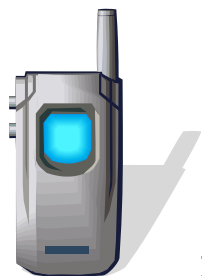


Alfred University



International Student Handbook

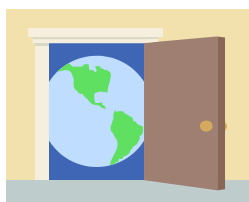


IMPORTANT TELEPHONE NUMBERS

International Programs	(607) 871-2269
Student Service Center	(607) 871-2123
Health Center	(607) 871-2400
Student Security	(607) 871-2108
Police	(607) 587-8877
Fire	911 (off campus), 9-911 (on campus)
Ambulance	911 (off campus), 9-911 (on campus)
Residence Life	(607) 871-2186
Student Senate Office	(607) 871-2474
On-Campus Information	(607) 871-2111
Student Affairs	(607) 871-2133

WELCOME TO ALFRED UNIVERSITY!

The next few years will be full of many challenges and new experiences. Some of the most important learning will occur in the first several weeks of your time at Alfred. It is often the early adjustments that may determine your personal and academic success. The information that is contained in this handbook will assist in your adjustment to the University. Please come by the Office of International Programs as soon as you arrive at Alfred University.



Office of International Programs

Office Hours: 8:30am – 4:30pm Monday – Friday

Closed from 12:00 - 1:00 for lunch

Telephone: (607) 871-2269; Fax: (607) 871-4094

Perlman Hall – Main Floor



Vicki Westacott –

Director of the Office of International Programs and the University Writing Center, as well as ESL Instructor. Her office is located in Perlman Hall Room 108 and her office phone is 607-871-2094.

Email: westacott@alfred.edu

Vicki Westcott is a true friend of the international community. Aside from running the Writing Center and teaching the ESL class, Vicki also helps advise the International Students Organization and co-coordinates a weekly conversation hour and our International Buddy Program.

Susan Wellington –

Office Manager of International Programs and Primary Designated School Official/Responsible Officer; Office phone (607) 871-2269;

Email: wellinsl@alfred.edu

As the Primary Designated School Official/Responsible Officer, Mrs. Wellington is able update and manage your required documentation. Mrs. Wellington should be your first contact when arriving to campus. You will be receiving numerous emails and information from her.



RESOURCE LIST

Patricia Debertolis –

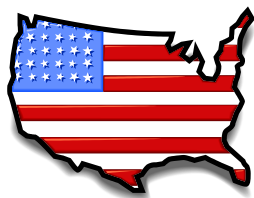
Director of the Powell Campus Center, (607) 871-2175; Email: debertpa@alfred.edu

Ms. Debertolis assists in the development of our New Student and International Student Orientation. Her office is a great place to obtain information about all clubs and activities on campus. Her area also oversees community volunteer efforts.

Michelle Pomeroy –

Associate Director of Admissions, Alumni Hall 2nd floor, (607) 871-2115; Email: pomeroym@alfred.edu

As a Designated School Official, Ms. Pomeroy is able to update and sign off on your required documentation. Ms. Pomeroy will be one of your first contacts when applying to Alfred University.



U. S. ENTRY CHECKLIST

You must have the following with you when you arrive at Alfred University:

Traveling Funds

I-20 or DS-2019

Visa and Passport

Health Form

Emergency Contact Form

Funds (approximately US\$450) to purchase **mandatory** health insurance at Alfred University

ORIENTATION

The first few days can be overwhelming for students arriving from different countries. That is why we organize a special orientation for international students.

All international students are **REQUIRED** to attend the “International Student Orientation.” During the orientation we will help you get settled in and acquainted with the Alfred community.

REGISTRATION PROCEDURE

You must go through a few procedures in order to be able to register:

- You must have medical clearance
- You must submit your immunization records
- You must attend the English Language Evaluation – {for students for whom English is not a first language}
- You must meet with your academic advisor
- Register for courses after you have acquired your academic advisor’s signature

ADDITIONAL PROCEDURES

- Receive a Photo Identification card, I.D. number, and permission for both libraries - Scholes and Herrick.



Establish a Local Bank Account

There are two banks that serve Alfred. Community Bank, N.A., phone: (607) 587-8444, is within walking distance to the campus. The other bank is Steuben Trust Company, phone: (607) 587-9122, which is located approximately one mile north of campus. It is wise for new students who are carrying extra money to take advantage of a banking facility. American banks offer two kinds of service: savings accounts and checking accounts.

EXPECTATIONS OF INTERNATIONAL STUDENTS



Every international student is required to comply with the following:

1. Keep the University informed of your present address and telephone number at all times.
2. Before leaving for a visit outside the United States, see the Office of International Programs if you are unsure about the validity of your visa. You will often need to have the back of your I-20 or DS-2019 signed before you leave. Please do not wait until the last minute to secure this signature. We also ask that you make sure we have an address where you can be reached during vacations if it is other than your address in your own country.
3. Check your passport regularly to see that it is valid six (6) months beyond the time that you anticipate being a student. Because a copy of your passport should be on file in the Office of International Programs, please make sure you bring your passport to the office upon arrival at Alfred so that a copy can be made.
4. When applying for an extension of your program, practical training, or anything else where time limits are important, be sure you leave enough time for the processing of the paperwork. A minimum of one (1) week is required to complete most applications. When you are ready to apply for your training, please come into the Office of

International Programs the semester prior to your graduation as the process takes some time.

5. You are responsible for your non-immigrant status. This means you should be very aware of dates on your passport, visa, and I-20 or DS-2019. Also, if there are any changes in your status (finances, dependents, major, etc.), it is your responsibility to notify the Office of International Programs.
6. Discuss any academic ideas, concerns, or problems with your faculty advisor throughout your stay at Alfred University.
7. Always discuss employment opportunities, on or off-campus, with the Office of International Programs.



IMPORTANT FACTS AND PROCEDURES FOR NON-IMMIGRANTS

The United States Immigration and Naturalization Service has established certain rules and regulations which are your responsibility to understand and follow. International students studying at Alfred University will be under the jurisdiction of the district immigration office for this area:

U.S. Department of Justice
Immigration and Naturalization Service
130 Delaware Avenue
Buffalo, NY 14202
Phone: (716) 849-6760

Important website to find updated information:
<http://www.unitedstatesvisas.gov/index.html>



Passports

The passport is the student's formal permit from his/her own government to travel abroad. It may be extended by sending it to the Consulate of the student's own country in New York City or to the Embassy in Washington, D.C. Passports must be valid for six (6) months beyond the date a stay in the U.S. is desired. In case of loss, application for a new passport has to be made at the Embassy or the Consulate of the student's home country in Washington, D.C. or New York City.

Visas

The visa is a stamp issued by an American Consul, usually in the student's home country, and placed in the student's passport. The visa authorizes the individual to apply for entry into the United States and also indicates the latest date by which a person must arrive in the U.S. There are several categories under which persons are admitted to the U.S. These are designated by letters and numbers on the visa. Students usually fall under one of two designations: F-1 (student) or J-1 (exchange visitor). It is the student's responsibility to check the visa stamp whenever he/she contemplates leaving the country. Be sure the type, number of entries permitted, and date of the visa are valid. If not, you must apply for a new visa at the American Consulate when in your home country or in the country you are visiting.

I-94 Cards

When a person arrives in the United States, the immigration official at the port of entry issues an Arrival-Departure Record. This temporary entry permit indicates that admission has been granted for a specific period of time and for a specific purpose. It also indicates visa classification under which the person entered the country. Students with an expiration date on their I-94 who must continue their studies beyond that date are required to apply for an extension of stay as described below. Duration of stay (D/S) indicates that you are granted permission to remain in the U.S. for the length of time indicated on your I-20, which should be the amount of time it takes to complete your program. If you should finish before that date, F-1 students have 60 days after graduation to leave the country; J-1 students have only 30 days.

I-20 or DS-2019

A student must present a properly completed or endorsed I-20 A-B or DS-2019 to a consulate officer when applying for a visa and to Immigration when entering the United States. At the point of entry, the DS-2019 and/or I-20 will be stamped and returned to the entering visitor. Students must keep these forms with their passports, which should be kept in a readily accessible place at all times. If these documents are lost, the student must immediately contact the Office of International Programs in order to apply for a new one.

Extension of Program

If a student is nearing the ending date on his/her I-20 or DS-2019 and does not feel the designated program will be completed by that date, the Office of International Programs should be contacted as soon as possible. Paperwork will need to be completed for an extension of program if the need for extra time is warranted.



Border Crossing

Students from some countries may not enter Canada without first applying for and receiving a Canadian visa. Students anticipating a visit to Canada should check with the Office of International Programs regarding this and other regulations at least one month prior to their visit. Individuals who wish to leave the United States for a temporary visit to Canada, Mexico, or any other country should be aware of the regulations concerning re-entry into the U.S. If the person's visa indicates single entry, or if a multiple entry or unlimited entry visa is expired, a new one may need to be obtained.

Persons with valid multiple or unlimited entry visas may simply re-enter the United States by presenting a current I-20 or DS-2019 form to the immigration inspector at the border. A DSO or his/her designee must have signed Page 3 of the I-20 or the back of the DS-2019 within one year of the current year.

Employment

The Immigration Service is very strict on matters of employment for students who have recently begun their studies in the U.S. When visas are issued, students have indicated that sufficient funds to maintain themselves for at least one year are available. Any type of work is considered employment, except for that which is required as part of a University appointment (usually teaching or research assistantships). Employment on campus can only be sought after one year in F-1 status; however, on-campus employment is permitted for not more than 20 hours per week, provided the international student is not taking a job away from an American student and is confident that the work will not interfere with his/her studies. All employment opportunities must be discussed with and approved by the Office of International Programs. Persons with F-2 status (dependents of F-1 students) are (in most cases) not permitted to work in any capacity for any reason.

Tax Liability

All international students must submit federal and state tax forms, even if no money is earned. All income earned must be reported to the International Revenue Service by April 15th of each year. Tax forms and instruction booklets will be available at the Post Office, but you will have to seek any advice regarding taxes elsewhere. You may wish to take advantage of the free tax session that is offered through the College of Business at Alfred University. We can provide you with a toll-free number to call the Internal Revenue Service with any questions you may have.

Military Service

Persons holding non-immigrant visas (F-1 and J-1) are not subject to regulations affecting service in the United States military branches. However, students in immigrant status are

subject to these regulations and must register within six (6) months of residence in the U.S. with the Selective Service Office.

J-1 Visa

U.S. INS regulations states that all undergraduate and graduate international student in J-1 status must have health insurance for themselves and any dependents living in the U.S. Insurance brochures are available in the Crandall Health Center. J-1 students' health insurance coverage must meet certain minimum requirements as outlined below:

REGULATORY REQUIREMENTS FOR J-1 VISA HOLDERS



Health insurance in the United States is primarily a private industry with a variety of options for coverage and cost. USIA has established minimum requirements for insurance that are designed to protect the exchange visitor and his or her family. Sponsors should be aware that the stated figures are indeed minimum amounts with no provisions for automatic updating. **YOU ARE NOT ALLOWED TO TAKE THE ALFRED UNIVERSITY STUDENT HEALTH INSURANCE. YOU WILL NEED TO SHOW PROOF OF COVERAGE WITH A MINIMUM OF \$50,000 IN BENEFITS.**

(a) Sponsors shall require each exchange visitor to have insurance in effect which covers the exchange visitor for sickness or accident during the period of time that an exchange visitor participates in the sponsor's exchange visitor program.

Minimum coverage shall provide:

- (1) medical benefits of at least \$50,000 per accident or illness;
- (2) repatriation of remains in the amount of \$7,500;
- (3) expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000; and
- (4) a deductible not to exceed \$500 per accident or illness.

(b) An insurance policy secured to fulfill the requirements of this section:

- (1) may require a waiting period for preexisting conditions which is reasonable as determined by current industry standards;
- (2) may include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness; and
- (3) shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

(c) Any policy plan or contract secured to fulfill the above requirements must, at minimum, be:

(1) Underwritten by an insurance corporation having an A.M. Best rating of “A-” or above, an Insurance Solvency International Ltd. (ISI) rating of “A-” or above, a Standard and Poor’s Claims-paying Ability rating of “A” or above, a Weiss Research Inc. rating of B+ or above, or such other rating service as the Agency may from time to time specify; or

(2) Backed by the full faith and credit of the government of the exchange visitor’s home country; or

(3) Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or

(4) Offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services. [Interim Final Rule, Federal Register, 7 July 1994, p. 34760]

(d) Federal, state or local government agencies, state colleges and universities, and public community colleges may, if permitted by law, self-insure any or all of the above-required insurance coverage.

(e) At the request of a nongovernmental sponsor of an exchange visitor program, and upon a showing that such sponsor has funds readily available and under its control sufficient to meet the requirements of this section, the Agency may permit the sponsor to self-insure or to accept full financial responsibility for such requirements.

(f) The Agency, in its sole discretion, may condition its approval of self-insurance or the acceptance of full financial responsibility by the non-governmental sponsor by requiring such sponsor to secure a payment bond in favor of the Agency guaranteeing the sponsor’s obligations hereunder.

(g) An accompanying spouse or dependent of an exchange visitor is required to be covered by insurance in the same amounts [as the principal]. Sponsors shall inform exchange visitors of this requirement, in writing, in advance of the exchange visitor’s arrival in the United States. [See Section 9.2.3.2.]

(h) An exchange visitor who willfully fails to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who makes a material misrepresentation to the sponsor concerning such coverage shall be deemed to be in violation of these regulations and shall be subject to termination as a participant.

(i) A sponsor shall terminate an exchange visitor’s participation in its program if the sponsor determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with insurance requirements. [22 CFR 514.14]. [See Secs. 9.2.6.3 and 9.3.11.1]

Sponsors who work with general student insurance will notice that some federal requirements, such as coverage for pregnancy, are not required by the Exchange Visitor Program. Sponsors should remember that these are two separate sets of regulations; each applies in its own context.



U.S. LAW

If an unfortunate situation arises and you need legal advice, we recommend that you contact the Southern Tier Legal Service:

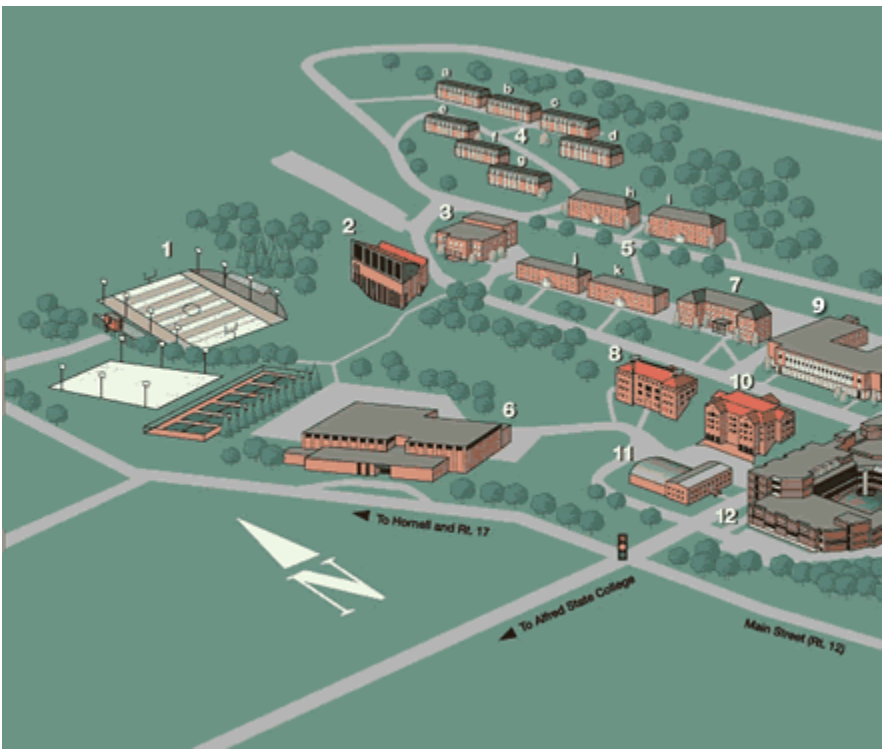
103 South Barry Street
Olean, NY 14760
(716) 373-4701 or 1-800-774-2355

Or, contact the Office of International Programs, where they can give you the name of a lawyer in Buffalo who specializes in immigration matters.

CAMPUS MAP AND FACILITIES



This is an overview map of the Alfred University campus. To help you get around campus more easily, below are more detailed sections of each part of the map.



North Campus

- 1. Merrill Field
- 2. The Miller Performing Arts Center
- 3. Ade Dining Hall
- 4. Pine Hill Suites
 - a. Norwood
 - b. Phillips
 - c. Tredennick
 - d. Crawford
 - e. Shults
 - f. Davis
 - g. Kenyon
- 5. Freshman Residence Halls
 - h.Reimer
 - i.Tefft
 - j.Barresi
 - k.Cannon
- 6. McLane Physical Education Center
- 7. Bartlett Hall
- 8. Franklin W. Olin Building
- 9. McMahan Building
- 10. Scholes Library
- 11. Davis Gym
- 12. Harder Hall



Middle Campus

- 9. McMahon Building
- 10. Scholes Library
- 12. Harder Hall
- 13. Science Center
- 14. Perlman Hall
- 15. Myers Hall
- 16. Seidlin Hall
- 17. Binns-Merrill Hall
- 18. Hall of Glass Science and Engineering
- 19. Student Engineering Projects Lab (STEP)
- 20. Seidlin Annex/Engineering Laboratory
- 21. Physical Plant
- 22. Greene Hall
- 23. Carnegie Hall
- 24. Kanakadea Hall
- 25. The Arthur and Lea Powell Campus Center
- 26. The Robert R. McComsey Career Development Center
- 27. Davis Memorial Carillon
- 28. Art Annex
- 29. Howell Hall
- 36. Village Bandstand



South Campus

- 30. Ford Street Apartments
- 31. Openhym Residence Hall
- 32. The Commons
- 33. Alumni Hall
- 34. Herrick Memorial Library
- 35. Brick Residence Hall
- 36. Village Bandstand
- 37. Crandall Hall
- 38. Kruson Residence Hall
- 39. Saxon Inn
- 40. Gothic Chapel
- 41. Child and Family Services Center
- 42. Crandall Health Center
- 43. Honors House
- 44. Office of Communications
- 45. Language House
- 46. Environmental Studies House
- 47. Stull Observatory
- 48. Hillel House

There are a variety of facilities and services available to all students of the University. The following is a list of these services with a brief description of their function and location.



Bookstore

The College Bookstore in the Powell Campus Center is available to all students. Books, paper, pencils, art supplies, college souvenirs, and many other items can be purchased at this store. The store is usually open every day of the week, but there are extended hours at the beginning of each semester. Check with the bookstore for exact hours. Phone: (607) 871-2350.



Student Service Center

Located on the main floor in Seidlin Hall, the Student Service Center is the place to go to register for classes, report address changes, pickup a transcript, transfer credits - if need be, inquire about cross registration with another school, and to make final changes in your schedule. The Student Service Center's normal hours are Monday - Friday, 8:30 AM - 4:30PM. The phone number is (607) 871-2123. The Student Service Center is also responsible for billing and collecting money for tuition, room and board, and other fees. College of Ceramics students who will be receiving a stipend need to see Nancy Gillette in the Ceramics Payroll Office in Greene Hall. Phone: (607) 871-2481.



Powell Campus Center

The Arthur & Lea Powell Campus Center houses student organization offices, meeting rooms, a post office, the bookstore, an information center, the Li'l Alf Café, a dining hall, and the Nevins Theatre. Dolby Surround-Sound equipment has been installed in the Nevins Theatre, giving us one of the most technically advanced movie theatres in southwestern New York State. Phone: (607) 871-2175.



Career Development Center

Located in the Allen-Steinheim Museum, the Robert R. McComsey Career Development Center offers assistance with career decisions and services. A number of resources are available, as well as assistance from a career counselor. Workshops are frequently offered on topics such as resume preparation and interviewing skills. Phone: (607) 871-2164.



Information Technology Services and Email Service

Alfred prides itself on offering students and faculty up-to-date technology services. The ITS department gives full support to all students needs. They offer a fully functional link to the Internet, making such services as Email and World Wide Web available to the campus community. Client services support both Mac and PC users from a new Help Desk facility on the lower level of the Herrick Library. There are also personal computers and VAX terminals in many offices and departments. Many of the residence halls also have terminals available for your use. For complete information on ITS services please visit their Website at www.alfred.edu./its/ or phone: (607) 871-2222.



Counseling

Counseling services are provided for all University students to assist them in solving personal and educational problems. The Counseling Center provides an opportunity for students to explore their feelings and attitudes in a confidential counseling relationship. Individual or group counseling sessions are available to students at their request. The Counseling Center is located in the Crandall Health Center on Park Street. The Center is open Monday through Friday. Students who wish to meet with a counselor should make an appointment by calling (607) 871-2300 between 8:30 AM and 4:30 PM.



Dining Service

We provide a number of meal plans for your convenience. Plans are available to all students and provide a wide number of choices. If you have difficulty adjusting to the meals offered through Dining Service, please speak to John Dietrich, Dining Service Manager, in Ade Hall and he will attempt to accommodate your needs. Phone: (607) 871-2247.



Health Center

Located on Park Street, the Crandall Health Center is available to all University students. A description of care and services provided and hours is available. Phone: (607) 871-2400.



Herrick Memorial Library

This beautiful library has been renovated. Make sure you stop by to rent a movie, or sit in the quietness of this facility to do some research, surf the net, get your homework done. Enjoy a snack at the café. **MISSION: Herrick Memorial Library provides comprehensive yet straightforward access to outstanding scholarly resources for Alfred University's programs in the liberal arts and sciences, education, and business. Student learning, whether collaborative or individual, is supported through well-designed facilities and new technologies. Emphasizing responsiveness, collaboration, flexibility, and innovation, the Library promotes the spirit of free inquiry that is at the heart of the intellectual experience, teaching research and critical skills of lifelong value to the University's graduates.**



Scholes Library of Ceramics

Located across from McMahon, this is a special library supporting curricula and research programs of the two schools of the N.Y.S. College of Ceramics and the engineering divisions of Alfred University. The Scholes Library collections are an international resource for information on ceramic art, science, and technology. Regular hours are 8:00 AM - Midnight (Monday-Thursday), 8:00 AM - 8:00 PM (Friday), 10:00 AM - 6:00 PM (Saturday), and 11:00 AM - 11:00 PM (Sunday). The hours change during final exams and breaks so check with the library for these hours. Phone: (607) 871-2494. While it is being renovated, Herrick Library's collection is temporarily located in Scholes Library.



Athletic Facilities

Alfred University has indoor facilities for basketball, volleyball, handball, racquetball, badminton, and squash. There are also outdoor facilities for football, softball, soccer, tennis, and lacrosse. In addition, there is a swimming pool, saunas, and a fitness center. You are eligible to utilize the center for open recreation, varsity sports, intramurals, or by attending University athletic events. Please call (607) 871-2193 for hours.



Residence Life Office

Residence hall room assignments and a listing of off-campus housing are provided by the Residence Life Office, which is located in Bartlett Hall. Any questions concerning residence halls or meal plans should be directed to this office. Phone: (607) 871-2186.

**Please Note ** Most of the residence halls close during holiday breaks. However, if you need to be on campus during breaks you should contact Bonnie Dungan at extension 2186, at least a month prior to the break. Generally we consolidate all students in one residence hall during holiday periods.



Security

Alfred University security is operated entirely by students. The students are identified as security aides and are employed part-time, either as regular security aides, shift supervisors, records aides, or as a co-chief. The two co-chiefs share responsibility for managing the daily activities of the student security force. Security's responsibilities include the control of on-campus parking of vehicles belonging to students, faculty, staff, and visitors. They also help in controlling the movement of vehicular and pedestrian traffic as well as crowd control during special events on-campus. Another important function is to aid in the control of drinking and drug abuse on-campus through the enforcement of University policies regarding these concerns.

Their presence is often helpful in maintaining the peace by resolving conflicts between students and deterring criminal and abusive acts. In other instances, their on-the-spot



observation and reporting is helpful in subsequent police department action as well as follow-up action by appropriate University administrators. Another important service provided by the security aides is the Escort Service. Students or employees of the University can request a security aide to walk with them at night on campus. Phone: (607) 871-2108. Across campus are blue, lighted telephones that may be used to call Security or for any emergency.



Mail and Telephone

Resident students will have their own mail box in the post office located on the first floor of the Powell Campus Center. Boxes will be assigned and the key picked up from your resident director. You will have the same mailbox for your entire stay at the University. Please give your correct mailing address to family and friends. If you live off-campus you will want to check at the Powell Campus Center post office for a mailbox there. Off-campus students also can check the Post Office in Alfred to request home delivery or rent a post office box. When students leave Alfred, it is their responsibility to fill out a change of address card with the Post Office.

Students desiring on-campus telephone service must call Mary Lou Coleman at (607) 871-2806. You must, however, purchase your own telephone. In order to contact a person on-campus, from an on-campus phone, just dial the last four digits. There is an access charge for long distance service that will allow you to make long distance calls from your room. You will receive a bill for these charges that must be paid immediately. If you do not make any long distance calls, you will only be billed for the service connection. If you live off-campus and wish phone service, contact Frontier Communications Corporation at 1-800-417-4292.



Laundry Facilities

All of the residence halls have washing machines and dryers that are available for student use. The washers and dryers cost \$1.00 each and you need exact change (in quarters). Some of the residence halls have change machines. You will need to use your own laundry detergent that can be purchased in one of the local grocery stores. For off-campus students there is a laundry facility in the Commons Building of the Ford Street Apartments and a public laundry facility on Church Street in the Village of Alfred.



Religious Life

The Alfred community and its surrounding area offer a wide range of spiritual opportunities for Alfred University students. Religious communities in the village and beyond welcome student participation and many religious groups offer on-campus activities and programs specifically designed for University students. General questions may be directed to Laurie DeMott, Alfred University Interfaith Advisor: (607) 587-8738; Email demotlj@alfred.edu.



ADAPTING TO A NEW CULTURE

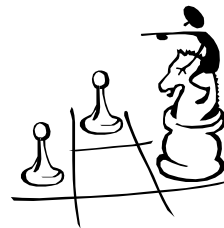
Moving to a new culture is a learning experience. You are coming to the United States to further your education and to learn more in a particular academic field. Each day at Alfred you will be learning many things outside and inside the classroom. You will learn how people of another culture view the world and their lives. There is value in experiencing and understanding a way of life different from your own. You will even learn things about your own culture that you never thought about before. This is a rare opportunity to not only broaden your views but to mature personally and establish your values.

You will also be able to educate others about your culture. Many people in the U.S. are interested in seeing pictures, national dress and other items which depict the culture and life of your country. You may also wish to bring some small souvenirs, typical of your country, to give to U.S. friends and hosts.

The best way to find out about something you do not understand is to ask questions. Do not hesitate to ask question — even if the questions seem trivial or you think your English is not good. People are generally helpful, but they can't guess what you need to know. Ask questions! Enjoy your Alfred experience—and learn from it.

You may find it frustrating at first that you are not able to come and go as you please, as you used to do at home, because you don't have a car, and you find yourself spending way too much time on campus because you don't have that many friends to visit here in the U.S. Give yourself time to make new friends and become involved in the campus community. Be patient with yourself and your new environment. Relax; enjoy yourself; see this as a life and growth experience (including the struggles and mistakes). You may want to withdraw from the outside environment temporarily to avoid overload and fatigue. Get plenty of sleep, eat on a regular schedule, and read or take time in your room or in a natural setting.

It can be helpful to keep some kind of contact with your home and culture (letters, reading about home, reading in your native language, maintaining contact with fellow nationals, etc.).



SUCCESSFUL ADJUSTMENT STRATEGIES

Observation—watch very carefully how people behave in specific situations.

Self-reflection—reflect on your own behaviors in cross-cultural interaction; how do your cultural customs and values affect who, why and how you interact with others?

Basic transactions—through practice and observation, refine and adapt your behavior to

be appropriate in daily transactions (using the bus or the bank; buying groceries; keeping appointments, etc.)

Idioms and common expressions—pay attention to common expressions and seek their real meanings and implications (don't always take things literally).

Ask, ask, ask!—This may be the most important skill of all. When your contact with American people and culture makes you have strong reactions or feel confused, or when you simply don't understand something, ask Americans and others who understand the culture to help you understand. In the United States, asking questions is a well-respected behavior, so you should practice it! Also, don't hesitate to ask people to repeat what they said if you didn't hear or understand.

Discuss and validate—Even when things seem to go well, discuss your daily interactions with someone who knows the culture to see if your actions and perceptions are accurate and appropriate.

Saying no—It is culturally acceptable (as well as common practice) to say "no" in the U.S. in situations where it is not common or acceptable in some cultures. If you don't understand someone or don't want to do something, it is proper to say so: "No, I'm sorry, I don't understand" or "No, I really don't want to do that." Observe Americans and practice saying "no" in different situations. It's considered less rude to say "no" than to give the impression that you understand or agree when you really don't.

Dealing with ambiguity—You may find yourself in situations where American culture dictates that you behave in a way that is different or contrary to your own culture's values. These can be difficult moments. You need to choose which value and behavior is personally appropriate and effective for you.

Initiate conversations—You have to practice your communication/interaction skills to improve them, so you often will have to make the first step.

Take risks, experiment—Attempt to overcome your fear of trying new behaviors and experiences: go places and participate in activities so that you can observe and try out culturally appropriate behaviors.

Fight, Flight, and Adaptation

When entering a new culture, a person may fight it, try to avoid it, or try to adapt to it. Everyone engages in all three to some extent, but adaptation is the most effective. It is helpful to evaluate your behaviors and overall adjustment experience in terms of these approaches.

If you are aware of the normal cycle of cultural adjustment that everyone goes through, it will help you understand yourself and not feel you are abnormal. Many people are very excited and happy at first, but shortly thereafter they may experience stress, confusion, anger, fear, or physical problems. Be assured that 99% of people experience some difficulty adjusting, but are able to cope quite well.



Expectations

Don't expect that you should be able to function smoothly and get things accomplished easily in a new culture. The higher your self-expectation, the greater the possibility of frustration and disappointment when adjustment struggles do occur.

Knowledge of American Culture

Customs and history can help you to understand and get along better in your new environment. Read whatever you can, always be observant and ask questions.

Think about how you have managed transitions in the past (leaving one life situation and entering another), and apply the strategies that helped you. **Know and accept that you will make mistakes.**

Be Prepared

Americans perceive you as a "representative" of your country. However, they may be insensitive & ignorant about your country and the adjustment struggles you face. Be ready to reevaluate and challenge your own assumptions, stereotypes and preconceptions. Have a sense of humor about yourself and adapting to this new culture. You will naturally be inclined to judge (interpret or evaluate) what you see. However, it can be more helpful and effective to suspend judgment by focusing on descriptions and to separate your descriptions from your interpretations and evaluations. Ask Americans for their point of view and talk with friends before making strong interpretations or evaluations.

Work hard on your English (listening and speaking especially).

Developing friendships is important: precisely because you are away from family, friends and community, you need to build a new "social support system" (including persons with past or current cross-cultural experience).



Culture Shock and Ways to Deal with It

Culture shock refers to an individual's reaction to living in a new environment. Some of the things that you are used to in your own culture, may be very different in the United States: language, customs and traditions, holidays, values, behaviors, and foods. It is common and even expected for international students and visitors to feel confused and frustrated when they enter another culture.

Coming to Alfred from another country, you certainly will encounter many new things. The buildings will look different and so will the landscape. The food will not be what you are used to, and the people here look, speak, and act differently from people in your country. Your English may not serve you as well as you expect. You may not be able to convey your full personality in English. Your family and friends will be far away. There may be academic anxieties: Will you do well in an educational system different than the one you are used to? Will you live up to the hopes and expectations of your family and sponsor? Will you be able to make friends?

All these things can be a part of culture shock. Culture shock can make you feel confused, unsure of yourself, doubtful of the wisdom of your decision to come here.

People experience culture shock in varying degrees. Some people are more affected by it than others. Those who do experience it tend to become nervous and unusually tired. They sleep a lot. They write many letters home. They may feel frustrated and hostile toward their host country. They may become excessively angry over minor irritations. It is not unusual for them to become very dependent on fellow nationals who are also students here. All these feelings may make it difficult to deal with Americans and to feel comfortable about speaking English.

The following are some tips on how to cope with culture shock:

- listen to what others are saying and try to understand what is going on around you,
- never hesitate to ask questions if you do not understand what is being said or the situation you are in,
- observe how people behave in different situations, but do not make judgments based on your own cultural values,
- develop friendships with Americans, they can explain what you do not understand or are curious about; develop friendships with other international students, they can share their experiences and ways to overcome culture shock,
- read newspapers and magazines, watch movies — they provide good examples of American culture,
- seeing a professional counselor is one way to deal with emotional problems. Counselors can help you put your problems in perspective; consulting a counselor is a common practice in the US and does not mean you are "crazy,"
- show a sense of humor. Laughing at your own mistakes will ease your anxiety,
- maintain your perspective. Try to remember that hundreds of students have come to Alfred from other countries and have survived,
- evaluate your expectations. Your reactions to the United States and to Alfred and the university will be the products both of the way things are here and the way you expect them to be. If you find yourself being confused or disappointed about something, ask yourself "What did I expect?" "Why?" "Are my expectations reasonable?" If you determine that your expectations are unreasonable, you can do much to reduce the amount of dissatisfaction—and unhappiness—that you feel,

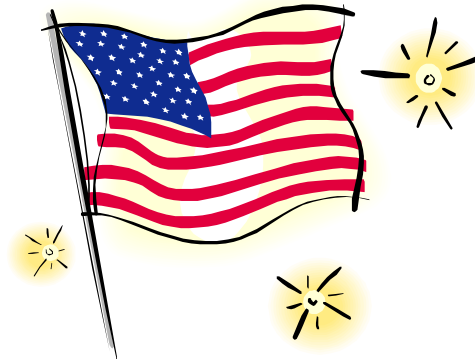
- keep an open mind. People here might do or say things that people at home would not do or say. Try to understand that they are acting according to their own set of values, and these are born of a culture different than yours. Avoid evaluating their behavior by the standards of your own country,
- learn from the experience. Moving to a new culture can be the most fascinating and educational experience of your life. It is an opportunity to explore an entire new way of living—and to compare it to your own. There is no better way to become aware of your own values and attitudes and to broaden your point of view!

Almost all students who study in foreign countries experience some degree of culture shock in reverse, when their studies are completed and they return home. Some students find these adjustments even more painful and difficult than the problems they faced when they first arrived at Alfred, partly because they didn't expect them. Among re-entry problems are problems of identity and insecurity upon returning home, adjustments in life style and interpersonal relations, family and community pressures to conform, frustration as a result of conflicting attitudes.

Be aware that re-entry anxieties exist, and seek counseling—or at least an informal conversation about this at the Office of International Programs before you finally depart for home.

Remember: your goal is to adapt to life in the U.S. in a way that is appropriate and effective for you—not to adopt the American way or become Americanized!





AMERICAN CULTURAL LIFE

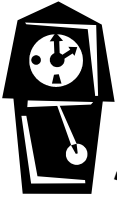
There are so many aspects to any one culture that it is impossible to describe or to summarize in a few words what the culture is like. However, there are some characteristics of American culture that can be described, and perhaps these descriptions will help you understand better the behavior you see and observe in the United States. It does not mean, of course, that everyone in this country will display these characteristics, but it does mean that these characteristics tend to be evident in the country in general. The word American as used here means a person from the United States.

Actually anyone in the Americas -- North, Central, South America - can be called an American. However, there is no convenient word in English for a person from this country, and the word American has come to be used.

These are just some of the basic things, you will notice more subtle differences yourself as time goes by, and more obvious ones will be clear to you from day one, like the educational system. Another little funny thing you will notice is that as the students seem to adjust to the life of being in college they also start to relax more obviously, like wearing their pajamas to breakfast, lunch, and dinner, and even to class!

If you are interested in learning about American culture and the way things are done over here, a couple of Internet sites can be recommended. The site called www.istudentcity.com is an excellent site for looking into and learning about American ways, they have articles written for and by other students.

Another site that could be useful for you is www.glimpseabroad.org/ which is an online magazine written by international students for international students, with really well written and interesting articles. Check it out!!



Time

Americans are very time conscious and place high value on promptness. Americans see time as limited. They put great emphasis on being "on time." Busses, trains, meetings and classes generally start on time. It is important to be on time to classes, social events, public events, and appointments. Americans generally feel that time spent waiting is wasted and will resent having to wait. People who waste time or do not make good use of their time are considered lazy and unmotivated.

If you must miss an appointment, it is polite to telephone the person you were supposed to meet to cancel or reschedule your meeting. If you are going to be more than five or 10 minutes late for a meeting or an appointment, you should telephone to let the other party know you will be late. Americans often have difficulty with people from cultures where time is less important and people are not expected to arrive at the set hour.

Americans also generally prefer to complete one task before beginning another task. Some Americans resent it when people ask them to do more than one thing at a time. In American culture, it is considered rude to interrupt someone when they are doing something. It is better to let an American know you have arrived, and then politely wait until he or she has finished what he/she is doing.



Doing Rather than Being

Americans consider activity as a good thing, and they use expressions like "keeping busy," "getting things done," "keeping on the move." Rather than simply getting together with friends to spend time together, Americans frequently will plan an activity - any activity - and will tend not to get together without some focus to the time spent with friends. People in other cultures often comment on this emphasis on "doing" rather than "being."

Separation of Work and Play

Because Americans are motivated by a desire to achieve and to get ahead, they tend to make a sharp distinction between work and play. They are serious at work, very businesslike, and want to "get down to business," rather than spending time chatting on unrelated matters. As a result Americans have difficulties functioning in other cultures where you must cultivate a social relationship with someone before you can transact business. When Americans play, they are more relaxed, time is less important, and there is more emphasis on social relationships. Even at play, however, Americans may strive to improve their athletic ability, take courses or classes to develop their skills and interests, or otherwise "make good use" of their time.

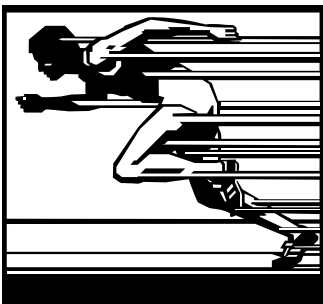
Informality

Although in some places the atmosphere is quite formal, in others, it is very informal. Treating guests informally is not being rude, but rather a way of taking you into the intimate circle of family and friends. For Americans, being asked to "help yourself," or to serve yourself, is a great honor. Although Americans frequently address each other by given rather than family names, at first meeting, it is best to use a person's title (Doctor, Professor, Mr., or Mrs.) unless invited to do otherwise.

Directness

Being open and direct in expressing your desires, preferences, and feelings, or in discussing issues, events, and most ideas is considered proper in the United States. However, most Americans are generally hesitant to discuss religion, political beliefs, age, weight, or salary. Americans are particularly sensitive about their physical appearance. It is VERY rude to tell a person that he/she is overweight or fat, unless he/she is a very close friend.

It is important for you to be direct and honest with Americans in expressing your opinion, feelings, and preferences. If you feel uncomfortable about something you are asked to do, make your feelings known. For example, if you are asked to speak in front of a large group and would prefer not to do so, it is polite to decline the invitation to speak.



Competitiveness

Americans place high value on achievement and success, and this leads them to compete with each other. You will find both friendly and not-so-friendly competition. Although competing is natural to many Americans, they also have a good sense of "teamwork" – cooperating with others toward a common goal.

Inquisitiveness

Americans are generally very curious. American education encourages inquisitiveness and asking many questions. Try to be patient when an American asks you a question about your country, even if the question seems ridiculous. This is your chance to educate them about your culture. You will also learn a great deal about the United States by asking questions yourself.



Scientific Orientation

The United States and the Western world in general have accepted scientific methods and scientific reasoning as the way to understand the physical world. They believe that everything in the physical world should have a logical, understandable basis. Many other countries do not necessarily accept scientific explanations and are likely to be guided in their behavior and understanding of behavior by mysticism, tradition, or other non-analytical bases.



Control of Nature and the Environment

Americans usually think of nature as something that can be altered, conquered, and controlled for people's comfort and use and in order to minimize the effects of fierce weather conditions. In contrast, many cultures accept nature as a force greater than people and something to which people must adapt rather than something they can change or control.

Progress and Change

Most people accept change as an inevitable part of life. Non-Western people tend to look to their traditions as a guide to the future. Americans are more inclined to make decisions based on the anticipated or desired future, and they tend to view change and material progress as good and desirable. Achievement, positive change, and progress are all seen as the result of effort, hard work, and the control of self and nature.



Materialism

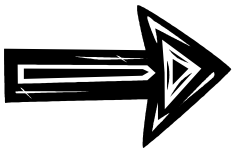
Americans usually look for measurable results of their efforts so that they can decide whether they are making progress. They often stress material comfort and convenience, while many non-western people strive for spiritual and aesthetic values that stress the inner experience of a person rather than any tangible result. Americans will often judge another culture by its material progress - how many telephones, how many calories - and neglect other possible aspects.

Individualism

In American culture there is great emphasis on the individual, who for the most part is responsible for making the decisions, which affect his/her own life. In non-Western cultures decisions are often made by a family, clan, group, or someone in authority. Americans think that individuals should take control of their own lives, develop their own potentialities, use their own initiative to move ahead. There is less emphasis on consultation within the family or clan, where an individual's actions may not reflect his/her own desires. Members of a traditional society are likely to regard their role in life as fixed and not to be questioned or changed. Americans have a desire for personal success, for social and economic progress, and they are not likely to consider social and cultural factors as barriers to their ability to get ahead. A result of this is the competitiveness of American life. Achievement is a dominant motivation in life.

Moralistic Orientation

Americans tend to have a missionary spirit to win other people over to their way of thinking and are likely to judge other societies in terms of the United States. Because there has been great economic and technological progress in the United States, Americans often think that other countries should use their example and adopt their ways of doing things.



Egalitarianism

Americans are taught from childhood that "all people are equal." This is called "egalitarianism," and is a high social value. Although there are many differences in social, economic, and educational levels in the United States, there is a theme of equality that runs through social relationships. In part because Americans do not accept a fixed position in society and believe that they can achieve and succeed in life, they tend not to recognize social differences in dealing with other people. A result is that they do not often show deference to people of greater wealth, greater age, or higher social status. Visitors from other cultures who hold high positions sometimes feel that Americans do not treat them with proper respect and deference, and Americans find it very confusing, when visiting other countries, to shift from high to low status as the situation requires. There is always an attempt to equalize the relationship and to avoid calling attention to rank and authority as a way of exercising power over someone.

Americans call each other by their first names much sooner and more often than people in most other countries. People in American society are seen as having equal rights, equal social obligations, and equal opportunities to develop their own potential.

There are many "equal rights" movements among minorities. In general, Americans try to treat women and men, members of different racial and ethnic groups, and heterosexuals and homosexuals equally. However, like all societies, the United States has many people with rigid and prejudicial ideas about people, food, customs, and proper ways of living. Many Americans' sense of equality informs their belief that homosexuals have the same legal and civil rights as any other citizen. Many Americans consider intolerant behavior toward homosexuals (insulting or abusing of homosexuals) as being ethically wrong. If you

have questions or concerns about homosexuality, you should ask a trusted counselor or advisor.

American society is very "pluralistic." No other country in the world has so many different kinds of people living together in relative peace. Americans are very proud of the diversity of people who live here. It has been very difficult for Americans of different backgrounds to learn to tolerate each other and to live together peacefully.

People of different race, religious beliefs, and national origins have full, legal, equal rights. Most members of the academic community will not tolerate racial or religious insults or jokes. In the university environment, racial or religious insults could get you into trouble.

Prejudice

There exist in all societies many people with rigid, preconceived notions about ideas, people, food and customs different from their own. The United States is no exception. Just as you may discover you harbor a prejudice about a certain kind of food, custom, or person you encounter, so do Americans have unenlightened attitudes toward things which are foreign to them. One of the most serious of these attitudes is racial prejudice or racism. Although Alfred University maintains a strict policy of non-discrimination, for international students of African, Latin, or Asian origin, especially, it is wise to remain conscious of the existence of prejudice in the United States.



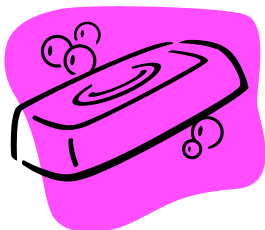
Role of Women

There is a strong feminist movement, or women's liberation movement, in the U.S. which aims to insure that women have equal responsibilities and opportunities to those of men. Although there are still many aspects of society in which women have not achieved this equality, women play a much more public and visible role in this country and have much more responsibility and authority than in many other countries. You may also find that the dress and behavior of women in social situations here are quite different from those in your country. Some male international students have difficulty adjusting to situations in which a woman is in a position of authority because their experiences have not prepared them for them. They need to be sensitive to this difference in the woman's role. What some people consider the "proper" role for women is considered by others to reflect sexism or male chauvinism. You will find women business leaders, police officers, professors, and political leaders. Most people believe that one day the United States will have a woman president.

Problem-Solving

Because Americans feel that they can control their own environment, they also feel that problems are to be analyzed, discussed, and solved. In some societies people can think of a national problem in terms of a hundred or more years. Americans do not think in such long-range fashion. They want to solve problems as quickly and efficiently as possible, and they have difficulty accepting the idea that some problems may not have solutions. This direct approach to problems sometimes leads to confrontations that are shocking to people

from other cultures. When faced with a problem, Americans like to get the facts, talk to the necessary people, and make some plan of action. If the problem is interpersonal, Americans are likely to talk directly to the other person to discuss the issue, to confront the situation as directly as possible as a way to reach a solution. If the two people involved cannot solve the problem, they may turn to a third person such as a counselor or advisor or mutual friend, but the idea is still to confront the situation directly and try to solve the interpersonal problem. This direct approach to people sometimes leads to difficulties for Americans who travel to other countries where this direct manner is likely to insult or offend others who have a more indirect approach to interpersonal relationships.



Personal Hygiene

To most Americans, personal hygiene is very important. They shower and wash their hair daily, and wear freshly cleaned clothes each day. **Natural body odors are considered unpleasant and offensive**, so deodorants, colognes and other toiletries are used often. Many Americans have a fairly sensitive sense of smell. Americans will often mask natural body odors with deodorants and perfumes. Excessive use of perfumes, however, can be equally offensive to anyone who is allergic to them. As a general rule, no odor is better than completely unmasked or excessively masked odors that may otherwise occur naturally. Occasionally a person has found himself shunned by some Americans and not understood why he/she could not make American friends, yet they were embarrassed to tell him/her that they found his/her body odor offensive. Frequent bathing and the use of chemical deodorants, perfumes, and soaps are not necessarily healthy, but they may have an effect on a person's social relationships.



Drinking and Smoking

If you come from almost any other country and culture than the American, you would have been allowed to drink and smoke as you please. This will be one of the major differences you will notice first off when being in the U.S. In most places, it is not allowed to smoke or drink in public areas. Drinking is only allowed inside and only if you are **21-years- or older**, and smoking is only allowed in certain places outside.

Dress

Casual dress is appropriate for the classroom. Students will, however, dress more formally for certain class presentations. Casual dress is also appropriate for visits in people's homes, shopping or movie theatres. You might dress more formally for a special dinner or a special event at the University.



Friendliness and Openness

To Americans, a friend can be anyone from a mere acquaintance to a life-long intimate, and the friend's company may depend on a particular activity. Americans have friendships that revolve around work, political activity, volunteer activities, special interests, etc., and Americans may have friends for each kind of activity who are rarely all together and may never meet each other. An American may have many friendships on a casual, occasional basis but only a very few deep, meaningful friendships that would last throughout life. People from abroad sometimes see these casual relationships as a reluctance of Americans to become deeply involved with others.

In some circumstances, when a person in another culture would turn to a friend for help or support, an American may turn to a professional, like a counselor, rather than burdening friends with his/her problems. When people visit the United States, they usually notice immediately the friendliness and openness of Americans and the extreme ease of social relationships. This casual friendliness should not be mistaken for intimate relationships, which are developed over a period of time. Americans live in a mobile society and tend to move frequently in their lifetime. They, therefore, can form friendships and give up friendships much more easily and with less stress than people in many other cultures. Casual social life is especially evident in college and universities.

Many international students feel some frustration in their attempts at forming and maintaining friendships with Americans. This is not meant to discourage you from making friends with Americans, it is only intended to make you aware that behavior between American friends might be different from what you would expect.



Gifts

As a rule, gifts are given to relatives and close friends. They are sometimes given to people with whom one has a casual but friendly relationship, such as a host or hostess, but it is not necessary or even common for gifts to be given to such people. Gifts are not usually given to teachers or others who hold official positions. The offering of gifts in these situations is sometimes interpreted as a possibly improper effort to gain favorable treatment from that person.

Public Displays of Affection (PDAs)

In normal situations, Americans tend to avoid "Public Displays of Affection", or "PDAs" between friends of the same or different sex. In general, Americans do not hug or hold hands with their friends in public areas unless it is some special occasion. PDAs may lead to lead Americans to misunderstand the nature of your friendship when in public. In private, Americans may hug or hold hands with their friends.

Romantic partners may show PDA's, but only within limits: hand holding and short kisses in public are OK, but prolonged kissing and other activities are considered offensive, and even strangers may ask them to stop.

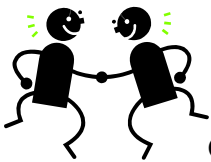


Romantic Relationships

Romantic relationships may seem very different from your own country. Dating is acceptable between people, and is usually arranged with an informal invitation from a man, although it is increasingly acceptable for a woman to give the invitation. Accepting or offering a "date" does not necessarily mean that you are interested in marriage, or a serious or sexual relationship. People often get together to go to movies or to dinner to have a good time and to get to know someone. Most Americans will date many people and regard them as friends.

In the United States, marriage normally happens only after a person has had several romantic relationships. Only the two people in the relationship can make decisions about carrying the relationship further: family members – including parents – have very little influence in any marriage decisions.

Sexual relationships are common when two people become romantically involved. Sexual relationships can be very difficult – and dangerous. You should take time to think, and get advice from a trusted friend, counselor or advisor before beginning a sexual relationship. The Crandall Health Center has free condoms for students and can give you more information on birth control, sexually transmitted diseases, etc.



Greetings, Language, Body Language, and Slang

Greetings

Americans are very friendly. They tend to greet each other with a smile, sometimes a handshake, and a friendly "hello, how are you?" (which is not a question about your health) or "what's up?" Such a greeting is very common, and does not always require an answer. You will hear many casual greetings among students including, "hi," "hey," "howdy," "what's new?" or "how's it goin'?"

You will also hear "how are ya?" or "how ya doin'?" Unlike some other cultures, these questions do not mean that the person wants to stop and talk about how you are. The expected answer is "fine," even if you are not feeling "fine."

If an American friend greets you with "Hi, what's going on?" and walks away, do not feel offended, it is a popular way of greeting.

Americans are also very informal, and address each other by their first names from the time they meet, even with elders and people of authority. Do not feel uncomfortable when someone asks you to use his/her first name, it is customary. If you are in doubt about

how to address someone, you should first use the formal name and wait for them to suggest that you use the first name.

To say "good-bye" students also say, "so long," "let's go," "take it easy," "gotta go," "we're outta here," "see ya," "see ya later," "buh-bye," "catch you later," "later," or even the Italian

"ciao" or the Spanish "adios." The common phrase "see you later" is not an invitation for a visit, but a way to say "good-bye."

Language

Spoken English may sound very fast to you. If you have trouble understanding a person, ask them to slow down or repeat what they said. Do not hesitate to ask questions.

There are a number of spoken dialects in the United States. The most common dialects are "Black English" (also called Ebonics), spoken by African Americans, and "Piedmont English," spoken generally by white people. Both dialects can be difficult to understand for non-native speakers, but with patience, communication is possible, and very rewarding.

Americans who are not used to communicating with international students may behave strangely. Particularly, they may speak louder, move their arms and hands quickly, and in fact seem "angry." This is not the case. Remember, Americans are very inquisitive, and are often eager to learn about your country and culture. Speaking loudly and moving the body is a natural human reaction to misunderstanding.

Americans, particularly students, use a great deal of "slang," which is a trendy, culturally oriented, or informal way of speech. Often, slang cannot be understood without an explanation. If you don't understand a word or phrase, ask what it means and how it is used. Most Americans will be amused by your attempt to understand, and will happily help you. Learning some slang will help you understand American culture better, and bond with our friends, roommates, and classmates



Body Language

Keep in mind that unspoken signals by others may not mean what you think. Various gestures are automatic and vary from culture to culture. For example, burping after a meal in America is something that one needs to excuse himself/herself for doing. While in other countries, burping may be seen as a compliment to the cook. If a person's words and gestures do not seem to match, it would be wise to ask the individual.

The average personal distance varies from culture to culture. Americans tend to require more personal space than in other cultures. So if you try to get too close to an American during your conversation, he or she will feel that you are "in their face" and will try to back

away. Try to be aware of this, so if the person to whom you are speaking backs away a little, don't try to close the distance.

Also, try to avoid physical contact while you are speaking, since this may also lead to discomfort. Touching is a bit too intimate for casual acquaintances. So don't put your arm around their shoulder, touch their face, or hold their hand. Shaking hands when you initially meet or part is acceptable, but this is only momentary.

Slang

There are thousands of slang expressions used in the United States. When you hear something you don't understand, by all means ask for an explanation. You may also check various Web sites to learn some American slang. A few of them are:

www.manythings.org/slang/, www.slangcity.com/, www.ocf.berkeley.edu/~wrader/slang/

Below are some commonly used slang expressions to get you started:

To “**Ace**” something

To earn a grade of an “A”

“I aced the economics exam!”

Awesome!

A positive over-exaggeration

“The concert was awesome!”

Big deal

When used ironically: That does not impress me.

“Oh, big deal.”

Without irony, it conveys importance:

“I have an interview tomorrow, it's a big deal!”

No big deal

Not a problem

“I have an exam tomorrow, but it's no big deal.”

No biggie

Not a problem

“I can help you study for the exam. I have plenty of time, so it's no biggie.”

Blow

To be unsuccessful

I failed that exam: “I blew that exam!”

To spend money foolishly: “I blew all my money on shoes!”

Not good: “This place blows, let's go.”

Bucks

Dollars

“You can save a couple of bucks if you shop at Dollar General.”

Buff

Someone who works out a lot and has well-developed muscles

“That basketball player is totally buff!”

Bummer

An unpleasant experience

“That movie was a bummer!”

Burned out

Exhausted and lacking enthusiasm

“After exams, I felt totally burned out.”

To be busted

To get caught doing something wrong or illegal

“John was cheating on his exam, but the teacher busted him!”

Change

Refers to all coins: penny, nickel, dime, quarter

After you make a purchase, the money you get back is called your “change.”

“The total is \$18.95 and you’ve given me \$20. Your change is a dollar, five (\$1.05).”

Chill

To spend leisurely time with your friends

“Last night I was chilling with my friends in front of the T.V.”

Cool

Really interesting

“That’s cool! He’s cool. We have a cool professor.”

Cram

To frantically study right before a test

“I crammed all night for the exam!”

Crash

To fall asleep out of total exhaustion

“After the long test, I went home and crashed.”

Cut it out!

A demand implying “stop it!”

“You’re making too much noise. Cut it out!”

To be down

To be sad, depressed, not happy

“He looked down today.”

To be down to earth: practical, straight forward, and honest

“My parents are amazingly down to earth. They really understand me.”

To drive someone up the wall

To make one very nervous, upset or annoyed

“When people forget to turn off their alarm clocks, the noise drives me up the wall!”

Drugs

Another acceptable word for medicine

“The doctor prescribed a lot of drugs for my cold.”

Drugstore

A synonym for “pharmacy”

“I went to the drugstore to pick up some vitamins.”

Flunk

To fail a test or subject

“I flunked English.”

Guts

Courage

“It takes guts to register for so many classes.”

Hit the books

To study

“I can’t go tonight. I’ve got to hit the books.”

Homecoming

A university festival held in October – a special football game, dance, etc.

“Are you going to Homecoming?”

Into

Intense enthusiasm for something

“He’s really into chess.”

Jerk

An obnoxious person

“He’s a real jerk.”

Jock

An athlete

“A lot of the jocks hang out together.”

Mall

A big shopping center

“The closest malls to Alfred are in Rochester and Elmira.”

On the ball

Alert and quick to respond

“You must be on the ball to take that class.”

Quiz

A short test

“She gives her class a quiz every week.”

Red tape

Bureaucratic delay and paperwork

“There is so much red tape involved in dropping a class.”

Rip off

To steal or cheat

“Someone ripped off his bike.”

Take out

To order food from a restaurant, pick it up, and take it home to eat

“I ordered some take out Chinese food.”

To go

To order fast food and take it with you to eat

“I ordered my Big Mac and fries to go.”

**Your Name**

Your name is a very important part of you. Be patient while others learn how to say your name correctly. Some international students will choose an "Americanized" version of their name to make it easier for others to remember, but this is a matter of personal choice. You should not feel that you have to do this yourself, though you can if you would like to. Americans can learn to say your name properly, if not perfectly. They may even be proud to learn how to pronounce it correctly.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning.

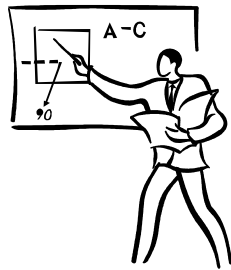
Examples of conduct prohibited by this policy include, but are not limited to:

- persistent, unwelcome flirtation, advances or propositions of a sexual nature;
- repeated insults, jokes, anecdotes or gestures that are commonly considered by people of a specific sex to be demeaning to that sex;
- repeated, unwelcome comments of a sexual nature about an individual's body or clothing or about sexual activity or speculations about previous sexual experience;
- unnecessary and unwelcome touching, such as patting, pinching, hugging or repeated brushing against an individual's body;
- direct or implied threats that submission to or rejection of requests for sexual favors will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and
- unwarranted use of sexually suggestive materials.

All members of the university community are responsible for ensuring that their conduct does not sexually harass any other member of the university community. This same responsibility extends to employees of third parties doing business with the university or on university premises and to campus visitors.

University administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If administrators or supervisors know sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must take immediate steps to ensure the problem is addressed, even if the problem or alleged problem is not within their area of oversight.

If you are experiencing sexual harassment, let someone know. You will be protected from retaliation. If you feel you are being sexually harassed, contact Student Affairs, your academic advisor, the Counseling Center, or the Office of International Programs.



AMERICAN ACADEMIC LIFE

You will probably find that academic life at an American university, including American classrooms and teaching methods, differs from those used in your own country. To help you succeed as a student at Alfred University, here are some important suggestions:

Evaluate Your Expectations

Have realistic expectations for yourself as you begin your study here. You will need some time to adjust to your new lifestyle, the American culture, and Alfred. International students often earn lower grades than they are accustomed to during their first semester. As their language skills improve and they become accustomed to the university, their grades improve.

Study Skills

In many countries, students are required to pass major tests for university admissions, and sometimes for graduation. In order to pass these tests, students have to memorize many facts, and students must study for hours every day in order to memorize everything.

Memorization is important, but in the United States, professors are happier when students can actually use facts to solve problems in new, creative, or unique ways. In short, memorizing facts is not enough. It is not necessary to memorize your books, but rather it is necessary to understand the concepts, and be prepared to apply and communicate the concepts to real-life situations.

Hard Work from the Beginning

Pay special attention at the beginning of the course when the professor gives instructions about how he or she will conduct the class and determine grades. You may have to adapt your study habits to the American educational system. The system emphasizes continual evaluation in the form of tests, projects, quizzes, and participation in class discussions throughout the semester or term, not only on an exam at the end of the semester or term. Your teacher will specify due dates for various assignments. These dates are firm and you must hand in your work by that date to receive full credit. If you know you cannot meet a deadline for an important reason, discuss this with your teacher ahead of time.

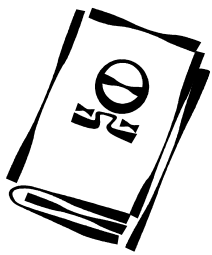
Attendance

Almost every professor will have an attendance policy. If you miss too many classes or are late for too many classes, professors have the right to give you a failing grade for the course, no matter what your scores are. It is very important to come to class on time. If you are late, enter quietly and sit down. Of course, if you are sick or have some emergency, your absence may be excused. You should be prepared to give some written evidence for this, such as a note from your doctor. If you know that you will miss one or more classes,

inform your professor ahead of time. Make sure you do not miss any assignments and try to get class notes from a classmate.

Syllabi (plural for "syllabus")

The syllabus will describe your professor's expectations of the class, assignments and their due dates, projects, grading scale, attendance policy, texts to buy, tests and examinations dates. You will be responsible for completing the material and following the rules listed on the syllabus. Text book costs are different for every class. Students buy their own books for each course. Books are expensive! They provide the foundation for the courses and will be great resources for you to own. At the end of each semester, you will have the option of selling your books back to the bookstore. If you choose this option, do not expect a full refund. In fact, the amount you receive may be only a fraction of the original price. Keep in mind that hardcover books will be more expensive than paperback books. And used books are much less expensive as well. Buy your books as soon as you can if you'd like to be able to select the least expensive materials.



Reading Effectively

Almost every course in an American university requires the student to do a lot of reading. Professors will lecture, of course, but many times the students are expected to get new information from readings – and the professor will sometimes NOT give lectures on the information found in readings. Even if the professor doesn't give a lecture on a topic, if it is on the syllabus, you are still responsible for learning the information.

Reading is frequently the hardest task for a second language learner, but there are some good techniques for you to use:

Step One: SKIM over materials quickly, paying attention to the table of contents, the titles of chapters, the headings of various sections of the chapters, the first sentences of each paragraphs, and the summary sections.

Step Two: READ over the material again. This time read more carefully, looking for the main points, the conclusion, and the content.

Step Three: QUESTION what the writer has written. Ask: "Why is the writer saying this?" "What is the evidence for that?"

Step Four: REVIEW the material. Look over your notes and try to retain the main points of the reading.

- **Ask your professor about anything you do not understand in your reading materials.**



Classroom Etiquette

Students are very informal in the classroom. Some students eat, drink, put their feet up on the desks, or even fall asleep during class. Often the professor does not like this behavior, but will not say anything to the student during class.

Student/faculty relationships are generally casual and informal. Some professors may surprise you with their informal approach to teaching. For example, some professors sit on the table in front of the class. Other professors are much more formal in the classroom, but really enjoy talking to students outside of the class time.

Your professors are genuinely interested in helping you. Feel free to go see them any time during their office hours or make an appointment to see them outside of their regular office hours.



No Smoking

Smoking is not permitted in classrooms and university offices. In fact, all buildings, including residence halls, on campus are smoke free. So if you smoke, you will have to do so outside of buildings on campus.

Classroom Participation

In many countries, students are expected to sit quietly and listen to the professor. Often, students are not encouraged to ask questions or say anything at all. PROFESSORS IN THE UNITED STATES ARE DIFFERENT! Students are ENCOURAGED to ask questions and to voice their own opinions, even if they differ from the opinions of the professor! In the mind of an American professor, student comments and questions mean that the student is paying attention to the professor, and professors generally like that. However, keep in mind that it is important to disagree politely and to respect the knowledge and opinions of the professor and the other students in the class.

Do not hesitate to ask a question about something you do not understand.

In some classes, you may be asked to prepare a short lecture or presentation to deliver to your class. Many such assignments are graded. It is normal to feel anxious about speaking in front of your professor and class. You should practice your presentation aloud to an audience of one or more, and ask for feedback before making class presentations. You can practice in front of your roommate or friends.

Many professors will include your class participation in the calculation of your final grade for the class. You will learn a tremendous amount from your participation and that of the other students in your classes.



Office Hours

Do not hesitate to make an appointment to see the professor. It is not necessary to have a problem to make an appointment. You may wish to discuss a particular topic in the course with the professor or to exchange views. As an international student, we recommend you visit your professors early in the semester and introduce yourself. Most professors will be thankful to know that there is an international student in class and will want to know a little more about you and your country and previous education.

Examinations

You will take many examinations in your classes. Most classes have a mid-term and a final exam. There are two general types of test.

Objective exams test the student's knowledge of particular facts. There are five different kinds of question commonly found on objective tests. You will want to learn to deal with each of them.

Multiple Choice: The student must choose from a series of answers, selecting the one that is most appropriate.

True or False: The student must read a statement and indicate whether it is true or false.

Matching: the student must match words, phrases, or statements from two columns.

Identification: The student must identify and briefly explain the significance of a name, term, or phrase.

Fill-in-the-blank: the student must fill in the blanks left in a phrase or statement in order to make the statement complete or correct.

Subjective, or essay exams, require you to write an essay in response to a question or statement. Subjective exams often focus on the "big picture" and test your ability to organize your thoughts and relate knowledge of a particular subject.



Term Papers

You will write many term papers and other essays while you are at Alfred. It is better – and often a requirement – to submit a typewritten or word-processed paper, rather than a handwritten one.

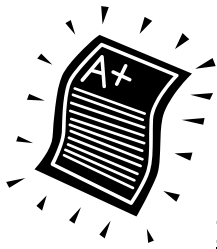
It is wise to complete papers before their due date, so there is time to ask another person or your professor for suggestions for improvement. Do not be afraid to ask your professor for clarification of his/her expectations for your term paper. Make an appointment with your professor to discuss the topic if you do not understand. Be sure to carefully proofread and spell-check your paper before giving it to your professor.

Academic Honesty

Originality and individual achievement are highly valued in America. This is reflected in the focus on original thinking in class discussions, research projects and papers. It is also reflected in the rules of academic honesty.

The most important rule of academic honesty is that a student must be evaluated only on the basis of his or her own work. If students violate this rule by submitting the work of other people as their own, they are committing a serious offense called plagiarism.

Plagiarism may result in a student's dismissal from the University. Some cultures view issues such as plagiarism differently. It is very important for you to understand exactly what comprises plagiarism at an American university. If you are ever in doubt about whether you may be committing plagiarism by using someone else's words or ideas and claiming them as your own, ask your professor to clarify the matter immediately.



Five Rules for College Success

In our experience there are five “rules” for success in the American university.

- Stay organized
- Do the work
- Meet someone new
- Have fun
- Take care of yourself

Stay organized. Develop a schedule that includes time to attend class, study, relax, and take care of personal needs. We recommend that you schedule your classes close together. It is easy to waste the time between classes if you have a class at 9 a.m. and your next class is not until 2 p.m. It is more effective time management to schedule a 9 a.m. and 11 a.m. classes. You then have the afternoon to study.

Do the work. You are here to be a student. Do not “cut” class (be absent). It is easy to fall behind in class, so try to study each of your subjects each day. Outline your class notes and the assigned chapters in the text. One technique is to write test questions, and then answer them. For example, ask yourself, this question: “Based on today's lecture, what questions might the professor ask on an examination?”

Meet someone new. This is a special time for all college students. Every student will meet new people. As an international student this is a very special opportunity for you. You will have an opportunity to learn about Americans and they will be curious about you.

Have fun. Attend campus events. Broaden your cultural experiences by attending lectures, concerts and theatre productions. Join clubs and look for as many opportunities as possible to interact with your classmates.

Take care of yourself. It is important to exercise. Take advantage of the excellent fitness facilities on campus. Walking is good exercise. Be thoughtful about what and how much you eat. If you abuse drugs or other harmful substances, you will not succeed or remain here for long.



Glossary of Academic Terms

The following are a few of the important academic terms used in the university. A more complete glossary is in the undergraduate catalog.

Academic Advising. Process whereby students are provided with information regarding degree requirements, recommended coursework, programs of study, academic support services and policies, and procedures and academic progress.

Academic Adviser. An academic adviser is a faculty member who provides students with information concerning courses, programs of study, and other information about academic life.

Academic Year. The academic year is divided into two semesters (fall and spring) each lasting 15 weeks. A week of exams follows the end of the 15th week. There are two summer sessions, each lasting six weeks. The university calendar is in the Schedule of Classes booklet and also available on Alfred University's Web page.

Assignment. Assignments are out-of-class work that is required by a professor and are due by a certain date. Examples of assignments are reading a book, writing a paper, or completing a laboratory report.

Credit Hours. The quantity of work a student does at Alfred University is measured in credit hours. The number of credit hours for a course is usually based on the number of hours the class meets each week. To complete your degree, you must accumulate the credit hours specified for the degree you are seeking.

Course Load. International students on F and J nonimmigrant status visas are required by U.S. Immigration to carry a "full course load" (12 credit hours for undergraduates; 8 for graduates) to maintain their status. Exceptions to this rule must first be discussed with your academic advisor and you must have their approval in writing. You must then have the approval of the director of the Office of International Programs, Petra Visscher.

Course Withdrawal. This is the process by which a student withdraws from a course. If you do not properly withdraw from a course you will receive a failing grade (F) in the course. If you withdraw or "drop" the course by the beginning of the second week of the semester, no mark will appear on your academic record. If you withdraw from a course after then, a mark of "W" will appear on your transcript for the course. You cannot withdraw from a course after the fourth week of classes. Specific dates for dropping/withdrawing are published in the Schedule of Classes booklet and on Alfred University's Web page. These dates are important.

Department. The department is an academic unit within a college or school.

Major. For undergraduate students, a major is their area of concentration of study.

Prerequisite. Course(s) or condition(s) required before enrollment in a more advance class. Prerequisites are listed in the catalog and the Schedule of Classes booklet.

Midterm. A mid-term is a test given near the middle of the semester, usually in the 7th or 8th week.

Final. This is an examination given at the end of a semester and usually accounts for a significant portion of your grade. Most exams are comprehensive, that is, they cover all material covered in the course. The final exam schedule is published in the Schedule of Classes booklet. Always check with your professor to confirm the time, date, and location of exams.



Grades and Grade Point Average (GPA). The quality of a student's academic work is measured by letter grades and grade point average (GPA):

Each hour of A (excellent) equals 4 points

Each hour of B (above average) equals 3 points

Each hour of C (average) equals 2 points

Each hour of D (below average) equals 1 point

Each hour of F (failing) equals 0 points

A GPA is determined by dividing the total number of points earned by the number of quality hours taken. An example follows:

3 hours of A at 4 points per hour = 12 points

6 hours of B at 3 points per hour = 18 points

3 hours of D at 1 point per hour = 3 points

Total 33

Dividing 33 by 12, a grade point average of 2.75 is obtained.

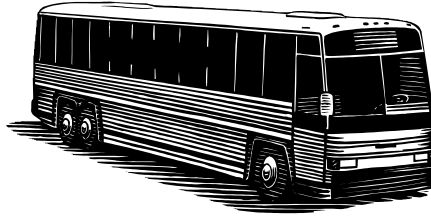
The cumulative GPA is computed by dividing the total quality points by the total quality hours taken at the university.

Academic Probation. Probation is a warning to maintain a semester and/or an overall grade point average of 2.00 or better. Failure to improve the academic record within a specified time may result in academic dismissal.

Grade Report. A grade report is issued at the each of each academic term. Grades become part of the student's record. Grade reports are mailed to the student's permanent address as on file in the Registrar's Office.

Transcript. A transcript is a record of courses taken and grades received by a student. You can get official copies of your transcript free of charge from the Student Services office. You must have a photo identification to request transcripts. It takes at least seven working days to get these copies. The transcripts are mailed free including to students with addresses outside of the U.S.

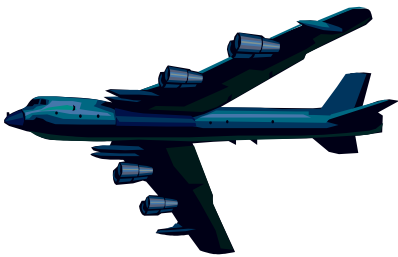
MISCELLANEOUS INFORMATION



Transportation in and out of Alfred

The major source of transportation for students who do not have a car is the Shortline bus. Bus schedules can be obtained from the Sports Center on Main Street. This bus goes to NYC three times a day. Phone: (607) 587-9144. Locally, Hornell Area Transit (607) 324-7910 makes frequent runs between Alfred and Hornell.

During major vacations, the University provides bus service to the Buffalo and Rochester airports. Reservations must be made at the Campus Center. In addition, a Venture Van travels to places like Elmira, Rochester, and Buffalo on weekends. Call the Campus Center (607) 871-2175 for more information.



Other Travel

If you are considering traveling during the mid-semester break or during Christmas break or just to see more of the United States, these travel links may prove helpful:

www.orbitz.com, www.travelocity.com, www.expedia.com. Just to be on the safe side, look up some more prices to make sure you get the cheapest price possible. And if you are going to travel during Christmas break and other holidays you want to be out and looking in plenty of time, because a lot of people are traveling at that time of year and the prices will most likely go up the closer you get to the holiday.

After having bought your tickets, but before you actually leave your house, check if there are any delays or cancellations by calling the airline or by going to this link:

www.fly.faa.gov/flyfaa/usmap.jsp. It will show you the status of the airport and if any cancellations or delays have occurred.

ALWAYS check with the Office of International Programs before leaving the United States to make sure your visa is in order.



Major Holidays

January 1 - New Year's Day

January (third Monday of the month) - Martin Luther King Day

March/April - Easter

May (last Monday of the month) - Memorial Day

July 4 - Independence Day

September (first Monday of the month) - Labor Day

November (Thursday before last weekend of the month) - Thanksgiving Day

December 25 - Christmas Day

Other customary holidays are Valentine's Day (February 14), St. Patrick's Day (March 17), Mother's Day (second Sunday in May), Father's Day (third Sunday in June) and Halloween (October 31).



News from Around the World

To find online newspapers from all over the world in native languages, go to: www.ipl.org/div/news. So if you are hungering for news from your home country just go to this site and you will be able to read the latest news within minutes. Also,



Weather

To find the weather forecast, go online to weather.com, or weather.yahoo.com or check on my.alfred.edu.



Monetary Units

The U.S. monetary system follows the decimal system. The basic unit is the dollar, the symbol for which is "\$." The most widely used bills are in denominations of \$1, \$5, \$10 and \$20. Occasionally, a bill of \$2, \$50 or \$100 may be seen.

Each dollar can be divided into 100 cents. Currency in the form of a coin is: 1 cent (penny), 5 cents (nickel), 10 cents (dime) and 25 cents (quarter). There are some other coins, such as the 50 cent coin or the Susan B. Anthony silver dollar coin, but they are rarely seen.

A currency exchange site, where you can go to find out what your home country's currency's exchange rate is, on any given day, compared to the dollar is:

www.oanda.com/converter/classic.



Value of a Dollar

The following list of average prices will give you an idea of how much a dollar is worth:

cup of coffee \$1.50

hamburger, fries and drink . . . \$5 - \$7

lunch at a restaurant \$8 - \$15

hotel/motel room \$50 and up

movie theatre (cinema) . . . \$6 - \$8

gasoline (1 gallon) \$4.10

haircut (woman) \$15

haircut (man) \$10

letter stamp in the U.S. . . . \$.44 cents

letter stamp abroad \$.90 cents (for 1st ounce, for additional ounces, rates vary by destination)

monthly rent for a two bedroom apartment . \$600

monthly rent for a room in a house . \$250- \$300

Be prepared that your first month in the United States is likely to be the most expensive, since you will not be able to bring everything you need, and might forget some things. The first month might be twice as expensive as the others.



Shopping

Almost all of your basic shopping needs can be met within the Village of Alfred. There is a UniMart convenience store and a pharmacy located downtown. Also, an economical “Dollar General” store is about a mile (one way) north of campus. However, should you require more options, the Town of Hornell, offers a more expansive array of shopping opportunities (WalMart, Wegman’s grocery store, etc.) and can be accessed by public transportation. Hornell Area Transit “HAT” bus (607) 324-7910 makes frequent runs between Alfred and Hornell. Although most places will accept travelers' checks, credit cards, and debit cards, some cash may be necessary.



Sales Tax

Most states in the United States charge a sales tax on tangible personal property and s services (haircutting), newspapers, books, toiletries, etc. Sales taxes vary from state to state, but average 5% or 6% in most places. In addition, some counties services, such as clothing, restaurant and fast food restaurant meals, and towns add an additional sales tax. Sales taxes are added at the cash register, so be prepared for your bill to be more than the price tag on an item. In Alfred, the total sales tax is 8.5%.



Clothing and Shoe Sizes

Women's clothing:

Petite (under 5 feet, 5 inches)

Misses - (over 5 feet, 5 inches)

Dresses

USA/ England			0	2	4
e	2	4	6	8	0

Men's clothing:

Shirts

USA/ England	4	5	6
e	6	8	0

Coats

USA/ England	6	8	0	2	4
e	6	8	0	2	4

Pants/Trousers are sold by waist and inseam measurement in inches.

Shoe sizes are determined by length measurement by inches. Ask a salesperson to measure your foot and remember the number.



Tipping

Tipping, also known as gratuity, is giving a small amount of money to another person for a service. These are the most often tipped services:

waiter/waitress 15% - 20% of food bill

porters \$1 - \$2 per bag

barbers/hairdressers 15% of bill

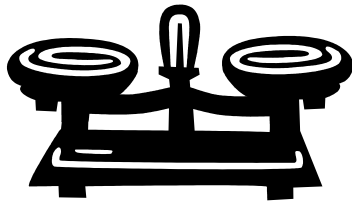
taxi drivers 10% - 15% of fare, never less than \$1.00

room service at a hotel . . . 50 cents - \$1

food delivery persons . . . never less than \$1

You should never tip police officers, physicians, government employees, or university employees. It may be interpreted as a bribe, which is illegal.

You do not tip bus drivers, theater ushers, museum guides, salespeople, employees at fast food restaurants, or hotel clerks.



Weights and Measures

The United States is one of the few countries that uses the English Measurement System rather than the Metric system. It is confusing if you are not used to it. To help you out, this site, www.onlineconversion.com, can help you convert anything.

1 inch = 2.54 centimeter 1 foot = 30.48 centimeters

12 inches = 1 foot 1 yard = 0.92 meters

3 feet = 1 yard 1 mile = 1.61 kilometer

1 meter = 3.29 feet or 1.09 yards

1 kilometer = 3280.8 feet or 1093.6 yards or 0.62 miles

1 kilogram = 2.2 pounds

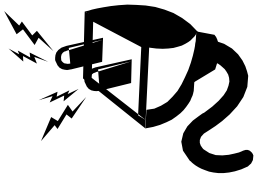
1 pound = 0.45 kilograms

2 pints = 1 quart

1 gallon = 3.79 liters

4 quarts = 1 gallon

1 liter = 1.06 quarts or 0.26 gallons



Electrical System

The United States' electrical system uses 115 -117 volts, 60 cycles (hertz). If you are bringing appliances from home, they may have been designed for a different voltage electrical system. You will need to purchase a transformer and plug adapter that can handle the wattage of the particular appliance that you bring with you. If you do not bring them with you, you can purchase adaptors and transformers online or at the Radio Shack store in Hornell.



Time

Alfred, New York is located in the Eastern Standard Time Zone. When it is noon in Greenwich, London, it is 7 a.m. in Alfred. The United States generally does not use the 24-hour clock. The phrase "a.m." is used from midnight until noon, and the phrase "p.m." is used from noon until midnight. Examples: 07.00 is 7 a.m., and 15.00 is 3 p.m. Twice a year, the last weekend in October and the first weekend in April, the time is changed by an hour to incorporate the seasonal use of daylight savings. Those changes are widely advertised in the newspapers, radio and television. Be sure not to miss it, so you can reset your clock and be on time for classes.

If you are wondering what time it is at home or which date it might be due to the differences in time zones, try this site. It only has major cities listed but it is helpful. Go to www.timeanddate.com/worldclock/.



Parking Regulations

All vehicles, including automobiles, trucks, motorcycles, and other motor-operated vehicles to be operated or parked on University property, must be registered immediately with the Safety Office in the Physical Plant. Student vehicle registration is \$55.00 for the academic year. A \$55.00 fee will be charged for each additional vehicle registered. There will be no refunds issued after the first full week of classes. A full description of vehicle and traffic regulations is described in a brochure that will be available at your Orientation. You may contact the Safety Office with any questions regarding vehicle regulations at (607) 871-2108. Note: if you park downtown in Alfred, pay attention to the traffic meters and the times during which you must put money into them to park.



Personal Safety

The University campus, although very safe, is not exempt from crime. Students and visitors should take the following precautions:

- avoid walking alone during hours of darkness. University Police provides an escort service to anyone who is uncomfortable walking alone in the dark.
- do not leave valuables or personal belongings unattended.
- always keep your room/apartment and car locked.



Legal Issues

The speed limit is strictly enforced in the United States; maximum speed is 55 to 65 miles per hour, depending on the state. In the town of Alfred, the speed limit 30 miles per hour and is also strictly enforced.

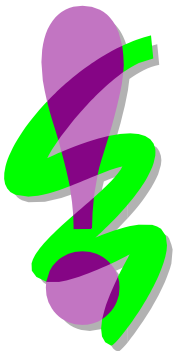
Each state has a minimum age below which it is a crime to sell or consume alcohol. In New York, that age is 21. NEVER drive after drinking alcoholic beverages!!!

Keep a copy of all your documents/records. In case anything gets lost, you will have the copy to refer to.

The written word is strict. Read thoroughly and understand before signing documents such as leases and contracts.

Social Security

An international student or exchange visitor who works while he/she is in the United States is required to have a Social Security number. You must have a Social Security number before you can receive a paycheck. The process for applying can take anywhere from 2 - 5 weeks once the application is in. Application for such a card must be made in person, and two forms of identification and proof of age are required, one of which must be your passport. Also, if you have an assistantship, take your contract letter with you. The Office of International Programs will make arrangements for one trip to Olean at the beginning of each semester and has information to assist you in getting your Social Security number during other times of the year.



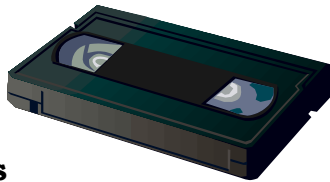
Health Insurance Coverage

IMPORTANT: Alfred University requires all F-1 international students to be covered under the university's student health insurance policy. You must pay for this coverage when you register for school. J-1 or Exchange students will need to show proof of their own health coverage that must meet the minimum guidelines according to DOS and SEVIS prior to receiving their DS-2019. Contact the Office of International Programs with any questions regarding this requirement.



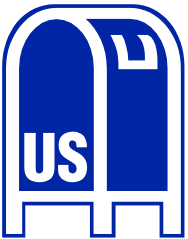
Movies

Nevins Theatre in the Powell Campus Center offers weekly popular movies on Friday and Saturday nights and Saturday afternoons. The price is \$2.00 for students. There is a movie theater on Main Street in Hornell (607-324-4129) that has three movies showing at a time. The price for students (with ID) is generally \$5.00. You may call to find what movies are showing there each week.



Video/DVD Rentals

Herrick Library has over 1000 videos and DVDs (some in languages other than English) that can be checked out free of charge for three days. Be sure to return them on time as the late fee is \$1.00 per day per DVD or video. Watching movies in English with the English subtitles on can help you improve your English language skills. Movies may also be rented for a fee from Main Street Video, ArrowMart and Short's in Alfred as well as several locations in Hornell and Wellsville.



Post Office

There is a Post Office on the lower level of the Powell Campus Center. However, it is not a full-service facility. There is a U.S. Post Office on Main Street (at the corner by the traffic light) in Alfred. Domestic letter stamps currently cost 44 cents per ounce, international stamps cost 84 cents for the first ounce and vary for each additional ounce depending on destination; domestic post cards cost 24 cents each, international post cards cost 75 cents each. You may also use the U.S. Post Office for shipping packages overseas.

Updated 06/2010

Some items taken or adapted from:

DePauw University, Salisbury University, Wheaton College, Willamette University, Howard University, Kent State University, the University of Minnesota, and Mercer University International Student Handbooks.