

WESTERN NEW ENGLAND
UNIVERSITY | **WNE**

INTERNATIONAL ARRIVAL GUIDE



About This Guide

The Arrival Guide for International Students and Scholars is designed to address some of the most frequently asked questions posed by international students and scholars about their arrival on campus and getting settled in the community.

We hope that you will find this guide helpful. We welcome your suggestions for new material to enhance the experience of future international students and scholars.

Welcome to the Western New England University Community!

We are glad that you will be joining us and we hope that your time here is successful and filled with exciting opportunities.

We have created this Guide to help you ease into your new life here in Springfield and take advantage of all that the area has to experience. The information presented is a compilation of the most frequently asked questions international students and scholars have when they first arrive at Western New England University. Internet links are conveniently included as a reference for each section. All of the information in this Guide is current as of April 2022.

When you arrive on campus, we will provide you with a comprehensive orientation program that will prepare you for a successful stay at the University.

Coming to a new country should be an exciting venture, not a stressful ordeal. With this guide, you have all of the practical information you need to succeed, inside and outside of the classroom.

The staff at Western New England University's International Student & Scholar Services takes great pride in supporting you during your program.



Table of Contents

Predeparture Planning	1
What to do before you arrive	1
Money for your arrival.....	1
Packing list.....	1
Your Arrival.....	2
Getting to Springfield.....	2
Reporting your arrival to the University	3
International Student Orientation and Document Check	3
Summer Orientation and Registration (SOAR) Program (undergraduate).....	3
Immigration	3
Employment.....	4
Identification Documents	4
Social security number	4
Massachusetts driver's license.....	5
Legal Rights and Responsibilities	5
Taxes	6
Western New England University Academics.....	7
Office of First Year Students & Students in Transition.....	7
Academic Success Center.....	7
Peer advising	7
Placement tests.....	7
Summer reading assignment.....	7
First year transition mentoring.....	7
First year seminar course.....	7
Tutoring and supplemental instruction.....	8
Writing, Math, and Science Centers	8
Academic integrity.....	8
Registering for classes	8
U.S. Academic Culture	9
Tips for academic success.....	9
Housing.....	10
On-campus housing and application process	10
Off-campus housing	11
Utilities	11
Tips for tenants.....	11
Springfield Neighborhoods	12

Glossary of Housing Terms.....	13
U.S. Culture and Culture Shock	13
American Values	14
American slang	15
U.S. Traditions.....	16
University Traditions.....	16
Getting Set up on Campus in the U.S.....	17
Mail services	17
Banking.....	17
Telephone services.....	17
Health services.....	18
Office of Counseling Services	18
Food.....	18
Dining services.....	18
Safety	19
Transportation	20
Traveling in Springfield	20
Traveling outside Springfield	20
Weather	20
Get Involved	21
Clubs on campus.....	21
Sports and outdoor recreation	21
Family Resources.....	21
Childcare	22
Types of schools.....	22
Structure of U.S. education system	22
Family legal matters.....	23
Glossary of Terms for Western New England University	23

International Student & Scholar Services (ISSS)

This office assists and advises international students and scholars in maintaining proper visa status and transitioning to U.S. culture and Western New England University. Some examples of the assistance that ISSS provides to international students and scholars include the following:

- provides an orientation that enables students to meet other international students and learn about Western New England University, U.S. culture, and the U.S. academic system
- advises students and scholars on all immigration matters
- offers programming that enables international students to get involved with the Western New England University community
- assists students and scholars in opening U.S. bank accounts, obtaining driving licenses, obtaining social security numbers, and other tasks that are necessary for daily life in the U.S.
- advocates for international students and scholars on campus

For questions before and after your arrival, contact:

Zainab Ahmad

International Student Coordinator

Campus Center, Room 235c zainab.ahmad@wne.edu, 413-796-2389

Academic Year Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

Summer Office Hours: Monday-Friday, 8:30 a.m.-4:00 p.m. Visit our website at wne.edu/international-students.

Predeparture Planning

Springfield is a wonderful city that will soon feel like home. To help with your arrival and transition, please read the Western New England University Student Handbook and visit:

- U.S. Department of State: Information on Visa applications
- MassLive: News source for Springfield, Massachusetts
- Western New England University Student Handbook
- City of Springfield: Official government website

What To Do Before You Arrive

You've been accepted, now we need you to complete a few more things to prepare for your arrival and you will be sent a checklist of things to complete before arrival.

It is ESSENTIAL that you complete the items on the checklist before you arrive so that you have a smooth transition. Should you have questions about the checklist, ASK US!

The list below covers items that ALL new students need to complete:

1. ALL STUDENTS should activate their University email account. Your user ID and a default password will be in your acceptance letter. Your default password is the number 9, two digits for your birth month, two digits for your birth date and the numbers 0000. If you have any questions, please visit the OIT website at wne.edu/information-technology.
2. ALL UNDERGRADUATE STUDENTS should complete any required immunizations and submit your Health Record to Health Services. If this is not complete, you will be dropped from your classes.

3. Apply for on-campus housing or research off-campus housing options.
4. Choose your arrival date (keep in mind the University pick-up dates and the International Student Orientation).
5. Degree-Seeking Undergraduate Students need to complete two online placement tests in order to register for classes. Instructions will be sent by the Office of First Year Students and Students in Transition.

Money for your Arrival

When you arrive in the U.S. (whether in Boston, Hartford, New York, etc.), you will need enough money for immediate expenses including hotels, food, fees, transportation, and housing costs. If the University is paying you as part of a fellowship or assistantship, it may take up to one month before you receive your first paycheck.

Do not bring large sums of cash! There are many other options:

ATMs/Debit Cards: Cash is available from any ATM (Automatic Teller Machine). Exchange rates are usually the best at ATMs but there may be extra fees or a daily limit (\$200-\$300) on your card. Be sure to inform your home bank before leaving that you intend to use the card in the U.S.

International Credit Cards: Money is available immediately but there may be fees and some U.S. stores do not accept them. Be sure to inform your credit card company before leaving your home country that you intend to use the card in the U.S.

Bank Checks/Drafts: Useful for large sums of money, but funds are not available for three days to three weeks after depositing.

Wire Transfers: This is the safest way to transfer money, but you must have a U.S. bank account first. There may be a fee for using this service at your bank.

Traveler's Checks: If the checks are lost or stolen, the money can be replaced. The money is also immediately available if it is in U.S. dollars (non-U.S. dollar traveler's checks must be exchanged).

Foreign Currency Exchange: These are less common in the U.S. and changing money at a bank can incur numerous fees and require considerable time. Additionally, some banks cannot change all types of currency and you will need to do this in Boston, New York, or Hartford. For this reason, a debit card is the best method of acquiring money in the U.S.

Packing List

Much of what you will need can be purchased in the U.S. It is recommended that you purchase your winter clothes once you arrive in the U.S. (unless you arrive in January) as this will save you space in your luggage.

DO NOT bring more than two normal-size suitcases and a carry-on. Most students pack more than they need.

TIP: if you can't carry your luggage by yourself, then you have too much stuff! Pack your suitcase to see how much you have. Then unpack, remove half of your items, and then repack your suitcase.

Bring clothes that are easily layered for various climate conditions, do not need ironing, and are comfortable and durable. More importantly, make sure that all of your clothes are interchangeable, i.e. any of your shirts can go with any of your skirts/pants,

etc. This will provide you with many more “outfits” on a daily basis even with limited clothing items.

The Essentials

- Important documents (passport, visa, itinerary, plane tickets, etc.)
- \$100 in U.S. currency (make sure you have enough cash for a few days until you can find an ATM)
- Extra eye glasses/contacts
- Enough prescription drugs for the length of your stay (You will need to check to make sure you can bring them into the country and that you have proper documentation, i.e. a doctor’s note)
- Backpack—You should use this as your carry-on so you’ll have less luggage.
- Computer with charger
- Adapters (changes the shape of the electrical plug)/converter (reduces or increases the current’s voltage)
- Something fun to do on the plane

Clothing/Shoes (can always be purchased in the U.S.)

- Jeans (2-3 pairs) you can substitute a pair or two with skirts or khakis if going to warmer climates.
- Sweaters/hoodies (2-3)
- T-shirts
- Long sleeve shirts (Make sure they are good for layering.)
- Underwear and socks
- Pajamas (2 pairs)
- One set of workout clothes (if you plan to workout)
- Coat/Jacket (water resistant with zip pockets and removable lining)
- One nice outfit (dress pants/skirt/dress) for special/formal occasions
- Comfortable walking shoes
- Flip flops

Toiletries (can always be purchased in the U.S.)

- Shampoo/conditioner
- Toothbrush/toothpaste
- Soap
- Deodorant
- Shaving supplies
- Brush/comb
- Contraceptives
- Contact lenses and solution
- Over-the-counter medicines (aspirin, anti-diarrhea, anti-nausea, etc.)
- Nail clippers and nail file
- Suntan lotion
- Makeup

Miscellaneous

- Refillable water bottle/coffee mug

- Purse
- Umbrella or rain coat
- Watch
- Sunglasses
- Playing cards (good for long train rides and lighter than books)
- Journal (to write your memories in—journaling really helps students deal with culture shock—some people suggest writing online, but generally you might not have Internet access while you’re traveling so having something you can physically write in every day or night is a good idea)



Your Arrival

We recognize that you have numerous options when picking your arrival city in the U.S. While Western New England University recommends Boston Logan International Airport (BOS) or Bradley International Airport (BDL), in Hartford, Connecticut, there are other options.

Getting to Springfield

The University makes every attempt to pick up incoming students from Bradley International Airport, but we can only do so on designated dates and if you have requested a pick up IN ADVANCE using the Arrival Form.

Please see the information below for some options on how to get to the University. Remember to confirm your transportation options BEFORE arriving in the U.S. as this information may have changed. Please contact our office should you have questions about getting to Springfield.

From Hartford: the best option is to take a taxi from the airport to the University. This will save you the most time and be the most economical.

From Boston: the best option is to take a bus from the airport to downtown Springfield. Past students generally use the Peter Pan Bus Company. This bus can pick you up from Logan International Airport and take you to the Springfield station. Depending on traffic and the amount of stops, it takes about 3.5-4 hours and costs \$25 from Boston to Springfield. Some bus schedules will require a layover in Hartford.

From New York City/Newark: there are numerous options available and will require you to take airport shuttles, buses, taxis, or trains. One of the best options is to get to the Port Authority Bus Station in New York since there is a bus to take you to the Springfield Bus Terminal. Most students take the Peter Pan Bus Company to Springfield.

Getting to Campus

Once in Springfield, you should take a taxi/Uber (available from the bus terminal) to the University. The taxi ride should be no more than 15 minutes. You should tell your driver that upon arrival to the University they should enter the campus at the intersection of Wilbraham Road and Evergreen Road and continue past three round buildings to the Public Safety building. Once at Public Safety, you will get keys for your housing.

Or, you can take Bus 17 from the Springfield Bus Terminal. Bus schedules vary so please be sure to check them BEFORE you arrive in the U.S. The bus will be cheaper, but it will take longer. If you are arriving at night, you should take a taxi as the buses may not be available. The bus will drop you off at the School of Law. Once there, you will need to walk across campus to Public Safety.

Once at Public Safety, you will be escorted by Residence Life staff to your housing if you live on campus.

Shuttle Options

Pioneer Valley Transport and Seemo Shuttle

Rental Cars

There are many rental car agencies located in U.S. airports and some students have used this option in the past. However, most rental car policies set the minimum age at 25 (or in some cases, 21 with an additional fees) and you must have a valid driver's license or international driver's license. Each rental agency has its own policies regarding what is acceptable proof of a driver's license, so it's best to check their web site in advance.

Reporting Your Arrival to the University

U.S. immigration laws require that new students and scholars report to their university after their initial arrival in the country. Failure to do so may result in a termination of program and can lead to serious consequences for your legal status and ability to return to the U.S. in the future.

Therefore, all new international students are required to attend the University's international orientation (graduate or undergraduate). Should you be unable to attend, you must report to ISSS as soon as possible after arriving to the University. Scholars should also report to ISSS after their initial arrival in the country.

International Student Orientation and Document Check

International Orientation session will be virtual and the link will be provided upon check in with ISSS. All international students are required to report to the University before classes to attend International Student Orientation (ISO) and Document Check. ISO gives you essential information that assists in your success as a student at Western New England University. In addition to topics on U.S. culture and academic culture, social events, and campus and library tours, we will also provide sessions with other offices on campus to help you in your journey. ISO which is generally one

week before classes begin. Check in with ISSS via email upon arrival and send scanned copies of the documents listed below.

You must also report to ISSS to comply with Document Check to ensure SEVIS compliance. You must bring your passport/visa and I-20/DS-2019 to Document Check so ISSS can verify everything is in order and your immigration status is not in jeopardy.

Office of First Year Students & Students in Transition

Another office vital to the success of undergraduate international students is the Office of First Year Students & Students in Transition. The First Year Program provides academic support services (tutoring, personal academic advising, and academic monitoring) and assigns Peer Advisors to all new undergraduate students to help with the transition to the University.

Undergraduate students and parents can opt to take part in a two day, overnight program held on selected dates throughout the summer months. We recognize that most international students cannot participate in SOAR since you are not in the U.S. yet. If you cannot attend SOAR, it is essential that you attend the International Student Orientation, as well as the Fall Transitions Program.

Summer Reading

All first year undergraduate students are required to do a summer reading. More information can be found at www1.wne.edu/first-year/summer-reading-assignment.

Immigration

Maintaining your immigration status is YOUR responsibility. Stay informed and ask if you are unsure!

As an F-1 or J-1 student you must:

- Maintain a Full-time Academic Load
- Undergraduate students must take a minimum of 12 credit hours per semester. This means at least 4 classes and you cannot drop below this amount throughout the semester without approval from ISSS.
- Graduate students must maintain progress towards completion of 15-18 credit hours per academic year, depending on the program.
- Contact ISSS regarding online course enrollment.
- If you plan to drop below a full time course load (Even if your academic advisor approves) check with ISSS first to see if you are eligible for a reduced course load.
- Make Academic Progress.
- You must be in good academic standing with the University to maintain your status.
- You must be making progress towards earning your degree.

Responsibilities

Follow all SEVIS requirements by contacting ISSS in the following situations:

- If there is a change to:
 - your legal name

- U.S. address
- country of citizenship immigration status
- major or program of study
- level of education
- expected date of completion
- information on F-2 dependents
- major source of funding change
- If you intend to travel outside the U.S. and need a travel signature.
- If you need an extension on your I-20/05-DS19.
- If you need authorization to work off- campus. Working off-campus without authorization is a serious violation and may result in a termination of your F-1 or J-1 visa status.
- If you intend to study abroad, take a leave of absence, or transfer to another school.
- If you are facing charges for any felony or misdemeanor criminal act.

Employment

F-1 and J-1 students are generally permitted to work part-time on-campus as long as you are maintaining your status.

Eligibility:

- You must have a valid Western New England University I-20/DS-2019. J-1 students must have ISSS authorization.
- Your job must be on campus and you can only work a maximum of 20 hours per week (unless it is a school break then you can work full-time hours).
- You cannot work in a position funded by Federal Work Study.
- You will need a social security number (see the Identification Documents section).

Identification Documents

Your Passport and Arrival Documents

Use your passport as your main proof of identity until you can get your University student ID card or your Massachusetts Driver's License or state ID (if desired). You may obtain your student ID card at Public Safety on campus.

As soon as you are able to obtain other types of photo identification, put your passport and visa in a safe place and carry a photocopy of both items. Having photocopies of your documents will help you when replacing them in the case of loss or theft.

Social Security Number

A social security number (SSN) is a unique identification number assigned by the federal government to monitor and tax wages earned by employees in the U.S. It does NOT grant employment authorization. A SSN is required if you work in the U.S before applying for an SSN.

A SSN is NOT required to obtain a driver's license, open a bank account, rent a car, purchase a cell phone, or rent an apartment. If a business requests an SSN solely for ID purposes, you can request that the business create an ID for you. ISSS can produce

a letter stating you are not eligible for a SSN. Please contact our office should you need this.

The following people are eligible to apply for a SSN:

- F-1 students with a job offer letter
- F-2 dependents are not eligible for Social Security Numbers
- J-1 students with a job offer and work permission from their DS-2019 sponsor
- J-1 visiting scholars
- J-2 dependents with work permission from the USCIS (EAD card)
- Individuals with other types of immigration status allowing employment

An SSN is issued once per lifetime. If you have previously had an SSN, but do not have the card or do not remember the number, you can apply for a duplicate card if you meet the eligibility requirements above.

When and How to Apply for a SSN:

Applications made too early may be rejected or delayed much longer than the usual process. Students and visiting scholars must be physically present in the U.S. to apply for an SSN. The Social Security Administration (SSA) is required to verify your legal entry into the U.S. before issuing an SSN.

New F-1 and J-1 students and J-1 scholars must wait at least four business days after entering the U.S.

The SSN Application Process:

In order to get a SSN as a student or scholar, you need to:

1. Be hired in an on-campus job or authorized for off-campus employment (Curricular or Optional Practical Training).

- a. You cannot apply for a SSN more than 30 days before your on-campus employment start date.
- b. Students with CPT cannot apply for an SSN more than 30 days before the CPT start date.
- c. Students on OPT cannot apply for an SSN until the OPT start date indicated on the EAD card.

2. Get the following documents ready:

- a. Completed and printed SSN application (Form SS-5) (for item #3 on the form, select legal alien allowed to work)
- b. I-94
- c. I-20 or DS-2019
- d. Passport and Visa
- e. Job offer letter from your employer. The letter must describe:
 - i. Your job
 - ii. Your employment start date
 - iii. The number of hours you are, or will be working
 - iv. Your supervisor's name and telephone number
- f. A letter from the ISSS confirming your student status.

3. Take your COMPLETE application and documents to any Social Security Administration office. The local office is in Springfield: 70 Bond Street, Springfield.

- a. Upon submission of your SSN application, you will be issued a receipt. Keep this receipt for your records. In most cases, you will be able to begin employment by presenting this receipt to Human Resources (HR); you do not have to wait to receive the SSN card to begin working.
- b. In most cases, your immigration status will be verified and your SSN card mailed to the address you indicated on the SSN application within 7-10 business days.

Social Security Number Safety

The SSN is typically for tax and government purposes. However, numerous financial institutions, businesses, and others use the SSN as a unique identification number. As such, the SSN is often used by identity thieves to steal another person's identity. If this happens, it could take years for you to resolve all the problems so you should be extremely careful about who you give your SSN to and where you use it. Follow the guidelines below:

- Never carry your Social Security card or number with you.
- Be very careful with any forms, applications, or other materials that may have your SSN on it. Shred them in a shredder.
- Never give your SSN to someone who phones you. As a reminder, USCIS or IRS will NEVER contact you via phone or email. USCIS will send a letter in mail or contact ISSS.
- Never reply to email or websites that request an SSN.

Massachusetts Driver's License

While Massachusetts' state law allows certain countries to use their own driver's licenses for one year, you still have to carry your I-94, passport, and visa at all times while driving. By having a U.S. driver's license, you do not have to carry your additional documents.

*Did you know? If you take classes at a Driving School, you may receive a deduction in your car insurance? Some driving schools will also serve as a sponsor and provide a car for the Road Test.

In order to get a driver's license, you need to do the following:

1. Complete the RMV application: Mass Driver's License Application.
 2. Obtain these documents:
 - a. Social Security Number (SSN)
 - If you are not eligible for a SSN, get a SSN denial letter*Obtaining a SSN Denial Letter does not affect your eligibility for a SSN in the future.
 - b. I-94
 - c. I-20 or DS-2019
 - d. Passport and Visa
 - e. Proof of Massachusetts residency (Can be a U.S. bank statement, utility bill, etc.)
3. Once you have all of these documents, go to a Registry of Motor Vehicles to apply to take the Permit Test (a written exam and eye exam). You MUST pass these tests in order to apply for the license.

- a. Permit Learners Exam Guide
- b. If you pass, you will get a learner's permit. Driver's license manuals are available at the RMV to help you prepare for the written and road tests.
- c. The written test is a short computer test about road rules and traffic safety. You may request the test in other languages. When you pass the test, you will receive a permit to drive with a licensed operator over 21 years of age.

4. Schedule your road test.

- a. Road tests are by appointment only and must be scheduled at least three weeks in advance after you have earned your learner's permit.
- b. At the time of the road test, you need to bring your completed application (obtained from the RMV); your learner's permit; payment for each scheduled road test; a registered, insured and inspected vehicle; and a sponsor.
 - The sponsor must be at least 21 years of age, have at least one year of driving experience and possess a valid U.S. license issued by their home state.
 - Many driving schools in Massachusetts offer private lessons and will even sponsor a student for a driving test.

5. Take your road test, pass, and receive your U.S. driver's license. It will be mailed to you two to three weeks after your test.

Massachusetts State ID:

For people who do not own a car or have a Massachusetts driver's license, the Registry of Motor Vehicles (RMV) can issue a Massachusetts State ID. It looks similar to a driver's license, however, it does not extend any driving privileges.

You may apply for a Massachusetts ID at any full service RMV office. You will be given a temporary Mass ID, valid for 30 days, at the branch, and a permanent Mass ID will be mailed to you.

Legal Rights and Responsibilities

The U.S. constitution guarantees certain rights to all people, not just U.S. citizens and lawful permanent residents. Nonimmigrants in the U.S. receive many of the same constitutional protections as U.S. citizens; at the same time, nonimmigrants are subject to U.S. federal immigration laws that do not apply to U.S. citizens.

Rights

International students and scholars enjoy freedom of speech, freedom of assembly, protection from unreasonable searches and seizures, and the other protections included in the "Bill of Rights" in the U.S. constitution.

Nonimmigrants are protected against discrimination on the grounds of race, religion, color, and national origin.

Additional Responsibilities while living in the U.S.

- If you drive an automobile, you should have a driver's license, buy the required insurance, and obey the traffic laws.
- If you are under the age of 21, you are not allowed to drink alcohol in the U.S.
- Texting while driving is illegal in Massachusetts.
- F-1 students must depart the U.S. within 60 days of the I-20

expiration date or their program end date or Optional Practical Training (OPT).

- J-1 students or scholars must depart the U.S. within 30 days of ending their program/academic training.
- Do not buy, sell, or use drugs (marijuana, cocaine, crack, heroin, or any other controlled substance). Engaging in any one of these activities is illegal and will subject you to deportation and exclusion from the U.S.
- Do not operate any firearms (guns). International students are not allowed to operate or possess firearms or ammunition in the Commonwealth of Massachusetts. International students having their photo taken with firearms run the risk of being deported.

Taxes

Important: This information is provided as guidance only and is not intended to be tax advice. Our staff is NOT qualified to answer individual questions from international students/scholars regarding taxes nor are we legally allowed to do so. If you have additional questions please consult the U.S. Internal Revenue Service (IRS), local and state tax agencies, and tax professionals for advice and guidance regarding individual tax situations.

Types of Taxes

Sales Tax

Sales tax is a tax paid for goods or services (excluding food and other items). Note: sales tax is not added to your purchase until you pay for it.

Income Tax

Income tax is a government tax on wages, scholarships, and earnings on investments. How much income tax is withheld from your paycheck is estimated; the amount required is finalized when you complete and file your tax return. Scholarships may also be taxed. International students and scholars who have been in the U.S. must file an annual tax return by the tax deadline (usually April 15).

Income Tax Withholding and the W-4 Form

Employees in the U.S. are required to have a portion of their paycheck deducted for income taxes. At the beginning of each job, your employer will ask you to complete a W-4 (Employees Withholding Allowance Certificate) to determine how much tax should be withheld from your paycheck. When completing the W-4, most international students and scholars are required to file as 'single' regardless of marital status. At the University, the Student Payroll office should be able to help students answer any questions. Scholars being paid by the University should work with Human Resources.

Social Security and Medicare Taxes

International students who have been in the U.S. for less than five years are considered non-residents for tax purposes; and are not required to pay Social Security or Medicare Taxes. These taxes are U.S. government programs that provide benefits to U.S. citizens. If these taxes are withheld in error, you can obtain a refund by following the instructions in IRS Publication 519.

Scholars on a J Visa are considered residents for tax purposes after two years.

Those in F or J status who have become residents for tax purposes must pay Social Security, Medicare Taxes, and are subject to the Individual Mandate of the Affordable Care Act (ACA).

Internal Revenue Service (IRS)

The IRS is the government agency charged with collecting income tax. More information can be found on their website. Publication 519 is the U.S. Tax Guide for Aliens.

The Massachusetts Department of Revenue collects taxes for the Commonwealth of Massachusetts. If you have lived in other states throughout the tax year, you will need to file taxes in those states as well.

Filing Taxes

If you arrived in the U.S. after December 31, you do not have to file any tax forms for the preceding tax year.

All international students and scholars are expected to complete and file tax forms with the U.S. federal government, whether or not they had earned income during the tax year. In addition, F-2 and J-2 dependents must also file certain tax forms.

Who Must File?

Everyone! All international students and scholars are expected to complete and file tax forms with the U.S. federal government, whether or not they had earned income during the tax year. In addition, F-2 and J-2 dependents must also file certain tax forms.

What tax forms do I use?

If you have no U.S. source income:

- Form 8843

If you had U.S. source income in the past year:

- Form 1040NR or Form 1040 NR-EZ
- Form 8843

All forms and instructions may be downloaded at the IRS website.

An excellent resource for filing taxes is Springfield VITA (Volunteer Income Tax Assistance). They provide free income tax filing assistance.

Tax Treaties

Many students and scholars may not have to pay federal taxes if their passport country has a tax treaty with the U.S. Publication 901 will provide you with information on any tax treaty your country may have with the U.S. To take advantage of a tax treaty, provide IRS form 8233 and a tax treaty statement (see IRS publication 901 for examples) to your U.S. income provider to reduce or avoid tax withholding on income.

Even if you have a tax treaty, you must still file a federal tax return. Any tax treaty will not apply to taxes paid to the Commonwealth of Massachusetts.

Leaving the U.S.

Even if you return home, you must still file a U.S./state tax return for the period you were in the U.S.



Western New England University Academics

Office of First Year Students & Students in Transition

The Office of First Year Students & Students in Transition helps to create a network of support persons with students in transition, whether entering the institution as a first year or transfer student or moving on to the second year of study at the University.

Through a personal support network and programming, the Office of First Year Students & Students in Transition guides students to embrace intellectual challenge, acquire a sense of place, engage in social connections, and develop educational purpose. As students move into the second year, support exists to encourage students to define a sense of purpose and direction, challenging students to recognize valued learning in and out of the classroom, so that full academic and personal potential can be reached.

The Office of First Year Students & Students in Transition values individuality and diversity. We acknowledge that students enter college at varying developmental stages and with unique needs. We are committed to fostering a highly personal and innovative delivery system in order to prompt students to identify a vision of their future, acquire the confidence to pursue that vision, set realistic goals, maintain motivation, and build academic and personal resiliency.

We seek to move students from dependent to interdependent relationships. We emphasize interaction with faculty early in the student experience and characterize peers as highly influential.

Visit our website at wne.edu/first-year.

Academic Success Center

Organized under the Office of First Year Students & Students in Transition, this support unit is specifically designed to provide academic and personal support to all undergraduate students in navigating the demands of University life. Staff also seek to engage students in the development of an assortment of coping skills toward the completion of degree programs, and coordinate delivery of tutoring and other academic support services.

Academic Advising

Each student is assigned to a member of the teaching faculty to assist in the development of educational and career plans. Academic advisors are the principle resource regarding informa-

tion on academic requirements and are to be consulted prior to completing course registration.

Peer Advising

Each new undergraduate student is assigned to an upper class student who is trained to serve as a source of information, point of first contact, and conduit to programs and services.

Peer advisors coach each student in the formation of the personal success plan and act as an advocate for student success. Of particular importance is the opportunity for each student to complete a personal success plan. The personal success plan provides a framework for establishing specific, reasonable, measurable, attainable, realistic, and timely goals for the first semester. It is much more probable that success will be realized when students have direction and purpose.

Placement Tests

All degree-seeking undergraduate students are required to complete English and Math Placement Tests. It is important that students complete these placement assessments prior to arriving at Western New England University. Detailed information should have been received in a separate letter sent by the Office of First Year Students & Students in Transition but can also be found in the link above. By completing the assessment, specific recommendations can be developed for the most appropriate course placement. Exchange students and graduate students do not need to complete the placement tests.

Students cannot register for courses without first taking the English and Math Placement Tests.

Summer Reading Assignment

Most degree-seeking undergraduate students are required to complete the Summer Reading Assignment as part of their First Year Seminar Course. The Summer Reading Assignment is due the first week of class so students should have read the book prior to arrival. Exchange students and graduate students do not need to complete the Summer Reading Assignment.

First Year Transition Mentoring

A former student of Western New England University called the First Year Program “a web of support,” describing the many options students have to identify a personal resource and mentor. A critical piece to solving the adjustment puzzle is to identify at least one person in an advising capacity who is accessible and interested in student success. In the First Year Program, such identification is made easier by searching among a carefully constructed support network.

First Year Seminar Course

All degree-seeking undergraduate students will be enrolled in a First Year Seminar Course. To enhance the first-time student's acclimation to collegiate study, the University provides opportunities to develop the skills and methods that will promote academic success and personal development. In the First Year Seminar courses (LA 100, BUS 101, ENGR 102) students explore such topics as goal setting and decision-making, time management, personal mission statements, critical thinking, information literacy, public speaking skills, personal identity, and an introduction to a major, or exploring fields of study.

Tutoring and Supplemental Instruction

No matter how well a student may do generally, there are particular subject areas that can prove difficult. When such is the case, the University provides a Peer Tutoring Program to assist students with both long-term and short-term objectives in both 100 and 200 level courses. Peer tutors are available in a wide variety of subjects chosen particularly on the basis of past success in having mastered course content. Tutoring is not an easy way to do homework. It is essentially an individual or a small group supplement to the learning process.

Tutoring assistance can be requested by contacting the Academic Success Center. Upon receipt of the tutoring request, a tutor is assigned and it is then up to the student making the request and the tutor to establish both the frequency and scope of the tutoring relationship.

There is also available, in certain high-risk courses, a special form of academic assistance in the form of Supplemental Instruction (SI). In SI, appropriately trained and experienced students provide learning support in regularly scheduled sessions designed to foster skills in how to learn content. SI differs from tutoring in that the emphasis is on the learning process rather than content.

Writing, Math, and Science Centers

Specialized tutoring assistance is available through the University's Writing Center when the matter involves composition and writing skill, through the Math Center when the matter relates to mathematics courses, or the Science Center when subject matter pertains to any of the physical or biological sciences.

Academic Integrity

Honesty in all academic work is expected of every student. This means giving one's own answers in all class work, quizzes, and examinations without help from any source not approved by the instructor. Written material is to be the student's original composition. Appropriate credit must be given for outside sources from which ideas, language, or quotations are derived. Students are cautioned that purchasing term papers from any source is a violation of academic honesty.

Additional information on academic honesty may be found in the Student Conduct Code. In the event that a student has two violations of academic integrity, suspension or dismissal may be a consideration. In these cases, the hearing body will be the All-University Disciplinary Board or the Dean of Students Office.

Procedures for Handling Plagiarism Allegations

When a student is alleged to have committed an academic offense, and suspension or dismissal from the University is not an initial consideration, the original hearing body is the department chair of the faculty member making the allegation. Any request for review of decisions is made to the academic dean of the College involved. Except when suspension or dismissal from the University is recommended, the decision of the academic dean is final and binding.

If the department chair is the initiator of the allegation, the initial hearing body will be the chair's academic dean and the vice president for Academic Affairs.

Typical sanctions are an F grade on the paper, or other work involved, or an F in the course as a whole. The F grade in the

course remains in the student's grade point average and cannot be removed by retaking the course. The student may retake the course, but both grades are counted in the grade point average.

When suspension or dismissal from the University is a consideration, the hearing body will be the All-University Disciplinary Board or the Office of the Dean of Students. The Board's recommendation will be forwarded to the Assistant Dean of Students for consideration of implementation. The review agent for such cases will be the Vice President for Student Affairs. The full procedures of the All-University Disciplinary Board are outlined in the Student Code of Conduct.

For more information, please see Academic Integrity at Western New England University.

Registering for Classes

Students must register for classes in advance of the start of the academic term. However, the registration process is different for degree-seeking undergraduate international students, exchange students (defined as enrolling for one year or less), and graduate students.

- Degree-seeking undergraduate students will be assigned an academic advisor and will register at ISO. Students cannot register for classes unless the Placement Tests are complete. New students cannot register themselves for classes.
- Exchange Students will be provided an "Exchange Student Course Selection Form" that permits them to rank their courses in order of preference. This form must be returned within two weeks of acceptance into the University.
- Graduate Students may register themselves online in ASAP. Students must ensure their University email account is set up before they try to register. It is also recommended that graduate students contact their faculty advisor before arriving to determine which classes they should enroll in.



U.S. Academic Culture

You may be surprised to find differences between classroom culture in the U.S. and in your home country. Below you will find some common characteristics of classroom culture in the U.S. Note: these characteristics are generalized and may not be true for all classrooms in the U.S. or worldwide.

	U.S. Education System/ Learner Centered Approach	Non-U.S. Education System/ Teacher-Centered Approach
Faculty Teaching Method	Lecture, discussion, practical use of theory	Lecture
Instructor Role	Present content, facilitate discussion, demonstrate critical thinking skills	Act as source of knowledge
Student Role	Take notes, think critically about information presented, participate in discussions, demonstrate understanding	Take notes, memorize lectures
Who is in charge of learning process	Instructor and student	Instructor
Use of technology	Often used to achieve course goals	Not necessarily prevalent
How are grades determined?	Written and oral exams, presentations, participation, papers, projects, classmates' evaluations	Written and oral exams
Who determines grades?	Instructor and students	Instructor
Desired Outcomes?	Apply new concepts, critical thinking skills	Students memorizes information

Below are tips to help you navigate the teaching style in the U.S. education system. It will take time to get used to and if you have any other questions, please ask us.

INFORMALITY: You may find that the U.S. classroom is much more casual than you are used to. Professors may ask you to call them by their first name, students may eat in class, or students may wear sweatpants to class. If you are unsure what to do, watch what the other students do and follow their lead. Professors will indicate to the class or an individual student if their behavior is inappropriate.

READ THE SYLLABUS: The syllabus is a contract between the professor and the student. In it, the professor will explain what is required and what the rules of the class are. It will also go over reading and homework assignments that you are expected to complete ON TIME! If you do not understand all the details, ask the professor. The professor would rather answer your questions than see you fail in class.

ASK FOR HELP! If you are struggling with something, ask your professor, peer advisor, ISSS, or Academic Success Specialist.

COURSE INSTRUCTOR: Among the notable changes students encounter in college is the shift to assuming personal responsibility for learning. Faculty are committed to student success and particularly respond to students who demonstrate a desire to learn. Students are encouraged to take advantage of faculty inter-

est. Faculty further demonstrate their commitment to the quality of instruction in the first year through the existence of a faculty committee dedicated to the first year academic program. Among other parameters, there exists a commitment to do what is possible to maintain class sizes of approximately 25 students. High feedback, structured, and challenging yet supportive learning environments are preferred hallmarks of the first year classroom.

Tips for Academic Success at Western New England University

As mentioned above, U.S. instructors expect students to take an active role in their course. Instructors may present course content in a variety of methods: lecture, discussion, or practical use of theory and expect students to use critical thinking to come to their own conclusions about the information.

You may have a different interpretation or opinion on the material presented. This is OK! Instructors want you to form your own opinion and you can disagree with them. Be prepared to back up your theory with facts.

General Expectations

- "Nobody told me" is not an excuse.
- Watch what your fellow students do in class if you are unsure.
- Be independent but ASK FOR HELP from an academic support specialist or your academic advisor.
- Some of the many resources include the Writing Center, Math Center, and D'Amour Library. Talk to the librarian on duty if you need additional help with research materials and other library resources.
- Meet your professor during office hours. They expect you to!
- Log into Kodiak at least once per day to check for course updates. Sign up for alerts.
- Join a study group or request a peer tutor.
- Use your Peer Advisor or find a study buddy to help learn the University's systems.
- Sign up to receive Kodiak alerts on your phone.

Classroom Expectations

- Be an ACTIVE participant in class. Your grade may depend on it.
- Do not skip class.
- Be on time to class.
- Group work (both during and outside of class).
- Part of your grade requires that you are an active participant in the group.
- Work with the group to complete the project's objectives.
- Ensure the final project represents a group effort. Don't expect your group partners to do your work. This will affect your classmates' perception of you and they may not want to work with you in the future.
- Read class material before class
- Take notes

- Complete and turn in ALL your assignments since they are often graded. Failure to submit them can lower your grade and put you behind in the course.
- Read the syllabus carefully (this lays out the professor's expectations).
- Do not cheat or plagiarize.
- Cite your work.

Housing

We always recommend that students live on campus as there are numerous student activities that you can participate in. Additionally, public transportation is not always convenient for students taking a night class. However, we recognize this is not always possible. Please be aware that housing (on or off-campus) goes quickly so you should decide where you want to live as soon as possible.



On-campus Housing

Western New England University has numerous on-campus housing options. First year students are generally assigned to one of five residence halls: Berkshire, Franklin or Hampden (in an area known as the Quad), Windham, and Commonwealth.

Returning students who are sophomores are also assigned to the LaRiviere Center and Gateway Village. Third or fourth year students typically reside in the Gateway Village apartments or the Evergreen Village townhouse complex.

Some students are REQUIRED to sign up for a University meal plan. See wne.campusdish.com.

Application Process for Degree-seeking Undergraduate Students

All degree-seeking students starting in the fall semester will use the Housing Management Application (HMA) to select their housing. The HMA system is found in Connect2U (accessible once you set up your email account). The HMA system is in the upper left hand corner of Connect2U. This online system requires that all students confirm their profile and complete a questionnaire within their HMA account. Students will then have the ability to choose their roommate(s) and often their specific room.

Students starting in the Spring semester will receive a paper application once we receive your Response Form.

For questions about the graduate housing application process, please contact residencelife@wne.edu.

Application Process for Exchange Students

Upon receipt of the Response Form, ISSS will send you a housing application for completion.

Application Process for Graduate Students

Upon receipt of the Response Form, incoming graduate students will receive a graduate student housing form. Graduate students are housed in Gateway Village.

For questions about the graduate housing application process, please contact residencelife@wne.edu.

What to Expect When Living in American Residence Halls

Western New England University has many different types of residences halls. We have the traditional dormitory style (the Quad) or apartment style housing. The information provided below is what you can generally expect.

*Note: most international students arrive on campus before the general student population so you may not meet many American students upon arrival. Domestic students generally arrive two to three days before classes start.

The first person you meet in the dorm will likely be either your roommate or the resident advisor (RA). The RA will guide you to your room and show you around the dorm/apartment, including the location of the bathroom, laundry room, and kitchen.

There are 3 breaks (vacation/holiday periods) throughout the academic year:

- Thanksgiving Break (mid-November)
- Winter Break (mid-December through mid-January)
- Spring Break (mid-March)

International students often make friends quickly and tend to go home with them for the holidays to share in the U.S. culture and traditions. In certain situations, students are permitted to stay on campus during breaks.

In the residence hall

- Bed linens are not included in room and board; plan to bring linens and a blanket that fits an extra long twin size bed. Please plan to bring these items when you move in. Basic furniture is provided.
- Candles and incense are strictly prohibited inside the halls. Burning of any other substance is also prohibited.
- You will have to share a bathroom so be sure to buy "shower shoes" or flip-flops. You may also want a shower caddy to transport all your grooming essentials to and from your dorm room to the bathroom.
- Americans tend to shower once a day and will expect you to do the same. You must also wear deodorant as this is expected in American culture.
- All University buildings and residence halls are smoke-free.

Never smoke inside, and if you do smoke outside the building, be sure to be 25 feet away.

-Many American students do not smoke and will not want to be around cigarette smoke. Try to be considerate of this. Smoking is often considered a taboo among American students.

- A custodian will not clean your room.
- You must vacate the building during all fire alarms. You will have fire drills occasionally, and even though there is no real fire, you still must leave the building and wait for an RA or Public Safety to allow you back into the building. This is for your safety.
- Cooking your food in the residence halls is a great way to introduce your roommate and other American students to your country's cuisine.

More information about Residence Life can be found at wne.edu/residence-life.

Off-campus Housing

Searching for an apartment from outside the U.S. can be a difficult and lengthy process. Rentals go quickly and are usually not available far in advance.

Below are some tips to help you in your off-campus housing search:

1. Become familiar with housing vocabulary.
2. Ask ISSS, your faculty advisor, or someone in your department for a letter confirming your enrollment. Most landlords require a record of credit history and rental history references. Their applications might also ask for a social security number or a driver's license number. Since you are an international student or scholar, you may not have any of these documents.
3. Become familiar with the names of neighborhoods. Look for housing in a neighborhood near campus where you will be working or studying, or along public transportation lines to make your commute more convenient since parking is difficult to find. A detailed description of Springfield neighborhoods is below.
4. Prepare a list of questions to ask your potential landlord such as, "What utilities are included in the rent (water, gas, electricity)? What is the cost of gas and electricity per month? When will the apartment will be available? How much is the security deposit? What is the parking availability? Are there laundry facilities located on site?"
5. Meet potential roommates in person before making a commitment. Do not make arrangements to have a roommate from abroad. You would not want to move in with someone that might not be suitable for you.

Utilities

If you choose to live off-campus, you may be required to set up your own utility services. The fees for set up and the monthly costs are not usually included in your lease amount. However, oftentimes the landlord will include some of these utilities with the rent, and you will not need to arrange for set up. Discuss this matter with the landlord BEFORE you sign the lease agreement—you may discover that the monthly costs are more than you expected.

Telephone Service

To acquire a telephone line for your home, you will need to contact the telephone company directly. Most people in the area use Comcast, Insight, Time Warner Cable, or Bright House.

Gas and Electricity (Heat and Light)

Gas or electricity may be included in your rent. If it is not, contact Eversource for electricity and Columbia Gas for gas.

Water and Sewer

Water and sewer is usually included as part of your rent. If it is not, contact the Springfield Water and Sewer Commission.

Garbage and Recycling

Garbage and recycling is usually included as part of your rent.

Television

If you have a television in your home, you may be able to access three or more channels at no charge. However, you may find that the reception is not clear and it will be difficult to watch. Many people purchase cable television service, which not only makes the free channels clearer, but gives you access to a greater number of channels. Cable service also offers movie channels and other special features that enhance your viewing pleasure. Most people in the area use Comcast, Insight, Time Warner Cable, or Bright House.

Internet

To have high-speed internet at home, you will need to purchase either DSL or cable service. To acquire Internet for your home (if not already installed by your landlord), you will need to contact the telephone company directly. Most people in the area use Comcast, Insight, Time Warner Cable, or Bright House.

Tips for Tenants

Tips for people who are new to renting housing in the U.S.:

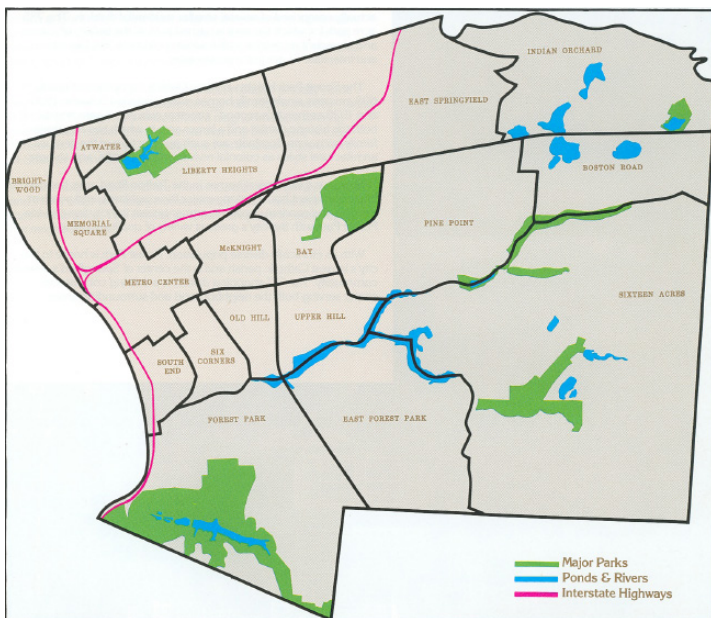
- Review the lease. Carefully review all of the conditions before you sign on the dotted line. Your lease or rental agreement may contain a provision that you find unacceptable. For example, there may be restrictions on guests, pets, design alterations, or running a home business.
- Get everything in writing. To avoid disputes or misunderstandings with your landlord, get everything in writing. Keep copies of any correspondence and follow up an oral agreement with a letter. For example, if you ask your landlord to make repairs, put your request in writing, and keep a copy for yourself.
- Protect your privacy rights. One of the most common and emotion-filled misunderstandings arises over a landlord's right to enter a rental unit and a tenant's right to be left alone. Discuss the right to enter in advance with your landlord. Most landlords will give you notice unless it is an emergency.
- Demand repairs. Landlords are required to offer their tenants livable premises, including adequate weatherproofing; heat, water, and electricity; and clean, sanitary, and structurally safe premises. If your rental unit is not kept in good repair, you have a number of options, ranging from withholding a portion of the rent, to paying for repairs and deducting the cost from your rent, to calling the building inspector (who may order the landlord to make repairs), to moving out without liability. Ask your landlord

to make these repairs; submit any request in writing.

- Talk to your landlord. If there's a problem—for example, if the landlord is slow to make repairs—talk it over to see if the issue can be resolved without legal action.
- Purchase renters' insurance. Your landlord's insurance policy will not cover your losses due to theft or damage. Renters' insurance also covers you if you're sued by someone who claims to have been injured in your rental due to your carelessness. Renter's insurance can cost as little as \$100 per year.
- Consider distance to campus and transportation options.

Springfield Neighborhoods

Western New England University is located in Springfield, Massachusetts, in the heart of the beautiful Pioneer Valley. Home to 153,500 people, Springfield sits on the banks of the Connecticut River at the intersection of I-91 and the Massachusetts Turnpike known as "The Crossroads of New England." Established in 1636, Springfield is a rich tapestry of cultures with many neighborhoods, including the Sixteen Acres area in which the University is located.



Bay: located in the center of the city. It has several schools and is one of the smaller neighborhoods in the city.

Boston Road: located near Western New England University. This neighborhood has numerous businesses but few residential homes.

Brightwood: is located in the northwest corner of the city. The area has several schools and several parks and recreation areas.

East Forest Park: near Western New England University and is primarily upper-middle class residential in character. It borders East Longmeadow, Massachusetts.

East Springfield: is located in the northern part of the city near Interstate 291. The neighborhood features Smith & Wesson and the Performance Food Group. The area is primarily residential and working-class.

Forest Park: is 10 minutes away from Western New England University and one of the largest areas in Springfield. This neigh-

borhood contains the beautiful Forest Park and the Forest Park Heights Historic District (established 1975). Several activities, including Bright Nights are planned throughout the year in Forest Park.

Indian Orchard: features a well-defined Main Street and historic mill buildings that have become artists' spaces. Formerly a suburb of Springfield, Indian Orchard developed separately as a milltown on the Chicopee River before joining Springfield. Primarily residential in character, Indian Orchard features Lake Lorraine State Park, Hubbard Park, and weekly farmers markets.

Liberty Heights: features Springfield's three nationally-ranked hospitals: Baystate Health, Mercy Medical, and Shriners Children's Hospital. Primarily residential and medical in character, it features a demographically diverse population. Liberty Heights includes eclectic districts like Hungry Hill and Atwater Park, and Springfield's 2nd largest park, Van Horn Park.

The McKnight Historic District: features the largest array of historic, Victorian architecture in the area. Primarily residential in character, McKnight was the United States' first planned residential neighborhood. McKnight's commercial district is called Mason Square. Features American International College.

Memorial Square: features the North End's commercial district.

Metro Center: features nearly all major cultural venues in the region. The area is commercial, cultural, civic, and increasingly residential in character. It features the Downtown Business District, The Club Quarter—with over 60 clubs, restaurants, and bars—numerous festivals, cultural institutions, educational institutions, and significant historic sites. Very few student housing options exist here.

North End: is not technically a Springfield neighborhood, but rather three northern Springfield neighborhoods. Includes Brightwood, which is residential and medical in character, but cut off from the rest of the city by Interstate 91; Memorial Square, which is commercial in character; and Liberty Heights, which is medical and residential in character.

Old Hill: is near Western New England University and borders Lake Massasoit.

Pine Point: is located in the center of the city and features the headquarters of MassMutual, a Fortune 100 company.

Six Corners: features Mulberry Street in the Ridgewood Historic District, the Lower Maple Historic District and the Maple Hill Historic District (established 1977). The area is urban and residential in character.

Sixteen Acres: features Western New England University. There are numerous residential opportunities for students in this area. The area has much of Springfield's post-World War II suburban architecture.

South End: features numerous Italian-American restaurants, festivals, and landmarks. Urban and commercial in character. Includes the Naismith Memorial Basketball Hall of Fame.

Upper Hill: features Wesson Park and borders Lake Massasoit.

Western New England University is located on the border of Pine Point and Sixteen Acres neighborhoods.

Glossary of Housing Terms

Bachelor: Small apartment without a kitchen. Sometimes a hot plate or microwave is provided.

Efficiency: One room for living, eating, and sleeping. The bathroom is separate. Single or Studio Single room apartment with a small kitchen and a bathroom.

One Bedroom Efficiency: Large single that has been converted into a one bedroom by dividing the room with doors. An efficiency should be smaller and cheaper than a normal one bedroom.

In-law Apartment: Homeowner sometimes has a smaller structure behind or next to their property that can be used as a private living space. Size and features vary. Sometimes it is a converted garage or pool house.

Townhouse or Condominium: Private home or very spacious and luxurious apartment that sometimes has its own laundry, pool, and recreational facilities.

Lease: A legal contract signed by both the manager and the renter regarding the length of stay, price, and conditions of a rental agreement. It is important to not sign a lease for more than the amount of time you will stay. You are responsible for rent the entire length of the lease. Violation of the lease agreement can result in a heavy financial penalty. Residents should understand all of the conditions of the lease before signing. Any negotiated variation should be set out in writing, initialed, and dated by both the tenant and the manager as an amendment to the lease.

Credit Check: A process in which the landlord verifies your credit history and confirms your bank information. International students or scholars who do not have a credit history in this country should not need to pay for a credit check, but it may be necessary to negotiate an agreement with the landlord in this case.

Deposit or Security Deposit: An additional amount you must pay when moving into an apartment (usually at least one or two month's rent) to guarantee occupancy, payment of rent, repair of damages, and professional cleaning after you leave. In most cases, the deposit is returned to you in full to you if there is no damage to your apartment at the end of your stay (there may be a slight deduction for cleaning). Inspect the apartment carefully when moving in and record any damages, so you won't be charged when moving out.

First, Last, Deposit: This means that to move in, you must pay the first and last month's rent amount, plus the security deposit amount. Most rental apartments require this, but it is possible to find those that only require the deposit amount and the first month's rent.

Rent: Payment made for living accommodations, usually on a monthly basis.

Utilities: The term used for the extra charges for gas, electricity, cable television, and water. Plan on spending an extra \$25-\$100 per month depending on your lifestyle. Some students are careful about finding "gas stoves" and "non-halogen lamps" as they use less energy.

Sublet: Special arrangement where you live in someone's apartment in their place. Sublets are attractive because they are often short-term opportunities with furnished rooms and no deposit.

However, it is usually best to ask the person renting if their manager or landlord knows about your agreement, in case the lease prohibits you from taking his / her place.

A/C or AIR: Air-conditioning

BR or BDRM: Bedroom

FP: Fireplace

4-Plex: A rental unit comprised of two ground floor or "garden" apartments and two second floor apartments

2/2 or 3/2: The first number indicates the number of bedrooms in the apartment. The second number indicates the number of bathrooms. Bathroom facilities include bathtub and/or shower, toilet (WC), and wash basin.

ABP: All bills paid. Your utilities (water, electricity, gas, sewage, garbage collection) have been included in your rent. You only have to arrange for telephone service.

W/D: Washing machine and clothes dryer are provided.

U.S. Culture

Culture Shock

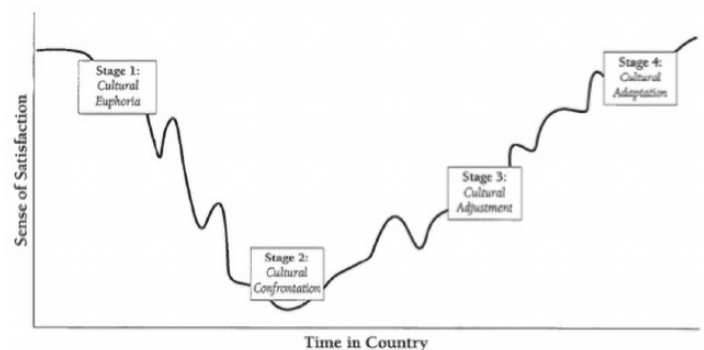
Most people traveling outside of their own countries experience a level of culture shock—the process of adjusting to a new country and new culture. Even people who have lived in numerous countries experience culture shock every time they go to a new place. Given time, culture shock will lessen. Be patient.

You will get used to life in the United States as you make friends, improve your English, and begin to understand the culture more fully. And remember that you are not the only one experiencing these feelings.

Culture shock is a very fluid experience. Some days will be great but others will leave you wondering what you are doing here. In general, culture shock can be described in these four stages: Euphoria, Confrontation, Adjustment, and Adaptation.

The graph below will give you a sense of the fluidity possible with your feelings towards your host culture and culture shock.

The U-Curve of Culture Shock and Cross-Cultural Adjustment



The "U-Curve of Culture Shock and Cross-Cultural Adjustment" graph is used with permission from the Center for Advanced Research on Language Acquisition (CARLA) at the University of Minnesota and can be found on page 283 in the following publication:

Barbara Kappler Mikk, Andrew D. Cohen, & R. Michael Paige with Julie C. Chi, James P. Lassegard, Margaret Maegher, and Susan J. Weaver (2009). Maximizing study abroad: An instructional guide to strategies for language and culture learning and use. Minneapolis, MN: University of Minnesota, Center for Advanced Research on Language Acquisition (CARLA). More information about this CARLA publication can be found at: www.carla.umn.edu/maxsa/guides.html

Euphoria aka the “Honeymoon Stage”

During this period, the differences don’t exist or you don’t care about them. Everything is exciting and amazing. You can’t wait to start classes, meet new friends, join clubs, and more. You love EVERYTHING about your host country, but you only focus on the visible aspects of the culture like food, clothing, and scenery. Like most honeymoon periods, this stage eventually ends.

Confrontation

After some time (usually one-third to one-half way through an experience), you become less excited about your host environment and become confused and frustrated. You believe you will never learn the language, the culture doesn’t make sense, you’re discouraged, and as an international student, your family is not here to support you so you become homesick. As such, this is the most difficult stage of adjustment.

But through this entire period, you are making critical progress in becoming cross-culturally aware and have developed strategies to help you cope.

Signs you are dealing with cultural confrontation:

- Excessive concern over cleanliness
- Feelings of helplessness and withdrawal
- Irritability
- Anger
- Mood swings
- Staring into space
- Desire for home and old friends
- Physiological stress reactions
- Homesickness
- Boredom
- Withdrawal
- Getting “stuck” on one thing
- Suicidal or fatalistic thoughts
- Excessive sleep
- Compulsive eating/drinking/ weight gain
- Stereotyping host nationals
- Hostility towards host nationals

Tips for dealing with the confrontation stage:

- Don’t wait for homesickness to go away by itself. Talk to someone (ISSS, Office of Counseling Services, Spiritual Life Office, Resident Advisor, Resident Director, Peer Advisor, Mentor, a family member, roommate, or another student, etc.). It’s likely that another student feels the same as you.

- Take photos of your new home and show them to your family back home. Explain why you love these photos and what they mean to you.
- Write in a journal.
- Make friends with locals and invite them to spend time with you.
- Be patient with yourself.
- Get involved by joining clubs on campus.
- Try to limit yourself to one call home every week. Also, do not spend every free minute writing emails home. The sooner you integrate into the University experience, the sooner your homesickness will pass.
- Limit your use of social media. Learning what your friends are doing at home will make you miss them and feel worse.

Adjustment

With time, you will grow accustomed to the new culture and develop routines. You understand what is expected of you and can successfully navigate the culture. One becomes concerned with basic living again, and things become more “normal.” You may still be homesick but your host culture starts to make sense and you look forward to learning more throughout the rest of your time abroad.

Adaptation

In this final stage, you can effectively and confidently communicate and interact in your host culture. While you still don’t understand everything about the culture, you have still adopted many of its ways to your own. You realize you will miss much of your new environment when you return “home” and maximize everything you do.

American Values

When living in a new country, you will quickly realize that each society has different values that guide its residents. Americans assume all people hold the same belief system as they do and may have a difficult time understanding your culture’s values and belief system. Below, is a list of the most important American values that can help you adapt.

Individualism

One of the most important aspects of American culture is the sense of individuality each person holds. As children, Americans are taught that each person is unique, with their own ideals, goals, hopes, and desires. Once an American begins their degree at a University, their family may or may not help the student financially, make decisions for the student, or may require their child to pay rent when living at home.

Sense of Time

“Time is money.” “Don’t waste my time.” These are some of the phrases international students and scholars may hear when working with American students and faculty. Americans value time and want to use it wisely. Most Americans rely on their schedules, calendars, and daily planners to help them organize their day (Americans also value organized people). Americans also want you to respect their time by contacting them if you’ll be late and responding to emails quickly.

Equality and Informality

Americans are taught that “all men are created equal” and most strive to achieve this for all genders, races, and ages. Americans tend to be very informal regardless of age or social standing. Americans demonstrate respect by their tone of voice, order of speaking, and seating arrangements, among others.

At a university, you will see this type of informality in the way students dress (sweatshirts, sneakers) for class and in how they address their professor (commonly by first name). When you first meet someone older than you, you should use their title, Mr., Ms., or Professor until you hear otherwise. Listen to what the other students do. When in doubt, ask! No one will be offended. Some American women prefer to be called Ms (pronounced mizz) rather than Miss or Mrs. When you’re not sure, use Ms.

Materialism

Americans can often be overly concerned with success and acquiring material goods and money since it demonstrates to others that the individual is hard working, persistent, and has achieved their goals. International students and scholars may believe that Americans are ungrateful for family or spiritual life but this is untrue since a sense of success fulfills many of the values Americans cherish and allows Americans to spend more time with family.

Communication Style

The American communication style is a result of the value system (individualism, sense of time, equality, efficiency, etc.) prevalent throughout the country. Americans are generally direct and go straight to the point of the conversation, which can often cause international students or scholars difficulty or embarrassment because you are unfamiliar with it.

For example, an American might say, “Can you research this for our paper?” An international student might say, “I once knew a student who was excellent at researching this topic. You are a lot like that student.” Either sentence means the same thing but the American speaker directly asks you to do something while the non-American implies what he or she wants you to do. The American version illustrates the speaker’s sense of time and efficiency by getting to the point.

Topics to Avoid

Americans typically do not want to discuss personal matters (with strangers) or controversial topics (with anyone) and prefer to engage in “small talk” with the topics being weather, sports, movies, or television. Topics to avoid in small talk are: religion, politics, sex, etc. as they tend to make people very uncomfortable. Many international visitors assume that Americans are not capable of discussing difficult subjects but this is incorrect; most just prefer to avoid conflict amongst each other. When Americans argue, most do so as if it were a normal conversation (for example, most people will not yell). In contrast, many Americans believe international visitors are “loud” and “argumentative” and will be alarmed and may attempt to intervene when it is just a regular conversation.

Non-verbal Communication

As in most instances, Americans use a different non-verbal communication style than international students and scholars.

Americans typically do not yell, raise their arms, or talk over each other during a conversation nor do Americans touch each other often.

Americans usually maintain a relatively large physical distance between one another during conversations or social meetings. You will learn how close your friends want to stand next to people. Americans generally prefer people to be one arm’s length away from their body.

Quick Tips

- Most Americans are interested in you and your country; if you return this interest in learning about the U.S., you will quickly make friends.
- Americans tend to be independent and practical.
- When formally invited to someone’s home, it is considerate to bring a gift to your host.
- Common gifts are a bottle of wine, a box of chocolates, or flowers but the gift depends on your host’s personal preferences. If your host loves to cook, perhaps give them a spice from your home country.
- No gift is expected when friends visit each other casually.

American Slang

If English is not your first language, it will take time for you to feel comfortable using it on a regular basis but given time you will get used to English, the accent, and vocabulary. If you do not understand someone, ask them to speak slower or explain certain words (they may also need you to speak slower).

However, the slang used by other U.S. students will take time to learn but you should ask your roommate or American friends to teach you. Below are some common phrases you might hear on campus:

All-ears: When someone says “I’m all ears,” they are giving you their undivided attention.

All-nighter: A period of work or study that lasts all night. Most often used with the verb “pull” (To pull an all-nighter). Example: We pulled an all-nighter in order to finish the project.

Eye-opener: Something that makes you realize something. Example: That video was a real eye-opener. I had no idea things were that bad.

Hit the road: To leave. To get going. Example: We gotta hit the road, otherwise we’ll be late.

Hit the sack: To go to bed. Example: I’m going to hit the sack. I’m really tired.

Hoodie: A hooded sweatshirt. Example: My mom bought me a black hoodie at The Gap.

No-brainer: Very easy question; a question/situation/dilemma which has an obvious/easy solution. Example: Well, if you ask me, it’s a no-brainer. You should call her and apologize.

Rain or shine: No matter what. Example: The parade will be held rain or shine.

That hit the spot: (When talking about food/drinks) Something that was really good. Example: That’s just what I needed and it really

hit the spot.

Other places to learn more slang are:

- www.infosquares.com/americanslang
- www.manythings.org/slang/slang1.html
- www.manythings.org/slang

Humor and sarcasm are an integral part of American English. This should be interpreted as a sign of friendliness, not disrespect.

Americans use lots of abbreviation in their speech (for example, TA for Teachers Assistant or Poli Sci for Political Science). If you don't understand something, simply ask the meaning of it. Give yourself time to adapt to the language, and don't be afraid to make mistakes! This is all part of your learning experience.

U.S. Traditions

The list below is just a sample of the numerous traditions Americans follow. You are sure to encounter many more.

American Dream

Many Americans believe in the concept of the "American Dream." This is the belief that if you work hard enough, you can become successful. The end result for most Americans is to own their own home but this is slowly changing with the current University generation.

American Football/Tailgating

Americans will arrive hours before a sporting event (usually American football games) to sit in the stadium's parking lot and have a party. Food is placed in the back of cars, people bring grills, and drink a lot of alcohol. Some people are out there at the crack of dawn to begin the festivities—or even the night before to claim a spot!

Halloween/Trick or Treating

This involves dressing up in costumes and walking throughout your neighborhood, knocking on doors, and asking for candy. While adults still wear costumes, most adults don't trick or treat as it is primarily for children.

Thanksgiving

Thanksgiving is celebrated on the fourth Thursday in November. Family and friends gather together to give thanks and share food, laughter, and love. This holiday is noted for the massive amount of food Americans eat before they fall asleep watching football.

Black Friday

Traditionally starting the day after Thanksgiving, Black Friday is when retailers have huge sales on their merchandise. People may sit in line at a store entrance the night before to guarantee a good purchase. Black Friday typically ends with Cyber Monday (like Black Friday but entirely online).

Super Bowl/Super Bowl Commercials

Another tradition focused on the sport of American football involves people having parties on the day of the Super Bowl. People will gather and eat, drink, watch the game, AND the commercials. In the days after the Super Bowl, Americans will debate which commercials were the best or the worst—sometimes people discuss the commercials more than the actual game!



University Traditions

CAB Events

The Campus Activities Board is one of the Student Senate's subcommittees. CAB provides a variety of comedy and concert performances, entertainers, leisure trips, recreational activities plus annual events such as WNEPalooza, Family and Friends Weekend, Freak Week, Homecoming, and Spring Week. All students are welcome to join.

The Golden Bear

The Golden Bear statue, outside of the Campus Center and at the entrance to the Leadership Garden, is an emblem of Western New England University pride: Students raised funds to design and build the statue.

Bed Races

One of our popular traditions is the Western New England University Bed Race held each year during Family and Friends Weekend. You and your friends can build and pilot unique "beds" on a race course past crowds of students, parents, and alumni to win the coveted trophy—and most of all, have a great time.

WNEpalooza

Usually held within the first few weeks of the fall semester, WNEpalooza is one of the first big events to occur on campus. WNEpalooza is hosted by Campus Activities Board (CAB). WNEpalooza is an event featuring live music, food, and activities.

Midnight Madness

Midnight Madness brings out the competition between classes! Classes compete in various events such as dodge ball, dance competitions, sumo wrestling, three-point shot outs, and relay races. As their class members compete, students cheer each other on.

Friends & Family Weekend

The Western New England University Campus Activities Board (CAB) invites all parents, siblings, grandparents, and friends of students to our campus for a weekend of activities every Fall.

Freak Week

Freak Week is hosted every October by the Campus Activities Board (CAB), and offers a range of Autumn-themed activities.

Stop by the Campus Center to paint pumpkins, attend a magic show or murder mystery dinner, or go on a bus trip to Salem, Massachusetts, home of the infamous Salem Witch Trials.

World Fest

World Fest is a multicultural celebration that features food, performances, and fashion from around the world that occurs every November. Past celebrations have included fire breathers, a Didgeridoo player, Bollywood dancers, a student fashion show, and food from throughout the world.

Spring Event

Every Spring, Western New England hosts a popular music act to perform for students right here on our campus. WNE has hosted artists ranging from The Goo-Goo Dolls to Karmin to Cobra Starship!

Getting Set up on Campus and in the U.S.

Health Insurance

The U.S. health care system is complex and very expensive. International students and scholars (and their dependent family members) must obtain adequate coverage while in the U.S.

Massachusetts and Federal law requires all college students to show proof that they have health insurance coverage while they are attending a higher education institution in the Commonwealth.

University Insurance Policy for International Students

- Degree-seeking undergraduate students must have insurance or waive the University's policy.

- Exchange Students

- Full year students can purchase the University's insurance or waive it if you have comparable insurance.

- One semester exchange students can purchase a specific University plan intended for one semester students or waive the University's insurance if you have a U.S. based policy.

- Graduate students – If enrolled in over 7 credits, students must have insurance or waive the University's policy.

Students enrolled in the minimum amount of credit hours are automatically enrolled in the University's health insurance. You have the option to 'waive' the University's student insurance. Your health insurance **MUST** meet the minimum standards set by the state: Massachusetts Universal Health Care Standards. Please compare the minimum standards with your own personal policy. Your personal policy must be from a U.S. based company so that it works at U.S. hospitals and clinics.

This policy may change at any time. Visit wne.edu/health-services.

Insurance for J Scholars

J Scholars and their dependents are required to have insurance that meets the department's/state's minimum requirements.

Mail Services

If you opt to live on campus, you will be assigned a mailbox number. Please instruct your family and friends to send correspondence to:

Your Name:

Mail Stop # Your Assigned Box Number (Do not use your room number)

Western New England University
1215 Wilbraham Road
Springfield, MA 01119, U.S.

If you are a commuter or a graduate student, you may call Mail Services at 413-782-1509 (extension 1509 on campus) and they can assign you a Mail Stop Number.

Should you have a package mailed to you, it will be available at the University's Mail Services. Mail Services is located in the Campus Utility Building (CUB) which is across from the tennis courts. The entrance is marked Post Office and is the furthest office door on the right as you enter the parking lot. Mail Services provides these services:

- package service
- express services, UPS, Fed Ex, DHL
- the sale of stamps and meter postage for packages, envelopes, and boxes

Banking

Opening a bank account

Upon arrival, you will want to open a bank account as soon as possible to keep your money in a secure location in the U.S. You may use a combination of check writing, automated teller machine (ATM), check card or credit cards, and online banking to make purchases and pay bills.

If you are planning to have money transferred or wired from abroad, be aware that there may be a delay of a few days or weeks before you can access your money. Inquire with the bank on wait times depending on the type of deposit you will make.

*The banks below all offer international wire transfers; you must be a customer of the bank to utilize the service. Bank of America has the only ATM on campus.

Bank of America
1889 Wilbraham Rd Springfield, MA

United Bank
1930 Wilbraham Rd Springfield, MA

Sovereign Bank
1350 Main St #15 Springfield, MA

TD Bank
1441 Main St Springfield, MA

United Bank
1930 Wilbraham Rd Springfield, MA

TD Bank
1441 Main St Springfield, MA

Telephone Services

There are several cell phone providers conveniently located near Western New England University. Shop around, compare rates and services, and consider several important factors before you decide on a provider. Refer to the questions below when choosing your cell phone provider:

Are prepaid plans available and is this a good option for you?

- What are the rates for calls, text messages, data transfers, etc. Keep in mind cell phones in the U.S. charge for both incoming and outgoing calls and texts. There is usually an additional fee if you want to include wireless internet on your phone plan.
- Is a deposit required to sign a contract? Will it be returned in full at the end of your contract?
- If you have to terminate a contract early, will you be charged a penalty or lose your deposit?
- Are you able to use your own phone or required to purchase a new phone?

If you are bringing an unlocked phone from your home country and would like to purchase a SIM card for your phone, the best options are to go to AT&T or T-Mobile.

Please note: When subscribing, ask the representative about their student discount program as well as international calling plans. The most common carriers are AT&T, Sprint, T-Mobile, and Verizon.

AT & T
826 Boston Road
Springfield, MA 01119

Sprint
123 Boston Road
Springfield, MA 01119
Health Services

T-Mobile
774 Boston Road
Springfield, MA 01119

Verizon Wireless
1420 Boston Road
Springfield, MA 01119

Health Services

Western New England University's Health Services in the Center for the Sciences and Pharmacy (CSP) has regular hours to service any ailments. Health Services will bill your health insurance for services provided. There are no co-pays.

You should always contact Health Services during business hours if you require medical assistance. If you are on campus and have a life-threatening emergency, first call the University's Public Safety at 413-782-1411 since they can respond fastest to an emergency. If you are off-campus, dial 9-1-1 on your phone and an ambulance will come to take you to the Emergency Room (ER) at the nearest hospital. Some insurance plans require you to go to a specific hospital, so check with your insurance provider in advance to avoid costly emergency room fees. The closest hospitals to Western New England University with Emergency Rooms are:

Mercy Medical Center
271 Carew St
Springfield, MA
413-748-9000

Baystate Medical Center
759 Chestnut St
Springfield, MA
413-794-0000

Office of Counseling Services

In the U.S., it is very common to speak with a counselor about problems or difficulties involving academic work, personal relationships, stress, unhappiness, and an individual's view of himself or herself, etc. In different cultures, these problems may be viewed and treated differently. For example, if you experience difficulties when you are living in your home country, perhaps you would turn to your family or to a close personal friend for help and advice. During your stay in the U.S., you may be apart from all family and close friends, and you may feel the need to find substitute sources of emotional support.

The International Students and Scholar Services office can assist you in this matter either through personal counseling or by referring you to the University's Office of Counseling Services. At the Office of Counseling Services, caring, licensed professionals provide confidential help to students with personal, social, and educational concerns. Common areas of concern include: adjustment to college, anxiety, depression, relationships and sexual orientation, eating disorders, substance abuse, sexual/physical abuse, and test anxiety.

Services include individual, couple, and family counseling, as well as crisis intervention. By law, all conversations are kept confidential.



Food

Dining Services & Meal Plans

Western New England University students have access to the dining hall in the University Commons when they have a meal plan. Meal plans come in different options to best fit the needs of our students. All first year resident students and students in Commonwealth and LaRiviere participate in the University's Meal Plan. Upperclass students living in Gateway Village, Evergreen Village, and Southwood Hall have the option of a meal plan.

In addition to the standard meal plans, students may also purchase Bear Bucks that they can use to make purchases at Starbucks, The Grill, and Firehouse Subs.

*For the most updated options, visit wne.campusdish.com.

Shopping

International Grocery Stores & Restaurants

While we know you are excited to try American cuisine, there will be some days when you want a taste of home! Many local grocery store chains will carry the basic international foods of your home country, such as Big Y World Class Markets, Stop & Shop, Fresh Acres, and Aldi. There are a few nearby grocery stores pertaining specifically to foods of the international variety. Springfield and the surrounding area also has numerous restaurants dedicated to non-American food. The list is too extensive to publish so ISSS suggests doing a Google search for asking for help.

Safety

In general, the United States and the city of Springfield are safe places to live. However, there are certain practices you should follow when living in the U.S. The University's Department of Public Safety is dedicated to the safety and well-being of our students, faculty, staff, alumni, and visitors. They are committed to providing the highest level of professional police and public safety services to foster a safe learning and working environment. Read the information below to avoid any incidents on or off-campus.

- Store the University's emergency number (413-782-1411) in your cell phone. You may also call 9-1-1 but Public Safety has the ability to respond faster if an emergency occurs on or near campus.
- Enroll in the RAVE messaging system to get emergency notifications and important messages about events at the University. Registering is quick and easy via Connect2U.
- Avoid walking alone at night. The University provides a service where Public Safety Officers can escort students to their cars, residence halls, or other buildings at night. Call 413-782-1207 or use one of the blue emergency boxes located throughout campus to request assistance.

Quick Crime Prevention Tips

- Avoid carrying your original passport and important documents (make copies and carry these instead).
- Walk in well-lit, populated areas and be aware of people and your surroundings.
- Always lock your doors (even if you're home) and your windows when you are not home. Report any problems to the Office of Residence Life, the Buildings and Grounds department, or to Public Safety.
- Don't prop your doors open. You're defeating the first line of defense for preventing a break in.
- Don't leave laptops, books, money, jewelry, credit cards, personal information, or other valuables simply lying around when you are not home or in your office. Small valuable items can be easily and quickly stolen.
- Don't open your door for anyone you do not know. Always look and see who's at the door before you answer.

For Your Vehicle

- Always lock your car doors and make sure the windows are rolled up.
- Don't leave any valuables laying in your car that someone walk-

ing by might see. Remove money, wallets, purses, CD holders, radar detectors, and cell phones.

- If you have an aftermarket stereo with a removable face plate, remove it and take it with you. Your car is less likely to be broken into if a thief can't see aftermarket stereo equipment.
- Don't leave your keys in the car, or leave your car running. Cars can be stolen in less than a minute without keys.

Avoiding Scams

International visitors tend to be easy targets for scams because of your unfamiliarity with the U.S. A con artist is someone who tries to gain your confidence by acting as a friend but ultimately wants to acquire your money or personal information. Con artists can be of any age, sex, or race, and may often work in groups. They will tell you a sad story about their life and how they need money to buy food for their children. At some point, they will ask you for money and after you give it to them, you may not see them again or they may continue to ask you for money.

If someone wants to sign you up for something (such as a service) or provide "free offers," ask for the information in writing so you can read it another time and don't feel pressure to provide an answer immediately. Do not give out personal information over the phone or to someone you don't know.

Remember, the IRS, USCIS, or SEVP will never contact you by phone. When in doubt, ask ISSS.

Places of Worship

Western New England University Interfaith Spiritual Life is a common ground of many faiths. Spiritual Life supports the University's mission of celebrating our diverse community by promoting a campus culture of respect and tolerance.

You may connect with a Spiritual Life Council Member at spiritualife@wne.edu. Spiritual Life can give you a full list of the places of worship.

News Sources

There are many different sources of news available in the United States. For local news, tune into WWLP 22 News on the television or the radio. Also, Western New England University's radio station WNEK and television station GBTV often report on local news as well. Newspapers, local, national, and international are available for free in many spots around campus, such as in the campus center. For international news television and websites, the following is a list of sources.

- Relevant Local Websites
- City of Springfield
- Newspapers
- The Republican The Reminder Valley Advocate
- University Newspaper
- The Westerner
- Radio Programs

University Student Run Radio Station: WNEK 105.1 FM National Public Radio (NPR): 88.5 FM is NPR is an internationally acclaimed

producer and distributor of noncommercial news, talk, and entertainment programming.

Television

Local Stations

There are three national network channels where you can get local, national, and international news: ABC, CBS, and NBC. News is usually broadcast between 5:00 p.m. and 6:30 p.m. and other times throughout the day.

International

For international news, your best options are the public television stations (KQED) or the cable news stations such as CNN and MSNBC. If you have cable service on your television, you will also find international news programs in Spanish, Japanese, French, German and many other languages.

Transportation

Traveling in Springfield

Western New England University has numerous evening and weekend activities but there are times you may need to go off-campus but without a car your options may be limited. Pioneer Valley Transportation Authority (PVTa) runs a bus service throughout the surrounding areas and several buses have regular stops on campus. Tickets can be purchased at SAS or you can pay in cash (exact fare required) at the bus. Seven-day passes cost \$12.50 each and thirty- one day passes cost \$45.00 each.

To determine what the bus schedule is, go to Google Maps to put your starting and ending destination, and then select the little bus icon to see the PVTa routes.

Other options include taxis or Uber. Taxis from the bus terminal cost around \$10.

Traveling Outside of Springfield

Bus

Most students use the Peter Pan Bus Lines to travel to Boston, New York City, and other locations throughout New England. Bus routes begin from 1776 Main Street in Springfield. Peter Pan is generally comfortable and reasonably priced.

Taxi/Uber

You may also consider using a taxi or Uber. Both can be expensive. Almost all taxis should have a meter in the car that determines what your fare is at the end of a journey. Uber will tell you in advance the estimated price.

Tips are not included in the final fare so you may include an additional tip if you wish. Standard tips are 15-20% of your overall fare.

Rental Car

There are many rental car agencies located Springfield and some students have used this option in the past. However, most rental car policies set the minimum age at 25 (or in some cases, 21 with an additional fee) and you must have a valid driver's license or international driver's license. Each rental agency has its own policies regarding what is acceptable proof of a driver's license, so it's best to check their web site in advance.

Some possible options are: Hertz Rental Car, Enterprise, and Thrifty Car Rental.

Train

Some students use Amtrak trains to get from Springfield to New York City. The Amtrak station is located in downtown Springfield. A train to New York City will be 2.5 to 3 hours long.

Metro-North Railroad (MTA) runs from southwestern Connecticut cities into New York City, NY. It also runs from New York City into northern New Jersey cities. This may be a less expensive alternative than taking Amtrak straight into New York City.

The Massachusetts Bay Transportation Authority's (MBTA) "T" Commuter Rail runs from eastern Massachusetts cities into Boston, MA. This may be a less expensive alternative than taking Amtrak straight into Boston.



Weather

Adjusting to the New England Climate

The weather conditions of New England can prove to be challenging for every- one. The summers are hot and humid, fall and spring can be nice but also chilly and rainy, and the winters are long, cold, and usually quite snowy, so it is important to wear the appropriate clothes. If you are arriving in the fall, ISSS recommends you purchase winter clothes once you get here (you will have a month before it gets cold). If you arrive in January, you should bring some winter clothing with you (a few sweaters, hats, gloves, warm socks, boots) to keep you warm before you can go shopping for more winter clothes. You should have a warm jacket but if you don't have room in your luggage, you can purchase a winter coat before school starts.

What you'll need for winter

1. Heavy coat
2. Warm, waterproof boots
3. Thick socks
4. Scarf
5. Layers—sweaters/sweatshirts, thermal underwear
6. Hat/earmuffs
7. Gloves

If you are concerned about costs, there are several thrift stores in Springfield.

New England has four distinct seasons:

Season	Months	Fahrenheit	Celsius
Summer	June to Sept	60° to 95°	15° to 35°
Fall	Sept to Dec	25° to 80°	3.89° to 26°
Winter	Dec to March	-4° to 45°	-20° to 7.22°
Spring	March to June	32° to 85°	0° to 29°



Get Involved

Clubs on Campus

Join in. Have Fun. Gain Experience.

Current international students on campus state the most important thing as a student at Western New England University is to GET INVOLVED! Our international students have been involved in numerous students clubs including the International Club, United and Mutually Equal (U&ME), Spiritual Life Council, and the Outing Club, just to name a few.

With over 60 clubs and organizations available on the campus, there is something of interest for every student. There are preprofessional programs that complement your major, like the Accounting Association or special interest clubs that allow students to enjoy a hobby like the Outing Club. Even if you were not involved in high school activities, you can find something to get involved with on our campus.

Sports and Outdoor Recreation

Western New England University offers numerous intramural sports and activities for students. Intramurals are sports teams put together by students wishing to play for fun and teams are comprised of other students. You can form your own intramural sports team or ask to join existing intramural teams.

Intramurals are held throughout the year in basketball, soccer, football, volleyball, kickball, and softball in the spring.

You can also enjoy the numerous outdoor activities in the Western Massachusetts area:

- Stanley Park
- Massachusetts Swimming Holes Massachusetts State Parks
- Mt. Sugarloaf YMCA
- Puffin Pond Mohawk Trail
- Shelburne Falls and Bridge of Flowers
- Dinosaur Footprints

Family Resources

Spouses

If your spouse accompanies you to the U.S., he or she will need unique services to feel comfortable and acculturated here. Listed below are some common topics of interest for international spouses in the U.S.

Education

If your spouse decides to pursue a degree program while in the U.S., speak with International Admissions well in advance to make sure it is legally possible. F-2 and J-2 visa holders can only study part-time.

Employment

Spouses on F-2 status are not allowed to have paid employment in the U.S. F-2 dependents are allowed to volunteer. Check with ISSS about your dependent's work eligibility before he or she accepts any paid job offers.

Dependents with a J-2 visa status are allowed to apply for work permission and work in the U.S. However, the application process takes up to four months with U.S. Citizenship and Immigration Services (USCIS). Although J-2s are free to seek employment anywhere they like, the purpose of the employment should be for cultural enrichment and should not be based on financial need. J-2 dependents CANNOT apply for work permission until physically present in the U.S. nor can J-2 dependents begin work until they receive the employment authorization card (EAD) from USCIS. EAD cards must be renewed annually.

Unpaid or Volunteer Work

If your dependent is ineligible to work, he or she could consider volunteer or unpaid work. As a volunteer, the dependent can gain experience and become part of the community. The best way to find opportunities is to ask people who work in places of interest to your spouse. Some possible areas include: hospitals, libraries, schools, senior centers, museums, zoos, or animal shelters.

Social Connections

Besides volunteering, working, or going to school, your spouse can consider joining the groups listed below.

- Clubs and Organizations: Parent Teacher Association (PTA), fitness or dance centers
- Classes: English, art, cooking, music, etc.
- Informal Support Groups: book clubs, networking groups, parent's groups

- Religious Affiliations: churches, mosques, synagogues, meetings

Resources for Parents

There are several resources available to parents in the Springfield area.

- Springfield Parent Academy, a community-driven initiative, help parents become engaged in their children's education.
- Springfield Family Support Programs provide family support and education programs to strengthen families.
- Springfield Public Schools Parent Information Center assists families achieve their children's education goals.
- Macaroni Kid is a listing of all the kid-related events in the Springfield area. Parents may also join their lists to receive weekly emails.

Childcare

Most childcare in the U.S. is not supported by the government and families are responsible for finding suitable child care for their children. Families are also responsible for paying for child care on their own.

Child care centers, "day care" centers, and preschools are established settings that are strictly regulated by the Commonwealth of Massachusetts. While there are many day care centers and preschools near Western New England University, admission to a day care center may require a waiting period and can be very costly. As a result, most scholars find it helpful to postpone the arrival of their dependents until after arrangements for housing and child care have been made.

- Child or day care centers are strictly controlled by the Commonwealth of Massachusetts
- Massachusetts monitors the total number the children enrolled, provider-to-child ratios, and compliance with health and safety regulations.
- The Commonwealth also requires all child care staff to maintain certain education requirements
- Child care centers are required to separate age groups (if at a large center)

Western New England University does not offer child care but you may use the resources below to research the options in the area.

Partners for Community: provide assistance to find high quality affordable child care in the area

Childcare Center: a website run by the Commonwealth of Massachusetts to guide parents in their child care search.

What should you look for in child care?

The National Association for the Education of Young Children suggests that you look for signals that your child will be in a safe and healthy environment. Use the list below to guide you if your child is between two and six.

Signs of a positive setting include:

- The children spend most of their time playing and working with materials... not wandering aimlessly or sitting quietly for long periods of time.

- The children have access to various activities: blocks, paints, picture books, table toys, puzzles and other materials.

- The teachers work with the children individually as well as in a group.

- The classroom is decorated with the children's work.

For children ages five and older:

- All children between the ages 6-16 are required by law to attend school.
- Public school education in the U.S. is free for all children age 5 and older.
- There are also private or religious affiliated schools for which there is a tuition charge.
- Typically, the school year is from early September to mid-June.

Your child's school is determined by the area in which you live unless your child goes to a private or charter school.

Types of Schools

Public School: In the U.S., all children are eligible for free elementary and secondary education provided by the local public school district in the city where you reside. In light of that, you may want to choose where to live based on the school district serving that area. Many schools offer after-school programs that provide homework assistance and organized activities. English as a Second Language (ESL) instruction is offered at many public schools. For information on how to get your child enrolled in public school, contact the appropriate school district for your city of residence.

Private and Religious Schools: Private and religious schools also educate a large percentage of the Springfield area students, but charge tuition and may be full. It is advisable to arrange a visit to find the school that best suits your child's needs. A comprehensive list can be found here.

Charter Schools: Charter schools operate independent of the state but receive state funding. A charter school may specialize in certain curriculum. You may search for local charter schools here (use zip code 01119 for charter schools near the University).

Your child will be required to turn in certain identification documents and receive immunizations prior to enrolling in school. Please check with the school district to determine what they need.

Structure of U.S. Education System

Preschool and Kindergarten (Ages 3-6)

Preschool and kindergarten are not mandatory in Massachusetts. Most preschools are privately owned and charge tuition. Spaces at the more popular preschools fill up quickly but you should visit a preschool in advance of enrollment to ensure your child will feel comfortable there. Fees range from \$375/month (part-time) to \$1500/month (full-time). Massachusetts has one of the highest childcare and preschool costs in the country.

All public schools in Massachusetts are required to offer kindergarten, the first level of elementary school; there is no charge. Kindergarten is usually for half a day (in the morning or afternoons) but this is changing to full day in some areas. To start in

kindergarten, your child must be 5 years old by August or September for public schools; private or charter schools may have different requirements. Many schools require immunizations before beginning class so be sure to bring records of your child's medical records.

Elementary School (Ages 6-11)

Elementary school includes kindergarten through 5th or 6th grade.

Secondary School (Ages 11-18)

Secondary School includes Middle School (grades 6 or 7 through 8 or 9) and High School (grades 9 or 10-12). The secondary schools may not be near each other geographically but spread throughout the city to accommodate a larger geographical range of students. Private or charter schools may offer different structures.

Family Legal Matters

There are numerous laws in place to protect children in the U.S. International scholars are required to adhere to these laws while in the U.S. or risk paying a fine or being arrested.

Car Safety Seats

Massachusetts law requires all car passengers to wear a safety belt. Children must be in an appropriate child safety seat with a 5 point harness until they are at least 8 years old or are 57 inches tall (145 cm).

The state recommends children should stay in a rear facing child seat until at least one year of age and weigh at least 20 pounds (9.1 kg).

It is not recommended that you buy a used car seat; always purchase new to ensure the seat has not been damaged in a car accident and meets the current safety standards. You could be arrested for not following the safety laws.

Unattended Children

It is illegal to leave a young child alone in a car, in public, or at home. Children often die in cars due to heat stroke. It is considered "child neglect" to leave young children unattended or home alone. You risk arrest if you leave your child alone.

Accepting Public Assistance

J-1 visa holders and their dependents are required to have insurance that meets department or state requirements. Nonimmigrants are not eligible for public assistance in the U.S. (Public assistance includes programs such as Medicare, and Food Stamps). However, nonimmigrant children can get many public assistance benefits.

Scholars with dependents learn that the costs of health insurance for their family members can be quite high and may be unable to pay for health insurance. When you are unexpectedly faced with the birth of a child, you may consider turning to the aid of the U.S. government. In some cases, hospital staff or doctors may even suggest that you take advantage of such public assistance. The fact that you may be encouraged to sign up for public assistance by hospital staff or other "official" does not mean that you are eligible. The consequences of accepting such assistance are that if

you leave the U.S. and want to return, you may be stopped at the U.S. border and denied entry until the amount of public assistance you received has been repaid.

With the establishment of the Affordable Care Act (ACA), nonimmigrants may be eligible for health insurance through the Massachusetts Health Connector.

Having a Baby and U.S. Citizenship

If your baby will be born in the U.S. they will be considered a U.S. citizen. U.S. laws do not require that your baby give up citizenship from your home country but your home country may not accept the dual citizenship status. Contact your home country embassy in the U.S. to register their birth. Parents of a U.S. citizen child are eligible to apply for U.S. permanent resident status when the child is 21 years old. A child born in the U.S. to nonimmigrant parents has all the rights and privileges of any U.S. citizen; their parents will still be subject to the laws guiding their immigration status.

To travel and re-enter the U.S., your child will need a U.S. passport. You can obtain the application from the Department of State.

Child Abuse

Child abuse is considered a very serious crime in the U.S. and the Commonwealth of Massachusetts' law code has definitions to help people better understand the ramifications of their actions. In the U.S., the following people are required by law to report suspected child abuse: doctors, nurses, dentists, teachers, day care workers, and law enforcement personnel.

Domestic Abuse

Get help right away if you think you are in a domestic abuse situation. Inform yourself of the options and resources that are available to you in the community. The websites below are excellent references for additional reading. In the U.S., there are laws that offer some protection against abuse. If you feel you or your children are being threatened, here's what you can do:

1. Call 9-1-1 if you are in immediate danger. The police can escort you and your children safely out of the house and often will take you to a safe place. The police may arrest your abuser if they believe a crime has been committed. If your abuser is arrested, he may be released in as soon as two hours. You can use this time to find a safe place to go.
2. Try to leave the situation and go to a safe place, either a friend's house or a women's shelter. If you can, take your children with you. You can request an emergency protective order from the police so that your abuser will not be allowed access to you. However, you should still take other steps to keep yourself and your children safe. A legal protective order is not always enough to keep you safe. You do not need to be a citizen or legal resident to get a restraining order.
3. Tell someone you trust what is happening to you. You can speak confidentially to the ISSS office if you choose. Simply come in or make an appointment by calling (413-782-2389) and mention that it is urgent and personal.
4. Call the Springfield Domestic Violence Shelter Services hotline at 1-800-796- 9711 or 413-733-7100

5. Call the National Domestic Violence Hotline. They can connect you directly with someone in your area who can help you—1-800-799-SAFE (7233).
6. If you are hurt, go to a doctor or a hospital emergency room. Tell them what happened. Ask them to make a record of your visit and what happened. Get a copy.
7. If your abuser is threatening to take your children away or take them to his home country, you can apply for a custody order at any time to prevent this. Contact a family lawyer or a domestic violence advocate to find out how to file for a custody order (see Resources below).

Community Resources

Domestic Violence Shelter Services Springfield, Hotline: 800-796-8711 (TT/V), 413-733-7100(TT/V)

- 48-bed emergency shelter for victims of domestic violence and their children
- 24-hour hotline for victims of domestic violence Supportive Housing Project Springfield, 413-732-3121
- 20 apartments for survivors of domestic violence, sexual assault, stalking and/or dating violence

Springfield Rescue Mission, 413-732-0808

- 32 beds with numerous programs Worthington House, 413-732-3069
- 111 beds plus overflow

New Beginnings, Westfield, 413-532-5739

- Residential substance abuse and mental health program for victims of domestic violence and their children.

Glossary of Terms for Western New England University

Being on a University campus is sometimes like being in an unknown land. What follows is a glossary of terms that may help with understanding the language of education at Western New England University.

Academic Advisor

These are professional staff or faculty who provides academic guidance for degree-seeking students. Advisors help to create a plan for graduation, discuss options to supplement what is being learned in classes, and discuss possible career plans or graduate/professional school options.

Academic Success Center

Organized under the Office of First Year Students & Students in Transition, this support unit is specifically designed to provide academic and personal support to all students in navigating the demands of University life. Staff also seek to engage students in the development of an assortment of coping skills toward the completion of degree programs, and coordinate delivery of tutoring and other academic support services. Staff additionally act as a resource for faculty and administrators.

AHLC (Alumni Healthful Living Center)

This building houses the gym, wellness facilities, weight training and athletic training facilities, and the Athletic Administrative Offices. All varsity coaches have offices in this facility. Usually referred to as the HLC.

ALD (Alpha Lambda Delta)

This organization is an academic honor society for first year students. Students are elected to this national society on the basis of grade point average, 3.5 at the end of the first semester or first year.

Bear

The University mascot is a Kodiak bear. Named the Golden Bear, a replica stands proudly outside the Campus Center and can be found as the costumed mascot at many athletic events. The Bear symbolizes strength and courage.

Bursar

The Bursar's Office is the administrative function of the University that manages billing and payments for student tuition and other fees. Offices are located in Student Administrative Services in D'Amour Library.

CAB (Campus Activities Board)

Social and educational activities are planned through this programming arm of the Student Senate. The Campus Activities Board sponsors a wide variety of activities including traditional events such as Family and Friends Weekend.

Catalogue

Publication that contains general information about admissions, financial aid, student life, policies and procedures, course descriptions, legal issues, degree requirements, etc. It is the academic contract between the University and student, and typically coincides with date of first entry.

CCE (Center for Civic Engagement)

Organized under Learning Beyond the Classroom, the CCE is the community service clearinghouse. Located in the Campus Center, the CCE serves to put students in touch with opportunities for giving back to the community.

CCGS (Cooperative Colleges in Greater Springfield)

CCGS refers to a collective group of colleges in the greater Springfield area. One of its principal benefits is to permit students to take one course per semester at one of the other colleges that is not otherwise offered at the home institution.

Chair

A chair is the head of an academic department. This individual is responsible for maintaining the integrity of the applicable academic program(s), developing course offerings, and for determining each semester the schedule of classes in the specific department.

Community Covenant

In order to guide personal decision-making in a learning community, each student is asked to affirm a set of basic standards of civility. Constructed by each entering class, the Covenant is signed as a commitment to shared values.

Credit Hour

A credit hour is unit of credit earned for taking a course depending on class- room contact hours. Most courses carry 3 credit hours, which means the class meets 3 hours per a week. Undergraduate students must enroll in 12 credit (depending on program and student status) hours per term. Graduate students must enroll in 15-18 credits (depending on program and student status) throughout their four terms. ISSS must approve any student who takes less than a full load.

Credits Attempted

Credit hours are tallied for all enrolled classes beginning the first day of the semester and including those added during the designated add period.

Credits Earned

These are credit hours completed for all coursework at Western New England University as well as approved transfer credit hours; excludes credit hours for courses in which a grade of "F" was earned.

CUB

The Campus Utility Building (CUB) is located adjacent to the athletic complex this facility is also the location of the campus post office. Individual student mailboxes are maintained in the Campus Center, while packages are received through post office pick up.

Cupola

The cupola refers to the unique structural fixture mounted atop Deliso Hall and from which chimes are sounded on the hour. Also refers to the name of the University yearbook.

Curricular Practical Training (CPT)

CPT is a paid off-campus internship/opportunity directly related to the F-1 student's field of study. The purpose of CPT is not to facilitate employment authorization but to allow students to participate in training related to their field of study. This is usually an internship for credit or if a graduate student, an assistantship of some sort.

Typically, students on CPT will need to enroll in a credit-bearing course. This course must be approved by faculty members.

Dean

A dean is a University administrator who leads a specific College or other administrative unit. This individual oversees academic support and/ or degree programs or student life divisions.

Dean's List

This designation demonstrates notable academic achievement at the level of 3.30 GPA for the most recently completed semester. A list is published each semester.

Degree Audit

This is a specific accounting of degree requirements. Used for tracking degree requirements. Reflects courses completed and in progress as these apply to General Education, College, and Major/Minor requirements.

Degree Program

A degree program consists of courses necessary for completion of a degree in a specific field. Some courses may count as credit toward graduation requirements, mainly general electives, but do

not necessarily apply to the major field of study.

DSO

The Designated School Official (DSO) is a staff member who is the liaison between the students and scholars and the Department of Homeland Security. DSOs are responsible for learning, interpreting, and applying laws and government policies pertaining to F-1 students, signing I-20's, and creating and updating SEVIS records. At Western New England University, DSOs can be found in Admissions, International Student and Scholar Services (ISSS), and Student Affairs. ISSS should be your first contact for immigration questions.

Drop/Add

This is the predetermined period of time at the beginning of each semester for dropping or adding classes after initial enrollment. International students need to have appropriate authorization to change a class schedule from ISSS and their academic advisor.

Elective

An elective is a course chosen because of academic interest but which does not count toward the general education requirements or college requirements or major/minor field requirements. A varying number of electives are often required to meet requirements for a degree.

Enrollment Services

Enrollment Services refers to a collective administrative unit that manages the academic record keeping system, registration, enrollment certification, and transcripts. Enrollment Services also houses financial aid as well as billing functions. The registrar and bursar are located in Enrollment Services.

F Visa Status

A nonimmigrant with F visa status is pursuing a full course of study to achieve a specific educational or professional objective at a U.S. academic institution that has been designated by the Department of Homeland Security to offer courses of study, and has been enrolled in SEVIS.

FERPA (Family Educational Rights and Privacy Act)

FERPA is a federal law designed to provide students with greater access to and control over certain information contained in their educational records. This law prohibits the release of certain information without express written consent from the student. Public information may be shared at the University's discretion and is defined in the catalogue. Students may elect to allow sharing of other information with parents and/or other family members by filing a special form for this program.

First Year Seminar Assistant

First Year Seminar Assistants (FSAs) assist faculty in the delivery of a course designed to assist new students with the academic and personal adjustment to college.

First Year Program

The First Year Program at Western New England University seeks to lay the foundation for student success. Through intentional construction of a personal support network and other initiatives, the First Year Program prompts students to embrace intellectual challenge, acquire a sense of place, engage social connections, and develop educational purpose.

Freshman Focus Program

Education is more than what takes place in the classroom. Each fall, the Office of First Year Students & Students in Transition sponsors a series of presentations intended to promote personal development. These programs deal with such topics as self-esteem, goal setting, relationship violence, life skills, and celebrating diversity.

General Education Requirements

There is usually a collection of courses regarded as basic studies or foundation courses. Courses in this category typically include English, math, physical sciences, history, social sciences, and humanities which most students are required to complete for graduation.

GPA (Grade Point Average)

Your GPA is the average of your course grades, based on a 4.0 scale.

Cumulative: Grade point average that includes all coursework the student has attempted to date at the University.

Major: Grade point average only for specified courses within a student's declared major.

Semester: Grade point average that includes only the coursework for a specific semester at the University.

HMA (Housing Management Application)

HMA is the online housing program through which students select their room-mate(s) and choose their specific housing assignment for the next academic year, as well as any reassignment during an academic year. Detailed information is available on the Residence Life website.

Hold

A hold means a student is not permitted access to his/her academic account for purpose of registration for future classes or adjustment of current courses until specific requirements are met. Requirements include but are not limited to document submission, financial commitments to the University, disciplinary action, and submission of health records.

Humanities

Humanities courses typically include subjects such as literature, philosophy, cultural studies, language, and the fine or performing arts.

ILP (Integrated Liberal and Professional courses)

These courses are structured to combine knowledge and perspectives from two different academic disciplines.

In Progress Grades

While not an official part of the student's record, progress grades are filed following the first six to eight weeks of the semester in order to provide an estimate of progress to date.

Interdisciplinary

These are courses based on perspectives from two or more academic disciplines and which integrates those disciplines in examining solutions and problems, etc.

Internship

This is an opportunity that provides hands-on experience related to a field of study, and may be required by some majors, optional for others. Internships typically include academic credit and may be paid or unpaid depending on the policy of the internship sponsor. International students with paid internships must apply for CPT.

International Club

The International Club is not only for international students, but for the whole student body. The Club's main purpose is gathering students who can share their unique backgrounds with the University community. The Club also promotes learning about other cultures.

International Student and Scholar Services (ISSS)

ISSS provides advising, immigration services, programming, advocacy, and outreach for the international student and scholar population at Western New England University.

J Visa status

There are many J-1 "categories," one of which is student and short-term re-searcher. All exchange students at the University are on J-1 visa status. The general purpose of the Exchange Visitor Program is to promote international educational and cultural exchange to develop mutual understanding between the people of the U.S. and other countries. J-1 students must be admitted to a degree program for a full course of study or be engaged full time in a non-degree course of study. 50% or more funding must come from a source other than personal or family funds.

Kodiak

Kodiak is the virtual classroom used to enhance traditional classroom courses or to teach distance learning classes.

LaRiv (LaRiviere Residential Living and Learning Center)

This is a suite-style residence hall for freshman and sophomore students that promotes the concept of learning communities. Students are selected based on common purpose and shared interest, and develop programs and events that relate to a particular theme. The building is named for Alfred '51/H'95/H'01 and Marian LaRiviere who are long-time benefactors of the University.

Life Skills Mentors

This position is specific to the needs of a first year student-athlete. Each first year student-athlete is assigned to a mentor who has successfully balanced the academic and athletic demands of University life.

Major

This is a concentrated field of study in which a student earns a degree. A major typically requires 36-42 credits in a single academic discipline.

Minor

This is a secondary field of study outside of the major discipline; a minimum of 18 credit hours from a selected group of courses is required. The student must formally declare the minor in order to have the transcript reflect credit work done for the minor. Normally, the minor is declared after all coursework has been completed.

OIT (Office of Information and Technology)

The Office of Information and Technology is responsible for maintaining the University information system and Internet access. Some of the services include: email activation, ethernet card installation, and access to the student portal.

OGL (Orientation Group Leader)

These are upper-class students who guide students and parents through the programs at Summer Orientation and Registration (SOAR).

Optional Practical Training (OPT)

OPT provides off-campus work authorization either during their degree program or after for F-1 students. Most students participate in OPT once they complete their degree. Students typically receive one year of OPT but STEM students are eligible for an extension.

Peer Advisor (PA)

Peer Advisors (PAs) assist new students in the transition to the University. He/she helps set up a personal success plan for each student, a set of goals pertaining to success in the first year. Peer Advisors are the first point of contact and each new student is assigned a PA.

P.O.D.

This “convenience” store is operated by Aramark food service, which is located in the Campus Center. Merchandise includes grocery and personal care items pertaining to a student’s lifestyle.

Prerequisites

These are courses required to be taken before enrolling in more advanced courses. These are often introductory courses, but may also include upper level courses as well.

President’s List

This designation demonstrates notable academic achievement at the level of 3.8 GPA for the most recently completed semester. A list is published each semester.

Priority Registration

This is the practice of registering for classes for the following semester during the previous semester. Students should check with their advisor for any possible restrictions that are in effect.

Provost

The provost is the chief academic officer who is responsible for faculty, degree programs, and general affairs of the University that impact its mission. The provost typically serves as the chief administrative officer in the absence of the President.

Quad

Three first year residence halls, Berkshire, Franklin, and Hampden, are all grouped together in an area known as the Quad. Other freshman residence halls include Commonwealth Hall and Windham Hall.

RAVE

When there are special or emergency alerts, students, faculty, and staff who are registered will receive email and cell phone text message that details the nature of the alert. All members of the University community are encouraged to register for this service, through the Connect2U portal.

Reduced Course Load

Required for students who won’t meet full-time credit requirements.

Resident Advisors and Residence Director

Resident advisors (RAs) are assigned to each corridor in the residence halls and serve as an immediate source of information and community support for students. The residence director (RD) supervises the RAs and oversees the day-to-day life in the residence hall. The RD is typically consulted first on matters of residency concern.

Registrar

This position is integrated into Student Administrative Services (SAS) and denotes the official student record keeping function of the University. SAS also coordinates the course registration process.

RO/ARO

Responsible Officers are appointed by the exchange visitors’ (J visa) program sponsor to perform the duties set forth in regulations, signs DS-2019’s, creates and updates J-1 records in SEVIS. At Western New England University, ROs can be found in Admissions and ISSS. ISSS should be your first contact for matters concerning international students and scholars on campus.

The Review of Art and Literature

This is a student produced literary magazine that represents a collection of literary works and photography authored by members of the University community.

The Rock

The Rock is both a symbol and place. It refers to an actual rock that carries the tradition of being painted regularly to advertise campus events. It is a privilege to paint it and sits outside the Campus Center as a collegiate (and sometimes mythical) symbol. The Rock Café also refers to the food court located in the Campus Center.

SEVIS

Student Exchange and Visitor Information System. Tracks information on F, J, and M visa holders. Immigration data is entered into this federally-managed database. The University’s DSOs manage student data as a representative of 32 USCIS.

Study Abroad

Study abroad opportunities allow students to continue their education for a period of time in another country while making progress toward their degrees.

SI (Supplemental Instruction)

Supplemental Instruction (SI) is an academic assistance program that utilizes peer-assisted study sessions for specified courses. SI sessions are regularly scheduled during which students can discuss readings, develop organizational study tools, and share understanding of course material.

Syllabus

A syllabus lists course objectives and requirements along with a schedule of lectures, readings, due dates of assignments, and exam schedule. Each instructor distributes a syllabus at the beginning of the semester.

Transcript

The permanent academic record of a student at the University, a transcript shows all courses taken, grades received, academic status, and honors received.

U&ME (United and Mutually Equal)

United and Mutually Equal is an organization open to all students. It acts as a support group for students with diverse backgrounds and seeks to promote celebration of diversity and social/educational enhancement.

USCIS

United States Citizenship and Immigration Services is the government agency responsible for enforcing the regulations that apply to foreign nationals within the U.S.

The Westerner

The student sponsored and edited newspaper, The Westerner is typically published throughout the academic year.

Withdrawal

Withdrawal is the process for dropping one or more courses in which a student has enrolled in after the drop/add period is over. Simply not attending class does not officially withdraw a student from a class. Withdrawal can also be complete and apply to the official enrollment.

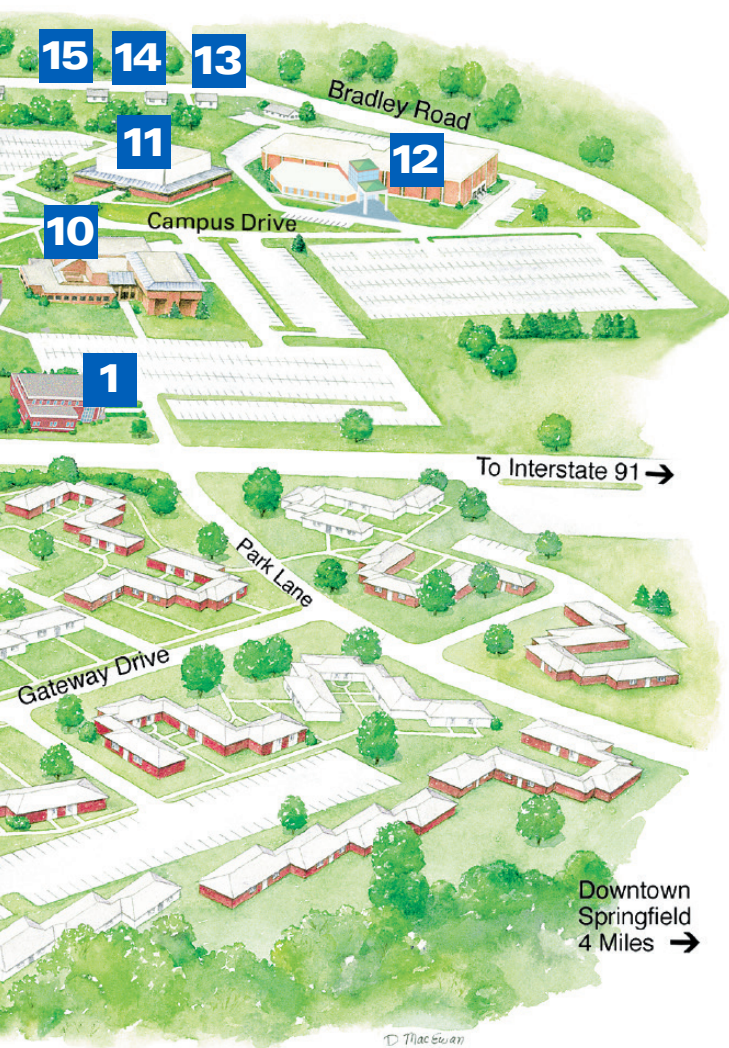
Complete withdrawal includes filing the designated application and meeting with the Dean of First Year Students & Students in Transition for an exit interview.

International students are also required to meet with ISSS prior to their withdrawal from the University.





Campus Map



- 1. Kevin S. Delbridge Welcome Center**
Admissions (Undergraduate)
Center for Graduate and Advanced Studies
Community Relations
Marketing and Communications
Visitors Center
- 2. Herman Hall**
Classrooms and Faculty Offices
College of Arts and Sciences
Mathematics Center
Student Disability Services
Writing Center
- 3. Joseph J. Deliso Sr. Hall**
Administration
Controller's Office
Payroll
- 4. Emerson Hall**
Classrooms and Faculty Offices
- 5. Center for the Sciences and Pharmacy**
College of Pharmacy and Health Sciences
Pharmacy, Pre-pharmacy, Science and Psychology
Classrooms/Laboratories
Faculty Offices
Health Services
- 6. D'Amour Library**
Academic Scheduling
Business Analytics Center
Digital Learning Center
Educational Technology Center
Enrollment Services
TV Studio/Classroom
- 7. Churchill Hall**
Classrooms
Cohen Trading Room
College of Business
Information Technology
- 8. St. Germain Campus Center**
Academic Success Center
Art Gallery
Bookstore
Campus Events
Career Development Center
Counseling
Dean of Students
Diversity Programs
First Year Students & Students in Transition
International Student and Scholar Services
Residence Life
Spiritual Life
Student Activities
Student Affairs
Student Volunteerism
- 9. University Commons**
Residential, Commuter, Faculty, Staff Dining
Convenience Store
Food Court
Conference Rooms
- 10. Sleith Hall**
Classrooms/Laboratories
College of Engineering
Lyman and Leslie Wood Auditorium
- 11. Rivers Memorial Hall**
Human Resources
Radio Station
Student Publication Offices
Theatre/Music Programs
- 12. Blake Law Center**
School of Law
Law Library
Law School Common
Law Clinics
Occupational Therapy Labs
- 13. Information Technology Office**
- 14. Faculty Offices**
- 15. Faculty Offices**
- 16. Faculty Offices**
- 17. Faculty Offices**
- 18. Commonwealth Hall**
Residence Hall
- 19. Windham Hall**
Residence Hall
- 20. LaRiviere Center**
Residential Living and Learning Center
- 21. Evergreen Village Townhouses**
Residence Townhouses
- 22. Southwood Hall**
Residence Hall
- 23. Campus Utilities Building**
Campus Post Office
Facilities Management
Printing Services
Procurement Services
- 24. Franklin Hall**
Residence Hall
- 25. Hampden Hall**
Residence Hall
- 26. Berkshire Hall**
Residence Hall
- 27. Tennis Courts**
- 28. Golden Bear Multipurpose Turf Stadium**
- 29. Softball Field**
- 30. Recreational Fields**
- 31. George E. Trelease Memorial Baseball Park**
- 32. Suprenant Field**
Soccer Field
- 33. Alumni Healthful Living Center**
Athletics
- 34. Flynn Family Pavilion**
- 35. Public Safety**
- 36. Plymouth Complex**
- 37. ROTC**
- 38. Advancement Office**
- 39. Faculty Offices**
- 40. Advancement Operations**
- 41. Residence Houses**
- 42. Residence House**
- 43. Gateway Village**
Resident Apartments



wne.edu/international-students