if you plan to be on campus.

During the summer, there are additional job openings on campus. See *Summer Opportunities at Denison*.



Denison Break Trips

Breakaway (The last week of the winter break)

DCA's Breakaway is a national organization specializing in helping college students learn about and understand an important issue in today's society. After careful study of this issue, Breakaway students go on a week long service trip before the start of second semester to help those who are struggling with this issue. Past issues have been affordable housing, senior citizens, and HIV/AIDS awareness and natural disaster relief. Recent trips have included Atlanta, Boston, New York City and New Orleans.

<http://www.denison.edu/campuslife/servicelearning/breakaway.html>

Medical Resources During Break Periods

****Call the operator first—dial 0 on any campus phone**

ER 24 hours /7 days a week

Be sure to bring your insurance card

Licking Memorial Hospital

1320 W. Main St., Newark, OH

Mental Health Concerns

Moundbuilders Guidance Center

65 Messimer Drive, Newark, OH 740.522.8477

Mon-Thurs: 7:30am-8:00pm /Friday—7:30-5:00pm

Urgent Care

Newark Valley Urgent Care

M-F 9:00am-9:00pm

1906 Tamarack Road

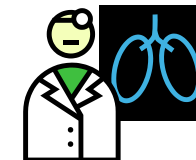
Sat.-Sun 9:00am-6:00pm

Newark, OH 43055

Phone: 740-522-0222

Located in Newark about 1.5 miles south of State Route 16 on Cherry Valley/Tamarack Road

Professional care for conditions that require medical attention, but don't pose an immediate, serious health threat. Think of urgent care for minor injuries, illnesses, minor cuts and burns, etc. **Be sure to bring your insurance card.**



Claim Procedure

If the only medical treatment provided was from the Student Health Center, no claim form is required. Simply ask the Cashiers Office to submit the bill to the Student Insurance Plan. You should retain the itemized bill from the Student Health Center for your records. Please do not send bills directly to Commercial Travelers Mutual Insurance Company. The Student Health Center bills will be posted on your student account.

If medical treatment was provided either off campus or abroad, you need to fill out a claim form. Claim forms are available in the Cashiers Office or the form can be downloaded online by going to the website below. Present your Student Insurance Information card and ask that the bill be sent to the address below.

Whisler hours: - Registered nurses are on duty 24 hours a day.

Outpatient Department: open from 8:00 a.m. to 10:00 p.m. A physician and a certified nurse practitioner are available for weekday clinic appointments.

The Health & Counseling Center is not open during the breaks.

For information on Denison's Insurance Plan and to find the Claim Form, go to this website:

<http://www.denison.edu/offices/controller/studentaccounts/insurance.html>

Leadership Programs: The Campus Leadership & Involvement Center exists to foster and support student opportunities for learning, leadership, community-building, and creative expression beyond the classroom.

Leadership Programs include: D.U. Lead, Catalyst, The Leadershape Institute, Stretch!, SALAD, O.N.E., Elephants and Onions.

<http://www.denison.edu/campuslife/studentactivities/>

Leadershape (The last week of the winter break)

Leadershape is a great living-learning experience sponsored by Denison. The applications are usually available in October. Approximately sixty participants are selected. This is a six-day off campus experience and all participants take part in the same programs, discussions, and activities. The program usually takes place at the Mohican State Park, Loudonville, Ohio.

Habitat for Humanity (Spring Break Trip)

The mission of Habitat for Humanity is to eliminate homelessness and provide quality low income housing. The volunteers are involved in fundraising, local renovation and building, and a spring break work trip. On a week of the spring break, students normally go to a location in the south and help build new homes. The homeowners only need to pay a small amount of money and work certain hours on building their own house and/or other people's homes.



Money Management

Bank Accounts/ATMs

If you have campus job, Payroll in Human Resources can deposit your paycheck into your local bank account every pay period. To do so you need to fill out a form with your account information provided at the Human Resources/Payroll office on the third floor of Doane. During orientation a local bank, Park National Bank, visits Denison to assist students in setting up their personal checking and/or savings accounts. Other banking options are available in Granville.

The checking account allows you to write checks to avoid carrying large amounts of cash. Some checking accounts earn interest. A savings account is an account set up to earn interest. A banking customer service representative will be able to help you choose which bank account best fits your needs.

You may request a Debit Card with your bank account. You are given a PIN number so that you can use the ATMs to withdraw money. The ATM (Automatic Teller Machine) is widely available. Check with your bank to find an ATM affiliated with your bank to avoid transaction fees.

No matter what type of transactions you use, always keep a record of the money spent to make sure that you do not overdraw. All banks will charge a sizeable overdraft fee. You will receive a monthly statement of your bank account and most banks offer online banking where you can access your account information online. This information includes deposits, withdrawals (both checks and ATMs), fees and interest.

Medical Insurance

The Health Services fee covers evaluations by physicians, nurse practitioner, or registered nurses, access to educational information, and consultation at Health Services. Charges for inpatient care, medications, laboratory tests and procedures, office surgery and medical supplies will be billed to the individual student. Surgery, reduction of fractures, dental care, consultation with specialists or services provided by other medical facilities are not covered by the Health Services fee.

The coverage extends for the entire 12-month period, 24 hours a day - at home (even if your home is outside the U.S.), at school, or while traveling, including all school-year vacations.

It is the student's responsibility to request that charges be submitted to the Student Medical Insurance. This can be done with a simple email to the Cashiers or the student can stop by the Cashiers Office.

Students who require inpatient care or observation or who feel they do not need to go to the hospital may spend the night at Whistler. There is a daily charge for this service and it is covered by insurance.

All students are required to subscribe to the university health insurance plan unless proof of other insurance is provided. The policy does not include dental or vision. It is very important to have a basic understanding of the coverage before you need to use it. For questions about the policy, please contact the Cashier's Office. For more information about the Accident and Health Insurance plan, you can visit the Insurance company website.

www.commercialtravelers.com/index.html

UPS/ FedEx

UPS or FedEx are options if you need an item to be delivered the next day, if you need to be able to track items such as passports or valuables or if it is a larger shipment. UPS and FedEx also handle international shipments. UPS will not deliver to a P.O. Box address. International UPS shipments require a telephone number. UPS is handled in the Office Services section. Office Services has Next Day and Second Day packaging for letters and smaller items and can sometimes come up with a box for larger items. The bookstore may also be a place to find a box.

The mail room offers United States Postal Service options, Express Mail (domestic) and Global Express (worldwide). Express mail is for domestic mail and next day delivery. Express mail can be tracked and is \$13 to \$25 depending on the weight of your package. Global express is for international shipments. Delivery generally takes three to five days and is about \$17 to \$40 depending on the weight and the destination.

Services may be paid for by cash, check or bookstore credit. For more information, visit the website:

<http://www.denison.edu/offices/services/>



On-Line Banking

Internet banking is available with most banks. This allows you to pay your bills, transfer money and track your expenses easily.

Mail and Packages

The Mail Room and Office Services are on the ground floor of Doane. The mail room handles U.S. mail and Federal Express shipments. They weigh your item and sell you the postage necessary. They can also help with international shipments.

For details such as postal zip codes or the schedule for Denison mail pick up, check the web link below. For packages, you will receive an email from the Slayter package room. Slayter staff will put a slip in your mailbox which you will need to show along with your student ID to pick up the item. The package room is on the second floor of Slayter.

Your address is:

____ (enter box #) Slayter Union
Denison University
Granville, OH 43023

